

## **SPECIAL HEALTH SERVICES PROCEDURE FOR LIFE-THREATENING ALLERGIES**

Some allergies can be very serious, even life threatening. The existence of an allergy may require the schools to provide preventive and intervention services in order to reduce the student's risk of a life-threatening allergic reaction. The following procedures are to be utilized to assure the identification of students with life threatening allergies and to provide for the preventive practices and interventions that may be necessary in the event of an allergic reaction.

1. Upon registering at any Waterloo Community School, the parent must complete the Waterloo Community Schools Health Update.
2. The school nurse will review the Health Update to determine if the parent has identified any allergies that need further documentation.
3. Upon reviewing the Health Update, if a life-threatening allergy is identified, the school nurse contacts the parent to coordinate obtaining a release of information, doctor's order regarding the life-threatening allergy, including diagnosis and specific order.
4. It is the parent's or guardian's responsibility to inform the Principal and School Nurse of a newly diagnosed life-threatening allergy for students who are currently enrolled. Informed principals / teachers / clerical staff will relay that information to the school nurse.
5. If the life-threatening allergy requires preventive or intervention practices, the school nurse develops the Individual Health Plan (IHP).

The Principal in collaboration with the school nurse will be responsible for notifying Food Service and other designated staff as documented in the IHP. The principal shall be responsible for notifying the Executive Director of Teaching & Learning. Personnel that may need to be informed include but are not limited to:

- Food Service
- Teachers
- Transportation Services
- After School Activity Personnel
- Athletic personnel

The Executive Director of Teaching & Learning, in conjunction with the Director of Special Education as needed, will make the determination on enrollment of a student with life threatening allergies based on the building preparedness to meet the health needs of the student. The enrollment decision will be based on safety factors for the student and the importance of having the student in school in a timely manner.

Special health needs shall be published annually in the building student and parent handbook and in the District Parent and Student Policy Handbook.

Cross Ref.: 501.4 Entrance Age and Requirements  
507.5 Special Health Services  
510.1 Student Activity Program  
507.2 Administering Medication to Students

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