

## **Responsibilities of Parent Teacher Association (PTA)**

1. Avoid using food when possible. Consider putting each event/activity through a 3-point checklist:
  - a. What is the goal of the event?
  - b. Can this goal be achieved without food? (If so, eliminate it.)
  - c. If not, how can we choose foods that allow everyone in our school community to fully and safely participate?
2. If not possible to eliminate all food, choose activities and foods that allow all children to safely participate.
3. Engage parents of children with food allergies in PTA event planning process; they are a valuable resource.
4. Use individually wrapped and labeled foods at events. This helps prevent cross contamination and allows students and parents to read labels to ensure safety.
5. Do not serve food to any child without parent knowledge and consent.
6. If food is served, try to keep it isolated to one area and encourage hand washing afterward.
7. Provide means for children to wash their hands as necessary (commercial wipes are okay, hand sanitizer is not sufficient).
8. Invite parents of children with food allergies to attend events and monitor their child.
9. Be aware that some non-food items, such as craft supplies, may contain allergens.
10. Adult attitudes can have significant impact on how children with food allergies are treated.
11. Help promote non-food-based celebrations and fundraisers by suggesting alternatives (see Appendix: Alternatives to Food-Based Celebrations and Rewards and Alternatives to Food-Based Fundraisers).
12. For all student events during school hours (classroom or school-wide), only manufactured foods with ingredient labels (no homemade foods) may be served; individually packaged foods are best. If food is not individually wrapped, ingredient labels should be available and/or posted for students or family members to review. Principals must be consulted by event planners (including staff, students, parents/guardians) before food is served, as foods should not be offered that contain known food allergens listed in the MAPs on file for that building. (Individual

groups or clubs [i.e., Robotics club, swim team, etc.] should consider food restrictions of members as appropriate.)

13. All student events during non-school hours in which food is served must have manufactured food items with ingredient labels available. Thorough cleaning processes must be followed: tables and/or surfaces with which food has come into contact should be cleaned with warm, soapy water (or wipes).
14. All before- and after-hours school-sponsored events that serve food must identify a clearly defined area where food will be served and/or consumed. The student with life-threatening allergies and his/her family should be notified well in advance of these events. Thorough cleaning processes must be followed: tables and/or surfaces with which food has come into contact should be cleaned with warm, soapy water (or wipes).

Source for #1-10: National PTA. One Voice. Food Allergy Tips for PTA Leaders. Available at: [http://onevoice.pta.org/?p=3570&utm\\_source=2014+KFA+Mailing+List&utm\\_campaign=62b0aeb4d7-95262681](http://onevoice.pta.org/?p=3570&utm_source=2014+KFA+Mailing+List&utm_campaign=62b0aeb4d7-95262681)