

## Cafeteria/Recess Parent Volunteer Duties and Guidelines

Dear Volunteer:

Below are guidelines and duties to assist you when you are supervising students in the lunch room or recess. Your time is very much appreciated and the information listed below will help us all provide a safe environment for our children. If you have any specific concerns, please don't hesitate to contact an administrator, Mr. Hoffman or Mrs. Suarez

### Cafeteria

Mr. Hoffman is our cafeteria monitor. Please report to him when you arrive. Cafeteria parent volunteers are responsible for:  
helping the children with their lunches  
cleaning up minor spills  
cleaning tables between lunch shifts  
collecting and washing trays  
escorting and monitoring students who need to use the bathroom

\*\*\* Parent volunteers are asked not to question students about their food choices or the amount of food that is or is not being eaten. Some of our students have food allergies.

**Food allergies** – Nuts and legumes are a wonderful source of protein, fat and vitamins and are a staple for some of our students, however other students have life threatening allergies to peanuts and tree nuts and products made with these and must avoid touching them and eating them to remain safe. RSPS **does not prohibit** peanut butter and other nut sources from lunches but has designated the ends of the lunch tables closest to the food service line as “peanut safe” areas. The tops and undersides and chairs in the designated area are washed by Mr. Hoffman before the students sit down to eat. “Peanut safe” signs are placed on the tables after they have been washed, letting you know that it is safe for our peanut allergic students to sit in the area. Other students who **do not** have peanut or tree nut products (butters, cookies, chocolates, etc. made with nuts or peanuts) in their lunches are permitted to sit in the designated safe area. No students with peanut or tree nut products in their lunch are permitted to sit **beside** or **across from** the allergic student. Please ask Mr. Hoffman as he has a list of the students in each grade who have food allergies and Epipens.

### Food Emergencies

Allergic Reaction-below is a list of signs and symptoms that may indicate a student's exposure to a food allergen.

Skin-hives, swelling, rash, itching, watery eyes

Gut-cramping, nausea, vomiting, diarrhea

Respiratory-repetitive coughing, swelling of lips, tongue, face, throat, difficulty swallowing, itchy throat, wheezing, shortness of breath, chest tightness

## Heart-chest pain, fainting, shock

### **What to do if you observe an allergic reaction:**

1. Don't panic!
2. Stay with the student.
3. Ask or get the student's name.
4. Direct someone to alert Mr. Hoffman and direct someone to get the nurse.
5. **Direct someone to call 911 for respiratory and heart symptoms.**
6. Tell the nurse the student's name so the student's emergency medication, if stored in the Health Room, can be brought to the cafeteria.

## Choking

### **What to do**

1. Ask the student, "Are you choking?"
2. If the student nods yes and does not speak, reassure the student that you will help.
3. If you are trained, use the Heimlich maneuver.
4. **If the student can speak or is coughing, do not interfere: he is moving air and chances are, the student will clear the object on his own. Stay close to the student.**
5. Direct someone to alert Mr. Hoffman to assist you.
6. Direct someone to get the nurse.
7. Direct someone to call 911 if the student cannot speak or cannot clear the object.
8. After any choking episode, have the student checked by the nurse.

## **Recess**

Volunteers are responsible for supervising play and monitoring that students remain in the designated play areas. Students are not permitted to play around the retaining pond or retrieve balls from the pond area. Students are not permitted to be on the sides of the building.

Two to three teachers (Grades K-8) are assigned recess duty. The teachers will carry the radio, a first aid kit and the keys to the backdoor. Teachers have received **Bloodborne Pathogen** training and will assist a student in need of a band aid. Please send any student who reports an injury to the Health Room for evaluation. The student is to be accompanied by a buddy or volunteer escort. Students should enter the building through the back door to the link between the church and school. Ask the teacher on duty to radio the nurse that a student is coming in.

**If a student falls from elevated play equipment, hits his head on the pavement or falls and complains of pain in the arms, legs, shoulders, neck, head or back, do not move the student. Stay with the student and have the teacher radio for the nurse.**

Thank you for keeping our children safe!

