

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting

Monday, September 15, 2014
Education Center
501 Kings Highway East
Superintendent's Conference Room
4:15 p.m.

Agenda

- I. Call to Order
- II. Approval of September 2, 2014, Minutes
- III. Policy
 - Policy #5516 Students – Life Threatening Allergies and Glycogen Storage Disease Management Policy
- IV. Open Discussion/Public Comment
- V. Adjournment
- VI. Future Items:
 - Policy #5225 Students – Requirements for Graduation
 - Policy #4240 Personnel – Electronic Mail
 - New policy request for Monthly Financial Reporting to BOE

Future Mtg. Dates and Times: **Monday, October 13, 2014**; *Monday, November 17*;
Monday, December 1, 2014.

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room unless otherwise noted.

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting Minutes

Monday, September 2, 2014
Superintendent's Conference Room
4:15 p.m.

- I. Call to Order – The meeting was called to order at 4:22 pm by the Chairperson, Jennifer Maxon-Kennelly. Other committee members present were Donna Karnal and John Convertito (arrived at 4:50). Philip Dwyer, BOE Chair was also present and Karen Parks was in attendance representing the administration.
- II. Approval of August 25, 2014, Minutes – Approved 2:0:0
- III. Policy
 - Policy #5510 Students – Health Assessments – Moved to BOE for first reading at the September 9 meeting, 2:0:0
 - Policy #5516 Students – Management of Food Allergies in Schools; review of Shipman Goodwin sample policy. Several additional suggested changes were made to the prevention and communication sections of the policy. After those changes, it was decided by the committee members to bring the policy back to committee for one more review on September 15, 2014.
- IV. Open Discussion/Public Comment – Kelly Crisp commented that she would like to see more specific standardized letters identified in the Communication Section (IV D) of the Policy. She also asked the policy committee to review the search and seizure policy regarding digital media, and John Convertito explained that it is addressed in our Acceptable Use Internet Policy. Tricia Donovan applauded the committee for their work. She also suggested that the committee consider including a paragraph in the Prevention Section (V) of the policy explaining why the policy is so important. She added that programs offered in the schools and classrooms should be prohibited from bringing food into the classroom and suggested that Diversity Day give more attention to students with life threatening allergies. Jessica Curran stated that she appreciates the inclusion of a list of or reference for permitted snacks in the policy. She believes that there are still outstanding issues regarding after school activities and access which much be addressed. She believes that PTAs should also be specifically mentioned in the policy for compliance. She would also like to see a violation section in the policy on non-compliance by school staff and administrators. She also asks the policy committee members to consider a policy on classroom placement of twins or higher order multiple births.
- V. Adjournment – Meeting adjourned at 6:12 pm

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy

The Fairfield Public Schools recognize that allergies may be life threatening. For this reason, the District is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening allergens and to assist in the management of glycogen storage disease and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her life threatening allergy(ies), or glycogen storage disease as developmentally appropriate. To this end, the Fairfield Public Schools adopt the following protocols related to the management of life threatening allergies for students enrolled in district schools.

I. Identifying Students with Life-Threatening Food Allergies

- A. Early identification of students with life-threatening allergies is vital to the effective implementation of this policy. The district therefore requests parents/guardians of children with life-threatening allergy(ies) to promptly notify the school in writing of the allergy(ies).
- B. Upon receipt of parent written notification that their child has diagnosed with food allergy(ies) or other life threatening allergy(ies), the school shall request the parent/guardian to provide the following:
 1. Written authorization to obtain detailed medical information on the child's condition from the physician;
 2. Written consent to administer or self-administer medications during the school day, as applicable in accordance with in the District's Administration of Medication Policy;
 3. An Emergency Care Plan and Treatment Authorization ("Emergency Care Plan") completed and signed by their child's licensed health care provider and signed by the parent;
 4. Any medications necessary to prevent or treat allergic reactions along with relevant prescription and dosage information. Replace medications after use or expiration;
 5. A description of the student's past allergic reactions, including triggers and warning signs;
 6. Current emergency contact information and prompt notice of any updates;
 7. A description of the student's emotional response to the condition and the need for intervention; and
 8. Recommendations on age-appropriate ways to include the student in planning or care.
- C. **Suspected Allergies:** In the event the School Nurse suspects that a student has a food allergy or other life threatening allergy(ies) the school shall provide the parent/guardian written notification and request for the student to be evaluated.

Students

Students with Special Health Care Needs

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Life Threatening Allergies and Glycogen Storage Disease Management Policy (continued)

I. Identifying Students with Life-Threatening Food Allergies (continued)

- D. **Non-Cooperation:** If the parent/guardian of a student with known or suspected food allergy(ies) or other life threatening allergy(ies) fails or refuses to cooperate with the school for an evaluation or implementation of an appropriate Individualized Health Care Plan (IHCP) and Emergency Care Plan (ECP), the school shall implement an Emergency Care Plan stating to call 911 immediately upon recognition of symptoms along with sending written notification to the parent/guardian of the student's ECP.

II. Individualized Health Care Plans and Emergency Care Plans

- A. If the District is notified pursuant to Section I of this policy that child has life-threatening allergy(ies), the district shall develop an individualized health care plan (IHCP) for the child.
- B. The IHCP shall be developed by the parents/guardians and appropriate school personnel. Such personnel may include, but are not limited to, the school nurse, school or food service administrator(s); classroom teacher(s); and the student, if appropriate. The school may also consult with the school's medical advisor, as needed.
- C. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the child's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the student's risk for exposure, such as considerations regarding:
1. classroom environment, including allergy free considerations;
 2. cafeteria safety;
 3. participation in school nutrition programs;
 4. snacks, birthdays and other celebrations;
 5. alternatives to food rewards or incentives;
 6. hand-washing;
 7. location of emergency medication;
 8. risk management during lunch and recess times;
 9. special events;
 10. field trips;
 11. extracurricular activities;
 12. school transportation;
 13. staff notification; and
 14. transitions to new classrooms, grades and/or buildings.

Life Threatening Allergies and Glycogen Storage Disease Management Policy (continued)

II. Individualized Health Care Plans and Emergency Care Plans (continued)

- D. As part of the IHCP, the district shall also develop an Emergency Care Plan (ECP) for each child identified as having a life threatening food allergy. The ECP describes the specific directions about what to do in a medical emergency. The ECP should include the following information, as appropriate:
1. The child's name and other identifying information, such as date of birth, grade and photo;
 2. The child's specific allergy(ies);
 3. The child's signs and symptoms of an allergic reaction;
 4. The medication, if any, or other treatment to be administered in the event of exposure;
 5. The location and storage of the medication;
 6. Who will administer the medication (including self-administration options, as appropriate);
 7. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
 8. Recommendations for what to do if the child continues to experience symptoms after the administration of medication; and
 9. Emergency contact information for the parents/family and medical provider.
- E. The IHCP shall be updated annually, or upon newly diagnosed allergens or new medical response instructions for known allergens.
- F. An individualized health care plan and glycogen storage disease action plan shall also be developed for any student with glycogen storage disease. Such plan shall include, but is not limited to, the provision of food or dietary supplements by the school nurse or by an employee approved by the school nurse to a student with glycogen storage disease. Such plan may not prohibit a parent/guardian or a person they so designate, from providing food or dietary supplements to the affected student on school grounds during the school day.
- G. The IHCP and ECP shall be disseminated to all school staff who supervise the student during the school day and at school sponsored activities or are responsible for the provision of food to the student. Plan distribution includes, but not limited to, the students teachers, classroom assistants, food service staff, coaches, transportation staff, school health professionals, school case managers, custodial staff, student aides and the parents/guardians of the student.

Students

Students with Special Health Care Needs

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Life Threatening Allergies and Glycogen Storage Disease Management Policy (continued)

III. Referral to Section 504 and IDEA

In addition to having an IHCP, a student with a life-threatening allergy or glycogen storage disease (GSD) may also be eligible under Section 504 of the Rehabilitation Act if the student has a disability that substantially limits a major life activity or under the Individuals with Disabilities Education ACT (IDEA) if the student has a qualifying disability that adversely impacts the student's education and causes the student to need specialized instruction. The team responsible for the IHCP shall refer the student under Section 504 or the IDEA as appropriate. Eligibility under either Section 504 or IDEA must be considered on a case-by-case basis given each student's unique situation.

IV. Training/Education

- A. All school personnel will be educated on how to recognize symptoms of allergic reactions, preventative strategies to minimize a child's risk of exposure to life-threatening allergies, and what to do in the event of an emergency. Staff education will be coordinated by the principal and school nurse. Any such training regarding the administration of medication shall be done in accordance with District Policy and State Law.
- B. The District shall offer training consistent with District Policy # 5515 Protocol for Administration of Emergency Medications by Non-nursing Personnel.
- C. The District shall provide each school with consistent and age-appropriate information for students about food allergies, how to recognize symptoms of an allergic reaction and the importance of adhering to the school's policies regarding food and snacks, as well as the development of empathy, understanding, and tolerance for individuals with life threatening allergies and glycogen storage disease.

V. Prevention

- A. The District will create a district-wide, multidisciplinary team to develop and annually review the District's allergy and glycogen storage disease management plan and guidelines.
- B. The District shall develop a plan for the management of life-threatening allergies, including food allergies, aligned to the CSDE Guidelines for Managing Life-threatening Food Allergies in Connecticut Schools.

Students

Students with Special Health Care Needs

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Life Threatening Allergies and Glycogen Storage Disease Management Policy (continued)

V. Prevention (continued)

C. Food in Schools

1. The only food allowed in Elementary and Middle Schools classrooms will be for snacks from the permitted Safe School Snack List.
 - a. No homemade/home baked goods allowed in the classroom.
 - b. Each school administration will publish a Safe School Snack List identifying a minimum of 8 permitted snack items taken from those safe snacks published at SnackSafely.com or other District approved websites for safe school snacks. Those snacks from the approved list which are processed foods must be brought to school in their unopened, individual portion packaging.
 - c. Non-compliant students will be provided a permitted snack by the teacher.
2. Community use of school facilities
 - a. No food is allowed in any classroom
 - b. Any event in which food will be served or consumed must be held in the school cafeteria.
 - c. Outside organizations are encouraged to consult the SnackSafely.com website when selecting food to be served on school grounds.

VI. Communication

- A. The school nurse shall be responsible for coordinating the communication among parents, a student's individual health care provider and the school regarding a student's life threatening allergic condition. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and how to respond in the event of an emergency.
- B. The school administrative staff and school nurse shall communicate annually to all school personnel the availability of training regarding Policy #5515, Protocol for the Administration of Emergency Medications by Non-nursing Personnel.
- C. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.
- D. The District shall develop standard letters to be sent home to parents, whenever appropriate, to alert them to food restrictions within their child's classroom or school.

Life Threatening Allergies and Glycogen Storage Disease Management Policy (continued)

VI. Communication (continued)

E. Beginning with the school year 2015-2016, the District shall annually not later than October 1, provide notice to parents of the Plan for the Management of Severe and Life-Threatening Allergies, Including Food Allergies, and

- make the plan available on the District's Website and/or the websites of each school under the District's jurisdiction;
- provide notice of such plan in conjunction with the annual written statement provided to parents and guardians as required by subsection (b) of section 10-231c of the Connecticut General Statutes.

F. The District shall annually update its approved website for identifying Safe School Snacks.

VII. Monitoring the District's Plan and Procedures

The District shall conduct periodic assessments of its Food Allergy Management Plan and Procedures. Such assessments shall occur at least annually and after each emergency event involving the administration of medication to determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

Students

Students with Special Health Care Needs

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Life Threatening Allergies and Glycogen Storage Disease Management Policy (continued)

Legal Reference: Connecticut General Statutes

- 10-15b Access of parent or guardian to student's records.
- 10-154a Professional communications between teacher or nurse and student.
- 10-207 Duties of medical advisors.
- 10-212a Administrations of medications in schools
- 10-212c Life threatening food allergies; Guidelines; district plans
- 10-212a(d) Administration of medications in schools by a paraprofessional.
- 10-212c Life threatening food allergies; Guidelines; district plans, as amended by P.A. 12-198)
- 10-220i Transportation of students carrying cartridge injectors
- 10-231c Pesticide application at schools
- 19a-900 Use of cartridge injectors by staff members of before or after school programs, day camp or day care facility.
- 52-557b Good Samaritan Law. Immunity from liability for emergency medical assistance, first aid or medication by injection
- The Regulations of Connecticut State Agencies section 10-212a through 10-212a-7, Administration of Medication by School Personnel.
- Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools, Connecticut State Department of Education (2006)
- Federal Legislation
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.)
- Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 et seq.; 29C.F.R. §1630 et seq.
- The Family Education Rights and Privacy Act of 1974 (FERPA)
- Land v. Baptist Medical Center*, 164F3d423 (8th Cir. 1999)
- The Individuals with Disabilities Education Act of 1976 (IDEA) (20 U.S.C. § 1400 et seq.); 34 C.F.R. § 300 et seq.
- FCS Instruction 783-2, Revision 2, Meal substitution for medical or other special dietary reasons.
- P.A. 09-155 An Act Concerning the Use of Asthmatic Inhalers and Epinephrine Auto-Injectors While at School.