

**Franklin Public Schools  
Franklin, Massachusetts 02038**

**Action Required**

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**Subject:** Policy

**Date:** December 13, 2022

**Dept:** SC

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**Reason:** Required Vote

**Enclosure:** yes

**Recommendation:**

Policy 2<sup>nd</sup> Reading / Adoption

I recommend Adoption of the following policies as discussed:

- KF-E3 - Facilities Fee Schedule
- JLCCD - Managing Life-Threatening Food Allergies in the Education Setting
- JLCCD-E - Protocol & Guidelines for Management of Life-Threatening Food Allergies in FPS

**Action Requested of the School Committee:**

Majority vote of the School Committee is required.

<u><b>Vote Tabulator</b></u>	
C. Bernstein:	Y / N     D. McNeill:     Y / N
D. Callaghan:	Y / N     M. Whitmore:     Y / N
Al Charles:	Y / N     D Spencer:     Y / N
E Stokes:	Y / N     Action: _____

***Franklin Public Schools  
(All Schools except Franklin High School)  
Facility Rental Fee Schedule without Personnel Costs  
Effective: July 1, 2018***

Space	Hourly Rates
Regular Classroom	\$25
Small Gyms ( Oak St, Davis Thayer, Helen Keller, JFK, Parmenter, Jefferson)	\$30
Large Gyms (Horace Mann, Annie Sullivan, Remington)	\$40
Cafeteria w/o Kitchen Use	\$40
Cafeteria with Kitchen Use (Plus kitchen cost)	\$50
Keller/Sullivan Cafeteria (AC)	\$60
Keller/Sullivan Cafeteria (AC) (Plus kitchen cost)	\$80
Libraries	\$35
Technology Labs**	\$45
	\$30
Thomas Mercer Auditorium++	\$125

\*\* Technology labs are unavailable for non-school use, except when used as part of any Franklin Public Schools Lifelong Learning Program. Minimum service charge for Technology Supervisor is 1 hour. Additional invoicing for supplies and materials (paper, CD's, ink cartridges, etc.) may be required.

++Thomas Mercer Auditorium includes the use of the Band Room. Band room is not available for rental separate from the Auditorium.

Position	Hourly Rates
Custodial / Facilities	\$45/ hour
Cafeteria	\$28 / hour
Technology	\$35 / hour
Thomas Mercer Auditorium at HM Supervision / Technician Fee	\$50 / hour

To estimate personnel costs:

Example: *Event that runs for 4 hours. Estimated custodial cost could be: 5.5 hours x \$45 = \$247.50.*

Must have custodian on site ½ hour before and at least ½ hour after event

Any questions regarding charges, please call/email Building Use Coordinator at:  
508-541-2140 X1002 or [via email](#).

Reviewed, revised, adopted by School Committee: 7/28/15

Reviewed, revised, adopted by School Committee: 5/22/2018

## **Managing Life-Threatening Food Allergies in the Educational Environment**

Franklin Public Schools recognizes that students with life-threatening food allergies require reasonable accommodations necessary to ensure access to available education and education-related benefits. It is the policy of Franklin Public Schools that the management of life-threatening food allergies be accomplished in compliance with applicable state and federal regulations. Franklin Public Schools implements this policy and administrative procedures pursuant to the guidelines established by the Massachusetts Department of Elementary and Secondary Education, in a document entitled, [“Managing Life-Threatening Food Allergies in Schools”](#) and other reliable resources relating to this issue.

The Franklin Public Schools has developed protocols/guidelines for the management of life threatening food allergies. Building-based teams will consult with parents/guardians, and where applicable, students, to develop a safe and effective health plan so that students will be able to access all educational programs.

Legal Ref: Section 504 of the Rehabilitation Act, 29 U.S.C. §794, the American Disabilities Act, U.S.C. §1201, et seq. and United States Department of Agriculture Regulations, 7 C.F.R §15(b), 105 CMR 210.000.

Cross Ref: JLCD, JLCD-1, JLCDD-E

Reviewed, Revised, 7/14/15

Reviewed; no revisions 7/11/17

## **Protocol And Guidelines For Management Of Life-Threatening Food Allergies In The Franklin Public Schools**

### **BACKGROUND**

Allergic food reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs.

Anaphylaxis is a potentially life-threatening medical condition occurring in food allergic individuals after exposure to their specific food allergens. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. The most common causes of anaphylaxis in children include allergies to:

- Foods (most commonly; dairy products, eggs, fish/shellfish, milk, peanuts/tree nuts, soy, wheat)

Anaphylaxis can occur immediately or up to two hours following allergen exposure, so it is important to:

- Identify student at risk
- Have appropriate preventative policies
- Be prepared to handle an emergency

### **PURPOSE AND GOAL**

The Franklin Public Schools cannot guarantee to provide a food allergen-free environment for all students with life threatening allergies, or prevent any harm to students in emergencies. The goal is to minimize the risk of exposure to food allergens that pose a threat to those students, educate the community, and maintain and regularly update a system-wide protocol for responding to their needs. A system-wide effort requires the cooperation of all groups of people within the system.

The sections below highlight the major responsibilities of the various groups, but each student's plan will be individualized and therefore not all responsibilities can be spelled out in this protocol.

The goal of the Franklin Public Schools regarding life-threatening food allergies is to engage in a system-wide effort to:

- Prevent any occurrence of life-threatening food based allergic reactions
- Prepare for any allergic reactions to food
- Respond appropriately to any food allergy emergencies that arise

### **RESPONSIBILITIES OF THE FRANKLIN PUBLIC SCHOOL DISTRICT**

The Superintendent and their staff shall be responsible for the following:

- Create a system-wide emergency plan for addressing life-threatening food based allergic reactions.
- Provide semi-annual (2x/year) in-service training and education on reducing food-allergy risks, recognizing food allergy symptoms, and emergency procedures for staff. Training shall include, but not be limited to:
  - A description/definition of severe allergies and a discussion of the most common foods causing allergic reactions.
  - The signs and symptoms of anaphylaxis.
  - The correct use of an epinephrine auto-injector herein referenced as an Epi-pen.
  - Specific steps to follow in the event of an emergency.
- Adopt a **“NO FOOD TRADING/SHARING”** and **“NO UTENSIL SHARING”** procedure in all schools with particular focus at the elementary school level.
- School Health Professionals in conjunction with the student’s parent(s)/guardian(s) and the primary care provider/allergist prepare an Allergy Action Plan/Individual Health Care Plan for any student with a life-threatening food allergy. The Plans will be reviewed by the school nurse, the student’s parent(s)/guardian(s) and primary care provider and/or the student’s allergist, and signed off by the student’s physician/allergist, indicating that they deem it to be adequate.
- Provide and maintain life-threatening allergy aware tables in each elementary and middle school cafeteria: These tables will be designated as allergy aware tables. These tables will be cleaned and sanitized as per district protocol.
- Lunch Room Attendants/Cafeteria Personnel, who report to the principal, will be assigned to clean life-threatening food allergy tables.
- Make the Allergy Action Plan available in the nurse’s office.
- Recommend that parents/guardians attach a photograph of their student with a life-threatening food allergy to their Allergy Action Plan.
- Encourage parent/guardian to inform school bus drivers of student's life-threatening allergy and will have the option to grant Franklin Public Schools permission to share allergy information with bus drivers
- Make student -specific Epiens available in the nurse’s office and in other clearly designated locations if specified in the Allergy Action Plan. At the secondary level, students are allowed and encouraged to carry their EpiPens on their person as allowed by the district’s Administration of Medication Policy, with an additional EpiPen located in the nurse’s office along with the Allergy Action Plan
- Consult with facilities personnel to develop protocol for cleaning classrooms, cafeteria, and other areas of the building to ensure that the threat of allergens is minimized.

### **RESPONSIBILITIES OF THE SCHOOL PRINCIPAL**

The principal of each school shall be responsible for the following:

- In conjunction with school nurses, provide in-service training and education for staff regarding life-threatening allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the EpiPen.

- Ensure letters are sent to all parent(s)/guardian(s) assigned to a classroom, within the first two weeks of the school year, where one of the students has been identified as having a life-threatening food allergy (Pre-K -5) with a reminder to be shared in January.
- Discussing the protocol that explains life-threatening food allergy and the application of the protocol at the school, concerning life-threatening food allergy at kindergarten orientation.
- Post the school's emergency protocol on life-threatening food allergies in the following locations: school health office, cafeteria, and gymnasium
- A contingency plan will be in place and understood by all staff and students in the event the school nurse is not in the office or in the building. Staff will call 911 in all instances of any allergic reaction.

### **RESPONSIBILITIES OF SCHOOL NURSE**

The school nurse is the primary coordinator of each student's plan and shall have the following responsibilities:

- Meet with each parent/guardian of a student with a Life-Threatening Allergy and review and discuss the Allergy Action Plan for the student. An Individualized Health Care Plan ("IHCP") may be written by the school nurse in addition to the Allergy Action Plan upon discussion with the parents if specific situations warrant additional information and actions. A copy of the IHCP will be provided to the teachers/ staff members working with that student.
- Maintain updated Allergy Action Plans in the nurse's office.
- Provide information about students with Life-Threatening Allergies to applicable staff through the student's health concerns located in Aspen or as otherwise provided by the school nurses.
- In conjunction with the principal, provide education for staff regarding Life-Threatening Allergies, symptoms, risk reduction procedures and emergency procedures. Additionally, student specific EpiPen training is offered to applicable staff twice per school year, including a demonstration on how to use the EpiPen.
- Familiarize teachers with the Allergy Action Plan of their students and any other staff member who has contact with students on need-to-know basis.
- Will be responsible for following Department of Public Health regulations governing the administration of prescription medications. Nurses are also responsible for following the regulations that permit registration of non-licensed personnel to be trained and to administer EpiPens.
- Discuss with parent(s)/guardian(s) the appropriate locations for storing the EpiPen and the possibility of receiving more than one EpiPen as necessary.
- Inform the school principal and parent(s)/guardian(s) if any student experiences an allergic reaction that has not been previously diagnosed.
- Maintain stock of EpiPens in the nurse's office in the event of a previously undiagnosed life-threatening reaction occurs, in accordance with MDPH guidelines and FPS standing orders.
- Notify staff of the locations of EpiPens in the school.

- Emergency protocol will be in place in the event the school nurse is not in the building.
- Review and revise Allergy Action Plans if needed.

### **RESPONSIBILITIES OF TEACHERS**

Each teacher shall have the following responsibilities:

- Review and take note of the student's life threatening allergy information in the health concerns located in Aspen or as otherwise provided by the nurse and discuss the Allergy Action Plan with the nurse for pertinent information related to the classroom and/or cafeteria.
- Leave information regarding students with life threatening allergies in an organized, prominent and accessible format for substitute teachers. May participate in student specific EpiPen training provided by the school nurse in accordance with delegation guidelines.
- Review the Life Threatening Allergy general information provided by the nurse at the start of each school year
- Implement the Allergy Action Plan or the Individual Health Care Plan if additional information and action are needed as necessary in the classroom.
- Participate in the planning of a student's re-entry into school after an anaphylactic reaction.
- Advise parent(s)/guardian(s) of any school related activity that requires the use of food in advance of the project or activity
- Limit use of food for instructional lessons per ADF - Wellness Policy.
- Whenever reasonable, the teacher will reinforce appropriate hygiene techniques/hand washing before and after eating.

### **RESPONSIBILITIES OF FOOD SERVICE PERSONNEL**

The food service department shall have the following responsibilities:

- Supply cleaning materials for washing and sanitizing tables as per district protocol.
- Provide training to food service employees regarding safe food handling practices to avoid cross contamination with potential food allergens.
- Food service employees will wear non-latex gloves.

### **RESPONSIBILITIES OF FRANKLIN SCHOOLS TRANSPORTATION**

All Franklin Public School bus and van drivers may be informed by the parent/guardian and/or school district upon consent of the parent/guardian that they are transporting a child with a Life-Threatening Allergy.

The school bus and van drivers shall have the following responsibilities:

- Provide functioning emergency communication devices (e.g., cell phones, two-way radios, etc.) on each bus.
- Maintain and reinforce the policy of no eating on the bus.

### **RESPONSIBILITIES OF PERSONS IN CHARGE OF CONDUCTING AFTER-SCHOOL ACTIVITIES**



Person in charge of extracurricular programs shall have the following responsibilities:

- Sharing the Allergy Action Plan provided by parents/guardians to others who assume responsibility for their child. Examples of this may include:
  - Before or after school activity instructors
  - Coaches
  - Solutions Personnel
  - Extracurricular activity advisors

### **RESPONSIBILITIES DURING RECESS AND PHYSICAL EDUCATION CLASSES**

During recess and physical education classes (where a student has a Life Threatening Allergy), the school shall have the following responsibilities:

- Ensuring students will be under the supervision of at least one adult.
- Ensuring an EpiPen is taken outside if specified in the student's Allergy Action Plan or for specific students, the Individual Health Care Plan.
- Ensuring an emergency communication device (walkie-talkie, cell phone) is accessible and functional.

### **RESPONSIBILITIES FOR FIELD TRIPS**

The school shall have the following responsibilities when Life Threatening Food Allergy students go on field trips:

- Field trips need to take into consideration the risk for food allergen exposure, and parent(s)/guardian(s) must evaluate potential risks when determining whether their child should attend a field trip.
- Lunches should be held in a safe place, so students cannot access them until the appropriate time. Lunches of students with food allergies should be stored separately to minimize cross contamination.
- A nurse, or an EpiPen delegated staff, will accompany the class on a field trip and maintain an EpiPen and a copy of the student's Allergy Action Plan.

### **RESPONSIBILITIES OF PARENTS/GUARDIANS OF STUDENTS WITH LIFE-THREATENING FOOD ALLERGIES**

Each parent/guardian of a student with a Life Threatening Allergy shall have the following responsibilities:

- Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after diagnosis).
- Parent(s)/guardian(s) must arrange to meet with the school nurse to develop an Individual Health Care Plan for the student and provide medical information from the child's treating physician as needed to write the Plans. Parent(s)/guardian(s) must arrange for the school nurse to be able to communicate with the student's physician.
- May choose to provide the school a list of foods and ingredients to be avoided, and provide a list of safe or acceptable foods that can be served to your child.

- Provide the school nurse with enough up-to-date emergency medications (including EpiPens) so they can be placed in all required locations for the current school year.
- Parents/guardians will obtain an Allergy Action Plan from the provider using the FPS district's form or in conjunction with the provider's Allergy Action Plan form and submit all required medication forms to the school nurse.
- Provide EpiPen to be taken on field trips as stated in the field trip policy.
- Notify the school bus or van driver of the student's life-threatening allergy.
- Encourage your child to wash their hands before and after handling food.
- Teach your child to:
  - Recognize the first symptoms of a food allergic/anaphylactic reaction.
  - Know where the EpiPen is kept and who has access to the epinephrine.
  - Communicate clearly as soon as they feel a reaction is starting.
  - Carry their own epinephrine auto-injector when appropriate.
  - Not share snacks, lunches, or drinks.
  - Understand the importance of hand washing before and after eating.
  - Report teasing and/or bullying that may relate to the child's disability.
  - Take as much responsibility as possible for their own safety.
- TAs children get older, teach them to:
  - Communicate the seriousness of the allergy.
  - Communicate symptoms as they appear.
  - Read labels.
  - Administer their own EpiPen and be able to train others in its use, when appropriate
- Inform the school of any changes in the child's Life Threatening Food Allergy status.
- Provide the school with the licensed provider's statement if the student no longer has food allergies.
- Parents/guardians may be asked to chaperone field trips and out-of-school activities if a nurse or designee is not available.

## **RESPONSIBILITIES OF STUDENTS**

Each student with a Life Threatening Food Allergy shall be responsible for the following:

- Take responsibility for avoiding food allergens.
- Do not trade or share food.
- Wash hands before and after eating.
- Learn to recognize symptoms of an allergic food reaction.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
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- Develop a relationship with the school nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the food allergy in the school.

**Reviewed, revised 9/27/12**

**Reviewed, revised 7/15/15**

**Reviewed; revised 7/11/17**