

# Food Allergy Notification Plan—Sycamore Community Schools

Parent of student with a disability OR life-threatening food allergy that requires a special diet accommodation should follow this flow chart in order to ensure proper communication of your child's needs.

**PARENT**  
Obtain a **Food Allergy Notification and Medication Order Form** from district website: <http://www.sycamoreschools.org/district/forms.html>

**PARENT/PHYSICIAN**  
Parent to take **Food Allergy Notification and Medication Order Form** to a licensed physician (or medical authority) for completion, verifying the student has a disability covered by Section 504 of the Rehabilitation Act (1973) or the Americans with Disabilities Act as a person who has physical or mental impairment that substantially limits one or more major life activities or a LIFE-THREATENING food allergy, as these are the ONLY cases food substitutions will be made.

Parent to return the completed form along with the **Food Allergy History Form** and prescribed medication to the **school nurse**. Parent is encouraged to communicate with the student's teachers, coaches and aides annually.

**CHILD NUTRITION SERVICES MANAGER**  
**CNS Manager** will receive a copy of the student's signed Food Allergy Notification and Medication Order Form from the school nurse. The CNS Manager provides annual training to all CNS staff regarding food allergy awareness.

**SCHOOL NURSE**  
Will send a copy of the **Food Allergy Notification and Medication Order Form** to CNS Manager upon receipt.

Parent may contact CNS Manager (if so desired) for further clarification regarding menu substitutions.

**Student's Meal Account** will be updated with notation of food allergy/special dietary need creating a pop-up box that will alert the cashier of the student's allergy.

**Nurse** will update student database with current information for view by Building Principal, Transportation & Teaching Staff. Forms are then placed in health record.

**CNS Manager** will communicate the student's special dietary needs with building kitchen supervisor.

It is encouraged for parent to contact the kitchen supervisor directly regarding immediate concerns or questions related to student preferences, needs, or menu offerings via phone or email

**KITCHEN SUPERVISOR**  
Supervisor will notify all building CNS servers and cashiers regarding student's dietary needs.

**Color Chart:**  
Blue—Parent/Student Responsibility  
Yellow—Child Nutrition Services' Responsibility  
Green—School Nurses Responsibility  
Purple—Physician's Responsibility

**Child Nutrition Staff**  
CNS Staff will provide safe food for the student to eat following the Food Allergy Notification and Medication Order Form and directives provided by the Kitchen Supervisor.