

## Des Moines Public Schools Food and Nutrition Management

### Food Allergy Management Plan

**Purpose:** Define procedures for all stakeholders in the handling of special diet requests and to identify responsible individuals carrying out the process of serving safe and nutritious meals to students with food allergies.

**Scope:** This plan includes students, parents, school nurse (personnel), and school food service in serving selecting, preparing, and serving students with food allergies.

#### Instructions:

1. Parent and student responsibilities:
  - ✓ Obtain Diet Modification Request Form from nurse or Central Nutrition Office.
  - ✓ Obtain student picture or permission to take one.
  - ✓ Submit to licensed prescribing medical professional\* for completion. \*In Iowa licensed prescribing medical professionals include Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), Physician's Assistant (PA), or Advanced Registered Nurse Practitioner (ARNP).
  - ✓ Return Diet Modification Request Form to school nurse who will coordinate with Food and Nutrition Services.
  - ✓ Student is introduced to food service personnel in the building by the school nurse.
  - ✓ Elementary students will order their meal according to the special diet plan supplied by the Food and Nutrition Office using the classroom ordering process. This information will be confirmed by the foodservice staff preparing the meal and contact the student/school staff of any necessary meal or food adjustments.
  - ✓ Secondary students will notify foodservice staff prior to meal service time of any necessary meal or food adjustments needed to accommodate their special diet plan.
  - ✓ All students will notify foodservice staff or school staff member, if they have concerns about the meal, food or ingredients before they consume the meal.
  - ✓ Student will obtain meal from school food service staff at meal times.
  - ✓ Student will eat only his/ her food and will not share with other students to keep his/ her meal safe from allergens.
  - ✓ Get a sneak peak of menu items and check out allergens at <http://dmschools.nutrislice.com/> and select school, menu, and filter allergens based on your student's needs.
  
2. School food service staff responsibilities in the implementation of each student's food allergy management plan after the Diet Modification Form has been received.
  - ✓ Food and Nutrition Dietitian will send an "Acknowledgement of Receipt" of the special diet modification form to parents and school nurse and obtain any further information needed.
  - ✓ Food and Nutrition Dietitian will write up plan/ menu for student and send to kitchen.
  - ✓ Training will be provided to Food and Nutrition Staff.
  - ✓ Kitchen staff will become familiar with student allergies and identify the child.
  - ✓ All will maintain student confidentiality.
  - ✓ Know who and how to contact for emergency in handling allergic reaction/ anaphylactic reaction.
  - ✓ Follow all food handling and food preparation procedures to reduce the risks of cross-contact with potential food allergens.
  - ✓ Upon notification by a student that he/she will participate in the school meal program on that day, the food and nutrition coordinator will:

- Assign preparation of student's meal to one employee and it will be prepared and wrapped individually to reduce any potential for accidental cross-contact prior to actual service of food to student.
- During food preparation and meal service, the food and nutrition staff will follow instructions as stated in the "Preparation of Foods with Potential to Cause Allergic Reaction" Standard Operating Procedure.
- The school food service manager will provide any additional training or guidance necessary to assure appropriate handling of the meal.

**This plan applies to the Des Moines Public Schools Food and Nutrition Service Staff and is not meant to apply to other groups that may be providing food or meals at the school at other times that are not part of the school food service program. Assurance of attention to these issues will need to be made by any other food provider.**