



Kidsville Early Learning Center
Unit 15 to 18, 4265 Thomas Alton Blvd
Burlington L7M 0Z4 Ontario

Kidsville Early Learning Center

Anaphylactic Policy and Procedures

Name of Child Care Centre: **Kidsville Early Learning Center**

Date Policy and Procedures Established: **Sep 07, 2023**

Date Policy and Procedures Updated: [Click here to enter text.](#)

Purpose

At Kidsville Early Learning Center, we realize the importance of all anaphylactic children. Anaphylaxis (anna-fill-axis) is a serious allergic reaction that can be life threatening. This policy is in place to ensure that the children are safe at all times while in our care.

Policy and Procedures

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

- Before attending the Kidsville Early Learning Center, 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 center 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 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 posted in all classrooms, the kitchen, office and in all emergency binders.

Special Instructions:

- *Written parental authorization for the administration of drugs and medications must be completed and implemented for medications other than epinephrine auto-injectors.
- Each child with an anaphylactic allergy requires their own individualized plan. If significant changes and updates are required to this individualized plan, a new individualized plan must be completed.
- Children's personal health information should be kept confidential.



- All individualized plans and emergency procedures will be reviewed with a parent of the child once in 6 months to ensure the information is current and up to date.
- Every child's epinephrine auto-injector must be carried everywhere the child goes.
- Each individual child's epi pen will be carried in a separate fanny pack that staff will wear with them in the classroom at all times and when going for walks. The fanny pack will be labelled with the child's name.
- Staff will be fully trained on Epi-pen usage and anaphylactic during their first aid and CPR training.
- Staff, students and volunteers will sign off on a tracking record form that they have been made aware of all Anaphylactic children and their allergens prior to starting employment.

Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

- On-Site Supervisor will inform the Catering company about the child's allergies. The catering company will then provide a substitution for that child in a labelled separate container.
- No foods will be served where its ingredients are not known.
- There will be no sharing of food, food containers and utensils.
- Handwashing will be done before and after eating.
- The caterer will provide the known ingredients for all food provided. The ingredients will be reviewed before food is served to children to verify that causative agents are not served to children with anaphylactic allergies.
- All surfaces such as tables will be cleaned and sanitized right away after lunch and snacks is complete.
- The use of any food in sensory activities, crafts and cooking in programming that may contain any allergens will not be used.
- The center will not allow any outdoor food from parents into the center. Information about anaphylaxis and our policies will be shared with our families enrolled. So, they are aware.
- Families will be encouraged to ensure that their child has been rid of any the allergens (ex: peanut butter) prior to attending the child care centre (e.g. making sure child's hands are washed, brushing teeth, wiping off their mouths etc.)
- Update all staff, students and volunteers when there are any changes to a child's allergies, signs and symptoms and treatment.
- In the case where a child has food allergies and the Center cannot meet the child's needs, we will ask the family to provide any snacks or meals for their child. All written instructions will be provided by the family and will be implemented by all staff.
- We will ensure that the parents label the food brought in and have a food label provided of any ingredients. The food will also be labelled with the child's name and date that the food was brought in.
- If food is brought in by a family from home, we will ensure that the appropriate supervision is maintained during lunch and snack time so that food is not shared with other children.
- Kidsville Early Learning Center will 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.

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Rules for Parents Who Send Food with their Child

- Ensure that parents label food brought to the child care center with the child's full name and if applicable, the date the food arrived at the child care centre.
- Parents must advise the child care centre of all ingredients in food supplied by the parent or any ingredients to which children may be allergic.

Communication Plan

- Parents will be communicated to that we do not allow any outside food into the centre.
- Visuals will be posted at the front door upon arrival that we are a peanut free center, and that outside food is not allowed in the center.
- All individual plans and a food allergy and food restriction list will be posted in all classrooms, kitchen, office and in all emergency binders. Staff, Students and volunteers will sign off that they are aware of each child's allergies and restrictions.

Training

- On-Site Supervisor will ensure that all staff, students and volunteers receive training from the parent on the procedures to follow if the child is having an anaphylactic reaction. This will include how to recognize the symptoms and how to properly administer an Epi-Pen.
- Training will be repeated annually, and any time there are changes to any child's individualized plan and emergency procedures.
- On-Site Supervisor will keep a tracking record of when all staff are due for first aid and CPR training.
- 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.

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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Procedures to be followed in the circumstances described below:

Circumstance	Roles and Responsibilities
<p>A) A child exhibits an anaphylactic reaction to an allergen</p>	<ol style="list-style-type: none"> 1. The person who becomes aware of the child's anaphylactic reaction must immediately: <ol style="list-style-type: none"> i. implement the child's individualized plan and emergency procedures; ii. contact emergency services and a parent/guardian of the child, or have another person do so where possible; and iii. ensure that where an epinephrine auto-injector has been used, it is properly discarded (i.e. given to emergency services, or in accordance with the drug and medication administration policy). 2. Once the child's condition has stabilized or the child has been taken to hospital, staff must: <ol style="list-style-type: none"> i. follow the Kidsville ELC serious occurrence policies 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 records.
<p>B) A child is authorized to carry his/her own emergency allergy medication.</p>	<ol style="list-style-type: none"> 1. Staff must: <ol style="list-style-type: none"> i. ensure that written parental authorization is obtained to allow the child to carry their own emergency allergy medication; ii. ensure that the medication remains on the child (e.g., fanny pack, holster) and is not kept or left unattended (e.g. in the child's cubby or backpack); iii. ensure that appropriate supervision is maintained of the child while carrying the medication and of children in their close proximity so that other children do not have access to the medication; and iv. Where there are safety concerns relating to the child carrying his/her own medication (e.g. exposure to other children), notify the center supervisor/designate and the child's parent of these concerns, and discuss and implement mitigating strategies. Document the concerns and resulting actions in the daily written record.

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Kidsville Early Learning Center **INDIVIDUALIZED PLAN AND EMERGENCY PROCEDURES FOR A CHILD WITH AN ANAPHYLACTIC ALLERGY**

Child's Name: Click here to enter text.

Child's Date of Birth (dd/mm/yyyy): Click here to enter text.

List of allergen(s)/causative agent(s):

- Click here to enter text.

Asthma: Yes (higher risk of severe reaction) No

Location of medication storage: Click here to enter text.

Epinephrine auto-injector brand name: Click here to enter text.

Epinephrine auto-injector expiry date (dd/mm/yyyy): Click here to enter text.

Other emergency medications*: Click here to enter text.

Emergency Services Contact Number: Click here to enter text.

Photo of Child
(recommended)

CHILD'S SPECIFIC SIGNS AND SYMPTOMS OF A NON-LIFE THREATENING ANAPHYLACTIC REACTION: <i>(specific to the child, e.g. wheezing and itchy skin)</i> Click here to enter text.	CHILD'S SPECIFIC SIGNS AND SYMPTOMS OF A LIFE THREATENING ANAPHYLACTIC REACTION: <i>(specific to the child, e.g. inability to breathe, sweating)</i> Click here to enter text.
DESCRIPTION OF PROCEDURE TO FOLLOW IF CHILD HAS A NON-LIFE THREATENING ANAPHYLACTIC REACTION: Click here to enter text.	DESCRIPTION OF PROCEDURE TO FOLLOW IF CHILD HAS A LIFE-THREATENING ANAPHYLACTIC REACTION: Click here to enter text.
STEPS TO REDUCE RISK OF EXPOSURE TO CAUSATIVE AGENT/ALLERGEN: <i>(e.g. nut-free environment)</i> Click here to enter text.	
ADDITIONAL NOTES (if applicable): <i>(e.g. use of other emergency allergy medication(s) to implement the emergency procedures)</i> Click here to enter text.	

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Parental Statement

I [Click here to enter text.](#) (parent/guardian) hereby give consent for my child

[Click here to enter text.](#)(child's name) to (check all that apply):

carry their emergency allergy medication in the following location (e.g. blue fanny pack around their waist): [Click here to enter text.](#)

self-administer their own medication in the event of an anaphylactic reaction

AND/OR

I [Click here to enter text.](#) (parent/guardian) hereby give consent to any person with training on this plan at the home child care premises to administer my child's epinephrine auto-injector and/or asthma medication and to follow the procedures set out in my child's Individualized Anaphylaxis Plan and Emergency Procedures.

Parent/Guardian initials: _____

EMERGENCY CONTACT INFORMATION

Contact Name	Relationship to Child	Primary Phone Number	Additional Phone Number
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

HEALTHCARE PROFESSIONAL CONTACT INFORMATION: (optional)

Contact Name	Primary Contact Number
Click here to enter text.	Click here to enter text.

SIGNATURE OF HEALTHCARE PROFESSIONAL (optional)

X	Date: Click here to enter text.
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SIGNATURE OF PARENT/GUARDIAN (required)

Print name:	Relationship to Child: Click here to enter text.
X	Date: Click here to enter text.

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Record of Epinephrine Auto-injector Training

Staff must receive training regarding symptoms, emergency procedures and epinephrine auto-injector use upon hiring, annually in September and when a student with an anaphylaxis allergy enrolls.

Student's Name:			Classroom:			
Staff Member's Name	Staff Member's Signature	Training Date	Trained On (√):			Trained By
			Symptoms	Emergency Procedures	Epinephrine Auto-Injector Use	

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