



Managing My Child's Food Allergy at School

The forms listed below, can be found on our website under "Forms and Resources."

- 1) Notify the Office in writing that your child has a food allergy or if his or her allergies have changed. This can be done by email in the first instance.
- 2) Let your child's teachers know about the allergy and that you are working on a plan with the office.
- 3) Complete the **Allergy Action Plan** with your child's doctor.
- 4) Obtain an **Epi-Pen** for use at the Center. The Epi-Pen must be in the original box with the prescription label attached. A medical authorization form for long term use (i.e., one year) must be completed by the doctor.
 - If it is possible for you to send two Epi-Pens to school, we will keep one in the central medicine location and one in the classroom's backpack. If you are only able to send one, we will keep it in the classroom's backpack so that it accompanies your child when they go outside and is immediately accessible to the classroom at all times.
- 5) Review the **ingredients list** for our food items that are provided by Fairfax Food Service.
- 6) Every month, at least one week in advance of the start of the next month, print out the **lunch menu** from our caterer, Fairfax Food Service. (Instructions for doing so can be found at the bottom of the Forms and Resources page on our website.) Also, print out the **AM and PM Snack menu**.
 - Highlight the foods that your child CANNOT have.
 - Write your **child's name** and "**Do Not Serve Highlighted Food**," on the top of the page, preferably in sharpie or other dark bold ink.
- 7) Give a copy of the highlighted menu to Ms. Acacia, our Food Manager. She has an inbox in the Office, which she checks daily.
 - After Ms. Acacia reviews the menu, she will initial it and give a copy to the classroom. If she has any questions, she will call you.
- 8) Notify the Office in writing if there are any changes to your child's food allergies.