



Food Allergy Awareness Policy

Purpose:

To minimize the risk of accidental exposure to allergens from food for those students at risk for anaphylaxis. To supplement and be used in conjunction with the schools "Anaphylaxis Policy" and "Anaphylaxis Emergency Plan" form.

Definitions and Scope:

Allergen: a substance that causes allergy

Anaphylaxis: a severe, life-threatening reaction to an allergen

Food allergy: a response of the immune system to a component of food, which may result in anaphylaxis

To address the safety needs for those students at risk for anaphylaxis from food allergies. For the purpose of this policy, these students will be referred to as being "at risk for anaphylaxis".

Rationale and Intent

Sacred Heart School prides itself in its school celebrations and community mindedness. Not only are meals and snacks eaten within the classroom, but many school events occur where students at risk for anaphylaxis may participate in activities involving food from outside their home. Sacred Heart School also serves the parish and community by having food related events be prepared for or occur on school property. Due to the nature of these events, the school is not able to oversee what foods are involved.

The intent of this policy is to minimize potential risks, to communicate potential risks, and to identify a process for students at risk for anaphylaxis to be safely involved in school events.

Guiding Principles and Goals:

- To address the safety needs for all students at risk for anaphylaxis from food allergies, regardless of allergy type
- To be a "Peanut-Nut Aware" school. Peanut is the most common cause of food allergy, and due to the nature of the peanut components, can cause the most severe and anaphylactic reactions. In addition, peanut butter presents particular challenges in terms of cleanliness and cross-contamination. Other nuts are to be avoided since they are also common allergens and are often processed with peanuts. We ask that parents choose snacks and lunch items that are peanut and nut free. We ask that foods involved in school events be peanut and nut free.
- To identify a process for communication and safe decision making where students at risk for anaphylaxis could be involved in eating foods from outside their own home.
- To promote the inclusion of students at risk for anaphylaxis as much as safely possible in food related school events, recognizing the social and in some cases spiritual aspects of food and eating in community.



- To identify a process for dealing with peanut or nut products found in school lunches.
- To communicate potential risks to families of students at risk for anaphylaxis as a result of various user groups using the school kitchen/property outside of school hours.
- To encourage user groups to follow steps to minimize potential risks.
- To share the responsibility for foods brought into the school between parents, students, teachers, school staff, parish and community members.

1.0 Food restrictions for food from outside the home FOR STUDENTS AT RISK FOR ANAPHYLAXIS:

The completion of the "Food Allergy Permission Form" and the "Anaphylaxis Emergency Plan" form by parents, after careful consideration and in consultation with the classroom teacher, is the process used to identify students at risk for anaphylaxis from food allergies.

- 1.1 Parents should provide approval for any foods eaten outside the home for a student at risk for anaphylaxis. See the "Food Allergy Permission Form".
- 1.2 The " Food Allergy Permission Form " should be reviewed by the teacher for all events involving foods from outside the home, to identify if any foods from outside the home will be allowed with parent approval. Parents will confirm with the teacher by email if a food or foods will be allowed. If there is any doubt as to whether the child is able to eat a food, the food should not be eaten and an alternative food from home should be offered (if available).
- 1.3 Alternative treats for special occasions should be supplied by the family of the student to replace foods involved in an event if needed, or in case of concern about a particular food. These items should be labeled with the students name and class and may be stored in the school.



2.0 Classrooms:

All foods eaten within the classroom should NOT contain peanuts or nuts.

- 2.1 The classroom teacher will meet with parents of students at risk for anaphylaxis to identify if other safety practices are required for the particular needs of the student.
- 2.2 Families should not send peanut or nut containing foods to school for snacks or lunches. Peanuts or nuts should not be listed in the ingredients of pre-packaged foods. “May contain” or “trace” statements are permitted, unless otherwise determined and communicated by the classroom teacher, since classroom procedures to avoid cross contamination will be followed.
- 2.3 Special treats sent for the class:
 - Should not contain peanuts or nuts in the ingredient list, “Peanut /nut free” items are preferred. “May contain” or “trace” statements are permitted, unless otherwise determined and communicated by the classroom teacher.
 - Home-made items should be prepared without peanut or nut ingredients and with steps to avoid cross contamination with peanut or nuts. This includes baking on clean surfaces with clean baking equipment, and keeping all peanut or nut products stored away from the baking area and baked items.
 - If requested, ingredient lists should be provided for baked items to review for allergens of concern
- 2.4 If peanut or nut containing foods are found in school lunches, the foods will be sent home with a note and the child will be offered other food shared from the class (if appropriate).
- 2.5 The following should be taught and followed in the classrooms to avoid accidental exposure or cross contamination:
 - Not sharing food, utensils or containers (for those students at risk for anaphylaxis).
 - Cleaning all eating surfaces well.
 - Placing food or snacks on a napkin rather than in direct contact with a desk or table.
 - Getting children to wash their hands before and after eating.



3.0 School events involving food, during school hours:

All foods provided to the students as part of a school event should not contain peanut or nuts.

A form titled "Food for School Events" is required to be completed for all school events where food is involved (not including hot lunches or bake sales). See attached form. Copies are available from the office.

4.0 School Hot Lunches:

- The hot lunch coordinator should avoid lunch items which contain peanuts or nuts, and obtain ingredient lists for foods when possible.
- The ingredients for hot lunches should be communicated with the order form or posted in the kitchen if possible. A contact website or name may be given if ingredient lists are not available.
- Parents ordering lunches for children with allergies are responsible for ensuring these items are safe.

5.0 Bake sales:

- Home-made items should be prepared without peanut or nut ingredients and with steps to avoid cross contamination with peanut or nuts. This includes baking on clean surfaces with clean baking equipment, and keeping all peanut or nut products stored away from the baking area and baked items.
- Parents of students at risk for anaphylaxis should provide a note for the teacher each time they agree to allow their child to purchase foods from a bake sale.

1. Parish/Community/School functions involving food, occurring outside of school hours (usually with parent supervision if student attending):

Families should be aware that due to the nature of these events, the school may not be able to oversee which foods are involved, and ingredient lists may not be available in advance. Parents of children with food allergies are responsible for the communication related to food if their children are attending. Alternative food may need to be provided.

The following steps are encouraged by individuals or groups using school property for events involving food occurring outside of regular school hours. Information regarding these steps will be posted in the kitchen, and handed out by the office or kitchen coordinator to user groups as required.

1. Foods containing peanuts and nuts should be avoided.
2. Any foods requiring storage prior to an event should be properly labelled for that event and stored in a designated place to avoid cross contamination with school related food.
3. If possible, user groups should have ingredient lists available for any inquiries.
4. All foods left over should be removed from the school or discarded after the event.
5. Thorough cleaning of the school kitchen (and other areas if applicable) is required after each event.



7.0 Other concerns:

7.1 Field Trips:

- Teachers will notify parents of students at risk for anaphylaxis if foods from outside the home will be eaten as part of a field trip
- The parents will notify the teacher if these foods are allowed, and alternative food from home will be provided if needed. If in doubt, foods involved in a field trip will not be given

7.2 Classroom crafts or projects involving food:

- The teacher will review materials used for crafts or projects for allergens and will notify the parents of the students at risk for anaphylaxis if there is a concern with any of the products used.

7.3 General Cleanliness:

- All of those involved with preparing or serving food to students should wash their hands well prior to food preparation and service, and take steps to avoid cross contamination with other foods.
- A regular cleaning schedule for the kitchen and fridge/freezer should be maintained



Food at School Events

Please complete this form for all school events involving food, as far in advance as possible, and post in the kitchen.

Name of Event: _____

Date of Event: _____

Event Coordinator: _____

Name(s) of person(s) completing this form:

1. List all foods being provided to students at the event

- Complete the table below after food is purchased, attach a separate paper if more room is needed
- Ingredient lists should be labeled for all foods. **A review for peanuts and nuts will take place by the purchaser of the food for general avoidance of peanuts and nuts,** however an additional review for specific allergens will be done by the parent and/or teacher for identified students with food allergies. If unsure, please see the office to contact an Anaphylaxis committee member.
- Please avoid foods with "may contain" statements for peanuts or nuts if possible. See the back of ordering form for suggested foods, check the label every time.



Name of Food:	Purchased at:	Ingredients checked by purchaser to NOT CONTAIN Peanuts or Nuts: (PLEASE CHECK)

2. Please complete checklist:

- Food labels for purchased foods are still attached to food, and/or photocopied and attached to this paper, for review by teachers/parents as needed
- Email sent to the office communicating: name of event, date of event, what foods are involved, and **confirming this form is posted in the kitchen**
- All foods are stored in kitchen with additional label specifying the name and date of the event.