



ALLERGY POLICY

We recognize that an increasing number of children have life-threatening food allergies, and ensuring the safety of our students is our highest priority at all times. All children with allergies who attend RKMS will be appropriately supervised with regard to foods and materials in the classroom containing the allergens to which they are allergic.

RKMS promotes a flexible interactive process between parents and guardians and RKMS staff concerning allergies and any modifications or potential modifications to the school's policies and procedures as may be warranted. The interactive process consists of a dialogue between the parent or guardian and the school with the objective of finding a mutually agreeable means by which a particular student with a life-threatening allergy can share in the equal enjoyment of the school's programs and activities through an identification of the precise limitations resulting from the allergy and potential reasonable accommodations that could overcome those limitations.

A child with any food allergy shall not be served any snack or food that has not been provided by his/her parent without the express written consent of their parent/guardian, as described in the procedures below. RKMS strives to be a peanut and/or tree nut-free environment; however, it is important to note that these allergens may enter our environment through unintentional means.

Procedure

In order to have an Emergency Response Plan in place, all parents of children with life-threatening allergies shall:

1. complete a Medical Emergency Form;
2. submit to the Program Director the Allergy Action Plan and the Life-Threatening Food Allergy Form, signed and dated by the child's physician;
3. if the child's physician has prescribed medication to be used in the event the child develops an allergic reaction, the parent shall complete a Medical Consent Form authorizing a member of the faculty/staff to administer medication, including the Epi-Pen;
4. provide all medications for emergency response as indicated in the Allergy Action Plan. (Please note that all medications need to be up to date (i.e. not expired), in their original containers, and clearly labeled)
5. attend a meeting to discuss your child's allergies with the Program Director and the classroom teacher and assistant(s);
6. review and sign the RKMS snack list and indicate which items your child is permitted to have and which he or she is prohibited from having;
7. review and sign the Snack Consent Form and indicate whether or not you will provide daily snacks, as well as birthday/healthy snacks;
8. provide an appropriate snack for your child if so necessary;
9. label clearly with your child's name all snack containers sent to school;
10. review all classroom food-related activities, projects or works and indicate any in which your child may not participate;
11. ensure that all emergency contact phone numbers are current at all times
12. report immediately to the Program Director any changes in your child's medical condition so that the school may modify the Allergy Action Plan currently in place.

To minimize allergens from entering or spreading in the school environment:

- all parents/guardians/care givers shall be encouraged to refrain from serving children breakfast containing peanuts/tree nuts in the car while driving to school
- all children, faculty and staff shall wash their hands prior to engaging in daily classroom activities
- any works containing allergens shall be removed from the classroom.
- faculty and assistants shall use paper towels and a bleach solution when cleaning tables and chairs during and/or after class

Emergency Response Plan

- all Emergency Action Plans shall be visibly posted adjacent to the telephone in each classroom
- all medications shall be stored in the metal Medication box in each classroom, away from children's reach
- faculty shall periodically review the Emergency Action Plan throughout the school year, so they may be fully prepared in the event of an emergency
- all faculty and staff shall attend the CPR/First Aid and Allergy Response Training held annually

In case of a major allergic reaction:

- the faculty shall follow the Emergency Action Plan in place for the child
- the faculty shall follow the attached Emergency Procedure guidelines posted along with the Emergency Action Plan
- the faculty shall promptly notify the administration of the emergency
- the administration shall assist in attending to the child if and when necessary
- the child's parents shall be immediately be notified of the emergency