

A. Food Allergies/Disability - Parent/Guardian Responsibilities

1. If a student has a food allergy or a disability that requires restrictions, food substitutions or meal modifications, the parent/guardian must provide written authorization to act to make the necessary dietary modifications and to treat a reaction to the allergy. In addition the parent/guardian must provide documentation from a health care provider to the student's principal, school nurse and to food service personnel. The documentation must clearly and specifically state the nature of the student's food allergy or disability and how this restricts the student's diet or exposure to allergens. The documentation must also authorize the appropriate dissemination of this information to persons who may be in a position to assist the student. The Food and Allergy Sensitivity Form (JLCEB-E) may be used for this purpose.
2. The administration of epinephrine is governed by policy JLCEA.
3. If the student requires an antihistamine and/or an EpiPen, the parent/guardian must provide these medications in a properly labeled container and in the correct doses. The antihistamine must be in an unopened package.
4. The parent/guardian will work with the school nurse to develop individualized health care and/or emergency care plans to minimize the risk of exposure and provide detailed procedures to follow in the event of an allergic reaction.

B. Food Allergies/Disability - Food Services Responsibilities

1. Following receipt of a completed special dietary restriction notification, in compliance with Part A of this policy, each school will develop a list of students with food allergies or who require meal modifications in their school. This information will be distributed to:
 - a. The school health staff in the building
 - b. The school food services manager
 - c. Food services central office
 - d. Principal or designee
2. Food service personnel will properly input special dietary restriction information into the food service management system.
3. ACPS will also follow the guidance for school food service staff described by the United States Department of Agriculture Food and Nutrition Service entitled *Accommodating Children with Special Dietary Needs in the School Nutrition Program*.

C. Food Allergies/Disability – School Health Responsibilities

1. Upon receipt of required documentation, the school nurse will work with the parent/guardian and other appropriate school staff to develop individualized health care and/or emergency care plans to minimize the risk of exposure and provide detailed procedures to follow in the event of an allergic reaction.
2. The school health nurse will inform the cafeteria manager of the individual student's dietary restrictions.

3. If a student is suspected of or found to have an allergic reaction, the parent will be contacted and staff will follow appropriate emergency procedures.

D. Food Allergies/Disability – School Responsibilities

The principal/designee:

1. The principal/designee will collaborate with parents/guardians, staff and school health services to ensure that reasonable steps are taken to protect the safety of all students with food allergies/disabilities that have been identified.
2. After notification of the food allergy, the principal/designee will disseminate this information to appropriate school staff.

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