



**HAMILTON COUNTY DEPARTMENT OF EDUCATION  
School Health Program**

**FOOD ALLERGY PROTOCOL**

**Parent/Guardian Responsibility:**

- Notify the school of the child's allergies
- Complete the school system's Medical Referral Form for Modified School Meals provided by the Child Nutrition Department. This requires information from the child's physician.
- Work with the school's team to develop a plan that accommodates the child's needs throughout the school including in the classroom, on the playground, in the cafeteria, in after-care programs, during field trips and on the school bus. Replace medications after use or upon expiration.
- Educate the child in the self-management of his/her food allergy.
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) annually and after any incident where a reaction has occurred.
- Discuss with the school principal the need to share information about their child's allergy with the parents of the other children in the classroom.

**School's Responsibility:**

- Review the health records submitted by parents and physicians.
- Identify a core team of, but not limited to, school nurse, teacher, principal, food service director, counselor and 504 coordinator to establish an appropriate plan.
- Assure that all staff that interacts with the student on a regular basis know the child, can recognize symptoms and know what to do in an emergency.
- Coordinate with the school nurse to be sure medications and/or (Epipen) are appropriately stored and readily available if needed.
- All buses will have communication devices. The Director of Transportation will be aware of students that have food allergies, and will share this information with appropriate bus drivers.
- Remind students of the "no eating" policy on school buses.
- Provide a "food allergy" free eating area in the cafeteria, which will be properly cleaned.
- Students in classrooms that have someone with a food allergy will also wash their hands after lunch.
- Precautions will be taken by food service personnel to guard against cross contamination when preparing the meals.

**Student's Responsibility:**

- The student should not trade food with others.
- The student should not eat anything with unknown ingredients or anything he/she knows will cause an allergic reaction.

The student should notify the nearest adult immediately if he/she eats something to which he/she is allergic.