UNIVERSITY LABORATORY SCHOOL POLICY
Medical and Emergency Policies

Emergency Drills and Practice Alerts

The purpose of an alert or drill is to develop orderly, prompt, and effective procedures in case of an emergency to assure maximum safety and to minimize the possibility of serious injury. The cooperation of everyone is essential for a quality program.

Emergency Situations

In emergency situations, students will either be informed of the situation by an announcement made over the intercom and/or teachers will be contacted on cell phones by administration. When emergency situations occur, students will follow the directives of the teacher or faculty/staff member with whom they have immediate contact.

School Closure Due to Severe Weather or Other Factors

Under extreme circumstances (flooding, tornado, hurricane, ice, etc.) school may be canceled. The administration monitors decisions made by LSU and other local school systems and makes all decisions for the Lab School accordingly. As soon as final decisions are made, they are communicated to local radio, television stations, Lab School email, and Lab School social media sites.

Emergency Pick-up

In emergency situations, a student will be released to one of the three additional adults or older siblings his/her parents authorized to pick up the child in case of a school emergency. These names should be listed on the electronic student profile sheet parents complete annually.

Possession of Medicine

Students may not possess over-the-counter or prescription drugs at school or school activities. This includes all over-the-counter products such as aspirin, Advil, Tylenol, etc. All student medicines must be stored with the school nurse. The school nurse annually inservices faculty and staff regarding EpiPen® usage.

Students who are under the care of a physician and have been directed to take a prescription drug must obtain a note from their physician for the drug to be dispensed at school. PARENTS must submit the physician’s note and the medicine to the school nurse. Students may never carry medicine to the school nurse. The nurse will provide the medicine to the student in accordance with the instructions in the physician’s note. The only exception to this rule is an individual who must carry an inhalant for asthma or
an EpiPen® for allergies. In those instances, a doctor’s note must be on file with the school explaining this need.

**Food and Allergy Policy**

The Lab School is concerned with the safety and well-being of all its students. No school can be completely allergen-free (e.g. “peanut-free”) but our school does wish to partner with parents to be prepared in appropriate management and care of students with severe allergies. In order to protect our students who suffer from food/drink allergies and other food/drink related illnesses while still allowing the opportunity for all to enjoy Lab School traditions and celebrations, the following Allergy Policy is enforced regarding all food and drink to be consumed on campus or in classrooms.

**Cafeteria Protocol:**
1. Elementary students with allergies sit closest to the teachers at one end of the lunch room table. Elementary students who bring their lunches sit at the far end of the table.
2. Tables are wiped clean after each elementary class leaves and at the end of every lunch shift.
3. When visitors have lunch with students, our preference is that they select from the cafeteria menu and dine with students in the cafeteria. If that is not possible, a visitor may only bring lunch for him/herself and the student with whom he/she is having lunch. Lunches may not be “dropped off” or “delivered” to students.
4. Our cafeteria provides “birthday treats” once monthly to elementary students to celebrate birthdays for that month. Treats may not be sent to school for individual elementary students’ birthdays or for any other reason.
5. Cafeteria snack items may not be purchased by/for elementary students.
6. Students and staff are encouraged to wash their hands with soap and water before and after handling food.

The parents of a student with allergies should always:
1. Contact the Lab School Cafeteria Supervisor to inquire about ingredients of school lunches before deciding whether or not to purchase a student meal plan. Since peanuts or other allergens may come into contact with food products during the production or manufacturing process, the Lab School cannot guarantee that food products on the school menu do not contain trace amounts of peanuts or other allergens.
2. Check the ingredients of Smoothie King Smoothies, since Smoothie King Smoothies may be purchased by 5th graders, middle school, and high school students after lunch. If after checking the ingredients the parents of a 5th grade parent determines his/her child should not be allowed to purchase a Smoothie, the parent should send an email to all of the student’s teachers informing them.
3. Note the allergies on the student’s Student Profile Sheet submitted by parents annually.
4. Contact the school nurse to inform her of the allergy.
5. Provide allergy medications to be stored in the Nurse’s office and/or the classrooms (for life-threatening allergy(ies)).
6. Annually inform all of the student’s teachers of the allergy(ies).
7. Educate the child in self-management of their food allergy including (a) safe and unsafe foods; (b) strategies for avoiding exposure to unsafe foods (e.g., not sharing food with others); (c) symptoms of allergic reactions; and (d) how and when to tell an adult they may be having an allergy-related problem.

Classroom Protocol:
1. Teachers receive annual training from the school nurse regarding identifying allergic reactions and epi-pen administration.
2. When a teacher suspects a student may be having an allergic reaction, but it is not a reaction which warrants Epi-Pen administration, immediately send the student to the nurse with an adult escort.
3. Teachers must provide a “list of item(s) served” to parents at least one week prior to serving ANY food/drink in the classroom. This allows parents the opportunity to either provide (an) alternative food item(s) for their child or to opt out completely. If the food/drink is used as part of an instructional activity and a parent chooses to “opt out” but doesn’t provide (an) alternative item(s), the child will still have to complete the instructional part of the activity but will not be allowed to touch or consume the food/drink being used. This policy will be used for any classroom/fieldtrip event or activity which includes food/drink handling or consumption including but not limited to:
   a. Instructional activities which include food/drink handling or consumption
   b. Approved grade level events which include food/drink handling or consumption
   c. Student treats or rewards provided by the teacher
   d. Winter Break Celebration
   e. End of Year Celebration

**Classroom organized elementary students’ Valentine card exchange (at the discretion of the teacher) will include valentine cards only; no candy may be attached.**

The School Nurse will:
1. Keep allergy medications easily accessible in a secure location central to designated school personnel.
2. Recommend that students who are authorized to carry their own epinephrine auto-injector have an additional epinephrine auto-injector available in the designated medication storage area.
3. Train teachers annually regarding identifying allergic reactions and epi-pen administration.
4. Maintain an up-to-date list of students with severe allergies and review this list with the school principal, grade level teachers, and the cafeteria manager at least once a year.

Students:
1. Are prohibited from swapping or sharing lunches, snacks, drinks or any food items with other students.
2. Should not eat anything known to contain any allergen or with unknown ingredients.
3. Should notify an adult immediately if they have any symptoms or eat something they believe may contain the food to which they are allergic.