



SAN DIEGO FRENCH-AMERICAN SCHOOL ALLERGEN POLICY

In any community setting, there may be individuals with allergies, including life-threatening or severe allergies. No school can be completely allergen-free, but cooperative efforts between and among students, parent(s)/guardians (“parents”), teachers, staff, and administration can help reduce risks. Education, awareness, communication, prevention, and emergency response all play a role in allergy management at the San Diego French-American School (“SDFAS” or “School”).

Accordingly, the following provisions pertain to the specific responsibilities for management of food and other allergies at SDFAS:

Responsibilities of Parents of Student with Allergies:

- **Notify the School.** Notify the School of any allergies that might affect the student’s ability to participate in the School’s educational program or that could potentially otherwise impact the student at School, including life-threatening allergies. Parents should notify the School Nurse of their child’s allergy at least two weeks before the start of the school year. If Parents become aware that their child has an allergy or a new allergy after the start of the school year, Parents must immediately notify the School Nurse. Parents notifying the School of their child’s allergies is needed to assist the School to plan and prepare accordingly.
- **Submit Information from Licensed Healthcare Provider.** Prior to the start of every school year, provide documentation from the student’s healthcare provider that describes:
 - a. Any food(s) or other substance to which the student is allergic.
 - b. Student’s signs and symptoms of an allergic reaction.
 - c. Any prior history of anaphylaxis.
 - d. Required emergency treatment procedures following an allergic reaction.
- **Request for Accommodation.** If the parent wishes to request a reasonable accommodation related to the student’s allergy, the parents should make a request in writing to the School Nurse as set forth in the School’s Reasonable Accommodation policy in the San Diego French-American School Parent- Student Handbook and follow the requirements in the Policy.
- **Provide Medications.** Provide the School with any necessary medication, including Epi-Pens). Medications must be provided in a Ziploc bag labeled with the student’s name.

Medications must be in the original pharmacy container with the original prescription label adhered to the container. Parents must be aware of expiration dates and the length of time the medicine will last and must replace the medication as necessary.

- **Complete a Physician Recommendation for Medication During the School Day Form.** Complete a Physician Recommendation for Medication During the School Day Form (Available from the School Nurse) if the student needs to be given medication at School. If a student needs medication at School, both Parents and a physician need to complete this form. If the student is authorized to self-administer Epinephrine, (“Epi-Pens”) both parents and a physician must provide written authorization.
- **Provide Emergency Contact Information.** Provide the School with up-to-date emergency contact information and notify the School of any changes in emergency contacts.
- **Provide Safe Food.** Parents may pack and provide the student with a “safe” lunch to bring to School each day. Parents also have the option of ordering lunch for their child from GG Fresh by Girard Gourmet, which provides students with lunch for a specified fee. The School does not monitor or control the ingredients GG Fresh by Girard Gourmet uses in preparing food for the lunches provided to students or the utensils the food is prepared in or the contact the food has with other foods and ingredients. The School does not make any representations or assurances about the ingredients GG Fresh by Girard Gourmet uses or that certain ingredients are not used in preparing food for the lunches provided to students. The School also does not make any representations or assurances that the food that is prepared or the utensils the food is prepared in has not had contact with other food and ingredients. The School does not provide any type of assurance that the food is free of ingredients or exposure to ingredients that students may be allergic to. Parents should consult with their child’s physician before ordering lunch for their child from GG Fresh by Girard Gourmet. Parents who have students with food allergies are encouraged to provide alternate snacks for their student on days when snacks are provided to classes by other parents (e.g., for special occasions or birthday celebrations). Students who forget their lunch and have food allergies will not be given lunch by GG Fresh by Girard Gourmet; the Parents must provide several non-perishable lunches as an alternative at the beginning of the school year.
- **Monitor Your Student’s Food.** Review your student’s food labels when packing daily snacks and lunches and omit foods containing allergens.
- **Educate the Student.** Educate your student in the self-management of their food allergy, including: safe and unsafe foods, hand-washing, to not trade or share food with others including other students, other strategies to avoid exposure to unsafe foods, symptoms of allergic reactions, and how and when to tell an adult they may be having an allergy-related problem.
- **Notify the Student.** Notify your student of the Student Responsibilities set forth below.
- **Assist with Special Events.** To further reduce the risk of student exposure to allergens, parents are encouraged to assist teachers and staff with special events, classroom celebrations, and chaperoning field trips.

Student Responsibilities:

- **No Trading or Sharing Food.** Do not trade food or share with others.
- **Avoid Eating Foods with Allergen.** Avoid foods with unknown ingredients or food that are known to contain allergen(s).
- **Wash Hands.** Wash hands before eating.
- **Notify an Adult.** Notify an adult immediately after experiencing symptoms or eating something believed to contain an allergen.

School Responsibilities:

- **Review and Maintain Health Records.** Review and maintain health records submitted by parents and licensed healthcare providers.
- **Develop an Individualized Care Plan and Emergency Care Plan, If Needed.** Collaborate with parents and the student (if age appropriate) to develop an individualized care plan and emergency plan, if needed.
- **Reasonable Accommodation.** In response to a parent request for a reasonable accommodation related to the student’s allergy, follow the requirements set forth in the School’s Reasonable Accommodation policy in the San Diego French-American School Parent- Student Handbook.
- **Teacher and Staff Training.** Train teachers and staff on recognizing anaphylaxis and other severe allergy symptoms, how to effectively use an Epi-Pen, and other appropriate response protocol, such as to call 911. Teachers shall identify students that have food allergies and the allergy within the information provided to a substitute teacher(s).

PARENTS ACKNOWLEDGMENT:

I /WE HAVE READ AND UNDERSTAND THE SAN DIEGO FRENCH AMERICAN SCHOOL ALLERGEN POLICY AND AGREE TO COMPLY WITH THE POLICY AND THE RESPONSIBILITIES OF PARENTS OF STUDENT’S WITH ALLERGIES SET FORTH IN THE POLICY.

Parent Signature

Date

Parent Signature

Date