

**RESPONSIBILITIES OF PARENT OF
STUDENTS WITH SPECIAL DIETARY NEEDS** (rev 8/23)

Parent of a student with an Special Dietary Needs shall:

1. Establish a mutually supportive relationship with open communication between the student's teacher, student, other teachers/staff, and school nurse.
2. Inform the nurse and/or principal of the student's Special Dietary Need prior to the beginning of the school year or as soon as possible following diagnosis.
3. Provide all medical information developed by the licensed health care provider (HCP), with appropriate signatures, to include:
 - a. Eating and Feeding Evaluation—medical orders
 - b. Food Allergy Emergency Care Plan (ECP)- medical orders updated annually
 - c. Release and Mutual Disclosure
4. All requests for special dietary needs should be made directly to the Assistant Director of Child Nutrition. Certain accommodations will require medical documentation. Due to this, it would be best practice to provide student's meals until receipt of confirmation from the Child Nutrition office that accommodations can be met.
5. Recognize that the safest method of allergy avoidance is for the student to eat meals and snacks provided from home.
6. Provide small photo of student's face for identification purposes on ECP.
7. Notify school's front office at once should emergency contact information change.
8. Provide the nurse with signed orders from the health care provider in the event of changes to the student's special dietary need status.
9. Provide the school nurse with all emergency medications prescribed in the ECP:
 - a. Prescription label must be intact and must NOT expire prior to the end of the school year. Expired medications will not be accepted.
 - b. Epinephrine must be stored in the clinic unless student has a physician signed self-carry form filed in the nurse clinic.
 - c. Student may carry epinephrine if HCP writes order, determines that the student is able to self-administer, and has trained student, per Indiana Code. **The parent is responsible for ensuring that carried or self-administered epinephrine is unexpired for the school year.** Student is expected to have the medication with him/her at all times during the school day. For safety purposes, it is recommended that a back-up medication be provided for clinic storage.
 - d. Additional antihistamines should be a non-liquid form, such as a chewable tablet. This medication shall be stored in the clinic.
 - e. Complete a Medication Consent for any medications your child needs.
10. Be aware that the FTCS Child Nutrition monitors diet restrictions only for USDA sponsored school meals consumed during school hours (breakfast and lunch).
11. Provide safe snacks to be stored for your student to consume during celebrations and/or emergencies, or if student has another medical condition requiring a snack. Monitor quantity and replenish these snacks periodically. If snacks are not present, the student will not be given anything to eat, for safety reasons.
12. Never ask teachers/staff to read labels or make decisions regarding acceptable snacks.
13. Notify the nurse and teacher if special arrangements are necessary for field trips. Please give staff 2 days' notice for planning.
14. Provide your student's meals and/or snacks as needed for an extended or overnight field trip.
15. Notify, educate, and train others who assume responsibility for your student outside school hours, including but not limited to: before and after school child care programs, and extracurricular activities such as scouts, sports, music, etc. The school nurse is unaware of your student's participation in extracurricular activities, and is not available outside of school

hours. It is imperative that the parent provide education to the staff of those activities and provide necessary epinephrine in the event of an exposure. Extra-curricular staff have no access to the clinic. A separate medication will be needed unless the child carries it (#9C).

16. Teach student to:

- a. Know safe and unsafe foods
- b. Know methods for avoiding unsafe foods
- c. Recognize the first symptoms of an allergic reaction and act fast by telling an adult.
- d. Carry his/her own emergency medications if appropriate per physician order, FTCSC medication guidelines, and Indiana Code. Epinephrine must be available at all times during the school day and not left in the classroom for any reason.
- e. Never show or share epinephrine with other students.
- f. Never share or trade snacks, lunches, or drinks.
- g. Avoid eating foods that do not come from home or whose ingredients are not known.
- h. Understand the importance of hand washing with soap and water before and after eating.
- i. Report any teasing/bullying related to the Special Dietary Needs to the teacher/staff.

17. Consider providing medical alert jewelry for the student.

18. Work collaboratively with personnel to educate the school community about food allergies and the potentially life-threatening nature of these allergies.

19. Work collaboratively with the student's licensed health care provider to develop a prevention plan that promotes increasing age-appropriate independence.

20. Contact school nurse or FTCSC RN supervisor at 317-803-5011 for questions about Special Dietary Needs.

21. Determine if a "no peanut" table is appropriate for your elementary-aged student and notify the school nurse, Assistant Director of Child Nutrition, and school Principal. The student shall choose a friend and monitor that there is no visible sign of a peanut item in the friend's lunch, so that the meal will be pleasurable and social, rather than isolating. Staff shall do no label reading. Please note—beyond elementary school there is no special allergy table offered. Please indicate if your student will eat a school meal.

RESPONSIBILITIES OF STUDENTS WITH SPECIAL DIETARY NEEDS (rev 8/23)

Each student with an Special Dietary Needs shall:

1. Be proactive in the management of his/her food allergies and reactions as developmentally appropriate, to include verbalization about the presence of a food allergy.
2. Recognize the first symptoms of an allergic reaction and act fast by communicating those symptoms to an adult.
3. Report to the clinic with an adult as soon as he/she feels that an allergic reaction is occurring.
4. Carry his/her own epinephrine at all times if appropriate, per physician order, FTCSC medication guidelines, and Indiana Code. Do not leave medication in the classroom. Contact the nurse if medication is forgotten at home.
5. Notify the nurse/another adult immediately should self-administration of emergency medication have occurred.
6. Never show or share epinephrine with other students.
7. Never share or trade snacks, lunches, or drinks.
8. Avoid eating foods that do not come from home or whose ingredients are unknown.
9. Wash hands with soap and water before and after eating.
10. Report any teasing or bullying related to the Special Dietary Need to a teacher/staff member.