ANAPHYLACTIC POLICY			
Manual:	Child Care Centres	POLICY #:	**1.1**
Source:	*CCEYA* 39(1)	Section:	Health & Safety
Replaces Policy Dated:	September 1, 2019	Approval/Revision Date:	June 19, 2021

POLICY

Network shall meet the Anaphylactic Policy requirements of the *Child Care and Early Years Act (CCEYA)* by ensuring that child care staff members, students and volunteers participating in the child care program, follow the procedures and policy details below. Network's *Anaphylactic Policy* shall be reviewed by all child care staff members before they begin their employment; students, and volunteers before they begin participating in the child care program; annually and at any other time when substantive changes are made to the policy, individualized plan or procedure.

Definition of Anaphylactic

Anaphylactic refers to a serious allergic reaction related to food, insect stings, medicine, latex, exercise or other material which can potentially be life threatening.

PROCEDURES AND POLICY DETAILS

Strategies to Reduce the Risk of Exposure to Anaphylactic Causing Agents

Network will reduce children's risk of exposure to all anaphylactic causing agents, including food, medicines, chemicals, latex and any other materials by:

1. Informing all child care staff members, students, volunteers participating in the child care program, and parents of children enrolled in the child care centre of all anaphylactic causing agents in order to avoid all products that contain anaphylactic causing agents in areas of the child care centre, which are directly exposed to children.

2. Avoiding all anaphylactic causing foods on the child care menu, from being served to any child in the child care centre, and from being used in craft or sensory materials. Menus and a list of food restrictions shall be posted and updated as changes in food allergies of the children attending the child care centre occur.

3. For the health and safety of all children attending child care and where there is a child attending the child care program with an anaphylactic allergy, outside food is not permitted in the child care centre, unless a child has a medical or anaphylactic allergy that requires accommodation of a diet provided by the child's parent.

    a. In the event that a child is required to provide their own food for medical reasons, the parent shall provide a list of all ingredients contained in the food to the child care staff, and ensure the food is provided in a sealed container

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with the child's name on it.

b. The parent/guardian shall provide written instructions to the child care staff regarding the feeding schedule and amounts of outside food provided.

4. For children who drink from bottles, parents/guardians are required to provide a bottle labeled with the child's name. Instructions on bottle feeding shall be provided by the parent/guardian on Network's *Application and Emergency Information Form*, at the time of enrollment.
5. Expressed Breast Milk (EBM). Parents/guardians who wish to provide their child with expressed breast milk, while the child attends child care, may provide the EBM in a sealed bottle, labelled with the child's name, and provide written instruction on the bottle feeding of EBM to the child care Supervisor. Network staff follow Toronto Public Health's Guidelines on the Handling of Expressed Breast Milk, as stated in Network's Sanitary Practices Policy; "Expressed Break Milk (Handling of) Policy" (Policy 2.1).

Communication Plan

The Site Supervisor shall ensure the communication plan for the distribution of information on life threatening allergies is adhered to as follows:

1. Information regarding anaphylaxis in the child care centre will be communicated to all child care staff members, students and volunteers participating in the child care program, and parents/guardians of children enrolled in the child care program.
2. General information about life threatening allergies and anaphylaxis shall be provided to all child care staff members, students and volunteers participating in the child care program, and parents/guardians by distributing and/or posting memos and newsletters.
3. The Site Supervisor shall obtain information from each child's parent/guardian at the time of admission into the child care centre, on Network's Application and Emergency Information Form about their child's medical condition and whether they are at risk of anaphylaxis.
4. An updated Anaphylactic List shall be posted on the parent bulletin board and in each room of the child care centre, which advises the child care staff members, students and volunteers, and parents/guardians that there are children attending the child care centre who are at risk for potentially life- threatening allergies, and the foods and causing agents to be avoided in the child care centre.
5. An updated Allergies and Food Restrictions list shall be posted in the food preparation area and in each activity room of the child care centre, which lists all allergies and restrictions of children enrolled in the child care centre.
6. The child care centre caterer or cook shall be advised of any foods and allergic causing agents that are not to be used in the children's food, and will ensure that

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appropriate food substitutions are provided.

Development of Individualized Plan

The Site Supervisor shall ensure that an individualized plan is developed, implemented, adhered to, and training on emergency procedures is obtained relating to anaphylactic reactions for each child enrolled in the child care centre who has an anaphylactic allergy, as follows:

1. Each child enrolled in the child care centre who has an anaphylactic allergy has an individualized plan using Network's *Individual Plan and Emergency Procedure for Anaphylaxis* form.
2. Each individualized plan is reviewed with all child care staff members, before they begin their employment at Network, and with all students and volunteers before participating in the child care program and annually thereafter or whenever there is a change to the individualized plan.
3. The individualized plan is developed in consultation with a parent/guardian of the child and with any regulated health care professional who is involved in the child health care, and who, in the parent's opinion, should be included in the consultation.
4. The individualized plan includes a description of the procedures to be followed in the event of an allergic reaction or other medical emergency. Information on the child's individual plan also includes the following:
   a) A description of the child's anaphylactic (allergy).
   b) Strategies on how to monitor and avoid anaphylactic reactions.
   c) Signs and symptoms of an anaphylactic allergy.
   d) Actions to be taken by child care staff members in the event that the child has an anaphylactic reaction.
   e) Emergency contact information for the parents/guardians, emergency contact person, and child's physician.
5. Parent/guardian consent to administer any prescribed allergy medication to the child in the event of an anaphylactic reaction shall be obtained using Network's ***Permission to Administer Medication (Medication Consent)*** form.
6. Parents/guardians are required to inform the Site Supervisor in writing if their child develops any allergy and requires medication, any changes to their child's individual plan or treatment, or if their child has outgrown an allergy and no longer requires medication.

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Training

The Site Supervisor shall ensure all child care staff members, students, and volunteers participating in the child care program are provided with training on the procedures to be followed in the event that the child has an anaphylactic, as follows:

1. Child care staff members, students, and volunteers participating in the child care program shall be provided with training on the procedures to be followed in the event that the child has an anaphylactic reaction, before they begin their employment or participation in the child care centre, and at least annually thereafter or when there is a substantive change in procedures.
2. Training on emergency procedures will include the following:
   a) procedures for the use of equipment (i.e. Epi-pen, Inhaler)
   b) how to recognize the signs and symptoms of anaphylaxis
   c) how to administer medication
3. A record of training shall be documented on the child's *Individual Plan and Emergency Procedure for Anaphylaxis* form.

REVIEW OF POLICY, INDIVIDUALIZED PLAN AND EMERGENCY PROCEDURES

1. Child care staff members, students, and volunteers participating in the child care program shall confirm their review of Network's Anaphylactic Policy, the individualized plan, and training of emergency procedures, before they begin their employment or participation in the child care program, and at any other time when substantive changes are made to the policy, plan or procedure.

Related Documents:

- Network's Medication Policy
- Network's *Anaphylactic Policy Review and Training Verification Form*
- Network's *Individual Plan and Emergency Procedure for Anaphylaxis*
- Network's *Anaphylactic List*

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