

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting

Monday, November 17, 2014
Education Center
501 Kings Highway East
Superintendent's Conference Room
4:15 p.m.

Agenda

- I. Call to Order
- II. Approval of October 13, 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, 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

Monday, October 13, 2014

Minutes

- I. Call to Order - Jennifer Kennelly, Policy Committee Chairperson, called the meeting to order at 4:26 pm. Other committee members present were John Convertito and Donna Karnal; Karen Parks and Andrea Leonardi were present to represent the administration.
- II. Approval of September 15, 2014, Minutes - One change in open discussion, change the word lactose to dairy; approved 2:0:1
- III. Policy
 - Policy #5516 Students – Life Threatening Allergies and Glycogen Storage Disease Management Policy – Moved to next Board of Education Meeting for First Read after multiple suggested changes below.

Language was added as a preamble to help explain the need for this policy. Several grammatical and punctuation changes were made. Language outlining safe protocols such as hand washing and washing of desks was added to the prevention section of the policy. There was significant discussion on what to give to the committee developing regulations. Direction is needed; should the schools restrict foods? Should the schools have food free zones? Should there be a Safe Snack list? How often can it be updated? Should only peanuts and tree nuts be banned from the classrooms? Should all classrooms be food free?

IV. Open Discussion/Public Comment

Elementary Principals present indicated that directions from the Board are helpful and that they appreciate that teachers will not have to read labels. One parent indicated that she likes the list of approved snacks because parents want to comply and be supportive of all children's needs; another parent felt that the Safe School Snack List is a bad idea but there should be some restrictions; she feels that peanut and tree nut free classrooms across the district is a good idea and that the task of the team should be to create implementation protocols such as: students with noncompliant snacks should be sent to the cafeteria. One high school parent felt that her child may not be safe in school because of her food allergies and perhaps we should restrict peanuts and tree nuts in all of our schools; she also indicated that there is a great teaching and learning aspect to allowing students to advocate for themselves. Another parent of middle school children with food allergies indicated that we should never provide food restrictions because it creates a false sense of security in school but rather we should be asking for compliance and educating and communicating. Another parent stated that we are making a mistake by focusing on food rather than safety of the children. At some point everyone must be involved and tonight she heard that teachers are not checking, which creates grave concern for her. Children can advocate for themselves and all children make mistakes. The adults must enforce compliance and we must educate our community.

Another parent recommended language in the preamble and would like added language. Back in February the committee started the dialog with accountability and safety of children. Tonight she felt that the conversation changed to protecting teachers from having to be accountable. Children with food allergies come with restrictions. None of us are experts, but the experts did the research and made the recommendations: the state and the CDC. We cannot simply rely on the 504 plans because they are directed at the specific child and can cause divisiveness which those children then must own, whether they deserve it or not. We have state and CDC Guidelines which we should follow and not try to minimize. Hand washing is not easier to implement than other safety guidelines. The President of the FEA spoke on behalf of the teachers and felt it was unfair to put the teacher in the policing business. What is a teacher to do when home baked goods are sent to school? All teachers want to keep children safe and would appreciate language stating "best effort to identify and provide an alternative" snack to help minimize the liability of the teachers.

V. Adjournment: Meeting adjourned at 7:10 pm

Future Mtg. Dates and Times: **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 15, 2014
Superintendent's Conference Room
4:15 p.m.

Minutes

- I. Call to Order – The meeting was called to order by the Chair, Jennifer Maxon-Kennelly at 4:20. In attendance were Donna Karnal as a committee member and Karen Parks and Andrea Leonardi representing the administration. Several members of the public were also in attendance.
- II. Approval of September 2, 2014, Minutes – Approved, 2:0:0
- III. Policy
 - Policy #5516 Students – Life Threatening Allergies and Glycogen Storage Disease Management Policy
Several grammatical changes were recommended by Jennifer Kennelly. There was extensive discussion on the language regarding Safe Snack Lists and the use of a specific website or the FPS Food Service Department. A few changes in that language were also recommended. It was recommended that additional changes may be needed at the next meeting regarding the use of a Safe Snack List. The policy remains in committee for discussion.
- IV. Open Discussion/Public Comment
One parent spoke against the use of the Snack Safely website because that website focuses on peanut and tree nut allergies and her child has severe life threatening food allergies for many other foods not addressed at this site. She explained that no reaction is the same and each additional reaction has the potential to become anaphylactic without warning. One elementary principal commented that several elementary schools serve breakfast in the classroom, which must include milk by federal regulations, and some children have severe, life-threatening food allergies to dairy products. Another parent asked for balance in what is considered as safe snacks, indicating that she and other parents would advocate for no GMOs in foods and a focus on organic foods for snacks. She also shared that hand-washing before and after snack and lunch should be required in all schools. Epipens should also be more readily available, not just with the nurse but also in the classrooms and cafeteria. If we are going to specify that food cannot be served in classrooms, we should add the faculty lounge as an additional space where food can be served. There were also questions about how the schools would handle the “lunch bunch” and types of meetings where students share lunch with a faculty member in the classroom. There was a suggestion that a “multi-disciplinary” team should address these issues, not simply 3 Board of Education Members. There is a need for more input from a broader public. Children should not be isolated due to food and teachers should not have to police food. Severe food allergies are equal and other food

allergens are as important as peanuts and tree nuts. They should all be treated with the same safety concerns. Another parent commented that children should be sent to the cafeteria for all food because we cannot bring unknown food allergens into the classroom. Another parent commented that the emotional understanding of life threatening allergies is as important as the physical. It is clear from the many circulating parent emails that more education is needed. The whole community is asking for a safe, inclusive environment for children. One parent distributed documents with helpful information on the management of life threatening food allergies.

V. Adjournment: 6:59 pm

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.

Students

Welfare

MANAGEMENT OF FOOD ALLERGIES IN SCHOOLS **5516**

~~The Fairfield Board of Education recognizes the increasing prevalence of potentially life-threatening food allergies among children. Effective management of food allergies in the school setting includes implementing strategies for avoidance of offending foods by allergic children and emergency planning to ensure prompt identification and treatment of allergic reactions that may occur. The Board supports the education of school personnel, students, and parents or guardians regarding food allergy management to maintain a safe school environment for allergic children.~~

~~Approved 8/27/04~~

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. There is currently no cure for life-threatening allergies; there is only medication available for emergency response. The only way to prevent the symptoms of an allergic response is to prevent exposure to allergens, which will require understanding and effort on the part of the entire school community.

Best practice asks us to reduce students' exposure to known allergens in the learning environment, reinforcing a safe and inclusive environment for all students. When a student with life-threatening allergies is present in a school environment, cooperation and compliance is necessary at all levels: District, School, Classroom, Home. Each level has its role and responsibilities:

District:

- Shall clearly communicate district policy to all school leaders and provide for training on food allergy awareness and the administration of medication to all applicable personnel.
- Shall monitor and evaluate all schools for compliance with district policy and follow up with all individuals for instances of policy violations.

School:

- Each school shall clearly communicate the needs of students with life-threatening food allergies to their school community through letters to classroom communities and their families and of district and school expectations of compliance.
- Schools leaders shall inform PTA leaders of the need for safety and inclusion in all school sponsored events.

Classroom:

- Peers shall be educated as to the individualized safety and inclusion needs of fellow students.
- Expectations of compliance shall be clearly communicated to students and their families.

Students

Students with Special Health Care Needs

5516

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

Home:

- Families shall be educated on food allergy awareness and how to comply with safety requests for students with life-threatening allergies.
- Families shall make every effort possible to ensure the safety of students with life-threatening food allergies when sending a snack into the learning environment.
- Students with life-threatening food allergies should know to never accept food from others and how to communicate their needs to peers.
- Parents of students with life-threatening allergies shall help their student access developmentally appropriate self-advocacy skills. Parents may choose to collaborate with schools on these skills.

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 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 been diagnosed with food allergy(ies) and/or other life threatening allergy(ies), the school shall request the parent/guardian to provide the following:
 1. Written authorization to obtain detailed written 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 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.

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy

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

- 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 by a physician.
- 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, school nurse, and appropriate school personnel. Such personnel may include, but are not limited to, school or food service administrator(s); classroom teacher(s); and the student, if appropriate. The school may also consult with the town 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;

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy

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

11. extracurricular activities;
 12. school transportation;
 13. staff notification; and
 14. transitions to new classrooms, grades and/or buildings.
- 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 reviewed annually, or upon receipt of new medical information, and/or in the event of an anaphylactic reaction in school.
- 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.

Students

Students with Special Health Care Needs

5516

Life Threatening Allergies and Glycogen Storage Disease Management Policy

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

- 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 is 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.

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, utilizing a consistent District training module supported by the town Director of Health. 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. The principal shall coordinate the delivery of this educational information with building staff.

Students

Students with Special Health Care Needs

5516

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

V. Prevention

- A. A District-wide, multi-disciplinary team will 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.
- B. The District-wide, multi-disciplinary team will annually review the District's allergy and glycogen storage disease management plan and guidelines.
- C. Food in Elementary Schools
 - 1. The only food allowed in Elementary School classrooms will be snacks from the approved Safe School Snack List.
 - a. Annually, at the start of the school year, the District Committee will publish an approved Safe School Snack List.
 - b. Non-compliant students will be offered an alternative approved snack by the teacher.
 - 2. All schools will designate food free zones, including the Library, Computer Lab, Music Room, Art Room, and Science Room.
 - 3. All classrooms will provide protein soluble hand wipes for mandated use for students to use after snack if hand washing is not available.
 - 4. All desks will be cleaned with soap and water, protein soluble wipes, or other approved cleaning agent after snacks are eaten in the classroom.
 - 5. Community use of elementary 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 or outdoors;
 - c. Outside organizations are encouraged to consult the SnackSafely.com website when selecting food to be served in the cafeteria or outdoors.

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.

Students

Students with Special Health Care Needs

5516

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

VI. Communication (continued)

- 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.
- 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.
- G. All communication, written or verbal, shall be compliant with the Family Education Rights and Privacy Act.

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

5516

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.