



ACTS Severe Food Allergy Policy

The intent of this policy is to increase communication and awareness about allergens in an effort to reduce the possibility of exposure through direct consumption or cross-contamination.

Parents and staff members should adhere to the following guidelines:

- 1.) Parents of students with severe allergies must:
 - a.) Provide the tutorial with medical documentation of a student's nut or other severe allergy.
 - b.) Collaborate with the medical care provider, tutors (annually), and tutorial administration to develop an emergency plan that will be followed in case an allergic reaction occurs.
 - c.) As requested by the teachers and/or administration, provide alternate food items for their children when it is not practical to ensure that the allergy can reasonably be accommodated (e.g., ACTS-wide events, field trips, etc).
 - d.) Be aware that the tutorial can make no guarantee or claim that ACTS events are free from allergens.

- 2.) In a class where there is a medically documented severe nut or other severe allergy:
 - a.) Tutors will clearly communicate with students and student families *prior* to the beginning of the school year to inform the entire class of the presence of a medically-documented allergy.
 - b.) All students, regardless of allergy status, will sit at their own desk for snack-time, and should not share or trade food with anyone else in the classroom.
 - c.) Following snack-time, students will thoroughly wash their hands and wipe down their desks and any surfaces they have touched while eating their snack.
 - d.) ACTS Administration, in coordination and with impacted tutors and families, may institute and communicate other procedures or restrictions on a case-by-case basis as needed.

- 3.) During an ACTS year where there is one or more students with a medically-documented nut allergy, nut-free food should be clearly labeled at communal events.