

The Richmond School District is committed to working in cooperation with staff, parents, students, and physicians, to minimize risks and provide a safe educational and workplace environment for all students and staff. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

The Richmond School District recognizes that it cannot guarantee an allergen free environment for our students, employees, community members or visitors, but it will make a reasonable effort to reduce exposure to any allergen (ex. insect, food, latex, environmental) that a student's parent or guardian, an employee, or a community member indicates is a concern. An allergy is an abnormal response to something triggered by the body's immune system. Since each person's allergy and situation is different, an individual allergy plan may be created for some students or employees, and this information will only be shared with District staff that needs to know about the health concern.

The District cannot guarantee to provide an allergen-free environment for all students or staff with life threatening allergies (LTAs), or prevent any harm to students or staff in emergencies. The goals for allergy management include:

1. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening allergies. This process shall be outlined in detail in the District's administrative procedures.
2. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
3. To ensure that interventions and individual health care plans for students with life threatening allergies are based on medically accurate information and evidence-based practices.
4. To provide reasonable accommodations to staff members with LTAs that do not provide an undue hardship on the District.

The superintendent shall direct building administrators and staff, to act affirmatively and work closely with parents to assure that the needs of children with documented allergies are taken into consideration in planning for District programs (e.g. notifying parents of students with LTAs of events in which food may be served.) The district health services coordinator/school nurse shall ensure that the District's management plan is reviewed and updated. It is the policy of the District to establish age appropriate procedures and guidelines for students and buildings within the District that minimize the risk for students with life threatening allergies (LTA). The procedures and guidelines on LTAs are presented at both the District and school building based levels.

It is the District's expectations that both the District and building-based procedures and guidelines will take into account the health needs and well-being of all students without discrimination or isolation of any student.

It is also the policy of the District that the procedures and guidelines change as the student advances from preschool to elementary grades and through to the secondary grades. The District recognizes that parents have the primary responsibility for the health of their children. It is parents' responsibility to inform the District when a child's medical condition might affect the child's welfare or safety. The District will cooperate with parents and appropriate health professionals to the extent that is permitted under this policy and within the means of the District's resources. Such determination is made in the sole discretion of the District.

In order to minimize the risk of students with LTAs to exposure to offending allergens that may trigger a life threatening reaction, the District will support LTA procedures and guidelines that include:

1. appropriate education of staff to roles and responsibilities,
2. building- based general medical emergency plans,
3. LTA emergency plans for specific students. In situations involving a student, the student's parent/guardian must

provide the school with signed, written medical documentation from the health care provider of any allergy. This will include the severity of the allergy, symptoms of typical reaction; instructions as to care; current medication used for the allergy and under what circumstances it is to be used. The school nurse in conjunction with the student's parent and health care provider will prepare an individual emergency plan. This plan will be distributed to all staff that have daily contact with this student, and updated as needed if the situation changes. The school nurse will provide students with an individual emergency plan under this policy the necessary training that may include prevention tactics and emergency procedures. Parents/guardians of the allergic student are responsible for providing a supply of safe food/objects for their child with the allergy and working with their child with age-appropriate suggestions for allergy management.

4. Parents must supply and notify the Health Office of medication needs of their student.
5. Students should discuss field trips with a parent/guardian to decide appropriate strategies for management of the student's allergy. If at all possible a parent will be encouraged to accompany their child, if this is not possible a trained staff member will be assigned to monitor the student's welfare and respond appropriately to an emergency.
6. Students must take an active role in assessing and assuring their environment is not contaminated with an allergen and report suspicions to a staff person.
7. All reasonable steps will be made to avoid the use of known allergens in classroom, group and school-wide activities before, during or after the school day.

Guidelines for employees: In situations involving an employee, an employee must notify their supervisor of any allergy or allergies that may impact the employee's ability to perform their duties by providing written medical documentation with recommended instructions and medications completed by a physician. The medical documentation will include the severity of the allergy, symptoms of typical reaction, instructions as to care, current medication used for the allergy and under what circumstances it is to be used. The employee and supervisor will then attempt to develop and agree upon a reasonable accommodation of the employee's allergy or allergies that does not place an undue hardship upon the District.

Employees must take an active role in assessing and assuring their environment is not contaminated with an allergen and report suspicions to a staff person.

Environmental Considerations: Common allergens shall be avoided in lesson plans and projects. Every effort will be made by the District to purchase allergy free items: balloons, gloves, and classroom equipment, etc. A "no food trading" rule will be encouraged. Students and employees must take an active role in assessing and assuring their environment is not contaminated with an allergen and report suspicions to a staff person.

LEGAL REFERENCE: [§115.787, Wis. Stats.](#) [Individual Educational Programs]  
[§118.075, Wis. Stats.](#) [Indoor Environmental Quality in Schools]  
[§118.13, Wis. Stats.](#) [Pupil Discrimination Prohibited]  
[§118.29, Wis. Stats.](#) [Administration of Drugs to Pupils and Care]  
Americans with Disabilities Act of 1990, as Amended  
Individuals with Disabilities in Education Act, as Amended  
Section 504 of the Rehabilitation Act of 1973, as Amended  
Federal Educational Rights and Privacy Act

ADOPTION DATE: 2/10/14