

**RESPONSIBILITIES OF THE SCHOOL ADMINISTRATION
FOR THE STUDENT WITH
FOOD ALLERGIES/ANAPHYLAXIS**

_____ Ensure that a school emergency response plan for managing life-threatening allergic reactions is in place.

_____ Support faculty, staff, and parents or guardians in implementing all aspects of the plan.

_____ Provide training and education for faculty and staff regarding:

- Foods, insect stings, medications, latex
- Risk reduction procedures
- Emergency procedures

_____ Designate at least three school staff members to be trained how to administer an epinephrine auto-injector in an emergency.

_____ Ensure that a contingency plan exists in the event of the teacher's absence.

_____ Ensure that the student is placed in a classroom where the teacher is trained to administer an EpiPen, if needed.

_____ Ensure that trained school staff members are available throughout the school day and on all field trips.

_____ Share medical flag list with food service staff.

_____ Contact Central Food Services office for guidance related to students with severe and/or life-threatening allergies.