

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Chief Financial Officer

DISTRIBUTION: All Schools and Offices

SUBJECT: BULLETIN NO. C-32 (Rev.)
EMERGENCY PROCEDURES POSSIBLE
FOOD BORNE ILLNESS OR CONTAMINATION

ROUTING
Administrators
Local District School
Support Directors
Secretaries

DATE: February 14, 2001

DIVISION: Business Services

APPROVED: ALAN TOMIYAMA, Business Manager

For assistance call the Director of the Food Services Branch at (213) 633-7064; the Director of Medical Services, at (213) 763-8342, or the Director of District Nursing Services, at (213) 763-8374.

This revision replaces the bulletin of the same number issued May 1, 1996 and reflects changes in telephone numbers in Section III. A, Reporting Requirements.

I. PURPOSE

This bulletin describes the procedure to follow in the event of a report of possible food borne illness and/or contamination.

II. CARE OF ILL PERSONS

In the event any student or adult becomes ill and food prepared or served on District property is suspected as a cause of the illness, the following steps are to be taken by school-based personnel:

- A. Refer the person to the school physician or nurse if either one is at the site. The school physician/nurse should be telephoned if he/she is at an alternate site, or contact the Director of District Nursing Services.
- B. If a pupil is ill, attempt to notify the parent or guardian immediately--follow prescribed District procedures for handling student illnesses (see Board Rule 2325).
- C. If an adult becomes ill, the designated contact person on the emergency card should be notified. Care should be taken to safeguard the adult's personal property (purse, wallet, etc.) if the adult is sent to a hospital or clinic for treatment.

III. REPORTING REQUIREMENTS

- A. School-based personnel will report information concerning the suspected food borne illness incident to all of the following persons immediately:

1. The Site Administrator.
 2. The Director of the Food Services Branch at (213) 633-7064.
 3. The Director of Medical Services at (213) 763-8342.
 4. The Director of Nursing Services at (213) 763-8374.
 5. The County of Los Angeles, Department of Health Services, Morbidity Unit, at (213) 240-7821; after 5:00 p.m., call (213) 974-1234. The County of Los Angeles Department of Health Services staff may pick up a sample of the suspected food in some cases.
- B. School-based personnel may report information about spoiled or improperly handled food that could lead to a food related illness to County of Los Angeles, Department of Health Services, Food and Milk Unit, at (323) 881-4020.
- C. The Director of the Food Services Branch will notify the following:
1. The Food Services Branch Nutrition Services Section. (A Nutrition Specialist will visit the site, investigate the situation, and arrange for taking food samples).
 2. The Local District Administrator.
 3. The Business Manager's Office, Business Services Division.
 4. The Office of School Operations.
 5. The Office of Communications.
 6. The Insurance Section.

IV. HANDLING FOOD SAMPLES FOR TESTING

- A. All suspected food shall be removed from use immediately, labeled clearly, and placed under refrigeration. Do not discard any food.
- B. Samples of the suspected food must be kept for the County Health Department and/or the Food Services Branch Nutrition Services Section.

V. FOREIGN OBJECTS IN FOOD

If foreign objects are found in cafeteria food, the school staff should keep the object(s) found and the food item in which it was found. Call the Food Services Branch, Nutrition Services Section, at (213) 625-5536 for further instructions.

VI. FOOD PREPARED OFF SCHOOL GROUNDS

Because the District cannot oversee preparation methods used elsewhere, food prepared in private homes and brought on to school grounds for distribution at special events is restricted in accordance with Board Rule 2320 which states, "Food prepared outside of school premises shall not be served on school premises except as provided by Board Rules, Administrative Regulations, or the National School Lunch Program, or requirements of the Student Health and Human Services Division."

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