

CATEGORY: Health and Safety Policies and Procedures

DATE: September 2016

SUBJECT: Anaphylactic Policy

UPDATED: February 2023

APPROVED BY: Executive Director, Shemina Ladak



Purpose

Centennial Infant and Child Centre is committed to taking a pro-active position regarding the prevention of anaphylaxis. The purpose of the policy is to provide a process for dealing with anaphylaxis within the centre. 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 the childcare centre. This policy is intended to fulfill the obligation 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

Anaphylactic shock is a serious state of shock caused by hypersensitivity to an allergen such as drugs, foreign protein or toxin, bee or wasp sting. **Anaphylaxis is a serious allergic reaction that can be life-threatening.**

An **Anaphylaxis Individual Emergency Plan** will be provided for each child who is anaphylactic. The plan will be posted in the school and a copy maintained in the child's central file. All Staff will receive anaphylactic training by the parent on an annual basis. The record of training will be placed in the child's central file.

Centennial Infant and Child Centre will administer medication prescribed by a physician and within the bounds of this policy only. The staff will take all reasonable precautions in the storage, maintenance and administration of medication. All medications will be provided by the child's parent(s)/guardian(s) and be readily available at all times.

Strategy to Reduce Risk of Exposure to Anaphylactic Causative Agents:

In an environment with children who have severe allergies to certain foods or substances the centre will put the following procedures into place:

1. Foods with "May Contain" nut or any ingredients a child registered in the program that has a diagnosed allergy will not be served.
2. A sign will be posted outside the room door to indicate that there is child with an anaphylactic allergy in that particular room.

3. All staff, students and volunteers and parents will be informed commencement at the centre of the allergies that exist within the childcare.
- 4.. The Centre Manager will consult with parents/guardian and if necessary will ban any products that may cause a child to have an anaphylactic allergic reaction, from the school. In certain cases where certain products cannot be banned or there is no control over the presence of these products, the Centre Manager will take the necessary precautions to keep the child(ren) safe.
6. All staff, students and volunteers will wash hands before and after handling food.
7. Make sure each child's individual plan and emergency procedures are kept-up-to-date and that all staff, students and volunteers are trained on the plans.
8. Staff will read all labels prior to serving.
9. Staff will not use craft/sensory materials and toys that have know allergens on the labels.
10. All snacks provided by families will be bought in with a list of ingredients on box.
11. All surfaces will be cleaned with a cleaning solution prior to and after the preparation or serving of foods.
12. All cleaning supplies, medicines and any other products that may produce an allergic reaction will be stored away in a locked cupboard.

Communication Plan:

1. Parents of a child with anaphylactic allergies will:
 - Provide the centre with an individual plan for their child prior to enrollment.
 - Inform the school of their child's allergies and provide all pertinent information such as, what triggers an allergic reaction, signs and symptoms to look for, emergency contact information, etc.
 - Provide the school with an up-to-date EpiPen, clearly labelled with the child's name and prescription details
 - Advise the centre of any changes to their child's allergies and/or individual plan
2. All parents will be informed upon registering at the centre or a letter will be emailed or sent home to inform them of the allergies that exist within the school.

Individual Plan and Emergency Procedures:

Prior to enrollment, the parent/guardian will meet with the Centre Manager to provide input for the child's individual plan and emergency procedures. This plan will include but is not limited to:

- Description of the child's allergy
- Monitoring and avoidance strategies
- Signs and symptoms of an anaphylactic reaction
- School staff roles and responsibilities
- Parent/Guardian consent for administering allergy medications, sharing information and posting Emergency Plan
- Emergency contact information
- Location of *EpiPen*

Parents are requested to advise the Centre Manager if their child develops an allergy, requires medication and/or of any changes to the child's individual plan or treatment. Individual plans will be reviewed prior to commencing care giving and annually thereafter by all staff, students and volunteers and as directed by the parent or physician.

Copies of Individual Plans are in each child's client file, in their IPP Binders in cubbies, are posted in their assigned classroom in the school and in the gym and in the Emergency Contact Binder.

Prior to employment or placement, all staff, students and volunteers will review the individual plan of the child with anaphylactic allergies and at least annually afterwards.

Emergency Protocol if a child exhibits an anaphylactic reaction to an allergen:

1. First staff person who is aware of anaphylactic reaction:

- implements the child's individualized plan and emergency procedures and stays with the child at all times until the emergency services or parent/guardian arrive
- Call 911 or have another person do so where possible. Contact emergency services and parent/guardian to transport child to the hospital as symptoms may occur hours after exposure to allergen
- Call parent/guardian or have another person do so where possible
- Where epinephrine auto-injector/EpiPen has been used, it must accompany the child to the hospital, given to hospital employee or be given to the child's parent for disposal
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2. Once the child's condition has stabilized or the child has been taken to the hospital, staff must

i) follow the childcare centre's ***Serious Occurrence Policy and Procedures***

ii) document the incident in the daily written record; and

iii) document the child's symptoms of ill health in the child's record

Training:

- The parent of a child with anaphylaxis will train Centre Manager and/or the staff on how to use an **EpiPen** auto-injector.
- If the parent trains only the Centre manager, she/he will provide training to all other staff on how to use the **EpiPen** auto-injector.
- Training will include the child's emergency plan, recognizing the signs and symptoms and administering medication and the procedures to be followed if a child is having an anaphylactic reaction.
- Staff will ensure that child's medication is safely stored in the unlocked medication box in the classroom and in the gym.
- The staff will be required to sign and date that they have received training, and this will be filed in the child's file.
- Volunteers and students will be encouraged to watch an educational video about anaphylaxis and epi pens Video recommendation:
You Tube: *How to Use and Epi Pen (epinephrine injection, USP) Auto Injector*
5 min 37 seconds
- A log of all training dates, trainers and staff signatures will be kept in the child's file.

This Anaphylactic policy will be reviewed with staff, volunteers and students upon employment and at least annually thereafter.

Glossary

Anaphylaxis: is a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock. It can be caused by a hypersensitivity to an allergen such as drugs, foreign protein or toxin, bee or wasp sting. Symptoms can vary for different people, and can be different from one reaction to the next including:

- Skin: hives, swelling, itching, warmth, redness, rash, facial edema
- Breathing (respiratory): sneezing, coughing, shortness of breath, chest pain/tightness, throat tightness/swelling, hoarse voice, nasal congestion or hay fever-like symptoms (runny nose and watery eyes, sneezing), trouble swallowing
- Stomach (gastrointestinal complaints): nausea, vomiting, abdominal cramps.
- Heart (cardiovascular): pale/blue color, weak pulse, passing out, dizzy/lightheaded, shock
- Other: anxiety, feeling of "impending doom", headache, uterine cramps, metallic taste in the mouth

(Source: <http://foodallergycanada.ca/about-allergies/anaphylaxis/>)

Causative Agents(allergy/trigger): a substance that causes an allergic reaction. Common allergens include, but are not limited to:

- Eggs
- Milk
- Mustard
- Peanuts
- Seafood including fish, shellfish, and crustaceans
- Sesame
- Soy
- Sulphites which are food additives
- Tree nuts
- Wheat
- Latex
- Insect stings