



The Greenfield Board of Education has established a medication policy and procedures to guide school personnel and parents/guardians in medication administration in school. Please refer to the full text of the Policy and Administrative Guidelines for additional details. The following are excerpts from the Administrative Guidelines which apply in most circumstances of life threatening allergic conditions:

Parents/guardians are responsible for notifying the school of their child's life threatening allergy (LTA) condition prior to their child's first day of school or as soon after diagnosis as possible.

Parents/guardians are responsible to provide the school with current written medical documentation of the nature of and emergency treatment for their child's specific LTA(s) utilizing the *Medically Documented Life Threatening Allergy Form*.

Parents/guardians are expected to instruct their children in identification of their allergens, avoidance procedures and actions to take if exposed to a life threatening allergen.

Students with LTA's are expected to immediately notify school staff if they suspect they have been exposed to a life threatening allergen(s).

Students with LTA's are urged to wear medical identification (ID) for the allergy(s) they have.

If the school is notified a student has a food related LTA, the school's head cook and District Food Services Manager will be notified.

Parents/guardians of a food allergic child and their child should review the school lunch menu on a regular basis. Any questions regarding food ingredients should be directed to the District Food Services Manager.

Parents/guardians of food allergic children should discourage their children from sharing any food at school. Parents/guardians are encouraged to provide these children lunch and snacks from home if their children are unable to avoid foods at school which may precipitate an allergic reaction.

In an effort to promote a safe and healthy school environment, the District Nurse shall meet with the affected student with an LTA, his/her parent/guardian and appropriate school personnel to develop a written *Individualized Emergency Health Care Plan* which shall be shared with school personnel as needed.

Student health information and emergency procedures regarding medically documented LTA's shall be included on each school's confidential list of *Students with Special Health Care Needs* which shall be annually distributed to appropriate school staff in a timely manner.

Any changes in a student's LTA condition or treatment shall be reported to the school as soon as possible.

Medication changes shall require the parent/guardian to submit a new *Medication Request and Authorization* form.