

POLICIES AND PROCEDURES

POLICY: Extended Day Program -- Anaphylaxis

Date Approved: May 24, 2022

Last Reviewed: 2022-2023

Dates of Amendment:

Cross Reference:

POLICY:

1. The Extended Day Programs recognize the need to reduce the likelihood of exposure to allergens for allergic individuals and has therefore developed an anaphylaxis policy and procedures that include the following:
 - a. Strategies to reduce the risk of exposure to anaphylactic causative agents in the programs
 - b. The dissemination of information on life threatening allergies to staff, parents and children
 - c. The development of emergency plans for children with life threatening allergies
 - d. The training of staff regarding epinephrine administration

ADMINISTRATIVE PROCEDURES:

1. The files of children with life threatening allergies contain an emergency plan developed by the parents & the program staff. This plan must also be posted where staff can access it during program time with the children. The plan should include:
 - a. A description of the child's allergy
 - b. Monitoring and avoidance strategies

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- c. Signs and symptoms of an anaphylactic reaction
 - d. Action to be taken by staff in the event that the child has an anaphylactic reaction
 - e. Emergency contact information
 - f. Where the epipen(s) are to be stored or if they will be carried by the child(ren)
2. Known allergies of enrolled children are to be posted in food storage areas, eating areas, and activity rooms.
3. Parents and children of the centre must be made aware of life threatening allergies through signs, newsletters, and / or direct letters home, none of which may include the full name of the child with the allergy. However, the child's picture and first name may appear on allergy posters present in the program.
4. Staff will be trained on epipen administration through their First Aid course, and be refreshed between courses by a parent, doctor, or individual who has certification as an epipen instructor.
5. The children will be taught about all allergies in an age and developmentally appropriate manner, whereby children with the allergies are not segregated from their peers. Staff will remind the children of the centre that food from home is not to be shared at child care due to life threatening allergies.
6. Where the life threatening allergy is related to items that can fairly easily be avoided (e.g. tree nuts, peanuts, sesame seeds, fish), to the best of their ability program staff will ensure that:
 - a. Food brought into the centre does not contain or indicate that it may contain traces of the anaphylactic causative agent pertinent to that program.
 - b. Home baked and unlabeled foods come with notes from parents indicating that the item is safe for consumption at the program.
 - c. Lunches that are brought into the program must be in a container / bag that is labeled with the children's names.

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7. Supervisors will notify parents one month prior to their child's epipen expiring. Parents are responsible to replace the expired epipen; failure to do so may result in the child not being able to attend the program until it is replaced.