

Support Meeting Guidelines

Anaphylaxis: In some people, an allergy can trigger a severe allergic reaction called **anaphylaxis**. The most common causes are to foods, bee stings, and medications. Signs and symptoms include a rapid, weak pulse; blood pressure drops suddenly, the airways narrow - blocking breathing, a skin rash; and nausea & vomiting.

- **Emergency treatment is critical for anaphylaxis. Untreated, anaphylaxis can cause a coma or even death.**

<u>Special Diets/Food Allergies</u>	Support Meeting Required	Coordinators to Notify of Meeting or Need	Attendance Required	Form Needed	Emergency Alert/No Go List
Life Threatening Allergy (Anaphylaxis, Epi-pen)	YES	Dietician/ Health, Education	FDS, Teacher, Nurse	Food Allergy Anaphylaxis Plan, Diet Modification	YES
Severe Reaction (seizure, vomiting, hives, difficulty breathing, diarrhea)	YES	Dietician/ Health, Education	FDS, Teacher, Nurse	Food Allergy Anaphylaxis Plan	YES
PKU/Restricted Calories, Etc.	YES	Dietician/Health, Education	FDS, Teacher, Cook	Info from Medical Doctor, Diet Mod.	YES
Food Sensitivity/Intolerance (Skin conditions, such as acne and eczema, digestive issues, such as diarrhea, bloating, gas, constipation, cold-like symptoms and or built up mucus)	NO	Health, Education	Forms to: FDS, Teacher, Cook	Food Allergy Anaphylaxis Plan, Diet Modification	YES
Parent's Request	NO	Health, Education	Forms to: FDS, Teacher, Cook	Diet Modification	YES
Religious Reasons	NO	Health, Education	Forms to: FDS, Teacher, Cook	Diet Modification	YES

Food Allergy vs Intolerance/Sensitivity: A **food allergy** can cause severe symptoms or anaphylaxis in some people. Food allergy reactions can take seconds to minutes to show signs and symptoms. A **food intolerance/sensitivity** can have a delayed response time and usually involve the digestive system or skin conditions.

- **The 8 most common food allergens include:** milk and dairy products, eggs and egg products, fish, shellfish, wheat, soy and soy products, peanuts and tree nuts. ***ANY** alterations to the menu **MUST** have a **Diet Modification Form** completed.*

<u>Medical/Doctor Concerns</u>	Support Meeting Required	Coordinators to Notify of Meeting or Need	Attendance Required	Form Needed	Emergency Alert/No Go List
Asthma (environmental, seasonal, exercise-induced)	YES	Health, Education	FDS, Teacher, Nurse	Medication Permission (if req. meds)	YES
Seizures	YES	Health, Education	FDS, Teacher, Nurse	Seizure Action Plan, & Medication Permission (if they require meds)	YES
Insect Sting/Bite Allergy (w/severe or life threatening reaction)	YES	Health, Education	FDS, Teacher, Nurse	Anaphylaxis Allergy Action Plan, Medication Permission	YES
Insect Sting/Bite Sensitivity (w/OUT severe or life threatening reaction)	NO	Health, Education	Forms to: FDS, Teacher, Nurse	Non-Food Allergy Plan	YES
Medicine Administered at School and/or Changes (Albuterol, Epi-Pen, Inhaler)	YES	Health, Education	FDS, Teacher, Nurse	Medication Permission	YES
Allergy to Medicine (penicillin, Tylenol)	NO (unless parent request)	Health, Education	Forms to: FDS, Nurse	Non-Food Allergy Plan	YES
Diagnosed Disorder (with and/or without Medication) (ADHD, ODD, Autism)	YES	Health, Education	FDS, Teacher, Nurse, CD Coord. as needed	Diagnosis from Medical Doctor	NO
Changes to Medication for Disorder (changes to medication administered at school or just at home via doctor or parent report)	YES	Health, Education	FDS, Teacher, Nurse	Medication Permission (only if meds are given at school)	YES (only if meds are given at school)
Low Hemoglobin (<11); High Lead (>10)	As needed	Health, Education	FDS, Nurse	Info from Medical Doctor	NO
PICA, Overweight/Underweight	As needed	Dietician, Health, Education	FDS, Nurse	Info from Medical Doctor	NO

Special Needs	Support Meeting Required	Coordinators to Notify of Meeting or Need	Attendance Required	Form Needed	Emergency Alert/No Go List
Developmental IEP/IFSP (if severe – notify Coach Behavior & Disabilities Coordinator for assistance/ and if attendance at meeting is needed)	YES	Education, Coach & Disabilities	FDS, Teacher (If severe, CD Coordinator)	Current IFSP/IEP	NO
Speech IEP/IFSP	YES	Education, Coach & Disabilities	FDS, Teacher	Current IFSP/IEP	NO
Physical Disability or Impairment (wheelchair, hearing, sight, cerebral palsy, paralysis, spina bifida, etc.)	YES	Education, Coach & Disabilities, Health	FDS, Teacher, Nurse, CD Coord., or Ed. Coord.	Diagnosis and/or Accommodations from Doctor	NO
Medical Condition (hemophilia, sickle cell disease, failure to thrive, etc.)	YES	Education, Coach & Disabilities, Health	FDS, Teacher, Nurse	Diagnosis from Medical Doctor	NO
Mental Health Condition/Concern (anxiety, depression, abuse, PTSD, RADS)	YES	Education, Coach & Disabilities, Health	FDS, Teacher, CD Coord., or Ed. Coord.	Diagnosis and/or Accommodations from Doctor	NO
Developmental Concerns (discuss with Coach Behavior & Disabilities Coordinator/Ed. Coordinator)	YES	Education, Coach & Disabilities, Health	FDS, Teacher, CD Coord., or Ed. Coord.	Brigance/ASQ, Tracking sheets	NO
Behavior Concerns (aggression, tantrums, withdrawn, non-compliance, lethargy, self-stimulating, etc.)	YES	Education, Coach & Disabilities, Health	FDS, Teacher, CD Coord., or Ed. Coord.	Brigance/ASQ, Tracking sheets	NO

Other Concerns – As Needed Mtg.	Support Meeting Required	Coordinators to Notify of Meeting or Need	Attendance Required	Form Needed	Emergency Alert/No Go List
Safety Concerns (at home—running away, harming self or others, etc.)	YES	Education, Coach & Disabilities, Health	FDS, Teacher, CD Coord., or Ed. Coord.		YES
Custody Concern or Changes (restricted access, change of custody, foster care (start or end), adoption, name change, etc.)	As needed	Family Services, Education	Forms to: FDS, Teacher, FSC as needed	Court or HHS Documents	YES
Continued Attendance Concerns	As needed	Family Services, Education	Forms to: Family Services	Follow-ups and interventions already completed	NO
Parent Concerns with Program	As needed	Appropriate Supervising Coordinator, any additional individuals as needed	Forms to: Appropriate Supervising Coordinator	Follow-ups and interventions already completed	NO

Notes:

- Coordinators must be notified before a meeting is scheduled
- Required forms are to be completed prior to Support Meetings
- Children will not attend school until a Support Meeting is completed
- If there are questions on whether a Support Meeting should be held for a child, please contact the appropriate component Coordinator for assistance
- If a Support Meeting is listed as being held “as needed” in the charts above, the concern will be discussed with the appropriate Coordinator and a decision will be made considering the circumstances and needs identified
- Support Meetings being held with just 1-2 staff members (FDS & Nurse, for example) can be done informally via home visit, phone call, office visit, etc. with the parent and/or guardian