THE GRAHAM FAMILY OF SCHOOLS
The Graham School
The Charles School at Ohio Dominican University
Graham Elementary and Middle School

Food Allergy Protection Policy

Approved by the TCS & GEMS Boards 11/17/25
Approved by the TGS Board 11/21/25

Responsibilities: To assist the student with a serious allergy, it takes a team approach. Each staff member has a role based on the student's individual needs.

Typical symptoms of Allergic Reaction:

- Hives
- Itching (of any part of the body)
- Swelling(of any body part)
- Wheezing
- Throat tightness or closing
- Difficulty swallowing, difficulty breathing
- Sense of doom (anxiety)
- Dizziness
- Fainting or loss of consciousness
- Change of skin color
- Red, watery eyes
- Coughing
- Runny nose
- Vomiting
- Diarrhea, stomach cramps
- Change of voice

Parent/Guardian Guidelines

- Parents and guardians of students with allergies, or students with allergies age eighteen or older, shall:
    - Notify the school dean or nurse when they become aware that their student has a food allergy and at the beginning of each school year thereafter. The notice shall include a healthcare provider-documented allergy and a diet modification order as necessary;
    - Provide the school with prescribed emergency medications;

- Execute medication authorization form, and/or permission to carry and self-administer epinephrine auto-injector (epi-pen) form, as well as the following documentation, as appropriate:

    - Food allergy action plan;
    - Anaphylaxis emergency action plan;
    - Diet order.

- Parent and guardians will be responsible for educating their students about allergy management at school. Allergy management and education includes, without limitation, identification of "safe foods" by reviewing together breakfast and lunch menus and discussion of the vigilance required to self-monitor food products available at other school functions and in school vending machines.

Student Guidelines

- Not to share food with anyone
- Wash hands with soap and water before and after eating. Antibacterial hand sanitizer has not been shown to be sufficient at removing food allergens
- Learn to identify products containing allergens, and to visually check all food before eating
- Comply with school environment accommodations
- Read labels vigilantly to watch for allergens

Classroom and School Environmental Concerns

- Have individual emergency care plan on student with identified food allergy. Work with the nurse to understand signs and symptoms and how to initiate the students' plan in the event of an allergic reaction.
- Communication between student/parent/nurse/school administrators for individual needs as identified by the plan/and or from Health Care Provider. Administration to identify all teachers involved in student schedule.
- Notify the Administration of any field trip to pick up needed medications. If student self carries, check possession. Encourage parent to attend the trip on need/extreme basis.
- Efforts will be made per individual cases. Classrooms and other areas will be made peanut/nut free zones when prescribed by Doctor. Inform parents/guardian in advance of any school events where food will be served.
- Modify class material to avoid presence of any allergens used for cooking, science projects, celebrations, project, parties, etc.
- If Doctor prescribed peanut free(or other known allergy) classrooms, clean tables thoroughly with separate or disposable cloth which is not placed in a solution with other cloths to avoid cross-contamination
- Notify nurse of any allergic reaction that occurs during school hours
- Ensure subs/volunteers/aides know of allergy.

Food Service Personnel: Accommodations for Food Allergies

- The food service personnel, along with the nurse, Administration and parent/guardian should work together to make the cafeteria environment as safe as possible for a student with a severe allergy on an individual case by case basis.
- The school, in compliance with the USDA Child Nutrition Division guidelines, provides substitute meals to food-allergic students based upon the physician's signed statement with specific diet restrictions.
- Food handling should be discussed to identify and reduce the risk of exposure for each individual student depending on their needs
- Use proper hand washing before meal preparation and as needed

Field trip Issues

- Documented medication will be sent with the student on the field trip and stored by the teacher/staff. If the student self carries the medication, the teacher must assure it is with the student. The teacher/staff must have a cell phone or means of communication on them at all times during the field trp. Emergency services must be called if an Epi-pen is used on a field trip.
- Invite parent/guardian to accompany their child on need/extreme cases.

School Administration

- Provide guidance to all staff
- Students with dietary needs that qualify as disabilities under State and Federal law are provided agreed to accommodations.
- Assist the school in prevention, care, management and emergency actions of students with life-threatening allergies
- Support and oversee faculty, staff, students and parents/guardians in implementing all aspects of the management plan
- Identify school personnel associated with any specific students so that any needed training or alert messages can be provided.

This policy will be posted on each school's website, included in the Family Handbook, monthly newsletters and e-blasts, linked on the breakfast and lunch menus, along with being posted in the school's lunchroom.