



The Lutheran Church of the Good Shepherd

Food Allergy Policy

Intent:

As more children (and adults) are being diagnosed with food allergies, we thought it prudent to put procedures in place to address it. Since it would be impossible to eliminate all allergens when hosting events that involve food, people with food allergies should take care in choosing what to eat at functions or bring their own safe food. This policy also addresses special consideration dealing with youth in our programs.

Policy:

A Youth Programs Healthy History and Release of Liability Form shall be updated or completed annually by 1 September or as soon thereafter as possible (except for VBS when the form will be due prior to the start of the program) for each child participating in an LCGS program.

Procedures:

1. It will be the responsibility of the program chair (SS, VBS, KFC, Youth Choir, Cribbery, etc.) to obtain the completed forms from the parents/legal guardians and provide them to the church office along with a roster of participants.
2. Duplicate forms need not be provided for children participating in multiple programs.
3. The Office Manager will ensure a form has been provided for all children participating in LCGS programs.
 - a. The church office will keep a comprehensive set of copies in the office and provide a binder to each program chair containing the forms for the children in their respective programs.
 - b. These binders should be carried by the chairs during outings, but otherwise should be secured.
4. When children join programs throughout the year, program chairs will be required to have the children's parent complete forms and provide them to the church office.

5. For programs including fifth grade students and younger, parents should be notified in advance via e-mail and take-home flyers of program activities where food will be served. If a child has an allergy, teachers are encouraged to use nonfood items as rewards.
 - a. Further, parents of children with food allergies are encouraged to provide safe snacks for their children as they feel appropriate.
 - b. Teachers should include information about children with food allergies to substitute teachers.
6. Parents of youth active in our Christians in Action/Youth Ministry group (6th through 12th grade) should be advised that food is served at virtually all youth meetings and events. If their child has food allergies, these parents are encouraged to provide safe snacks for their children as they feel appropriate.
7. All parents should be aware of congregational activities where food is served, such as coffee socials and Lenten services, so they can provide supervision or guidance for their children with these foods.