



*Trinity Bellwoods Community  
Children's Group/C.A.R.E.*

*155 Crawford Street, Toronto, Ontario M6J 2V6 ☎ 416-537-9021*

# **ANAPHYLAXIS**

## **POLICY**

### **&**

## **PROCEDURES**

Revised: Friday, September 14, 2018



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## **ANAPHYLAXIS POLICY & PROCEDURES**

The Trinity Bellwoods Community Children's Group/ CARE will make every attempt to reduce the risk and exposure to anaphylactic causing agents.

Anaphylaxis is a serious allergic reaction and can be life-threatening. The allergy may be related to food, insect stings, medicine, latex, exercise etc. The following anaphylaxis policy is intended to help support the needs of children with a severe allergy/allergies and provide information on anaphylaxis and awareness to parents, staff, students and visitors at our centre.

**"Anaphylaxis"** means a severe systemic allergic reaction which can be fatal; resulting in circulatory collapse or shock, and **"anaphylactic"** has a corresponding meaning."

This provision aligns with *Sabrina's Law, 2005 legislation* which came into effect on January 1, 2006, requiring all district school boards and school authorities in Ontario to develop an anaphylactic policy.

### **Individualized Plans and Emergency Procedures for Children with Life-Threatening/Anaphylactic Allergies**

- Before attending the child care 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
- All individualized plans and emergency procedures will include a description of symptoms (if known) 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 made readily accessible at all times to all staff, students and volunteers at the child care centre and will be kept in:

I. \_\_\_ The school pick up binder

II. \_\_\_ Near the fridge/storage space area of the main CARE room.

- All individualized plans and emergency procedures will be reviewed with a parent of the child annually to ensure the information is current and up to date.
- Every child's epinephrine auto-injector must be carried everywhere the child goes.

### **Strategy To Reduce The Risk Of Exposure**

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

Every effort will be made to reduce the risk and exposure to anaphylactic causing agents by removing these agents from our child care environment. Depending of the children attending our centre, foods, medicines, fabrics, chemicals and craft materials may be omitted from programming.

1. Do not serve foods where its ingredients are not known.
2. 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.
3. In cases where a child has food allergies and the meals and snacks provided by the child care 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.
4. Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.
5. Encourage parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending the child care centre (e.g. by thoroughly washing hands, brushing teeth, etc.)
6. Should meals include pre-packaged items, all labels must be read by a staff member prior to serving to ensure these are safe.
7. 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 emerg Update families when changes to allergies occur while maintaining the confidentiality of children.
8. Staff purchasing foods on behalf of the centre must read food ingredients labels every time they purchase a product.
9. Persons supplying food to the child care centre must be notified of all life threatening allergies, however outside foods will be avoided to reduce risks of exposure.
10. All children & staff will wash hand prior to and after handling food.

11. Children/Staff/Volunteers will be instructed not to share food.
12. Extra special supervision of anaphylactic children during eating, trips, etc. (ie. staff to sit opposite, or next to child).
13. All surfaces will be cleaned daily with water and bleach or an approved disinfectant solution by Toronto Public Health, prior to and after preparing/serving foods.
14. Playground/outdoor space used will be checked and monitored for insect nests such as wasps. Parks Forestry & Recreation to be contacted immediately for safe removal of these. Children will be forbidden to play in this area.
15. Staff will take cell phone on all excursions as well as children's emergency information, epi pen, children's anaphylactic plans.
16. Consent from the child's physician is required for any child carrying their own epi-pen.
17. 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.
18. Refer to the allergy list and ensure that it is up to date and implemented.
19. Update families when changes to allergies occur while maintaining the confidentiality of children.

## **Communication Plan**

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

1. **In house training** will be provided to staff annually by *Food Allergy Canada* or another reputable agency to ensure up to date information is maintained at all times.
2. **The supervisor /assistant supervisor** shall advise staff, parents, students and volunteers that there are children with life-threatening allergies, including anaphylactic allergies attending the centre who are at risk for potentially life-threatening allergies and the foods/ causative agents to be avoided.
3. Each child's registration package upon admission or during orientation will be carefully reviewed upon enrollment to the centre. Should allergies be noted by the family an Individual Plan for the child will need to be completed.
4. Each child's individualized plan and emergency procedures will be made available and accessible wherever the child may be present while receiving child care.
5. 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.
6. **The supervisor/ assistant supervisor is to obtain information from parents** about their child's medical condition,

including whether children are at risk of anaphylaxis upon the initial registration process [see 'strategies' above].

7. **Training by the parents** or a 'train the trainer' approach will be used to meet children's individual medical needs and keep everyone informed. This will be offered in conjunction with the annual in house Anaphylactic Training provided to staff.
8. **A list of allergies** of the foods/causative agents will be posted and reviewed when there are changes to children's information or new children in the program. Strategies intended to reduce the risk of exposure to life threatening allergies will be reviewed at this time.
9. A list of known allergies/triggers of enrolled children will be posted.
10. The child care centre will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures
11. This communication plan will be continually reviewed with parents (formally or informally) to ensure it is meeting the needs of the child care centre and that it is effectively achieving its intended result.
12. Parents will be encouraged not to bring foods that contain ingredients to which children may be allergic.
13. Parents and families will be informed about anaphylactic allergies and all known allergens at the child care centre via emails and ongoing communications (formal or informal).

### **Drug and Medication Requirements**

14. 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.
15. 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.

### **Child's Individual Plan And Emergency Procedure**

The parent/guardian and physician of an enrolled child with an anaphylactic allergy are required to provide and complete an Anaphylaxis Emergency plan for their child and/or an Individualized Plans, if applicable, as part of the child's admission to the program which will include:

1. monitoring, avoidance & prevention strategies
2. signs and symptoms of an anaphylactic allergy
3. medication &/ or special circumstances

4. action to be taken by staff in the event the child has an anaphylactic reaction
5. parent/guardian consent that allows the day nursery staff to administer the allergy medication in the event their child has an anaphylactic reaction (Medication form to be completed)
6. emergency card/ contact information to be completed by parent/ guardian
7. the child's individual plan shall be reviewed including the emergency procedure to be followed if the child has an anaphylactic reaction with day nursery staff, students and volunteers.
8. Parents are to advise the centre if their child develops an allergy and requires medication, of any change to the child's individual plan or treatment or if their child has outgrown an allergy and no longer requires medication.

## Training

Where a child has an anaphylactic allergy, staff, students and volunteers are provided with training from a physician or a parent on the procedures to be followed in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer medication.

- The Trinity Bellwoods Community Children's Group/ CARE allows children to carry their own asthma medication or emergency allergy medication in accordance with our medication administration policy. This is provided that the parent & doctor's permission and the Medication Administering form is completed and followed for the child to self-administer allergy medication. **A copy is to be kept on file.**
- Where the child does not self-administer their allergy medication, staff will have the allergy medication accessible and taken on field trips along with the Medication Administering form.
- Staff must ensure that the child who is permitted to carry their own asthma medication or emergency allergy medication has the required medication in their possession prior to leaving the centre (e.g. school, field trips, etc.).
- will ensure that the 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 child care 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).



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**ANAPHYLAXIS EMERGENCY PLAN FOR:** \_\_\_\_\_

(attach current photo of  
your child here)

**Date developed:**  
\_\_\_\_\_

**Child's birth date:**  
\_\_\_\_\_

**Child's weight:**  
\_\_\_\_\_

**\*\*Note: Review this information with the parents every school year or whenever their child's treatment changes. \*\***

**This child has a potentially life-threatening allergy to:**

Peanuts

Latex

Tree Nuts

Eggs

Milk

Animal hair

Bee stings

Medication: \_\_\_\_\_

Other: \_\_\_\_\_

**Asthmatic-** Child is at greater risk. If child is having a reaction and has difficulty breathing, give EpiPen **before** asthma medication. (complete Asthma Form)

**Epinephrine Auto Injector (Epi-Pen) Expiry Date:** \_\_\_\_\_

**Location of Epi-Pen:**

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**Dosage:**

- Epi-Pen Jr. 0.15mg
- Epi-Pen 0.30mg
- Allerject 0.15mg
- Allerject 0.30mg

**Typical signs or symptoms of this child’s reaction (check all that apply):**

- Skin:** hives, swelling, itching, warmth, redness, rash, swelling (eyes, lips, face, tongue) cold, clammy, sweating skin
- Respiratory (breathing):** wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion, or hay fever-like symptoms (runny nose & watery eyes, sneezing), trouble swallowing.
- Cardiovascular (heart):** pale/blue colour, weak pulse, passing out, dizzy/light headed, shock fainting or loss of consciousness, confusion
- Gastrointestinal (stomach):** nausea, pain/cramps, vomiting, diarrhea, stomach cramps
- Other (please describe):

**ACT QUICKLY!** The first sign of a reaction can be mild, but symptoms can rapidly worsen

- Give Epi-Pen** at the first sign of a reaction occurring in conjunction with a known or suspected contact with allergen.
- Give a second dose** in 10-15 minutes or sooner **IF** the reaction continues or worsens.
- Call 911** tell them a child id having a life threatening allergic reaction. Request an ambulance immediately.
- Call contact person**
- Escort child in ambulance** and remain with child until parent arrives.

<b>Emergency contact information</b>				
<b>Name</b>	<b>Relationship</b>	<b>Home Phone</b>	<b>Work Phone</b>	<b>Cell Phone</b>

**Parent responsibilities:**

- Provide epinephrine devices and replace them every 6 months or before the expiry date, whichever comes first.

- Complete and sign (with the child's doctor) an Anaphylaxis Emergency Plan.
- Fill out and sign a Medication consent form and record sheet for Trinity Bellwoods Community Children's Group/CARE.
- Make sure the child wears a MedicAlert bracelet or tag.
- If the child has a food allergy, provide all meals and snacks from home.
- Discuss appropriate location for epinephrine devices.
- Be involved with staff training for emergency use of epinephrine devices.
- Update Trinity Bellwoods Community Children's Group/CARE of any changes
- Additional information: \_\_\_\_\_
- Parent's initials** \_\_\_\_\_

**Program responsibilities:**

- Provide allergy awareness education and emergency training for all staff.
- Post the Anaphylaxis Emergency Plan prominently in relevant areas (e.g., snack area, office, main room)
- Alert substitute or new staff to the child's Anaphylaxis Emergency Plan and the location of epinephrine devices.
- Implement "allergy-sensitive" policies.
- Have a back-up supply of "safe" foods (agreed to with parents) in case a lunch or snack from home is forgotten, or the child's pick-up is delayed because of weather or another emergency.
- Take epinephrine devices and the child's Emergency record along on any outing or field trip.
- An early childhood educator will to supervise to ride with this child in a bus or other vehicle (trips)
- Supervisors's Initials** \_\_\_\_\_

The undersigned parent/guardian authorizes any adult to administer epinephrine to the above named child in the event of an anaphylactic reaction as described above. This protocol has been recommended by the child's physician. I also consent to the posting of this plan in every room operated by Trinity Bellwoods Community Children's Group/CARE . I also consent to my child carrying his/her own Epi-Pen and have completed a Medication Dispensing Form.

- I have attached a current photo of my child.
- I give permission for my child's photo to be placed on the Anaphylaxis Emergency Plan, and for that plan to be posted appropriately.

**Parent/Guardian's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor(s) Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**OR,**

I, \_\_\_\_\_, the undersigned parent/guardian, understand that by not providing staff with anaphylaxis training regarding my child, \_\_\_\_\_, in accordance with current provincial guidelines, I assume full responsibility for any potential health risks that may be involved in participation in programs provided by the Trinity Bellwoods Community Children's Group/CARE.

**Parent/Guardian's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor(s) Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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**ANAPHYLACTIC TRAINING & REVIEW RECORD**

Child's Name: \_\_\_\_\_

Trainer's Name: \_\_\_\_\_

- Parent
- Physician
- Other \_\_\_\_\_

Date of Training \_\_\_\_\_

**STAFF ONLY:**

By signing below, it signifies that you have been trained, read, and will adhere to Trinity Bellwoods Community Children's Group/CARE Anaphylactic Policy and Procedures and the enclosed anaphylaxis emergency plan. This is to be reviewed and signed annually or at any time information changes.

Name	Position	Review Date	Signature	Witness
