



Food Allergy Responsibilities

We recognize that parents of children with food allergies have special concerns about what their children will be eating at IslandWood and how the food will be prepared. Likewise, the safety and nutrition of our student and adult guests are of paramount importance to our school program and kitchen staff. Since food safety requires a team effort, we have outlined the following sets of responsibilities for all involved.

IslandWood

IslandWood maintains an active membership in [Food Allergy Research & Education \(FARE\)](#) and our kitchen staff follows FARE guidelines for managing food allergies and for [preventing cross-contact](#). In addition, our education staff is certified in [Wilderness First Aid](#). This includes training on anaphylaxis and epinephrine administration. Epinephrine and antihistamines are available in the kitchen and administration building and our field coordinators carry these as well. In the event epinephrine is administered, IslandWood staff will call 911 to activate EMS procedures.

While we have systems in place to manage food allergies, we need thorough advance notice. Thus, any student attending IslandWood with a food allergy must have a School Health Plan or doctor-completed and signed Food Allergy Action Plan submitted before the trip. We ask for this plan for the safety and inclusion of the student in all meals and activities.

Family

- 1) Complete the IslandWood Student Release form and return to your school at least one week before the trip
- 2) If your child has a food allergy, check “Yes” to a food allergy on the release form. Make sure your school has a School Health Plan on file for this allergy. If not, you must attach a doctor-completed Food Allergy Action Plan. (Here is [one sample](#).) **Your child may not attend IslandWood without one.**
- 3) Know the [difference between a food allergy and a food intolerance/sensitivity](#). If your child has a food intolerance or sensitivity, check “No” to a food allergy and complete the Food Restrictions box on the release form instead.
- 4) Send all medications indicated on the food care plan to school with your child
- 5) Ensure that all medications are properly labeled and unexpired
- 6) Teach your child to recognize symptoms of food allergy and to speak up if he/she has any symptoms or questions about food choices

School

- 1) Collect completed IslandWood release forms from parents
- 2) Before sending forms to IslandWood, **check to see if any release form is marked “Yes” to a food allergy. If so, you must send a copy of the School Health Plan or a doctor-completed Food Allergy Action Plan to IslandWood along with the release.**
- 3) Send all IslandWood release forms and food allergy plans to IslandWood at least one week before your trip
- 4) Relay food allergy information to all teachers and chaperones attending IslandWood
- 6) Assign a school representative in dining hall to make sure allergic children are eating the alternative foods provided for them by IslandWood
- 5) Assure the child has immediate access to food allergy medications throughout the week
- 6) Do not bring any food or allow students or parents to bring any food to IslandWood except for lunch on Monday

Student

- 1) Do not share or trade food or utensils with other students
- 2) If uncertain of any food item, double-check its safety with IslandWood instructor or table chaperone
- 2) Notify an adult if student suspects he/she may have eaten food containing the allergen
- 3) Seek help from an adult (or another student if an adult is not present) if a reaction is suspected
- 4) If the parent has requested, sit at a separate table where no food containing the allergen is served.
- 5) Practice proper hand-washing techniques before eating