

Bonclarken Conference Center Food Allergy Policy

Bonclarken Conference Center is committed to the health, wellbeing, and inclusion of all our guests. Bonclarken Conference Center is not an allergen-free facility and cannot guarantee that guests with food allergies will not come into contact with allergens. Bonclarken does not make any guarantees, implicit or explicit, that any of our food, serving vessels, preparation vessels, utensils, or glassware will be free of all allergens. However, within reasonable limits, we will work to assist guests and groups in self-management of food allergies and provide them with a safe and enjoyable experience at Bonclarken. In order to best serve groups and individuals in the area of food allergies, Bonclarken has adopted the following policies.

Group Responsibilities – It is imperative that that group leaders do the following in case of food allergy:

- Identify group members with food allergies and be aware of the nature of them.
- Assist the guest or guest's parent/guardian in notifying Bonclarken Conference Center of the nature of the allergy.
- Make other group members aware of any restrictions on the food they may bring with them and anything they should do to avoid exposing the affected guest to food allergens.
- Ensure that there is a qualified adult in the group to provide basic health supervision. This person or a member of the group should possess current certification in first aid and CPR by a nationally-recognized provider. This person should be familiar with the appropriate medications and/or rescue treatments for all group members suffering from food allergies or other life-threatening conditions.
- Gather, maintain, and have available at all times information on all members of the group, which includes: name, address, emergency contact names and numbers, and any allergies/health conditions/restrictions. For minors without a parent on site, group leaders should also have signed permission to seek emergency treatment.
- Identify resources at Bonclarken Conference Center that can be used in case of emergency (e.g., nearest telephone, supplemental first aid remedies, administrator on-call contact information.)

Individual Responsibilities – It is imperative that the guest with a food allergy or the parent/guardian of the guest with a food allergy do the following:

- Notify group leaders and Bonclarken Conference Center of the nature of the allergy.
- Assist group leaders in identifying reasonable strategies to manage the food allergy.
- Share the guest's Food Allergy Action Plan with the group leaders and others who will be in close contact with the guest.
- Provide appropriate medications and/or rescue treatments for the guest to carry at all times.
- Authorize and train the group's designated health care supervisor to identify signs of an allergy crisis, administer appropriate medications and/or rescue treatments, and notify emergency contacts should the guest be incapacitated.
- Make sure all medications and prescriptions are up-to-date.
- In the case of minors, review and educate the minor on allergy self-management and strategies for handling an allergy crisis.

Bonclarken Conference Center Responsibilities – Bonclarken Conference Center will do the following in case of food allergy:

- Be an "allergy-aware" facility that works to provide an inclusive, least-restrictive environment for our guests to the best of our abilities.
- In case of extreme emergency where no other care is available, provide supplemental rescue treatments and First Aid in cases of extreme emergency, as they are available.
- Assist the guest or guest's parent/guardian in identifying reasonable and appropriate self-management strategies for dealing with food allergies in our dining hall and on our grounds.
- Allow guests with documented food allergies to replace dining hall food with their own allergen-free food so they can participate.
- Make maps and directions to area healthcare facilities available to guests and group leaders.
- Have office personnel or an administrator on-call available at all times.