

<p style="text-align: center;">Master Checklist For 8-Step Roadmap To Classroom Food Allergy Safety For Educators</p>
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Step 1. Educate Yourself On Food Allergies

1. Watch [“Top 14 Things Educators Should Know About Food Allergies”](#)
2. Watch [“Top 10 Things Educators Should Know About Emergency Care Plans \(ECPs\)”](#)
3. If you have interest and time, here are optional materials:
 - a. [“Top 12 Things To Know About Food Allergy Labels”](#)
 - b. [In-depth ebooks on each of the 8 major food allergens](#)

Step 2. Send Out Student Information Forms

1. Determine which student(s) in your classroom have food allergies
2. Send the following forms to the parents of affected student(s):
 - a. [Letter from Teacher to Parent](#) (*customizable template for teachers*)
 - b. [Parent and Student Expectation Sheet](#)
 - c. [Student Food Allergy Profile \(SFAP\)](#) (*to be completed and signed by parent*)
 - d. [Food Allergy Emergency Care Plan \(ECP\)](#) (*to be completed and signed by doctor*)
 - e. [Selectivor Overview Sheet](#)

Step 3. Prepare Your Classroom

1. Check the following for allergens:
 - a. Hand soaps and lotions
 - b. Art & crafts supplies
 - c. Science materials
 - d. Cleaning materials
 - e. Games
 - f. Other classroom supplies
2. Remove any recycled food containers/craft materials:
 - a. Egg cartons (egg)
 - b. Milk cartons (dairy)
 - c. Cereal boxes (wheat/gluten)
 - d. Macaroni/pasta (egg, wheat/gluten)
 - e. Bird seed (tree nut, peanut, wheat/gluten)
 - f. Other classroom materials
3. Clean counters, desktops and chairs thoroughly
4. Ensure an easily accessible location for epinephrine
5. Store ECP in an easily accessible location
6. Implement Classroom Food Allergy Safety Rules:
 - a. No food sharing
 - b. No ordering food from outside restaurants/vendors
 - c. Hand-washing before and after eating (no hand sanitizer)
 - d. Area cleaning before and after eating
 - e. Store student lunchboxes separately
 - f. Food allergy friendly seating

Step 4. Meet With Parents Of Students With Food Allergies

1. Schedule meetings with parents of affected children
2. During the meeting:
 - a. Review [Parent and Student Expectation Sheet](#)
 - b. Review, discuss and complete [Student's Food Allergy Profile \(SFAP\)](#)
 - c. Discuss the Selectivor program
 - i. Review [Selectivor Overview Sheet](#)
 - ii. [Consent to Allow Another Adult to Create Selectivor Profile for Child](#) if parent can not or will not do so

Step 5. Inform Other Staff

1. Copy and distribute the completed [Student Food Allergy Profile \(SFAP\)](#) to other personnel interacting with student (substitute teachers, special subject teachers, etc.)

Step 6. Educate Other Classroom Parents

1. Establish a positive tone during discussion
2. Hand out [Letter from Teacher to Parent](#)
3. Hand out [Selectivor Overview Sheet](#)
4. Show the Selectivor ["How Selectivor Can Help Parents"](#) video
5. Hand out [Consent to Allow Another Adult to Create Selectivor Profile](#) (if needed)

Step 7. Educate Your Students

1. Show ["How To Keep Our Classroom Safe From Food Allergies"](#) video
 - a. We created a mini-lesson for your class on food allergies. The lesson covers the following educational objectives: What is a food allergy? What foods commonly cause food allergies? What are the symptoms of a food allergy? When should I tell an adult about symptoms or an exposure? How can I help make the classroom safe for others with food allergy?
 - b. It's fun, informative and under 4 minutes!
2. Review and discuss students' roles and duties

Step 8. Follow Up

1. Keep information stored and organized in a safe place for future years
2. Send follow up email to the parents of student(s) with food allergies:
 - a. Review information discussed at the parent/teacher meeting
 - b. Confirm that information of each child has been included
 - c. Establish an open line of communication
3. Remind parents to check Selectivor for unsafe foods before any food-related school event