

Montessori School of Casper Allergy Policy

School Guidelines for Managing Students with Severe Allergies

Severe allergies can be life threatening. The risk of accidental exposure to allergens can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe and inclusive educational environment for allergic students.

Therefore, the School requires parents/guardians of students with severe allergies to review the School's allergy policy and establish an Allergy Action Plan with the School *prior* to committing to their child's enrollment. The School will not require or accept a commitment to the Parent Contract until the parents/guardians and the School have developed an Allergy Action Plan to provide reasonable accommodations and safety procedures for the protection of a student with an allergy and the parents have provided a release to the School for compliance with such plan. In the event that, after enrollment, it is discovered that a student has developed an allergy or has an allergy that was previously unknown, it is the parents'/guardians' responsibility to communicate this to the School immediately. If the allergy is severe, the parents/guardians shall be required to establish an Allergy Action Plan prior to the student returning to School and provide a release to the School for compliance with the plan.

For the students' safety, the School reserves the right to suspend or terminate a student's enrollment in the event the student's parents/guardians do not comply with the Allergy Policy, including failure to notify the School of an allergy as described above.

Family's Responsibilities:

- Notify the school of your child's allergies before submission of the Parent Contract. If your child is already enrolled, notify the School Administrator and your child's guide immediately upon discovery of the allergy.
- Set a date for a meeting to develop your child's Allergy Action Plan with staff before the school contract is signed.
- Provide medical documentation, instructions, and medications as directed by physician using Allergy Action Plan as a guide before child's first day of attendance. Include a photo of your child on the written form. Update these materials immediately upon changes.
- Provide proper medications and replace them after use or upon expiration.
- Schedule a time with school staff and the child's physician for a review of policies/procedures after a reaction has occurred, and conduct a review prior to the child returning to school.
- Provide emergency contact information, and update the school immediately upon changes.
- Be willing to go on field trips and to participate in school celebrations and class parties if requested by the school, or provide alternative arrangements for your child.
- Begin educating your child when it is developmentally appropriate or as it becomes necessary to:
 - recognize first symptoms of a reaction,
 - know where the epinephrine auto-injector is kept and who has access to it,
 - communicate clearly as soon as he/she feels a reaction starting,
 - avoid sharing or trading snacks, lunches or drinks with others,
 - understand the importance of hand washing before and after eating,
 - request ingredient information for any food offered, and if food is not labeled, politely decline the offer ("No, thank you").

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School's Responsibilities:

- Upon notification of a severe allergy, set a date for a meeting to develop an Allergy Action Plan, based upon information provided by the student's parent and physician.
- Be knowledgeable about and follow applicable regulations of licensing bodies.
- Require all school personnel, including substitutes, to complete food allergy training.
- All classroom and office staff should become familiar with the Allergy Action Plans of every allergic student at MSC and the school-developed emergency protocol.
- Staff will be ready to assist in any needed capacity during an emergency.
- Conduct biannual medical emergency response drills--one at the beginning of each semester.
- Store medication in an easily accessible and safe location according to applicable regulations.
- Review policies/procedures with family, staff and child's physician after a reaction has occurred.
- Discuss field trips with family of the allergic child to decide appropriate strategies for managing the allergy.
- Hold open discussions with students about allergies and the importance of maintaining a safe environment for everyone.
- Plan classroom routines around frequent hand washing upon arrival at school and before and after eating.
- Establish cleaning procedures for all areas of the school to prevent cross-contamination of food allergens.
- Discourage children from sharing or touching any other child's food, dishes, utensils, cloths, and napkins.
- Post a list of allergies of every allergic MSC student in every classroom and in the kitchen; keep a copy of the Allergy Action Plans in the kitchen, the child's classroom, the child's file, and in a binder to be taken on field trips and outings.
- Provide parents with an appropriate shopping list void of known allergens for the classroom snack. Ask parents to send snack items in original packaging so staff can verify safety of foods by checking for cross-contamination. Refrain from serving food that reasonably appears questionable. (This applies to any event held by the school where food will be present.)
- Ask families and staff to avoid bringing or sending food with known allergens to the school site. This includes items labeled "May contain," "Processed in a facility with" or "Contains." (This applies to any event held by the school where food will be present.)
- Inform and update all families of known food allergens that could cause severe reactions as they are reported to the school. The family understands that this could inadvertently lead to disclosure of private health information.
- Compile and provide a list of possible safe lunch and snack items to all families in the Parent Handbook.

Extracurricular Activities

Extracurricular instructors are not employees of the School and it is not within the School's means to be able to provide instruction to them. In the event a student with allergies wishes to enroll in extracurricular activities held at the School, it will be the Parent's responsibility to make arrangements directly with such instructor(s) for any needed accommodations or safety procedures. Extracurricular instructors are welcome to attend meetings between parents and school staff, to avoid the parent having to duplicate effort.