CITY OF LOWELL HEALTH DEPARTMENT
SCHOOL HEALTH UNIT
341 PINE ST.
LOWELL, MASSACHUSETTS 01851

AUTHORIZATION TO RELEASE MEDICAL RECORD INFORMATION

I, _____, **HEREBY**
(Name of Student, Date of Birth)

AUTHORIZE _____
(Name and Address of Doctor or Agency)

_____

TO RELEASE COPIES OF MY MEDICAL RECORD CONTAINING THE FOLLOWING INFORMATION TO THE LOWELL HEALTH DEPARTMENT, SCHOOL HEALTH UNIT:

	Initials	Date
a. Most Recent Physical Exam	_____	_____
b. Results of TB Skin Test	_____	_____
c. Results of Scoliosis Evaluation	_____	_____
d. Results of Most Recent Lead Test	_____	_____
e. Record of Immunizations	_____	_____
f. Results of Vision Evaluation	_____	_____
g. Results of Hearing Evaluation	_____	_____
h. List of Current Medications	_____	_____
I. Other _____	_____	_____

I UNDERSTAND THAT THE PURPOSE OF SUCH RELEASE IS TO PROVIDE CURRENT INFORMATION REQUIRED FOR THIS STUDENT'S SCHOOL HEALTH RECORD.

Date: _____ _____
Signature of Parent/Guardian or Student 18 Years of Age

Date: _____ _____
Signature of Witness

Please send the above information to the School Nurse at the address listed below:

_____

_____

_____

City of Lowell Health Department
School Health Unit, Lowell Public Schools

Life Threatening Allergic Reactions and Epi-Pen Policy

Policy

In accordance with the Massachusetts Department of Elementary and Secondary Education's Guidelines for Managing Life Threatening Food Allergies in Schools, the Lowell Public School District has adopted a Life Threatening Food Allergy Policy to ensure the safety and well-being of individuals with life threatening food allergies. The purpose of these Administrative Procedures and Guidelines included in the policy are to:

- Provide a safe and healthy learning environment for all students;
- Protect the rights of food allergic students to participate in all school activities;
- Reduce the likelihood of severe or potentially life-threatening allergic reactions during school; and
- Ensure a rapid and effective response in the case of severe or potentially life threatening allergic reaction.

The Lowell Public School District recognizes the increasing prevalence of allergies and the life-threatening nature of these allergies for many students. While the Lowell Public Schools cannot guarantee to provide an allergen-free environment for all students with life threatening allergies, the district's goals are to minimize the risk of exposure to food allergens that pose a threat to students, to educate the community and to maintain and regularly update a system-wide protocol for responding to students' needs. The Lowell Public School District shall maintain a system-wide procedure for addressing life threatening allergic reactions by incorporating measures to reduce the exposure to allergens and procedures to treat allergic reactions.

The district recognizes that an effective food allergy program depends on a cooperative effort amongst district and school staff, parents/guardians and the school nurse. Parents/guardians have the responsibility to inform the school district when a child's medical condition might affect the child's welfare or safety. Upon notification and identification of a student with life-threatening allergies by parents/guardians and with complete written documentation from a physician, the following practices/procedures shall be implemented by said personnel when a student is found to have life threatening allergies.

Principal Guidelines

- Principal/designee will support training for school staff;
- Ensure adherence to Administrative Procedures and Guidelines for all school-based personnel;
- Direct questions from parents of food allergic students to the school nurse;
- Establish a multidisciplinary 504/allergy team (the multidisciplinary team will determine if the life-threatening allergy requires additional accommodations beyond the IHCP and

Approved by the Lowell School Committee on 7-15-15.

may refer the student to the Section 504 Team to determine eligibility for accommodations);

- Post signage in the office/front entrance that the facility is an allergy aware school; and
- Ensure that parents of all students in a classroom (in grades pre-K through 8) with a life-threatening allergic child will be notified via letter of the presence and nature of the life-threatening allergy.

School Nurse Guidelines

- The school nurse will initiate and maintain the Individual Health Care Plan (IHCP) with the parent/guardian and participate in a multi-disciplinary 504/allergy team in order to reduce exposure to allergens and establish procedures to treat exposure to allergens and allergic reactions;
- Provide a copy of the IHCP to all pertinent school staff;
- Maintain emergency medication and ensure medication is available in a designated area in the nurse's office;
- Train staff in Epi-pen administration annually and provide basic education concerning life-threatening allergies including prevention and management of exposure to allergens (those trained in Epi-pen administration will be noted on the student's IHCP);
- Provide a Life Threatening Allergy Packet to parents/guardians which contains: a copy of said policy, a Food Allergy and Anaphylaxis Emergency Care Plan, a Medication Order form to be completed by a Licensed Prescriber, and Parents/Guardians consent for medication administration form, including an authorization to release medical record information;

  Note: The Food Allergy and Anaphylaxis Emergency Care Plan and Medication Authorizations must be updated yearly and as needed for changes. The school nurse will provide blank Food Allergy and Anaphylaxis Emergency Care Plan and Medication Authorizations to parents upon request. The process/procedures of the annual meeting for the IHCP include:

  - ✓ The school nurse will update student profiles in X2 Aspen to reflect a life-threatening allergy alert on the student's record.
  - ✓ The school nurse will review the IHCPs with the team/pertinent staff.
  - ✓ The school nurse will provide all relevant information and training to any individuals unable to attend the IHCP meeting.
  - ✓ The school nurse will immediately share any changes to the IHCP with the team/pertinent staff.
- Teach hand-washing techniques to students on IHCP for before and after eating (hand-washing with soap and water and/or hand wipes are acceptable means of removing allergens while hand sanitizer is not acceptable);
- Provide Food Allergy and Anaphylaxis Emergency Care Plans for all life-threatening allergic students to cafeteria staff;
- Provide the School Bus Emergency Medical Information Form to the bus driver and bus monitors; and
- In the case of a planned field trip, the school nurse will ensure that at least two adults attending the field trip have been trained in Epi-pen administration and life-threatening allergies and ensure that Epi-pen is taken on field trips.

Parent/Guardian Guidelines

- The parents/guardians will obtain the Life Threatening Allergy Packet from the school nurse;
- Ensure that all forms are completed by the student's health care provider and returned to the school nurse;
- Consider providing the child with a medic alert bracelet or chain for identification;
- Provide all necessary medications to the school nurse and replace used and expired medications;
- Provide the school nurse with current and complete contact information;
- Inform the bus driver and bus monitors of the student's allergy and may provide an Epi-pen to be kept in the student's bag with instructions for use and emergency contact information, for those students who are age appropriate as deemed by parents/guardians and nurse;
- Together with the nurse will determine if the student can self-medicate and self-carry medication (parents/guardians consent for medication administration will reflect this self-administration);
- Provide safe snacks for special occasions;
- Encouraged to inform their child not to share food in school, at recess or on the bus; and
- Encouraged to make safe and appropriate meal choices for their child from the lunch menu.

Cafeteria Guidelines

- Food Allergy and Anaphylaxis Emergency Care Plans for all life-threatening allergic students will be provided by the nurse and kept in the cafeteria/kitchen.
- An allergen aware table may be designated in the cafeteria.
- Custodial and food service staff will be trained in cleaning tables.
- Food services staff will provide a monthly menu so that parents/guardians and students can select appropriate foods.
- Allergy reminders will be added to point of sales for students with allergies.

Teacher/Paraprofessional Classroom Guidelines

- All teachers including substitute teachers and paraprofessionals will attend annual Epi-pen and life-threatening allergy training provided by the school nurse.
- Food Allergy and Anaphylaxis Emergency Care Plans will be kept in an accessible location and prominent format for substitute teachers.
- In elementary schools, allergy aware desks and/or tables are recommended in all classrooms with life-threatening allergic children.
- The school nurse will teach hand-washing techniques to students on IHCP for before and after eating in elementary schools. Additional training for the students within the classroom will be provided as appropriate. Hand-washing with soap and water are acceptable means of removing allergens. Hand sanitizer is not acceptable.
- Teachers will encourage all students not to share food.
- Teachers will remind all parents that only foods that do not contain the known allergens will be allowed into the classroom. The teacher will consult with the parent(s) and/or guardian(s) of the child with the life-threatening food allergy to determine best options if food is to be offered as part of a celebration. If there is any question regarding any

food being served or eaten in the classroom, the student will eat only the snack or treat provided for them by their parent(s) and/or guardian(s).

- The teacher will send the life-threatening allergic child to the school nurse's office with an adult if exposure is suspected. If no adult is available to accompany the child to the school nurse's office or a reaction has begun, the nurse will be called to the student's location.
- Latex and all nut products may not be used in any projects in classrooms.

Field Trip Guidelines

- Teachers will notify the school nurse at least two weeks in advance of a field trip.
- The school nurse will ensure that at least two adults attending the field trip have been trained in Epi-pen administration and life-threatening allergies.
- The school nurse will ensure that an Epi-pen is taken on field trips.
- A functioning cell-phone will be brought on field trips to call emergency medical services if exposure to allergen is suspected or student experiences an allergic reaction.
- School staff will identify the first aid office or emergency response procedures at the field trip site.

Bus Guidelines

- Food and beverages are prohibited from being consumed on school buses. School bus drivers and monitors will re-enforce this policy.
- School bus drivers and monitors will attend Epi-pen and life-threatening food allergy training annually.
- The school bus will be equipped with a functioning cell phone or other device to call 911 in the event of a suspected exposure or allergic reaction.

For additional information, please refer to **Managing Life Threatening Food Allergies in Schools** by the Massachusetts Department of Education which can be found online at: http://www.doe.mass.edu/cnp/allergy.pdf (OR) http://www.allergyhome.org.