

Life Threatening Allergy Committee

Meeting Minutes

October 2, 2013

Attending: Laurie Anderson, Tobi Melton, Steve Morse, Mark Dalton, Ann Buswell, Debbie McMeel

Opening: Current team conversations and beginning thoughts from the recommendations report from Doug Waddell pages 42- 46. (These will be prioritized at the end of this process and timelines will be added.)

Page 43-44 School Management consultant's recommendations in *italics*. Our conversation is in regular font.

- *Sub folder* – A process will be initiated where each secretary will have a sub folder for each teacher with life threatening allergies information and individual health plan information on the front page. Folders may also include parenting plans, restraining orders, medication schedules and other info including emergency clipboard, etc. Bellingham School District will schedule a meeting to show secretaries what to do and may even hire a point person to go school to school to help secretaries set up this system. Folders will be orange and the same in every school.
- *Standardized registration packet and process* - We already started a new system this year. We are also recommending that each secretary/registrar verbally confirms and notes whether the child has any life threatening allergies.
- **Laurie/Tobi/Peggy** will *revise the* annual health concerns document. They will put allergies, life threatening as the first alphabetical item and put it in bold. They will bring a sample on Oct. 16.
- **Debbie and Steve** are going to recommend a *standardized registration check list* and a standard secretarial training list for secretaries and registrars. Debbie will bring the WK form as a sample to the meeting on Oct. 16. Debbie and Steve will find a time to meet and talk about this.
- A new *standard medication notification* is being considered.
- **Steve** is going to look at and make *suggested board policy updates on snacks and after school programs*, etc. It will be important as we make these changes that there is a **clear communication plan from central office to all of the constituents.**

Nurse recommendations page 42-43

- Look at staffing ratios for the Health Services Department.
- *Extend nurse and Health Secretary's contract year.* Nurses currently get four days before school starts and the secretary gets one day Peggy Carr is gathering data on number of individual health plans and students with life threatening allergies that must be in place before the first day of school.
- *Extend health secretary's contract year.* Currently only 1 day before school starts. Nurses start 5 days prior to the first day of school.
- *Hire district life threatening allergies champion/supervisor.* Done. Hired Steve Morse.
- *Update nurses documentation form.* Tobi and Laurie will make suggestions and bring to Oct.16 meeting. Specifically the high risk events/after school events/non-district after school events/after school statement recommended by Doug on pages 42-43.
- *Update EHP:* Mark will look at the recommendations on page 43 and bring a draft to the Oct. 16 meeting.
- *Time to train staff:* Look into "Safe Schools" software and decide if we should purchase for all staff to use. Also, as mentioned above, when this work is completed, the communication plan and securing time on secretary and principal and teacher agendas to communicate is critical.

Thoughts on meeting format:

- Energizing – free flowing.
- Love learning new things. Awareness heightened!
- Good to see the other side of the coin for nurses/secretaries.
- Like the open forum.
- We need to read ahead on the laws/policies.
- I'm happy to be in this group. I'm passionate about this.

Beginning agenda for October 16 meeting

1:45 – Dr. Anderson and Dr. Rey will be attending, so we will look at the new EpiPen law and info first to maximize their time.

2:30 or 2:45 – Section on extracurricular as Chad Larson will be attending.

3:15 – Look at the drafts developed last time.