Managing Food Allergies: School Nutrition Directors

1. Participate in the district or school food allergy policy team.
   - Participate in a district or school food allergy team to create and implement a food allergy policy.
   - Incorporate procedures from the district or school emergency plan that address allergic reactions into your standard operating procedures (SOPs).
   - Offer to help write a food allergy plan if your school or district does not currently have one.
   - Evaluate the policy annually and ensure implementation.
   - Write the school nutrition portion of the district or school food allergy policy.

2. Participate in team meetings for individual students with food allergies.
   - Meet with a team to discuss a student’s individual food allergies.
   - Work with team members, in particular the school nurse and parents, to obtain a medical statement and Food Allergy Action Plan/Emergency Care Plan for the student with allergies. (Accommodating Children with Special Dietary Needs in the School Nutrition Programs; Guidance for School Foodservice Staff on the USDA web site (http://www.fns.usda.gov/sites/default/files/special_dietary_needs.pdf)).

3. Create and implement food allergy procedures for school nutrition.
   - Follow your state and federal disability laws and the U.S. Department of Agriculture (USDA) regulations regarding students with food allergies.
   - Monitor, review, and update standard operating procedures for food allergy compliance.
   - Provide food allergy training for staff.
   - Food allergy procedures should address:
     - Responding to a food allergy emergency.
     - Identifying students with food allergies, while keeping information confidential regarding students with food allergies.
     - Providing allergy information for menus, à la carte items, and food prepared for field trips to parents/guardians.
     - Discouraging students from sharing or trading food, drinks, straws, or utensils.
     - Encouraging hand-washing before and after eating.
     - Following food production and cleaning procedures to prevent cross contact.
     - Reading ingredient labels.
     - Keeping ingredient labels for the recommended 24 hours after food is served.
     - Maintaining contact information for vendors to obtain food ingredient information.
     - Signing up for food recall alerts on the federal government’s food safety Web site: www.recalls.gov.
     - Reporting bullying in the cafeteria.
For More Information
American Academy of Allergy Asthma & Immunology
www.aaaai.org

Centers for Disease Control and Prevention
www.cdc.gov

Food Allergy Research & Education
www.foodallergy.org

Food and Nutrition Information Center
www.nal.usda.gov

Food Insight (website sponsored by International Food Information Council Foundation)
www.foodinsight.org

National Food Service Management Institute
www.nfsmi.org/foodallergy

National Institute of Allergy and Infectious Diseases
www.niaid.nih.gov

National Resource Center for Health and Safety in Child Care and Early Education
www.nrckids.org

School Nutrition Association
www.schoolnutrition.org

U.S. Department of Agriculture
www.usda.gov

This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service through an agreement with the National Food Service Management Institute at The University of Mississippi. The contents of this publication do not necessarily reflect the views or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. government.

The University of Mississippi is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights; Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

© 2014, National Food Service Management Institute, The University of Mississippi

Except as provided below, you may freely use the text and information contained in this document for non-profit or educational use with no cost to the participant for the training providing the following credit is included. These materials may not be incorporated into other websites or textbooks and may not be sold.

The photographs and images in this document may be owned by third parties and used by The University of Mississippi under a licensing agreement. The University cannot, therefore, grant permission to use these images.