

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

**STUDENT PERSONNEL**

**Severe Student Allergies**

It is recommended that, due to severe student food allergies and in keeping with the schools' wellness policies, schools consider eliminating food treats during the school day.

If schools continue to allow food treats, it shall be the policy of the Diocesan Catholic Schools Board that the following practices and procedures be followed where a student is enrolled who is allergic to food ingredients which has been diagnosed by an allergist and declared severe enough to cause possible anaphylactic shock.

1. Parents whose child possesses a severe food allergy that could cause anaphylactic shock, must notify the administration and the teacher as soon as possible and provide the school with a copy of the allergist's signed notification.
2. The teachers in classrooms containing students with a diagnosed severe food allergy, that could cause anaphylactic shock, should educate the students and their parents about the allergy and must require all classroom treats be free of the allergy producing ingredients.
3. If food treats are allowed in a classroom where a student has a severe diagnosed food allergy, which could cause anaphylactic shock, all food treats must be pre-packaged with the ingredients clearly listed on the package. When pre-packaged treats are brought into the classroom, the following procedures are to be followed:
  - a. The parents and teacher should discuss how they will proceed. Included in the discussion should be the provision of alternate treats that are to be provided by the affected student's parents, the use of an Epi-pen, the procedures involved in case of anaphylactic shock, and how best to contact the parents in case of an emergency.
  - b. Teachers in classrooms who have a student possessing an allergist's diagnosed severe food allergies must send a note home to all parents notifying them of the severe food allergy situation without naming the student. In addition the classroom parents are to be notified that any treats sent to school must be pre-packaged and must not contain the specific allergen in the ingredients.

- c. When a pre-packaged food treat is brought to the classroom, the teacher or associate must contact the parents of the affected student and read them the ingredients and any special notations written on the package. The parents are to make the decision as to whether the student should partake of the specific treat or be given a treat from the alternate treats supplied by parents of the student with the allergy.
4. There must be an allergy free table in the cafeteria for use by students with severe food allergies if parents request such. No student needing an allergy free table shall be made to eat alone unless requested by the parents.
5. School personnel, including bus drivers employed by the schools, should be trained on proper Epi-pen injection techniques by the school nurse.
6. Parents/Students must provide a minimum of one Epi-pen for school and one-for student use if the student is 7 years or older.
7. Epi-pens should be stored in a light free location.
8. If a student is younger than 7 years old, the Epi-pen must be kept in the school office or nurse's office. All staff must know where the Epi-pen is located and be able to obtain it immediately in case of need.
9. If student is seven years old, or older, the student may carry an Epi-pen on their person if properly trained by their doctor and requested to do so by the parents.
10. If a student has been administered an Epi-pen injection or has injected self with an Epi-pen, the school must call 911, and contact the parents and the student's doctor in that order.

Policy Adopted: April 7, 2004

Policy Revised: May 19, 2008

Policy Reviewed: March 25, 2013