

## Centennial Infant and Child Centre

CATEGORY: Policies and Procedures

DATE: November 2016

SUBJECT: Anaphylaxis

APPROVED BY: Barb Hannah, Executive Director



UPDATED:

### **Anaphylactic Policy**

#### **Policy:**

Anaphylactic shock is a serious state of shock brought about by hypersensitivity to an allergen such as drugs, foreign protein or toxin, bee or wasp sting. Initial symptoms of an allergic reaction are: sneezing, coughing, itching, paraesthesia of the skin, flushing, facial edema, urticaria (hives), anxiety, and/or gastrointestinal complaints (nausea, vomiting, abdominal cramps). These symptoms increase in severity very rapidly and progress to: respiratory distress, progressive dyspnea (with or without audible sneezing), hypotension, weakness, dizziness, thready pulse and collapse. 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 or the physician prior to providing care or guidance and at least annually afterwards. 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.

#### **Definition of Anaphylaxis:**

Anaphylaxis is a severe allergic reaction that can be fatal, resulting in circulatory collapse or shock. The allergy may be related to food, insect stings, medicine, latex, nuts, etc.

#### **Purpose of the Policy and Procedures:**

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.

#### **Strategy to Reduce Risk of Exposure to Anaphylactic Causative Agents:**

In an environment that there are 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 warning 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. The **EpiPen** will be clearly labeled and

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stored in the med box or worn by the teacher in a waist pack, depends on plan for individual child.

3. All staff, students and volunteers will be informed upon hiring or placement 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.
5. All staff, students and volunteers will wash hands before and after handling food.
6. Staff will read all labels prior to serving.
7. All snacks provided by families will be bought in with a list of ingredients on box.
8. All surfaces will be cleaned with a cleaning solution prior to and after the preparation or serving of foods.
9. 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

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- Parent/Guardian consent for administering allergy medications, sharing information and posting Emergency Plan
- Emergency contact information
- Location of **EpiPen**
- Physicians note to carry own **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 file, emergency bags and are posted in their assigned classroom in the school.

**\*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:

- One staff person stays with the child at all times
- One person goes for help or calls for help
- Follow emergency procedures as outlined in child's individual
- Call 911. Have the child transported to hospital even if symptoms have subsided. Symptoms may occur hours after exposure to allergen.
- Administered **EpiPen** is to accompany child to hospital.
- Administered **EpiPen** is to be given to hospital employee or child's parent for disposal.
- Once calm staff must stay with the child until the parent or guardian arrives.

### Training:

- A medical Doctor or parent of a child with anaphylaxis will train the staff on how to use an **EpiPen** auto-injector. This will be done on an individual basis.
- The centre manager will provide training on how to use the **EpiPen** auto-injector to all staff.

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- Training will include the child's emergency plan, procedures to be followed if a child is having an anaphylactic reaction, recognizing the signs and symptoms and administering medication.
- Staff will ensure that child has their medication with them at all times.
- The staff will be required to sign and date that they have received training.
- 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.