

Skinner North Multi-Disciplinary Food Allergy Team  
School Plan

Identified Areas of Concern	Skinner North Plan	CPS/IL Guidelines
<b>Identifying Children with Allergies and Requesting Paperwork</b>		
<b>Identify children with food allergies.</b>	<ul style="list-style-type: none"> <li>• Send home Student Medical Information Form.</li> <li>• <i>Preserve student confidentiality.</i></li> <li>• Send additional email request for form, specifying children with chronic conditions, including food allergies.</li> </ul>	704.8 II.A Guidelines 9
<b>Receive proper forms for children with food allergies.</b>	<ul style="list-style-type: none"> <li>• Once a child has been identified as having an allergy, send home all necessary forms.</li> <li>• Forms should also be sent home if child has a reaction at school, if child tells staff he/she has an allergy, or if parent reports allergy.</li> <li>• Follow-up by nurse may be necessary.</li> </ul>	704.8 II.B-C Guidelines 9-10
<b>Self-carry and self-administration of medications.</b>	<ul style="list-style-type: none"> <li>• Ensure proper forms have been submitted.</li> <li>• Educate children on self-administration when age-appropriate.</li> <li>• Ensure staff knows where to find child's medication (i.e. backpack, locker, on person).</li> <li>• When possible, have backup medications in nurse's office.</li> </ul>	704.8 II.B 704.2 II.B;F Guidelines 10
<b>Developing and Implementing 504 Plans</b>		
<b>Develop individual plans for a child with a life-threatening allergy.</b>	<ul style="list-style-type: none"> <li>• Commence 504 process.</li> <li>• Update annually.</li> </ul>	704.8 III Guidelines 9-10
<b>Ensure child's teacher(s) is aware of allergies.</b>	<ul style="list-style-type: none"> <li>• Provide 504 plans to teacher.</li> <li>• Provide a de-identified list of all food allergies in each classroom.</li> <li>• Make sure all teachers for 4-8 grades are aware of allergies, not just homeroom teacher.</li> <li>• Make sure teachers are aware of any special requirements in 504 (such as a specific food being not allowed in the classroom).</li> </ul>	704.8 III.C
<b>Ensure staff is aware of allergies. This includes specials teachers, cafeteria staff, custodial staff, J-at-school staff, coaches, enrichment teachers, aides, etc.</b>	<ul style="list-style-type: none"> <li>• Provide a confidential list of food-allergic children with their allergies. <i>Parents must approve sharing this information with non-CPS employees such as J-at-school or enrichment staff.</i></li> <li>• Provide a de-identified list of all allergens school-wide.</li> </ul>	704.8 III.C
<b>Plan for extracurricular groups, teams, or classes.</b>	<ul style="list-style-type: none"> <li>• <i>No group or team coaches or enrichment staff should provide food to students while at Skinner North, with the exception of Girls on the Run (provides a healthy snack per program protocol in accordance with school and CPS food allergy policies).</i></li> <li>• Ensure all programs follow school policies for food-free rooms, sanitation, and hand cleaning.</li> </ul>	704.8 III.C

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	<ul style="list-style-type: none"> <li>Make sure each group, team, or class leader is aware of and follows the 504 plans of children in the group. <i>Parents must approve sharing this information with non-CPS employees such as J-at-school or enrichment staff.</i></li> </ul>	
<b>Ensure substitute teachers are aware of children with food allergies and school policies.</b>	<ul style="list-style-type: none"> <li>Provide an updated summary list of school policies.</li> <li><i>Short-term substitute teachers may not eat in classrooms.</i></li> <li>Provide a confidential list of students with food allergies and their allergens grouped by classroom.</li> <li>Provide accessibility to 504 plans as necessary.</li> </ul>	704.8 IV.C Guidelines 16
<b>Transportation plans for children with food allergies.</b>	<ul style="list-style-type: none"> <li>Notify bus company of allergens and 504 plan requirements.</li> <li><i>Notify specific drivers and aides of allergens as specified in 504 plans.</i></li> <li>Buses should be food free.</li> <li>Buses should be cleaned regularly.</li> <li>Ensure children have Epipens on bus.</li> </ul>	704.8 IV
<b>Field trip plans for children with food allergies.</b>	<ul style="list-style-type: none"> <li>Student Epipens are brought on trip.</li> <li>Notify nurse one week in advance, per CPS.</li> <li>No food consumed on bus.</li> <li>Make sure trip is safe for all students.</li> <li>Ensure Epipens are returned to individual students.</li> <li>Ensure students with 504 plans and Epipens are paired with a trained teacher, staff member, or their parent while on the trip.</li> </ul>	Guidelines 14;16
<b>Overnight trips/travel for children with food allergies.</b>	<ul style="list-style-type: none"> <li>Develop plans to make sure children with food allergies can safely attend.</li> <li>Request additional district Epipens for overnight trips.</li> </ul>	Guidelines 14
<b>District Epipens</b>		
<b>District-managed Epipens.</b>	<ul style="list-style-type: none"> <li>Epipen may be given to any child experiencing anaphylactic shock.</li> <li>Ensure process of replacing expired Epipens.</li> <li>Must be stored in an unlocked, centralized location.</li> <li>Staff needs to be aware of location.</li> </ul>	Public Act 098-0795 Guidelines 6;10-1 704.2 IV
<b>Cafeteria Safety</b>		
<b>Ensure safe meals are available for students in the cafeteria.</b>	<ul style="list-style-type: none"> <li>Notify cafeteria staff of students with food allergies and their allergens.</li> <li>Follow food substitution requests.</li> <li>Ensure all students with food allergies have food substitution physician orders.</li> </ul>	704.8 III.A Guidelines 15
<b>Cafeteria safety for students with food allergens.</b>	<ul style="list-style-type: none"> <li>Wipe tables using spray cleaner.</li> <li>No food sharing.</li> <li>Ensure cafeteria aides know which students have food allergies.</li> </ul>	704.8 IV Guidelines 13-5

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	<ul style="list-style-type: none"> <li>• Ensure cafeteria aides know where EpiPens are.</li> <li>• Ensure cafeteria aides are trained to identify and treat a reaction.</li> </ul>	
<b>Hand cleaning before and after meals.</b>	<ul style="list-style-type: none"> <li>• <i>Before meals, students should be offered hand sanitizer or wipes.</i></li> <li>• <i>Children with food allergies should be encouraged to use wipes before eating.</i></li> <li>• <i>After meals, all students should be given wipes.</i></li> <li>• <i>Meals include breakfast, lunch, and afterschool snack.</i></li> </ul>	704.8 IV Guidelines 13-5
<b>Procedure for students who bring nuts in their lunches.</b>	<ul style="list-style-type: none"> <li>• Parent notification at the beginning of each year.</li> <li>• <i>Call parent.</i></li> <li>• <i>Disposal/consumption plan pending.</i></li> </ul>	
<b>Procedure for students/parents who are sharing food with other students.</b>	<ul style="list-style-type: none"> <li>• Ensure students and parents are aware of no-food sharing policies.</li> <li>• Ensure parents are aware that Star-of-the-Week food cannot be shared.</li> </ul>	
<b>Procedure for students who refuse to wipe hands.</b>	<ul style="list-style-type: none"> <li>• Students may wash hands if there is a noted objection or reaction to wipes.</li> <li>• If behavioral, refer to office for guidance.</li> <li>• <i>Demonstrate purpose of wipes (using paint) with older students.</i></li> </ul>	
<b>Reducing Allergen Exposure</b>		
<b>Reduce allergen exposure in classrooms.</b>	<ul style="list-style-type: none"> <li>• Designate all classrooms as food-free for students and parents.</li> <li>• No food at classroom parties.</li> <li>• Food-free birthday celebrations.</li> <li>• Ensure teachers who eat in their classrooms are aware of foods prohibited in classrooms by individual 504 plans.</li> </ul>	704.8 IV Guidelines 13-4
<b>Reduce allergen exposure school-wide.</b>	<ul style="list-style-type: none"> <li>• Request all food brought into the school be nut-free.</li> <li>• Wipe hands after breakfast, lunch, and snacks.</li> </ul>	704.8 IV Guidelines 13-4
<b>Reduce allergen exposures from parents, siblings, and visitors.</b>	<ul style="list-style-type: none"> <li>• Sign posted in lobby.</li> <li>• Parent notification at the beginning of each year.</li> <li>• Ensure parents are aware of which rooms allow food (cafeteria, teacher lounge, gym, parent room).</li> <li>• Ensure young siblings are not eating/drinking in school.</li> </ul>	704.8 IV Guidelines 13-4
<b>Procedure for a parent, visitor, or staff member who violates food policies.</b>	<ul style="list-style-type: none"> <li>• Designate an individual to address compliance issues.</li> </ul>	
<b>Reduce allergen exposures through cleaning and sanitation.</b>	<ul style="list-style-type: none"> <li>• CPS requires spray cleaner.</li> <li>• Use disposable cloths.</li> <li>• Ensure frequent cleaning of commonly touched surfaces.</li> <li>• Ensure frequent vacuuming.</li> <li>• Ensure vomit is cleaned following standard protocols.</li> </ul>	704.8 IV Guidelines 13-4

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<p><b>Reduce allergens in classroom experiments and projects.</b></p>	<ul style="list-style-type: none"> <li>• Ensure science, art, and other classroom experiments/projects do not include allergens.</li> <li>• Provide teachers with a list of common hidden allergens in class and art projects.</li> <li>• <i>Notify afterschool science and art programs of no-food policies and make sure they are implemented. Refer to classroom teachers if needed.</i></li> </ul>	<p>704.8 IV Guidelines 13-4</p>
<b>Emergency Planning</b>		
<p><b>Individual reaction emergency response plan.</b></p>	<ul style="list-style-type: none"> <li>• Follow 504 plan emergency response plans or individual health plans for students.</li> <li>• If the student is not known by the school to have a food allergy, assess and administer district Epipen for symptoms of anaphylaxis.</li> <li>• Follow CPS guidelines regarding Epipen administration, 911 notification, parent notification, staying with student during reaction (including to hospital), and incident reporting.</li> </ul>	<p>704.8 IV.E;V Guidelines 12 Public Act 098-0795</p>
<p><b>Mass allergen exposure event plan.</b></p>	<ul style="list-style-type: none"> <li>• Per CPS, develop a plan if a large number of students are simultaneously exposed to an allergen, i.e. via cafeteria meal.</li> </ul>	<p>704.8 IV.E Guidelines 12</p>
<p><b>Evacuation/lockdown/mass casualty event plan.</b></p>	<ul style="list-style-type: none"> <li>• Ensure a supply of shelf-stable food/drink is available based on physician food substitution forms for all children with food allergies.</li> </ul>	<p>704.8 IV.E;V Guidelines 12</p>
<p><b>Emergency response drills.</b></p>	<ul style="list-style-type: none"> <li>• CPS requires twice-annual drills to practice responding to a food allergy reaction, using the checklist provided in the guidelines.</li> </ul>	<p>704.8 IV.E;V Guidelines 12; 14-5</p>
<b>Staff Training</b>		
<p><b>Teacher and staff training on food allergies and Epipens.</b></p>	<ul style="list-style-type: none"> <li>• All new staff trained on food allergies, including Epipen administration.</li> <li>• Returning staff trained every 2 years.</li> <li>• At least 2 staff members (beyond school nurses) trained on CPR/AED.</li> <li>• Ensure all new staff members, regardless of hire date, complete district Webinars on food allergies.</li> <li>• Train as many staff members as possible on Epipens using district Webinar or in-person.</li> <li>• Ensure cafeteria aides and afterschool aides are trained on Epipens.</li> </ul>	<p>Public Act 098-0795 Guidelines 11-2 704.8 VI</p>
<b>Inclusion and Bullying</b>		
<p><b>Inclusion and bullying.</b></p>	<ul style="list-style-type: none"> <li>• <i>Participate in Food Allergy Awareness Week.</i></li> <li>• Ensure students with food allergies are included in all school activities and events, including extracurricular activities, sports, and special events.</li> <li>• Ensure students are not bullied for food allergies.</li> </ul>	<p>704.8 VII Guidelines 2;12-4</p>

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Food at School Events		
Food at school events.	<ul style="list-style-type: none"><li>• No homemade food at school events.</li><li>• An allergen-free, nutritionally comparable option must be provided for all students with 504 plans.</li><li>• CPS states best practice is for celebratory meals and food at events to be provided by school dining center.</li><li>• CPS states food should not be the focus of events.</li><li>• Per CPS, all food must be labeled with ingredients, including cross contamination risks.</li><li>• Individual 504 plans may require prior notification of foods to be served, including ingredients and cross contamination risks.</li><li>• School policies for hand-cleaning, table cleaning, and sanitation must be followed.</li></ul>	704.8 IV.C Guidelines 13-4