

Central Eglinton Children's Centre Anaphylaxis Policy and Procedures

Central Eglinton Children's Centre - CECC

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Purpose

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 CECC

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](#).

Definition of Anaphylaxis

Anaphylaxis: a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock. Symptoms can vary for different people, and can be different from one reaction to the next, including:

- Skin: hives, swelling, itching, warmth, redness, rash
- Breathing (respiratory): coughing, wheezing, 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): nausea, pain/cramps, vomiting, diarrhea
- Heart (cardiovascular): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
- Other: anxiety, feeling of "impending doom", headache, uterine cramps, metallic taste in mouth

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

Causative Agent (allergen/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

Policy

Individualized Plans and Emergency Procedures for Children with Life-Threatening/ Anaphylactic Allergies

- Before attending CECC, the directors/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 CECC 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 (CECC's anaphylaxis form must be used for this purpose).
- 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 always made readily accessible to all staff, students, and volunteers at CECC and will be kept in the emergency classroom binder, the general binder in CECC's office and posted in the classroom.
- **All** individualized plans and emergency procedures will be reviewed with a parent of the child before starting with CECC and/or when there are any changes to ensure the information is current and up to date.
- Every child's epinephrine auto-injector must be carried everywhere the child goes.
- All staff, students and volunteers will be trained on how to manage life threatening allergies, during the first orientation session before starting with CECC. every August/September, and/or when there are any changes to the plan. Each person will sign a form confirming the training.

Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be always followed by employees, students, and volunteers at CECC.

- We will not serve foods where its ingredients are not known.
- We will not serve items with 'may contain' warnings on the label in a room where there is a child who has an individualized plan and emergency procedures specifying those allergens, unless when given permission by the parent.
- Will ensure the cook provides the known ingredients for all food served. The ingredients will be reviewed before food is served to children to verify that causative agents are not served to children with anaphylactic allergies.

- In cases where a child has trouble finding suitable ingredients or foods, we will ask the child's parent to supply a list of appropriate snacks/meals for their child. All written instructions for diet provided by a parent will be implemented when possible.
- Where food is provided from home for children, we will ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.
- We will not use craft/sensory materials and toys that have known allergens on the labels.
- We include in our Family Handbook information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment.
- We 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.
- We will refer to the allergy list and ensure that it is up to date and implemented.
- We will update staff, students, and volunteers when changes to a child's allergies, signs and symptoms, and treatment occur and review all updates to individualized plans and emergency procedures.
- We will, when necessary, update families when changes to allergies occur while maintaining the confidentiality of children.
- We will update or revise and implement the strategies in this policy depending on the allergies of children enrolled at CECC when necessary.

Rules for Parents Who Send Food with their Child

- CECC asks that parents label the lunch bags the child's name
- If, on rare occasions, the parents provide food for their child with an allergy, CECC will check the package to ensure the ingredients are free from allergens.

Communication Plan

The following is our communication plan for sharing information on life-threatening and anaphylactic allergies with staff, students, volunteers, parents, and families.

- Parents will be encouraged not to bring foods that contain ingredients to which children may be allergic.
- Parents and families will be informed about anaphylactic allergies and all known allergens at CECC when they attend the mandatory information sessions, held before families start in September, or when they have an individual information session with the classroom staff.
- A list of all children's allergies including food and other causative agents will be posted in all cooking and serving areas, in each classroom and made available in any other area where children may be present.

- Each child with an anaphylactic allergy will have an individualized plan and emergency procedures that detail signs and symptoms specific to the child describing how to identify that they are having an allergic reaction and what to do if they experience a reaction.
- Each child's individualized plan and emergency procedures will be made available and accessible wherever the child may be present while receiving childcare.
- The cook, individuals who collect groceries on behalf of CECC and/or other food handling staff, where applicable, will be informed of all the allergies, including those of children, staff, students, and volunteers. An updated list of allergies will be provided to the cook as soon as new allergies are identified. The directors or designate will communicate with the cook about which foods are not to be used in food prepared for CECC and will work together on food substitutions to be provided.
- CECC will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures.
- This communication plan will be continually reviewed to ensure it is meeting the needs of CECC and that it is effectively achieving its intended result.
- Parents will be informed at least one month prior, that their child's allergy medication is about to expire and CECC will require another.
- If we are not sure the intent of the instructions or the details of the allergy, CECC will seek clarification

Drug and Medication Requirements

- Where drugs or medications will need to be administered to a child in response to an anaphylactic reaction, the drug and medication administration policy will be followed including the completion of a parental authorization form to administer drugs or medications.
- Emergency allergy medication (e.g., oral allergy medications, puffers, and epinephrine auto-injectors) will be allowed to remain unlocked or carried by children with parental authorization so that they can be administered quickly when needed.

Training

- CECC will ensure that the directors/designate receive training from a parent of a child with anaphylaxis on the procedures to follow in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer emergency allergy medication.
- If the directors/designate have been trained by a parent, they will ensure training is provided to all other staff, students, and volunteers at CECC.

- Training will be repeated annually, and any time there are changes to any child's individualized plan and emergency procedures.
- 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 in CECC's general emergency binder. 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).

Procedures to be followed in the circumstances described below:

Circumstance	Roles and Responsibilities
A) A child exhibits an anaphylactic reaction to an allergen	<ol style="list-style-type: none"> 1. The staff 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 CECC's 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.
B) A child is authorized to carry their own emergency allergy medication.	<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. When children are in CECC's care, staff will take the medication and store it with the other allergy medications in the red pouch, located in the front pouch of the emergency knapsacks.

Epinephrine: A drug used to treat allergic reactions, particularly anaphylaxis. This drug is often delivered through an auto-injector (e.g., EpiPen or Allerject).

Staff (Employee): Individual employed by the licensee (e.g., program room staff).

Licensee: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the childcare centre.

Parent: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of their family (all references to parents include legal guardians but will be referred to as "parent" in the policy).

MANAGEMENT OF LIFE-THREATENING ALLERGIES POLICY

Identification of Children at Risk

During the registration process, parents/guardians will:

- Identify any life-threatening allergies/illnesses.
- Provide an Anaphylaxis or Medication form, available on CECC's website, which is signed by the parent(s) and child's doctor, it will include:
 - Child's Name
 - Doctor's Name and Address
 - Name of Medication
 - Dosage i.e., EPI Pen Jr (15 mg) or EPI Pen Sr (30 mg)
 - Signs and Symptoms of allergy/illness
 - Side Effects
 - When to Administer
 - Method of Administration
 - Storage – fridge, locked box, red pouch
 - Expiry Date
 - If the child has permission to carry own medication
- Complete and sign a "Treatment Plan" as per the doctor's instructions.

Prior to the child entering the programme, the parents/guardians will:

- Meet with CECC's Director or designate, to discuss the signs, symptoms, and treatment protocol for their child's life-threatening allergy/illness and to review the "Treatment Plan" and doctor's information.
- Train the Director or designate on how to administer the medication required to treat the allergy.
- Sign the training form to confirm that they have reviewed their child's treatment plan.
- Provide CECC with the medication required to treat the allergy/illness, the medication should have the following:
 - Pharmacist's label including
 - Child's Name
 - Doctor's Name and Address
 - Name of Medication
 - Dosage
 - Storage
 - Expiry Date

Director/Designate will:

- Ensure the medication is in its original container and there is a pharmacist's label on medication, or non-prescription medication has a doctor's note attached.
- Add the child's photograph to the treatment plan and medication.
- Enter the child's information into CECC's database, and print/copy all forms to display in classrooms and store in emergency binders.
- Train CECC's staff, student teachers and volunteers on the signs and symptoms, administration of medication
 - Staff, student teachers and volunteers will sign an acknowledgement form to indicate that they have been trained – seeing training below.
- Ensure that medications are checked at the beginning of each week and signed off by staff on the attendance sheet.
- Ensure that parents/guardians are informed if the medication expiry date is pending.

Staff, Student Teachers, and Volunteers will:

- Prior to starting with CECC, provide the same information and have their own individual treatment plan if necessary.

Staff will:

- Ensure medication is in its proper storage place, the red pouch at the front of the emergency backpack.
- Administer the medication in accordance with the instructions on the bottle or doctor's note
- At the beginning of each week, the staff who opens the classroom will check that the medication is in its proper place and that it has not expired. If there is some discrepancy the staff will notify CECC's Director/designate and/or the Health and Safety Certified Representative.
- Once a month, expiry dates are checked again, by CECC's Health and Safety Certified Representative.
- Inform the Director/designate if the medication is close to expiry.

All treatment plans will be kept outside the cupboards above or under the sink in CECC's classrooms, inside each room's emergency binder; the kitchen and CECC's office emergency binder.

The child's parents/guardians or employee will inform CECC, by a doctor's letter, if there are any changes to the allergies or treatment plan.

CECC encourages employees and children to wear a Medic Alert bracelet that states their allergy/ies.

Training

If a child has an anaphylactic allergy, parents/guardians will be required to train the Director or designate on the symptoms and treatment of the anaphylaxis (Treatment Plan). The names and dates of the training will be recorded and kept with the treatment plan in CECC's office emergency binder.

Prior to starting with CECC, annually, and if there are changes, the Director/designate will train the staff, student teachers and volunteers to recognize the signs and symptoms of the child's anaphylaxis and when to administer the medication and contact emergency services, as indicated on the Treatment Plan.

Periodically, employees, supply employees, students and volunteers will have a quick refresher at scheduled staff meetings, in which they will practice recognizing the signs and symptoms of anaphylaxis, how and when to administer medication and the use of auto-injectors (Epi-Pens).

CECC employees and volunteers undergo First Aid training every three years and CPR training every year. During First Aid training the employees are taught how to recognize and treat allergic reactions, including how and when to administer medication and the use of auto-injector/s (Epi-Pens).

Allergen Awareness/Prevention

Although we cannot prevent accidental exposure to allergens, we do take the following steps to reduce the risk:

- Food labels will be checked 3 times, when purchased, when prepared by the kitchen and before being served in the classroom.
- Prepare lunch and snacks for the toddlers and pre-school, and snacks for the rest CECC's children so we can easily monitor food ingredients.
- With every snack or lunch, each child with an allergy or dietary restriction will receive their own labelled container of food. Staff, student teachers will check the label before serving. If more than one child has the same dietary restriction food may be served in a labelled communal container.

- Inform parents/guardians who supply lunch (kindergarten and school age children) – that they need to read labels to avoid sending their children to CECC with any peanut or nut products.
- Monitor the snacks and lunches brought from home, read food content labels.
- If a child brings foods that “may contain nuts,” the educators will discard the foods and provide an alternate lunch or snack. The child’s parents/guardians will be notified that the food items have been discarded and that their child was given an alternative lunch or snack.
- Prohibit families from bringing into the Centre treats or materials that may potentially harm any of the children with anaphylaxis.
- Encourage children not to share foods.
- Educators will wash their hands before and after handling and/or serving foods, handling garbage etc.
- All surfaces will be cleaned and disinfected before and after foods have been prepared and served.
- Educators will sit with the children during lunch and snack times.
- Garbage bags are emptied after lunch.
- The playground will be checked and monitored to keep the areas free of potential risks.
- Before we take children on field trips, we check with the contact person to identify any potential risks at site.

In short, the risk of accidental exposure to a food allergen has been significantly diminished although it can never be completely removed.

Availability and Location of Epi-Pens

- Parents/guardians will be required to provide at least one Epi-Pen, if possible two, with a pharmacist’s label attached. The Epi-Pens have a picture of the child on the label, they are stored:
 - In the red First Aid pouch with the Emergency Information Backpack. In cold weather, staff will carry the First Aid pouch on their bodies.
 - If the child with anaphylaxis is in the school age programme, they, with parental permission and signed doctor’s note, may always carry at least one Epi-Pen with him/her. Whenever possible, the parent/guardian will supply a back-up for CECC.
 - If the child has additional Epi-Pens, they, along with the primary Epi-Pen will also be brought on field trips.

Emergency Situations

CECC educators, through being trained in First Aid, have been taught how to manage an emergency involving an anaphylactic reaction in a child or adult.

We will proceed as follows:

- Educators will listen to the concerns of the anaphylactic child/adult. The child/adult will often know when s/he is having a reaction, even before signs manifest.
- Educators will ensure that the children who are not involved are safe and supervised. If needed the children will be moved from the immediate area
- If the reaction is mild, according to the child/adult’s treatment plan, one of CECC’s trained employees will administer an antihistamine, if necessary.
- The Directors or designate will contact the child’s parents/guardians or the adult’s emergency contact.
- If the reaction is severe, according to the child/adult’s treatment plan, one of CECC’s trained employees will administer Epinephrine- Epi-Pen.
- The Director or designate will call 911.
- The Director or designate will contact the child’s parents/guardians or the adult’s emergency contact.

- A calm and familiar educator will stay with the child/adult and accompany him/her to the hospital until a parent/guardian or emergency contact arrives.
- If a child/adult requires medical attention for a reaction to an allergy, and the reaction is life threatening, the Directors or designate will follow CECC's Serious Occurrence Policy and Procedures.

Parent Information

Nutrition

Our menus are planned according to the Canada Food Guide and are annually reviewed by a certified nutritionist. Seasonal menus are posted in each classroom. You may download a copy from our website.

CECC needs to monitor the food we serve for nutritional value and allergens. Therefore, we only serve food prepared on our premises or food purchased from one of our recognized retailers or wholesalers.

CECC serves a light snack from 7:30 a.m. to approximately 8:15 a.m. It was initiated for the children who do not have the opportunity to have breakfast before they leave home. It is not a breakfast replacement.

On PD Days, the Kindergarten and School Age Children are required to bring their lunches. Lunch eaten in CECC, on P.D. days or holidays, will be checked by the staff. If we find foods that may cause allergic reactions or are not part of a nutritious meal, we will replace them with a healthier option.

If, by chance, parents forget to pack a lunch, and cannot bring it to CECC by lunch time, we will provide the child with our daily lunch.

We ask parents not to bring any food, other than the kindergarten or school age lunches, to CECC. If a child requires a snack when parents drop off or pick-up, we ask parents to please allow them to eat it off CECC's premises.

Please note: We do not have microwave ovens available for classroom use.

Parents must make sure to transport their kindergarten or school age child's lunch in a thermal bag with an ice pack. Lunch boxes and bags must be labelled with the child's name. Lunch and snacks must not include nuts or nut products.

Updated information on allergies will be shared with families via email.

General Information

- When we go on field trips, the trip leader will carry a cellphone.
- If a child has an anaphylactic reaction while on the trip, the Field Trip protocol as well as the child's individual Treatment Plan will be followed.

This policy will be reviewed every year by CECC's Board of Directors and educators. All treatment plans will be kept in the child's file for three years after a child leaves, they will then be shredded.