

Gilman School

Policy Regarding Students with Life-threatening Food Allergies

Gilman is committed to providing a safe school environment for all students. The school recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. Gilman has created this policy to reduce the likelihood of severe allergic reactions of students with known food allergies while at school, and to increase the likelihood that appropriate medical treatment is available in the case of an allergic reaction. In keeping with Gilman's goal of educating boys in mind, body and spirit, the school's aim is to help students learn how to manage their food allergies while providing an environment where the risk of exposure is reduced and emergency support is available. The school cannot achieve this goal alone and student and family involvement are critical. Ultimately the primary responsibility for reducing the risks associated with food allergies rests with the student and his parents. The School's policy is as follows:

School's Procedures

- Information pertaining to a student's allergies will be shared with faculty and staff who have contact with the student, but will be kept as confidential as possible.
- Based on information from the student's parents and doctor, the school nurse will develop a Food Allergy Action Plan which lists the student's food allergies, emergency treatment protocols and contact information. These action plans will be kept in the Health Center and copies will be distributed to the contracted food service provider, Division Heads and the After School Program and will be updated yearly or as needed.
- Gilman will provide food allergy and anaphylaxis training for faculty, staff, and coaches as needed. This training will include information on how to recognize an allergic reaction and respond appropriately.
- Gilman will work with its contracted food service company to provide food in the dining hall that all students may enjoy. In the case of a student with multiple or unusual allergies, however, Gilman School may require the student/family to provide lunch and snacks to ensure the student's safety.
- The contracted food service provider, per the recommendation of the Gilman Health Committee, has agreed not to serve peanuts, tree nuts and shellfish in the cafeteria during normal operating hours.
- Gilman will designate a table in the cafeteria or other daily eating areas as "Allergy Aware" if requested.
- The contracted food service company will provide a food allergy policy as it specifically relates to the foods prepared and served at Gilman.
- Gilman will notify parents in advance of any major planned classroom activities that will include food.
- Gilman will attempt to avoid serving food with peanuts, tree nuts and shellfish but cannot guarantee that products with these ingredients or other food allergens will never be present on campus or at school events. Likewise, Gilman

cannot monitor products sold at athletic events or special student sales, products brought for potlucks or celebrations, or served on off campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.

Parent/Student Responsibility:

- Parents of students with life-threatening allergies must provide the Gilman Health Center with emergency medications and a written medical treatment protocol for their student addressing allergy-related events. The protocol and medication must be provided to the school nurse prior to the beginning of each school year. The school nurse will maintain the medication and information according to the current emergency medical treatment policy. In the Lower School, student emergency medications are kept in the Health Center and, if necessary, in the student's classroom. Additional medication should be provided to the Lower and Middle After School Program offices because the Health Center closes at 4:00 pm. In the Middle School and Upper School, a student may carry and administer his own Epi-pen with written permission from his doctor and parents. In this case, it is the family's responsibility to be sure that the medication is accessible during school hours and within its expiration date. The Health Center, the Athletic Training Room, the Lower and Middle School After School Programs have stock Epi-pens for emergency use.
- Parents will be given the opportunity to meet with the food service director and school nurse at the beginning of each school year regarding food allergies. Parents who require additional information about the handling of food allergies at Gilman are strongly encouraged to attend this meeting.
- Parents are responsible for educating their child about managing his allergy at school, including identifying "safe foods" by reviewing the lunch menu together, contacting the food service director for ingredient listings and reinforcing that that student should ask for help if he is unsure about choosing foods in the cafeteria or classroom.
- If parents are uncertain about possible exposure to allergy-causing foods, they should provide meals or treats for their student.
- Parents of students with severe, multiple or unusual food allergies may be required to provide meals or snacks for their children.
- Parents of Lower School students should provide their child's teacher with a supply of safe snacks to reduce the likelihood of accidental exposure.

This policy has been developed in consultation with the School Physician and the contracted food service company and will be updated and revised as needed.

Reviewed: April 8, 2016