



To: Dr. Greg Baker, Superintendent

From: Steve Morse, Director of Teaching and Learning

Re: Life Threatening Allergy Team Recommendations

Date: May 23, 2014

Team Members: Dr. William Anderson, MD; Laurie Anderson, School Nurse; Wendy Barrett, Principal, Northern Heights; Ann Buswell, Assistant Principal, Whatcom Middle School; Mark Dalton, Food Services Director; Chad Larsen, Activity/Athletics Coordinator, Bellingham High School; Debbie McMeel, Secretary, Wade King; Tobi Melton, School Nurse; Steve Morse, Director, Department of Teaching and Learning; Matthew Nelson, Parent, Lowell; and Kelly Angel, Parent, Shuksan Middle School.

Process: Our team looked individually at the recommendations made by consultant Doug Wordell in April 2013. We also looked closely at the new state EpiPen law, ESB5104, Epinephrine Auto Injectors. Other ideas and concerns were raised and reviewed by committee members during our meetings. This is a summary of our recommendations. We have also listed items already accomplished. Please let us know your questions.

Recommendations

- Extend nurses' contract year. Currently four days provided before school. Our 6 nurses can't meet with the 231 families before the first day of school. We are requesting an increase of 2 days, to a total of 6 days. I submitted an above baseline request for this time for the 2014-15 school year. Estimated cost: \$5,000.00
- Extend health secretary's contract year. Currently only 1 day before school starts. We are requesting an increase of 5 days, so that the health secretary will be available the 6 days before school that the nurses are here. If the nurse request is not possible at this time, the team feels that it is still important for the health secretary to be there for the 4 days that they are here before school. I have submitted an above baseline request for this time for the 2014-15 school year. Estimated cost: \$900.00

- Hire one additional nursing position - Steve talked with the consultant from Spokane, Doug Wordell, via phone about this recommendation. Doug felt that this was important due to number of schools, distance, and number of LTA kids. The number of students with life-threatening allergies as defined per law (RCW 28A.210.320) has increased from 162 to 231 over a 3 year period (43% increase) (Appendix N) The team is requesting the full 1.0. We recognize that with limited funding this may not be possible for this fall, along with the two requests below. Taking an initial step and planning for 2015-16 would be helpful. Estimated cost: \$80,000.00
- Revise policy for EpiPens to include the stock EpiPen option offered by state law this year. After consulting with Dr. Anderson (allergist), Phil Thompson (legal counsel) and Lorali Gray (School Nurse Administrator for ESD189), our team felt strongly that the BPS should have the option for stock EpiPens for students who don't have a second dose at school. We also included the recommendation for students without a prescription, but only if administered by a school nurse (per state law). We used the model policy developed by WSSDA. We have already identified a grant for free EpiPens for all of our school. We are uncertain if this grant will be available every year, but our team strongly believes that the potential loss of life (and liability issues) made it worth moving forward at this point, even if the grant is unavailable in the future. **However, we recently learned that no districts are currently moving forward with this policy change since the law is non-mandatory and OSPI is urging more background work before it's implemented. So we have decided to put this part of the recommendation on hold until this work is completed. At that time, I will bring this forward again as a recommendation.**

Section II. Items already completed

- Hire a district LTA champion/supervisor
- Time to train staff/purchase SafeSchools software
- Sub folder recommendations – A process will be initiated where each secretary will have a sub folder for every teacher with LTA and IHP information on the front page.
- Standardized registration packet and process - We already started a new system this year.
- Standardized registration check list and a standard secretarial training list for secretaries and registrars.
- Develop recommendations for after school and PTA events to comply with the BPS Nutrition and BPS Anaphylaxis Policies.
- Revise ASHCD (health concerns doc)
- Nurses send a letter to all LTA students and all significant IHP students every June
- Update administrative policy 3442
- Update nurse documentation form. Specifically the high risk events/after school events/non-district after school events/after school statement.
- Ensure that all kitchens have food substitutions for LTA students
- Annual audit by Denise Seuss, Mark Dalton, Steve Morse
- K-8 will use guidelines developed for after school activities
- All extracurricular coordinators and all coaches in grades 6-12 athletics will have a list of participants and athletes with life threatening allergies in the front of their emergency binders

- Add life threatening allergy and EpiPen training to the required training for all head coaches
- Revise the high school and middle school athletics registration form so that grades 7-12 all use the same form
- Update the field trip 2320 F-1 form

Section III: Communication:

Work with the Department of Communications and Community Relations to develop and implement a communications plan that may include:

Internal

- Memo to all administrators and secretaries/registrars/nurses
- 15 minutes at all administrator meeting (bring nurse to answer technical questions)
- 30 minutes at secretary/registrar meeting (bring nurse to answer technical questions)
- E-mail communications to staff

External

- Inside Schools or other general all community message
- Individual letter to all families who have a student with life-threatening allergies
- Add to Family Hand book in May of 2014 for the fall