



ANAPHYLAXIS POLICY

Effective Date: May 2007

Revised Date: June 2015
May 2017
April 2018
June 2023
February 2024

Attachments: *Anaphylactic Allergy Information Sheet (Child)*
Anaphylactic Allergy Information Sheet (Staff)
Anaphylaxis Training by Parent: Management Team & Medication Authority
Annual Anaphylaxis Training Record

Introduction

As of May 2007, all childcare centres have had to develop an Anaphylaxis Policy to safeguard the children in care against unnecessary exposure to anaphylactic causative agents.

This policy is intended to fulfill the obligations 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

Reason for the Policy

Anaphylaxis is a serious allergic reaction that can be life-threatening. It requires avoidance strategies and immediate response in the event of an emergency. 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 child care centre.

There are several reasons for an anaphylactic shock; however, peanuts and "tree" nuts appear to be the most common. Peanuts are members of the legume family, whereas other nuts, such as walnuts, cashews, almonds, etc., are classed as "tree" nuts. Many children with peanut allergies also have a "tree" nut allergy as well.

Peanuts are often processed in facilities that pack “tree” nuts, so there is a risk that they may carry some peanut protein residue on them. For children who are sensitive to peanuts, a small, trace amount may present a life-threatening issue.

Other exposures may produce an anaphylactic reaction, such as latex, perfumes, chemicals, bee stings, medicines, shellfish, craft materials, etc. We attempt to, in good faith, reduce or remove any risk that we are aware of or become aware of during the time that may affect anyone in this manner. We will periodically revise the list of causative agents.

Safe environments for our children can only be achieved when *everyone* is committed to maintaining such standards that keep all children safe.

Strategy to Reduce the Risk of Exposure

Faith Infant & Early Education Centre does not permit *any* outside food to be brought into the Centre by a parent or child unless the anaphylactic and health policy is followed, with the food item being kept in its original, sealed container, taken to the kitchen, the appropriate form being completed and inspected by the Cook. *There will be no exceptions.*

Should a child have food allergies or restrictions that require the parent to supply a meal or substitution, the policy will be reviewed with them by the Management Team. A meeting will then be scheduled with the Cook so the specifics of the policy and requirements are understood.

During this meeting, the Cook will reiterate to them the best practices and anaphylactic policy of the Centre. The parent will need to label the food brought to the Centre with the child’s full name and the date the food arrived, if applicable. They will also need to complete a form each time a meal is brought into the Centre with a full ingredient list of each item to ensure it ‘does not contain.’ The Centre will not serve foods where its ingredients are not known. Food will need to be taken directly to the kitchen to ensure that proper temperatures are maintained and that every item meets our policies.

In addition, the following is also observed:

- The Centre does not serve foods that have a ‘may contain’ label on them.
- The Cook reviews all allergies in the Centre, including the children, staff, students and volunteers. Updates are provided as new allergies are identified.
- The Cook reviews all ingredients from all foods entering the kitchen.
- When parents provide meals or substitutes, written instructions are followed, and all ingredients are listed.
- When food is provided from home, staff ensure that there is appropriate supervision of the children to ensure that food is not shared or exchanged.
- Parents who serve foods containing allergens at home are to ensure that their child has been rid of the allergens prior to attending the Centre.
- Children are not permitted to arrive at the Centre with food in hand. All foods are to be eaten outside and be guaranteed to be peanut/nut-free.
- If a child arrives having eaten a known allergen product, they may be required to return home to be washed up before returning.
- Craft and sensory items are all reviewed to ensure they do not contain allergens.

- Information regarding anaphylaxis and strategies to reduce the risk of exposure are reviewed with all families enrolled.
- Ensure the IPs and emergency procedures are kept up to date and that all staff, students and volunteers are trained on the plans.
- Ensure that the allergy list is up to date and implemented.
- When changes are made to a child's allergies, signs and symptoms, and treatment, the IP and emergency procedures are updated and reviewed with all staff, students and volunteers.
- Updates are made when changes to allergens occur within the Centre.
- Strategies are updated or revised in the Anaphylaxis Policy depending on the allergies of children and staff at the Centre.
- **The Centre does not permit ANY FOODS from Tim Hortons or other stores that knowingly have open peanuts/tree nuts, such as the Bulk Barn or Dairy Queen, due to the potential for cross-contamination.**

Food sources, such as fruit or vegetables, can be assumed not to cause an anaphylactic reaction; however, if it is listed on a child's anaphylactic form, the Centre will do its best to remove it from the menu, i.e. kiwi.

Lunch Bags: Children attending the School Age or summer camp programs are permitted to bring their snacks and lunch into the Centre. The lunch bag policy is sent to all attendees prior to ensure the anaphylaxis policy is followed. Upon each child opening their lunch bag; a staff member will inspect the food contained inside to ensure that no child is put in danger of having an allergic or anaphylactic reaction.

The entire Centre is also 'latex-free.' Latex is becoming high on the list of allergies by York Region Public Health that causes anaphylactic reactions. We do not permit latex balloons into the Centre; our teachers do not use latex gloves with the children; the infants must have latex-free nipples and soothers, plus any toys purchased to meet our criteria to enter the Centre.

Communication Plan for the Dissemination of Information

Upon registering a child to attend the Centre, the Management Team member will discuss any possible allergies that the child may have, including anaphylaxis. The anaphylactic policy will be discussed with the family at that time, noting the importance of following the policy always.

The Management Team member will review the anaphylaxis policy with the family and the child, depending on the age. All allergens are to be listed on the child's application form upon enrollment or updated upon discovering the 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.

The allergy and food restriction list will be updated and reposted within the Centre as needed. The child's picture will also be posted in the program, which indicates that there is an allergy or food restriction. The parent will be encouraged not to bring in foods that contain ingredients to which children may be allergic.

If the child has an allergy that requires an EpiPen to be kept at the Centre, it must be current and replaced before expiry. Allergies such as these can be life-threatening. All EpiPens must be treated as a prescribed medication with the child's name and expiry date on the medication.

IMPORTANT: If the child requires an EpiPen, the Centre requests single-use EpiPens. Parents are welcome to provide a second EpiPen if they feel that it would be of benefit. *We will not accept any pens labelled with another person's name.*

An Anaphylactic Allergy Information Sheet (IP) must be filled out and signed to accompany the EpiPen along with a Prescription Medication Authorization Form. With any child having anaphylaxis or a severe allergy, the responsibility of the 'training team' is on the parent upon enrolment.

Note: The parent will show the Management Team and the Medication Authority how to administer the EpiPen to their child as per the directions listed on their plan. The parent will then give written permission for the Management Team and Medication Authority to continue the training of staff, placement students and volunteers on how to administer the EpiPen. Training will be repeated annually, and any time there is a change to the child's IP and emergency procedures.

Locations of Emergency Medication: All emergency medication is to be kept in each program's emergency bag and carried with the group throughout the Centre. Staff are also to be aware of the expiry dates of medication and inform parents within one month of expiry to replace the medications/EpiPen.

If, however, your child experiences an anaphylactic reaction while in our care, we, under "Sabrina's Law 2005," will administer an epinephrine auto-injector or other allergy medication even if no pre-authorization to do so has been given by the parent. In such a case, emergency medical assistance will be called immediately, and proper procedures established by the Centre will be followed.

A list of allergies and food restrictions is posted in the kitchen, all serving areas as well as each play activity room and made available in any other area where children may be present. As a best practice, each program carries an allergy and food restriction list inside the attendance folder.

Individualized Plan (IP)

Each child with an anaphylactic allergy may have a different set of procedures that the parent or doctor wishes us to follow if the child reacts to an anaphylactic causative agent. The information contained in the IP 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 emergency procedures to follow for treatment.

The IP will include, in detail, the child's allergy, monitoring and avoidance strategies, signs and symptoms of an anaphylactic allergy, emergency procedures and written instructions from the parent/doctor on what action is to be taken in the event the child has an anaphylactic reaction. It also has two emergency contacts with current phone numbers for easy access in an emergency.

Some children with anaphylactic allergies may be instructed to have an antihistamine or similar allergy medication once a reaction has started. This medication is over-the-counter and must be treated as such. Parents are required to supply a brand new, unopened bottle with a Non-

Prescription Medication Authorization Form, including the payment receipt and instructions on the dosage to administer to the child. The bottle will be labelled with the child's name and a copy of the authorization medication form and kept in the emergency bag for the room the child occupies along with their EpiPen.

Drug and Medication Requirements: Both the EpiPen and antihistamine require a Medication Authorization Form signed by the parent. These forms are copied with the original form being kept in the kitchen with the Medication Authority. A copy of the form is attached to the box containing the medication so staff are aware of the instructions given by the parents.

The Medication Authorization Form may need to be updated from time to time. Updates generally occur yearly as the child ages and their weight increases, thereby increasing the dosage as needed. It is our practice to attempt to make contact with the parent immediately should an anaphylactic reaction occur.

IPs are located throughout the Centre:

1. Attached to the child's emergency card in the emergency bag of the program.
2. Posted beside the Allergy and Food Restriction list in the program.
3. Attached to the child's emergency card in the Children's Emergency Binder (main office).
4. The child's file in the main office.

As these forms are updated, they are then placed into the child's file and maintained for 3 years.

Training on Procedures for Children Having an Anaphylactic Reaction

All employees at Faith Infant & Early Education Centre are trained in Standard First Aid and CPR. It is the policy of the Centre to keep up-to-date with these lifesaving skills and find the knowledge well worth our investment. During the training, all staff are trained on the signs and symptoms of anaphylactic shock and the procedures to follow.

Should a child be experiencing an anaphylactic reaction, staff are instructed to follow the child's individualized plan and emergency procedures, which could include administering an antihistamine or an EpiPen, calling 911 and monitoring the child, trying to keep them calm. Staff are to inform the Management Team or other staff and request assistance if they notice a child is in distress.

To assist all employees, placement students and volunteers at Faith, we review our Anaphylaxis Policy upon employment or placement annually and when changes/updates occur to a child's plan. All of them are required to review the parent or doctors' written instruction on the Anaphylactic Allergy Information Sheet, for each child, giving them an overview of what specific procedures are to be followed in the event of an anaphylactic reaction.

A written record of training is attached to the child's IP and kept in the Children's Emergency Binder in the main office. The training is tracked, and follow-up is completed when an individual has missed or not received training when the Centre received the IP.

Breach of Policy

For this policy, Faith Infant & Early Education Centre does not permit *any* outside food to be brought into the Centre by a parent, child, staff or visitor unless the proper procedure is followed:

- the food item must be in its original container,
- the container must be sealed and unopened,
- food that is processed must have an ingredients label listing all ingredients included,
- the product must state “peanut-free facility,” or the listed ingredients must be free of peanut/nut products,
- foods stating “may contain” or “made in a facility where . . .” are not permitted in any case,
- the appropriate form must have been completed, and
- the Cook must inspect the food container.

We are attempting to, in good faith, make Faith Infant & Early Education Centre safe for all adults and children who enter through our doors. With the livelihood of the Centre and the safety of our children at risk, we cannot permit this policy to be breached at any point in time. The child’s life is always our highest priority.

We will not allow for repeat offenders; one warning is all that will be given. After being given the only warning, the Centre will implement our policy on “Termination.” The termination of childcare will be immediate.

The Ministry of Education

Faith Infant and Early Education Centre will communicate with the Ministry of Education each time a child has an anaphylactic allergy, as it is considered life-threatening according to the Serious Occurrence Policy. This report will be made through the Child Care Licensing System within 24 hours of an incident.

A Serious Occurrence Notification Form will be posted at the front of the Centre for 10 days.

Allergies & Food Restriction of Staff, Placement Students & Volunteers

A list of staff, placement students and volunteers with allergies and food restrictions is posted in the kitchen and staff room. This list is reviewed and updated annually and as needed should the allergy, food restriction or reaction be changed or modified.

By posting the list in the kitchen, the Cook is made aware of additional allergies; however, she is not required to prepare separate foods for snacks and lunch for the employee. The Cook will make notes regarding the food being served if it contains an allergen. It is then the responsibility of the employee, placement student or volunteer to avoid that food when sampling with the children.

Anyone who has an anaphylactic allergy that may require an antihistamine or EpiPen will complete an Anaphylactic Allergy Information Sheet that will be placed in their file for emergency use. In case of an emergency where 911 is called, the employee’s file will be taken to the hospital containing their Anaphylactic Allergy Information and other allergies and food restrictions.

When an antihistamine or EpiPen is needed for emergency use, the staff, placement student or volunteer must disclose where their emergency medication is kept while they are on site. It is understood that emergency medication is generally kept amongst their personal belongings in their program or locker. Should the medication be needed, blanket permission is given to obtain the medication on their behalf.

Regulatory Requirements: Ontario Regulation 137/15

Anaphylactic policy

39. (1) Every licensee shall ensure that each child care centre it operates and each premises where it oversees the provision of home child care has an anaphylactic policy that includes the following:

1. A strategy to reduce the risk of exposure to anaphylactic causative agents, including rules for parents who send food with their child to the centre or premises.
2. A communication plan for the dissemination of information on life-threatening allergies, including anaphylactic allergies.
3. Development of an individualized plan for each child with an anaphylactic allergy who,
 - i. receives child care at a child care centre the licensee operates, or
 - ii. is enrolled with a home child care agency and receives child care at a premises where it oversees the provision of home child care.
4. Training on procedures to be followed in the event of a child having an anaphylactic reaction. O. Reg. 137/15, s. 39 (1); O. Reg. 126/16, s. 26 (1, 2); O. Reg. 174/21, s. 21; O. Reg. 174/21, s. 1.

(2) The individualized plan referred to in paragraph 3 of subsection (1) shall,

- (a) be developed in consultation with a parent of the child and with any regulated health professional who is involved in the child's health care and who, in the parent's opinion, should be included in the consultation; and
- (b) include a description of the procedures to be followed in the event of an allergic reaction or other medical emergency. O. Reg. 126/16, s. 26 (3).

(3) In this section,

"anaphylaxis" means a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock, and "anaphylactic" has a corresponding meaning. O. Reg. 137/15, s. 39 (3).