

**GENERAL GUIDELINES FOR REDUCING RISK OF EXPOSURE  
TO ALLERGENS**

District staff shall be charged with implementing the following procedures to reduce student risk of exposure to allergens:

1. At-risk students shall carry/wear some means of medical identification, such as a medical alert bracelet.
2. School personnel shall receive appropriate training in first aid, epinephrine administration, and shall receive regular updates on allergy-prone students' status and needs. Classroom teachers will provide a list of students with medically documented allergies along with the specific allergy to substitute teachers.
3. Epinephrine pens will be available in the elementary and high school offices. Office personnel shall check expiration date and replace as needed.
4. Parents shall be encouraged to instruct their children in how to avoid contact with substances to which they are allergic.
5. Each school shall develop a means of disseminating school menus to parents in advance. All parents will be encouraged to review/preview menus in order to select safe foods their child may eat.
6. Food-allergic children shall be encouraged bring their lunch from home. However, guidelines established by the USDA Child Nutrition Division require school food service programs to provide substitute meals to allergic students if the physician of the student sends written instructions certifying the child's allergy, what foods are to be avoided, and safe substitutions.
7. Food personnel shall be instructed about necessary measures required to prevent cross contamination during food handling, preparation, and serving of food.
8. A no-food trading/sharing policy will be enforced. Students will also be prohibited from sharing eating utensils.
9. Surfaces, toys, and equipment shall be washed clean of allergy containing foods/substances in a timely manner.
10. Teachers and custodial staff shall check district purchased classroom and cleaning materials to ensure that these products do not contain peanut oil or other substances harmful to students with identified allergies.
11. Administrators may decide to designate individual classrooms for other areas as peanut-free zones.
12. School lunches and breakfasts provided by Tioga Public Schools WILL NOT contain peanuts or tree nuts.
13. A food allergy handbook will be adopted by the school board, and will be reviewed and updated every two years by a committee consisting of one board member, Superintendent, Principals, and up to two others appointed by the board.

**End of Tioga School District Policy FCAA-AR..... Reviewed/Revised: May 16, 2016**