

Building Use Request

Please be advised that there are many areas of our building that are FOOD FREE.

A building request or request to use other school facilities must be completely filled in by all outside the school groups. The request must be returned to the District Office at least two weeks prior to the next regularly scheduled board of education meeting. Notification will be made immediately after the board meeting. Please print or type.

NOTICE: If the activity is scheduled at a time when custodians are not ordinarily on duty or cafeteria employees are needed the organization will be billed for their services.

PLEASE NOTE: Certificate of Insurance and the review of the District's Anaphylaxis/Allergy Policy with Administration is required. In accordance with our district Safety Plan, those individuals using the building and hosting food & beverage should plan on using the cafeteria for such events. Wipes will be available at the cafeteria door exits.

1. Responsible person in charge:

Name: _____ Telephone # _____

Address: _____

2. Person the Board's reply should be mailed to:

Name: _____ Telephone #: _____

Address: _____

3. Facilities requested:

Building _____ Reason: _____

Other Facilities: _____

Date or dates of use: _____

Time of Use: _____

Equipment used: _____

For Board of Education Only:

Date of Meeting: _____

Request Approved: _____

Request Denied: _____

Bill Services:

Yes: _____

No: _____

Superintendent's Signature

Date

Addendum for Crown Point School District's Building Use Form

We the undersigned agree to indemnify and hold harmless *Crown Point School District*, it's officers, agents, and employees from every claim or demand made from every liability, loss, damage, or expense of any nature whatsoever which may be incurred by reason of death or bodily injury to persons, loss or injury to property, or any loss, damage or expense which may have been sustained by the *Crown Point School District*, or any persons, firm or corporation employed by the *Crown Point School District*.

We further agree to indemnify and hold harmless *Crown Point School District* for any injury to or death of persons or damage to property, any loss or theft sustained by persons, firms or corporations arising from any act of neglect, default, omission, negligence, or willful misconduct of the *Crown Point School District*, either directly or indirectly attributable to the *Crown Point School District* in connection with the activity covered in this agreement on *Crown Point School District* property including but without limitation any claims for personal injury or property damage resulting from or arising out of the negligence of the *Crown Point School District*, it's agent or employees, or the negligence of any persons present on the *Crown Point School District* premises.

Once the Board of Education has approved your building use request, you will receive a copy of this form as proof of approval.

For the Entity Filing:

Name/Organization:

Signature:

Date of form to Superintendent's Office:

For CPCS:

CPCS Administration Signature:

Date of BOE Approval:

Appendix P

Anaphylaxis/Allergen Policy

Overview:

Crown Point Central School District recognizes the life-threatening nature of allergies for some students. The School Board has developed a policy to assist in implementing strategies to minimize the potential for exposure to allergens and train staff to respond in an emergency situation. Although there can be no guarantee to provide an allergen-free environment, education and awareness are key to keeping students with potentially life-threatening allergies safe.

For the purpose of this policy, life-threatening" allergy is defined as a condition in which there documented evidence by the student's healthcare provider that exposure to specific allergens may result in serious bodily harm or death.

REGULATIONS:

Protocols and Procedures:

Implementation of appropriate policies and protocols for students at risk for a life-threatening allergic reaction requires a team approach. A critical role is played by the parent or guardian, who must notify the building principal or school nurse of the child's allergy.

The parent of a child with a life-threatening allergy will be asked to provide written consent allowing the District to release the child's confidential information to the following extent:

1. If the child is an elementary school student, permitting the building principal or classroom teacher to send a letter to all parents in the child's class(es) informing them that a student with a food allergy is a member of the class and to solicit their support in accommodating the needs of the child to reduce the risk of accidental exposure to the offending allergen;
2. If the child is an elementary school student, permitting the teacher and/or the school nurse to provide an age appropriate review of food allergies with the classroom students at the beginning of the school year;

3. Permitting the District to provide relevant personnel and volunteers with the child's EAP;

4. Permitting the District to disclose information regarding the student's allergies to school staff to the extent required to ensure the child's safety.

The parent will also be asked to sign a Health Insurance Portability and Accountability Act (HIPAA) release form authorizing the child's physician to communicate with the district's nurse regarding the child's medical condition.

If the parent opts not to allow the foregoing to be released, the District will make alternative arrangements that ensure the safety of the student and are consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA).

Emergency Response:

The District understands that each student with a life-threatening allergy is unique and requires his or her own Emergency Allergy Action Plan (EAP). Each student's EAP will include, but not be limited to: recognizing anaphylaxis in the student, detailing situations in which epinephrine should be administered, stating individuals who may administer epinephrine to the student, establishing a system to communicate with the student's parents and physician, establishing protocol for calling "911" for emergency medical assistance.

Each EAP will be written in clear, lay language, and will stress the action a school employee will take in the event of an emergency situation. Each

EAP will contain the student's picture, so that it may be used by a substitute teacher.

Each EAP will be developed by a team consisting of the parent, the school nurse, the child's teacher, the building principal and other appropriate personnel.

**Classroom Procedures:
(Elementary School)**

1. At the start of the school year, the school nurse in collaboration with the parent will provide the classroom teacher information regarding students with allergies.
2. The teacher, in collaboration with the parent of the allergic child and with input from the school nurse, will develop a classroom specific protocol regarding activities that will affect the child especially during holidays or celebrations involving food. Students with life-threatening allergies may store snacks from home, clearly labeled with their name, for their consumption at special times during the school year, in the classroom. Plans for cafeteria lunch and snack time will be reviewed as well as any curriculum related activity involving allergens. A particular desk or table in the classroom/cafeteria may be designated as an allergen-free zone, and will be cleaned daily, separated from other desks/tables, and reserved for the use of the student(s) with allergies. Copies of these protocols will be maintained by the teacher the building principal, and the school nurse.
3. Clear instructions will be provided to a substitute teacher about the classroom specific food allergy protocol.
4. All students will be instructed that sharing or trading food will not be allowed.
5. The school nurse will be notified as early as possible to any grade-wide or school-wide activity during school hours involving the consumption of food.

**Classroom Procedures:
(High School)**

1. At the beginning of each academic semester, the school nurse will inform the teaching team of a student with a life-threatening allergy and the procedures for emergency response for that student.

2. The teaching team in collaboration with the parents of the allergic child and with input from the school nurse, will develop specific protocols regarding activities that will affect a particular desk or table in the classroom/cafeteria may be designated as an allergen free zone, and will be cleaned daily, separated from other desks/tables, and reserved for the use of the student(s) with allergies. Copies of these protocols will be maintained by the school nurse, the building principal and the teaching team.

Cafeteria Procedures:

1. The school kitchen will prepare all products in a manner that will minimize the risk of cross-contamination of foods. The preparation area and all utensils will be washed in hot, soapy water immediately after completion of the task.
2. School kitchen staff will use latex-free gloves.
3. Areas of the cafeteria or designated tables will be reserved for students who require reduced risk of exposure to allergen products.
4. The staff on duty must provide proper oversight and cleaning of table areas reserved for students with life-threatening allergies
5. Wipes must be provided and used by any child given permission to leave the cafeteria during his/her lunch period.
6. In order to provide a safe environment, the number of items for purchase that contain allergens will be limited.

All Transportation Procedures:

1. To the extent permissible under FERPA and/or the disclosure form signed by the parent, the school nurse will notify the Director of Transportation of any students with severe allergies who may be riding a bus. The Director of Transportation will notify bus drivers when a student assigned to ride that bus has an EAP.

2. School bus drivers employed by the school district will be included in annual training provided to all staff regarding allergy symptom prevention recognition, and implementation of emergency bus procedures.

3. Eating and sharing food is prohibited on routine (to and from school) transportation routes unless medically indicated for a student. Sports and extra-curricular runs are at the determination of the chaperone on the bus as well as the bus driver. Student will be made aware of the allergy on the bus previous to leaving for the trip(s). All parties will be mindful of the allergy and should limit their food item choices due to the allergy. All buses are equip with disinfectant wipes for each student and bus seats after eating.

4. School buses must have a working means of two-way communication.

Extracurricular and Sports Participation Procedures

1. In the event that a student with life-threatening allergies participates in extracurricular sports, information regarding the presence of life-threatening allergies will be given to the coach and/or supervising staff member by the school nurse.

2. Practice sessions and home and away games will include plans to implement a student's EAP and plans for carrying an EpiPen.

Field Trip Procedures

1. Planning for field trips will include plans to implement a student's EAP including plans for carrying an EpiPen.

Parents or guardians of a student at risk for anaphylaxis may be invited to accompany their student on school trips in addition to the chaperone. However, the student's attendance must not be conditioned on the parent's or guardian's presence.

The school nurse or a trained staff member will attend field trips attended by a student with a life threatening allergy in the event a parent does not attend.

The teacher or school nurse will have a means of communication to activate emergency medical services.

Protocols established for the student regarding lunch and/or snack will be followed.

In addition to the usual school safety precautions applying to field trips, the following procedures should be in place to protect the anaphylactic child:

Require all supervisors both staff and parents to be aware of the identity of the anaphylactic child, the allergens, symptoms and treatment (provided that the parent of the child with a life-threatening allergy has consented to disclosure of his/her child's condition).

Two EpiPens will accompany anaphylactic child on a field trip.

In the event of anaphylaxis 911 will be called for emergency medical assistance. Epinephrine will be administered pursuant to protocol until emergency medical assistance arrives or until the student is released to the care of his/her parent.

The teacher will notify the school nurse at least a week in advance with a list of those students attending the field trip who have an EAP.

Allergies in school activities:

1. Wipes will be available and students should be instructed to wipe computer keyboards, desks, lunch tables and musical instruments before and after use.

2. Anaphylactic children will not share musical instruments that go in their mouth.
3. To the extent practical School fund-raising activities will avoid products containing the very allergens that parents are being asked to avoid sending with their children to school.
4. Schoolyard cleanliness contributes to safety of children with life-threatening allergies. Additional yard clean-ups may be advisable after special occasions, outdoor school events at which food may be consumed.
5. Anaphylactic children will not be involved in garbage disposal, yard clean-ups or other activities that could bring them into contact with food wrappers, containers or debris, without written parental consent.
6. Foods are often stored in lockers and desks. Allowing the anaphylactic child to keep the same locker and desk all year may help prevent accidental contamination. At the end of the school year, the District will conduct thorough cleaning of lockers and desks.
7. Classrooms may have designated nut-free desk(s) for use only by students with a nut allergy which will be cleaned at the end of each school day.

Division of Responsibilities

In a school setting, ensuring the safety of children affected with anaphylaxis depends on the cooperation of the entire school community. To minimize risk of exposure and to ensure rapid emergency response parents, students and school personnel must all understand and fulfill their responsibilities. Some school boards have prepared formal agreements between the school and the parents, outlining the commitments that each is prepared to make in order to protect the anaphylactic student.

Responsibilities of Parents of an Anaphylactic Child:

- Assist in school communication plans;

- Provide support to school and teachers as requested;
- Inform the school of their child's allergies;
- Provide a Medic Alert bracelet or medical bags for their child;
- Provide the school with up-to-date medical information regarding their child and the child's allergies, including a physician's prescription for any medication;
- Provide the school with at least two up-to-date EpiPens, and keep them current;
- Assist in developing procedures for reducing risks to their child
- Participate in the development of an emergency response plan for their child;
- Review both the emergency response protocol and the procedures for reducing risk with school personnel annually;
- Be willing to provide safe foods for special occasions.

Responsibilities of the Administration:

Arrange for staff, including bus drivers, training consistent with this policy.

Facilitate and support the accommodations developed for individual students, including classroom and cafeteria specific protocols;

Provide reminders to staff of the risks of food allergies at high-risk times of the year, for example: Halloween, Christmas Valentine's Day and end of the year field trips and activities.

Work closely with the parents of an anaphylactic child;

Meet with parents of anaphylactic child, teacher or teaching team school nurse, and other appropriate personnel before start of school year regarding specific protocols addressing student's needs;

Take steps to ensure that the parents have completed necessary forms;

Take steps to ensure that all policies/procedures are being followed consistently;

Take steps to ensure that the parents of anaphylactic child are aware of all relevant board and school policies and procedures and have the opportunity to review them;

Notify the school community of the anaphylactic policy and that we have children in our school with life-threatening allergies;

Post allergy-alert forms in staffroom and office;

Take steps to ensure that all staff, substitutes and volunteers have received information on anaphylaxis, and that appropriate personnel receive training in the use of an EpiPen

Maintain an up-to-date list of school personnel who have received in-service and training in the use of an EpiPen;

Responsibilities of the Classroom

Teacher:

- Participate in the planning of the EAP for children in his/her classroom with life threatening allergies;
- Elementary classroom teachers of students with life-threatening allergies will discuss the anaphylaxis with the class, including its causes,

symptoms, and means of prevention, in age-appropriate materials, provided the parent has consented to such discussion;

- Take steps to ensure that students do not share lunches or trade snacks;
- Choose safe foods for classroom events;
- Establish procedures to ensure that the anaphylactic child eats only what he/she brings from home;
- Reinforce hand washing before and after eating for students and teacher, and proper procedure for wipes;
- Facilitate communication with other parents, provided the parent of the child with life threatening allergies has consented to such communication;
- Follow the school policies for reducing risk in classrooms and common areas;
- Leave information in an organized, prominent, and accessible format for substitute teachers, parent volunteers, or others who may have occasional contact with the student;
- Plan appropriately for time spent outside the building (e.g., field trips, gym class, recess, etc) by ensuring that emergency response plans are considered and EpiPens accompany the child outside
- Consistent with the student's age and maturity, escort or arrange an escort for any child who is identified as having a life-threatening allergy to the nut-free table at lunch
- Focus on activities rather than food to mark special occasions including birthdays and holidays.

Responsibilities of Bus Operators and Bus Drivers in Contact with Student:

Attend in-service sessions provided by the administration

Receive annual training in the recognition of anaphylaxis symptoms and use of an EpiPen;

Carry a copy of the emergency alert form on the school bus, displayed in a prominent location;

Assist in developing procedures to minimize risk while traveling on the school bus

Take steps to ensure that food is not consumed on the bus unless specified by advisor/coach/parent;

Assist as needed in developing an EAP that relates directly to busing.

Be familiar with the student's EAP and implement that part of the EAP related to bus transportation.

Responsibilities of School

Nurse:

Meet with parents teacher and building principal to develop an IHP and EAP;

Distribute copies of the EAP to classroom teacher, administrator cafeteria staff and anyone else who interacts with student on a regular basis, provided the child's parent has consented to such disclosure, and answer any questions relative to signs and symptoms of an allergic / anaphylactic reaction and the prevention of the same;

Educate staff regarding food allergies, allergic reactions, recognizing signs and symptoms of anaphylaxis and prevention and treatment plans;

Train school staff in EpiPen administration as appropriate and maintain documentation of those trained.

Participate in developing school policy regarding life-threatening allergies;

Inform the school principal and other appropriate personnel of children with life threatening allergies and any adverse reactions to allergens that occur;

Arrange periodic follow-up to review effectiveness of individual plans or update medical conditions.

Review with the student at least annually his or her knowledge of the symptoms of anaphylaxis, precautionary practices to avoid anaphylaxis and, as appropriate, skills necessary for self-administration of the EpiPen.

Advise the transportation department of any children with a life-threatening allergy who ride the school bus and provide the Transportation Director with each child's AEP, and ensure that he/she receives appropriate information and training in emergency response procedures.

Responsibilities of the Athletic Director:

Collaborate with the school nurse regarding specific health concerns and ensure appropriate plan of action is in place and shared with appropriate personnel;

Ensure that coaches obtain and maintain a copy of the EAP for each student with a life threatening allergy who attends team practices and/or games;

Participate in training regarding recognition of anaphylaxis symptoms and implementing emergency care, and ensure that appropriate coaches, athletic department staff and volunteers receive similar training;

Take steps to ensure that emergency communication equipment is always available to coaches, athletic department staff and volunteers in contact with students who have life threatening allergies;

Clearly identify who is trained and responsible for administering an EpiPen in an emergency situation;

Consider the presence of allergens involved in school-sponsored athletic activities and modify such activities as needed.

Responsibilities of School Doctor:

Provide guidance, collaboration, and consultation to school nursing personnel and school administration on the management of anaphylaxis at school;

Provide non-patient specific standing orders and protocols for the treatment of anaphylaxis;

Assist in the development of procedures for prevention of anaphylaxis and emergency planning in the school;

Participate in faculty/staff trainings regarding life-threatening allergies as necessary;

Attend Section 504 and CSE meetings when requested by administration;

Act as liaison with school and private health care providers as necessary;

Assist in developing educational programs for students to promote wellness as necessary;

Responsibilities of the School Food Services Manager:

Attend training sessions regarding life-threatening allergies;

Take steps to ensure sound food handling practices are followed to avoid cross contamination with potential food allergies;

Take steps to ensure that cleaning and sanitation protocols are followed to avoid cross contamination;

Take steps to ensure that reasonable modifications are made for meals served to students with food allergies;

Take all complaints seriously from any student with a life-threatening allergy;

Ensure nut-free table and chairs are folded and/or covered with plastic at the end of each day;

Take steps to ensure that nut-free table is monitored;

Take steps to ensure that the nut-free table is designated by different shape/color table and/or chairs

Take steps to ensure that the cafeteria monitors a clean nut-free table after each use.

SUBS: Please take notice of the following information. Attached are both the safety plan and anaphylaxis policy for the students in our school as a reference guide. You may notice that many areas of our school are PEANUT FREE due to the severity of the allergy.

We are committed to providing a safe and welcoming environment for all the children in our school.

**THERE ARE CHILDREN IN OUR SCHOOL THAT HAVE
A SEVERE FOOD ALLERGY**

The food(s) that we will be concerned with are: **PEANUTS**
EGGS, DAIRY
POTATOES, WHEAT
OATS, WALNUTS
COCONUT, PINEAPPLE

While some allergic reactions can be mild, many students with severe food allergies experience serious, potentially life-threatening symptoms from eating (and in some cases touching and smelling) the food that they are allergic to. Please be careful not to send foods into the school that contain our students' allergens. Specific classrooms with children with food allergies will receive additional information as to the foods permitted and protocols to be followed. In addition, there are designated areas in the building that will be designed as allergen free. Please contact the Nurses Office if you have any questions or concerns.

**Crown Point Central School District
Epinephrine Auto-Injector (EAI) Trained Personnel**

All CPCS instructional and non-instructional staff are trained annually by the School Nurse. A short video webinar, an exit exam and a physical demonstration of the injectors are required at the beginning of each school year.