

Substitute teachers are an important link in the school staff. They must be included in the information chain regarding safety measures designed to protect the student with food allergies they supervise.

Substitute teachers must receive written information that the students with food allergies are in the class, information about peanut-free tables or other special modifications, and the resources available if a student has an allergic reaction. Here is a sample letter which teachers can leave with their lessons plans for the substitute.

Dear Substitute Teacher:

The students listed below in this class have severe life-threatening food allergies. Please maintain the food allergy avoidance strategies that we have developed to help protect these students.

Should a student ingest, touch or inhale the substance to which they are allergic, a severe reaction may follow requiring the administration of an Epi Pen.

The Individual Emergency Action Plan, which states who has been trained to administer the Epi Pen, is located _____.

Epinephrine is a life-preserving medication and should be given in the first minutes of a reaction.

Student: _____

Allergy: _____

Important Notes: _____

Please treat this information confidentially to protect the privacy of the students. Your cooperation is essential to ensure their safety. Should you have any questions, please contact the School Nurse _____ or the Principal _____.