

AURORA CHILDREN'S CENTRE

Anaphylactic Policy and Procedures

Date Policy and Procedures Established: August 2016

Date Policy and Procedures Updated: June 7, 2021

Purpose

Anaphylaxis is a serious allergic reaction that can be life-threatening. It requires avoidance strategies and immediate response in the event of an emergency. These policies and procedures are intended to help meet the needs and save the lives of children with severe allergies and provide relevant and important information on anaphylaxis to parents, staff, students, volunteers and visitors at Aurora Children's Centre (herein after referred to as "ACC" or the "Centre").

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for an anaphylactic policy for childcare centres. The requirements set out in this policy align with Sabrina's Law, 2005.

Policy and Procedures

Development of Individualized Plans and Emergency Procedures for Each Child with an Anaphylactic Allergy who Receives Child Care

- ACC will develop individualized plans and emergency procedures for each child with an anaphylactic allergy, in consultation with a parent of the child and any regulated health professional who is involved in the child's health care and who, in the parent's opinion, should be included in the consultation.
- Before attending the childcare centre, the Supervisor/designate will meet with the parent of a child to obtain information about any medical conditions, including whether the child is at risk of having or has anaphylaxis.
- Before a child attends the child care centre or upon discovering that a child has an anaphylactic allergy, an individualized plan and emergency procedures will be developed for each child with anaphylaxis in consultation and collaboration with the child's parent, and any

regulated health professional who is involved in the child's care that the parent believes should be included in the consultation (the form in Appendix A may be used for this purpose).

- All individualized plans and emergency procedures will include a description of symptoms of an anaphylactic reaction that are specific to the child and the procedures to be followed in the event of an allergic reaction or other medical emergency based on the severity of the child's symptoms.
- The individualized plan and emergency procedures for each child will include information for those who are in direct contact with the child on a regular basis about the type of allergy, monitoring and avoidance strategies and appropriate treatment.
- All individualized plans and emergency procedures will be always made readily accessible to all staff, students and volunteers at the childcare centre and will be kept ACC – classroom bulletin board, dining hall, playground bulletin board and with Epi pen.
- All individualized plans and emergency procedures will be reviewed with a parent of the child annually, or if ACC is made aware of any changes to the child's condition, to ensure the information is current and up to date.
- Every child's epinephrine auto-injector must be carried everywhere the child goes.

Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

The following strategies to reduce the risk of exposure to anaphylactic causative agents must always be followed by employees, students, and volunteers at the childcare centre.

- Where possible avoid serving foods where its ingredients are not known.
- Do not serve items with 'may contain' warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens.
- In cases where a child has food allergies and the meals and snacks provided by the childcare centre cannot meet the child's needs, ask the child's parent to supply snacks/meals for their child. All written instructions for diet provided by a parent will be implemented.
- Ensure that parents label food brought to the childcare centre with the child's full name and the date the food arrived at the childcare centre, and that parents advise of all ingredients.
- Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.

- Encourage parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending the childcare centre (e.g. by thoroughly washing hands, brushing teeth, etc.)
- Where possible we will avoid using craft/sensory materials and toys that have known allergens on the labels.
- Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled in the childcare centre.
- Make sure each child's individual plan and emergency procedure are kept-up-to-date and that all staff, students, and volunteers are trained on the plans.
- Refer to the allergy list and ensure that it is up to date and implemented.
- Update staff, students, and volunteers when changes to a child's allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.
- Update or revise and implement the strategies in this policy depending on the allergies of children enrolled at the childcare centre.

Communication Plan

The following is our communication plan for sharing information on life-threatening and anaphylactic allergies with staff, students, volunteers, parents and families.

- Parents will be encouraged not to bring foods that contain ingredients to which children may be allergic.
- Parents and families will be informed about anaphylactic allergies and all known allergens at the childcare centre through email and/or newsletter).
- A list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each play activity room, and made available in any other area where children may be present.
- Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the child describing how to identify that they are having an allergic reaction and what to do if they experience a reaction (Appendix A can be used for this purpose).
- Each child's individualized plan and emergency procedures will be made available and accessible wherever the child may be present while receiving childcare.

- This communication plan will be continually reviewed to ensure it is meeting the needs of the childcare centre and that it is effectively achieving its intended result.

Drug and Medication Requirements

- Where drugs or medications will need to be administered to a child in response to an anaphylactic reaction, the drug and medication administration policy will be followed including the completion of a parental authorization form to administer drugs or medications.
- Emergency allergy medication (e.g. oral allergy medications, puffers, and epinephrine auto-injectors) will be allowed to remain unlocked or carried by children with parental authorization so that they can be administered quickly when needed.

Training

- Supervisor will ensure that she/he and the Assistant Supervisor/designate and/or all staff, students and volunteers receive training from a parent of a child with anaphylaxis on the procedures to follow in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer emergency allergy medication.
- Where only the Supervisor/designate has been trained by a parent, the Supervisor/designate will ensure training is provided to all other staff, students, and volunteers at the childcare centre.
- Training will be repeated annually, and any time there are changes to any child's individualized plan and emergency procedures.
- A written record of training for staff, students, and volunteers on procedures to be followed for each child who has an anaphylactic allergy will be kept, including the names of individuals who have not yet been trained. This will ensure that training is tracked, and follow-up is completed where an individual has missed or not received training. The form in Appendix B may be used for this purpose.

Confidentiality

- Information about a child's allergies and medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Regulatory Requirements: Ontario Regulation 137/15

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- (1) Every licensee shall ensure that each childcare centre it operates and each premises where it oversees the provision of home childcare or in-home services has an anaphylactic policy that includes the following:
 1. A strategy to reduce the risk of exposure to anaphylactic causative agents.
 2. A communication plan for the dissemination of information on life-threatening allergies, including anaphylactic allergies.
 3. Development of an individualized plan for each child with an anaphylactic allergy who,
 - i. receives childcare at a childcare centre the licensee operates, or
 - ii. is enrolled with a home childcare agency and receives childcare at a premises where it oversees the provision of home child care or in-home services.
 4. Training on procedures to be followed in the event of a child having an anaphylactic reaction.
- (2) The individualized plan referred to in paragraph 3 of subsection (1) shall,
 - (a) be developed in consultation with a parent of the child and with any regulated health professional who is involved in the child's health care and who, in the parent's opinion, should be included in the consultation; and
 - (b) include a description of the procedures to be followed in the event of an allergic reaction or other medical emergency.