

# SAMPLE ACCOMODATIONS *for* 504/IEP/IHP

Not all accommodations are appropriate for every child. This is merely a list of Sample Accommodations taken from numerous 504 Plans, Individualized Healthcare Plans (IHCP), and Individualized Education Plans (IEP) covering children of varying age. You should only request accommodations that will ensure access to education for your child equal to that of his/her non-disabled peers. Accommodations are not intended to give preferential treatment; they are designed to level the playing field.

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## General

- Develop an [Allergy & Anaphylaxis Emergency Plan](#) for food allergies that is reviewed and signed by the physician and parent yearly.
  - School nurse will educate and train all staff members who will have contact with the student, including teachers, office personnel, health room staff, and other appropriate school personnel in recognizing the symptoms of an allergic reaction, emergency procedures, and the use of epinephrine auto-injectors in case of a life threatening situation. Said training will be conducted on an annual basis and a review will be conducted in the event student experiences a severe reaction while under school control.
  - All staff will follow the [state/local] food allergy [policy/guideline] published.
  - Classmates and teacher should wash their hands with soap and water after eating. **Note:** hand sanitizer does not effectively remove allergens. Baby wipes may be substituted.
  - A make-up test will be offered to student on days given antihistamine, if needed.
  - For a disability-related absence, student will be given an additional day before being given a quiz or test or before being required to submit classwork due.
  - For any extended absences, (3 days or more), student will be given additional time (2 days) before given a quiz or test or when classwork is due.
  - Staff will make sure to respect the medical privacy of the student.
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## Communication

- A letter from the school administrator/nurse should be sent home at the beginning of the year explaining the basic facts and severities of food allergies, stressing the basic medical facts, the classroom rules concerning food allergy and the need for strict adherence to food allergy rules. The letter should include a request that parents refrain from bringing [student's allergens] into the classroom and an explanation that all outside food requires an ingredient label and that the school will have will have an anti-bullying policy and training structure. Visit our [Bullying resources page](#) for more information.
- The teacher will send student's parents a weekly/monthly email updating the family about upcoming lesson plans that may involve allergens, including, but not limited to: art supplies, manipulative, science materials, special events, parties, fieldtrips, etc. so that arrangements can be made for substitutions/adaptations/modifications.
- Staff will individually, and confidentially, give student permission to interrupt class discussions if student is feeling unwell, even if staff is speaking. (*Adults teach children not to interrupt because it is considered rude. However, when dealing with anaphylaxis, it can set in quickly. Quick response is important.*)

**The Classroom (including specials, PE, art, music, computer lab, etc.)**

- No lesson plans/games or activities shall include student's allergens. This includes containers or cartons, i.e. using milk cartons for seedlings or egg cartons for math manipulatives or paint palettes.
- Student's classroom shall remain free from his/her allergens at all times.
- School administration will coordinate with custodians that carpets will be cleaned in the classrooms before the school year begins.
- The teacher will be trained to read labels to search for allergens in the classroom materials.
- The teacher will read all labels to search for allergens in the classroom materials. If a label is not available or is incomplete, the teacher will call the manufacturer to find this information. (Note: This is sometimes difficult due to the fact that non-food items are not required to follow the same labeling regulations and therefore ingredients are not always listed. This is especially important for art projects where materials touch student's skin. Lessons that involve animals pose a risk as their feed and bedding materials often contain allergens).
- Student's parent will help research information on allergens in products.
- Student's parent will help find alternative materials that are safe, help clean or create manipulatives to ensure they are safe.
- Consider methods (such as assigned cubicles) to prevent cross-contact of food allergens from lunches and snacks stored in classroom.
- No allergens or reused allergen containers will be permitted in the classroom. Information prohibiting the use of allergens and reused containers will be included in project assignments.
- Student's keyboard will be wiped prior to the class entering the computer lab.
- Parent, teachers and custodians will be sure that soaps and supplies used in the classrooms where student attends will not contain student's allergens.
- Student's classrooms will not be accessible to PTA/PTO and outside agencies. After school activities will not be held in the student's classroom.
- Student's keyboard will be discreetly wiped with commercial cleaning wipes, prior to entering the classroom.
- Food allergens will not be used in the classroom or for class activities, projects or manipulatives. In order to reduce the risk of exposure or ingestion, parent must be notified at least 5 business days in advance of the activity of food/product that is intended to be used, so that parent may pre-approve the food/product for safety.
- Student will use plastic computer keyboard cover.
- Classmates and teacher shall wash their hands with soap and water or wipe hands with a baby wipe upon entering the classroom in the morning.

**Food and Beverage in the Classroom**

- There should be none of student's allergens consumed in the classroom, including snack, celebrations, and classroom rewards.
- Teachers will be encouraged to use non-food items as rewards, such as stickers or bookmarks. Any food used as a reward given by the teacher will not contain allergens.
- All food to be eaten in the classroom (including rewards from the teachers) will be checked for an allergen.
- If foods containing allergens are given as a treat, student should be provided a safe treat.
- The school will keep safe foods, supplied by student's parents, in a designated location.
- The teacher will notify student's parents when any of his safe foods need to be replenished.
- Student's parents will provide a list of suggestions for foods for special occasions/parties that are USUALLY free student's allergens to help other parents easily find a variety of choices and help them participate in creating a safe environment for all students. **NOTE:** This will not be called a "safe snack list" as it cannot be guaranteed that the ingredients are the same as those on the package that was used to create the list. The list will include instructions that although an item is listed, each label should be read every time. A handout on label reading will be attached.

## The Lunch Room/Cafeteria

- Student will sit at an allergy-friendly table. Students' food allergens will not be permitted to be eaten at the allergy-friendly table.
- Student may invite a friend to sit at the allergy-friendly table. Staff must be sure that the friend has an allergy-free lunch.
- The allergy friendly table will not be permitted to be used for any other activities.
- The allergy-friendly table will be cleaned with commercial cleaners and disposable paper towels.
- An allergy-friendly section of the classroom lunch table will be accessible to the student. The student will have the option, but not required, to sit at the allergy-friendly section.
- Ingredient labels will be available for all items (including manufacturer) served in cafeteria.
- Student's [Allergy & Anaphylaxis Emergency Plan](#), Individual Health Plan, USDA Children with Special Dietary Needs, and list of safe cafeteria menu items will be kept in the cafeteria binder.
- "How to Read a Label" instructions provided to staff.
- Kitchen staff will change to new gloves prior to serving student.
- Student will be served from warming oven and/or pre-wrapped meals rather than the buffet line to avoid risk of cross contamination.
- Allergy-friendly items will be available.
- Parent will provide cafeteria manager with a list of safe cafeteria menu items. Parent will assist cafeteria manager in contacting manufacturers regarding cross-contamination concerns on a regular basis [state a specific time interval, i.e. weekly, monthly, etc.].
- Cafeteria manager will notify parent when vendors and/or food labeling change.
- Kitchen staff will change to fresh gloves prior to serving student.
- If student needs to move seats due to risk of allergen exposure, student will not be disciplined or corrected for moving.
- Student must not to pick up food or trash that does not belong to him/her off the floor or ground.
- Student will sit at the regular lunch table with a one-student buffer with allergen-free lunch. Student will have the option to sit at the allergen-friendly section of the lunch table but not required. If student needs to move seats due to risk of allergen exposure, student will not be disciplined or corrected for moving. (This accommodation may be applied for a student in middle school or older).
- Ingredient lists will be available on school website for all items (including manufacturer) served in cafeteria.

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## Celebrations

- Celebrations/Birthdays/Holiday Parties will be encouraged to be non-food events.
- Families will be encouraged to celebrate by passing out non-food items such as stickers, pencils, bookmarks or donate a "birthday book" to the library or classroom.
- All parents will be informed at the beginning of the year that allergens will not be permitted in foods consumed in the classroom. It should be clearly and specifically pointed out, this is not saying there should be no food in the classroom, just no allergens AND no restriction is being placed on what students can eat, just where they may eat it. Birthday cupcakes are fine, in the lunchroom.
- All food to be eaten in the classroom will be checked for allergens.
- Foods containing allergens will be sent home with the parent that who brought them or eaten in the lunchroom.
- The school will keep safe foods, supplied by student's parents, in a designated location.
- If foods containing allergens are given as a treat, student should be given a safe treat (provided by student's parent).
- Parent will help to plan class parties to ensure a safe party environment.

- Room mothers or party planners will be informed at the beginning of the year that allergens will not be permitted in foods used in classroom parties. They will be encouraged to focus on activities, games or crafts as opposed to food. Party foods must be checked for allergens.
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### Cleaning

- All surfaces of the classroom must be cleaned with approved cleaning agent and a clean cloth or disposable wipes (to avoid cross-contamination).
  - All children should wash their hands with soap and water after eating. **Note:** hand sanitizer does not effectively remove allergens. Baby wipes may be substituted.
  - If this classroom is to be used before/after school or on weekends, it should be thoroughly cleaned before student re-enters the classroom.
  - Student's chair and desk will be cleaned daily. It will be discretely marked. (This is especially important for half-day kindergarten and older elementary as well as middle and high schools where students rotate classes. Other students may sit and use the food allergic student's desk.)
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### Bus Transportation to and from School

- Bus drivers will be trained in prevention and recognition of allergic reaction symptoms and epinephrine auto-injector usage.
  - The bus and seats will be cleaned with commercial cleansers and/or wipes.
  - Student will sit towards the front of the bus, in seats where the driver can observe through the rear view mirror with a familiar classmate or friend.
  - Student will sit in seat of his/her choosing with an allergy-aware friend (primarily or older students when bus seating is dictated by grade-level).
  - Student will self-carry two epinephrine auto-injectors and antihistamine in waist-pack (or other approved bag/purse).
  - Food will not be eaten on the bus unless medically necessary, such as those with diabetes. If a student must eat on the bus due to medical purposes, there will be a buffer between food allergic student and the student who must eat.
  - A familiar, trained substitute bus driver will be used, when available, if the regular driver is unavailable.
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### Substitute Teachers

- Teachers will inform substitutes of [child's] life-threatening food allergies.
  - Substitutes must be trained in prevention and recognition of allergic reaction symptoms, epinephrine auto-injector administration, and how to read a label.
  - A familiar substitute will be used when possible.
  - The school nurse will help the substitute implement the accommodation plan.
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### Field Trips

- Student's parent will be given notice within an appropriate time frame [specify period of notice, i.e. one month, two weeks, etc.] of any field trip and shall be allowed to attend said field trip if he/she elects.
- All in-school procedures will apply to field trips and should be adapted as needed (hand washing, allergen-free table, bus rules, etc.).

- Student will self-carry two epinephrine auto-injectors and antihistamine in waist-pack during any off-campus activity
- Trained teacher or familiar staff will carry student's epinephrine and other necessary medication. (*Districts across our nation are unfortunately low on funding to provide nurses to attend every field trip. This may pull from resources that may be needed at another school.*)
- The bus and seats will be cleaned with commercial cleansers and/or wipes.
- Food will not be eaten on the bus unless medically necessary, such as those with diabetes. If a student must eat on the bus due to medical purposes, there will be a buffer between food allergic student and the student who must eat.
- School district will make approved wipes available during field trips.
- Student will sit with a familiar classmate or friend.
- Parent will be given the option to attend field trips.
- If parent is unable to attend, student will remain with a familiar trained staff member.
- A familiar trained staff member will be in close proximity of the student.

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### Medications and Emergency Situations

- Student's epinephrine auto-injectors and other medication will be kept unlocked during the school day.
- A set of student's epinephrine auto-injectors and other medication shall be kept with a copy of student's [Allergy & Anaphylaxis Emergency Plan](#) in the school/nurse's office.
- Student's teacher shall carry 2 of student's epinephrine auto-injectors in emergency bag from class to class. The bag will be passed to the teacher in the following class. The medical privacy of the student will be maintained. A copy of the [Allergy & Anaphylaxis Emergency Plan](#) will be placed in the emergency bag
- Student will self-carry 2 epinephrine auto-injectors and antihistamine in waist-pack (*Ability to self-carry depends on several factors including, but not limited to, age, approval from parent and physician and maturity.*)
- Student will have access to an Emergency Safe Foods box, provided by parents, during a "Shelter-In-Place".
- During a "Shelter-In-Place", student will have access to an Emergency Safe Foods box located in the clinic/office or an allergen-free safe cafeteria menu items list both provided by parents.
- Student's parents will provide an Emergency Safe Foods box, bottled water, and list of approved food selections from the school cafeteria for use during a shelter in place.
- Parent will be responsible for replacing items in the Emergency Safe Foods box as items expire.

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### Special Events

- School sponsored events and activities held during school or after school hours, will follow the IHP/IHCP. Special consideration will be taken to be sure to avoid cross contamination.
- Appropriate cleaning procedures after the school sponsored event or activity will follow district guideline or policy using commercial cleaners.

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### Student's Responsibilities

- Student will carry two epinephrine auto-injectors and appropriate medications at all times, including on field trips.
- Student will notify teachers or cafeteria staff if he/she knows that anyone around him/her has unsafe food products.
- Student will notify an adult immediately if he/she believes he ate something that contains a food allergen or if he/she suspects he/she is experiencing an allergic reaction.