Student and College Responsibilities in Managing Food Allergy Conditions and Special Dietary Requirements

Kenyon College encourages students with food allergies and special dietary requirements to be self-advocates in managing their dietary conditions. Students with medical conditions that affect their dietary requirements should provide the Health Center with documentation of their medical disability including specific dietary recommendations from a health care professional.

There is always the possibility of accidental exposure to foods which may result in an allergic reaction. This risk can be reduced on campus when students and college staff work together to manage the risk.

**Dietary Request Protocol**

**Student Actions:**

- Submit documentation of food allergies and dietary recommendations to the Health Center and determine food management plan in consult with dining services.
- Register with the Student Accessibility and Support Services office.
- Meet with Director of SASS to complete a Food Allergy Notification Form (if needed).
- A copy of Food Allergy Notification Form will be sent to upon request to:
  ~ Health Center
  ~ AVI Dining Services
  ~ Housing and Residential life staff
  ~ Others per request of student (is. coaches and course instructors in courses and/or public use buildings where food is present).
- Be proficient in the self-management of the allergic condition including:
  - Wear a medical alert ID for life threatening allergies
  - Avoid unsafe foods
  - Recognize symptoms of allergic reactions
  - Inform fellow students, faculty or staff of an allergy-related emergency
  - Know how to properly use medications to treat an allergic reaction
  - Carry prescribed medications at all times
- Inform SASS if a reaction has occurred in order to develop a plan to mitigate future exposures.

**College Actions**

The Health Center is responsible for making an initial determination of need when students make dietary requests (for accommodation and/or release from the board contract). Health Center staff will review the student’s situation, examine relevant medical or other documentation, and in consultation with the student and director of dining services determine how to best meet the dietary needs of the student.
Health Services will review the following information with the student and pass it on to the Student Accessibility and Support Services office:

1. The student’s allergy symptoms and treatment plan.
2. Special dietary needs.
3. Food Management Plan (if needed)
5. Emergency response plan in the event of a severe allergic reaction.

Student Accessibility and Support Services (SASS) will review the following information with students:

1. How to inform all appropriate campus contacts of the allergy condition and the potential need for emergency treatment; such as:
   a. Community Advisors;
   b. Roommates;
   c. Faculty, as needed;
   d. AVI (food services) Director;
   e. Campus Safety staff;
   f. Director of Housing and Residential Life; and
   g. Chief Business Officer of the college.

2. Appropriate referral to health services and food venue staff to discuss allergen ingredients and meal planning needs.

Both Health Services and SASS will review the food management plan with student and related staff annually OR if a reaction incident is reported.

revised: July, 2015.