

Allergy and Dietary Needs Policy (4.5)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

Purpose

The purpose of this Allergy and Dietary Needs Policy is to ensure the health and safety of all students at Good Days Adolescent Special Needs Center (GDC) by preventing allergic reactions and accommodating individual dietary needs. This policy provides clear procedures for identification, communication, prevention, and emergency response to allergies and dietary restrictions.

Section 1: Policy Statement

GDC is committed to creating a safe, inclusive, and supportive environment for students with allergies and dietary needs. All staff will receive training on allergy awareness, prevention strategies, and emergency procedures. Families are expected to provide complete and accurate information regarding allergies or dietary restrictions during enrollment.

Section 2: Identification and Documentation

Prior to enrollment, parents or guardians must disclose all known allergies and dietary restrictions on the student's health and intake forms. This information must include the specific allergen(s), reaction symptoms, and prescribed treatment or emergency response plan.

Required documentation includes:

- Allergy and Dietary Needs Form (Form E9)
- Medical documentation from a licensed healthcare provider if applicable
- Emergency Action Plan for severe allergies (e.g., anaphylaxis)

Section 3: Allergy Prevention

To minimize exposure to allergens, GDC implements strict safety measures in classrooms, common areas, and during meal or snack times. Staff are responsible for enforcing allergy-safe practices and ensuring that all students and families comply with prevention guidelines.

Prevention measures include:

- Avoiding the use of known allergens in classroom materials or activities.
- Promoting handwashing before and after meals or snacks.
- Restricting food sharing among students.
- Clearly labeling any food items served or distributed by the Center.
- Maintaining allergen-free zones when necessary.

Section 4: Dietary Accommodations

GDC recognizes that students may have dietary needs related to allergies, medical conditions, or cultural and religious preferences. Reasonable accommodations will be made to ensure all students have access to appropriate and safe meal and snack options.

- Families must provide written notice of dietary restrictions at enrollment.
- Staff will ensure compliance with approved dietary plans.
- Alternative food items or meal plans may be provided by the family when necessary.

Section 5: Emergency Response Procedures

In the event of an allergic reaction, staff must act immediately according to the student's Emergency Action Plan and first aid training. All incidents will be documented and reported to the Director and parent/guardian immediately.

Emergency steps include:

1. Administer prescribed emergency medication (e.g., epinephrine auto-injector) if indicated.
2. Call 911 for emergency medical assistance.
3. Notify the Director and parent/guardian immediately.
4. Complete an Incident Report (Form E5) and submit it within 24 hours.

Section 6: Staff Training and Awareness

All staff members will receive training on recognizing allergic reactions, emergency response procedures, and the administration of epinephrine auto-injectors. Annual refresher training will be conducted to maintain staff competency and awareness.

Section 7: Food Handling and Hygiene

Staff involved in food preparation, service, or supervision will adhere to proper food handling and hygiene practices. Shared food preparation surfaces and utensils must be cleaned thoroughly to avoid cross-contact with allergens.

Section 8: Communication with Families

GDC will maintain open communication with families to ensure accurate and current allergy and dietary information. Parents/guardians are responsible for updating the Center immediately regarding any changes in allergies, dietary needs, or treatment plans.

Section 9: Confidentiality

All information regarding a student's allergies or dietary restrictions is considered confidential and will be shared only with authorized staff members responsible for the student's care and safety.

Section 10: Acknowledgment

All staff and families must review and acknowledge this Allergy and Dietary Needs Policy during onboarding or enrollment. Acknowledgment is documented through the Policy Acknowledgment Form (E1).

Approved: December 2025

Next Review: December 2026