



GENERAL MANUAL POLICY

APPROVED BY:


Executive Director

CATEGORY: W.J. Griffis Children's Centre

TOPIC: Anaphylactic Policy

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POLICY

The W.J. Griffis Children's Centre's policy is that all staff will follow the anaphylactic policy for severe allergic reactions with children and adults.

A strategy to reduce the risk of exposure to anaphylactic causative agents will be devised.

There will be a communication plan for the dissemination of information on life-threatening allergies, including anaphylactic allergies.

An individual plan for the child will be developed, with input from the parent(s) and physician. The plan will include emergency procedures. An individual plan for a staff person who has anaphylaxis will be co-developed between the individual staff and the supervisor.

Training from a physician or parent will be provided to the appropriate staff on the procedures to follow in the event of an anaphylactic reaction.

PURPOSE

The purpose of the anaphylactic policy is to ensure the safety and well being of the staff and the children in the care of the Centre, in the case of a severe allergic reaction.

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PROCEDURE:

- The W.J. Griffis Children's Centre will enquire of any known allergies for each child enrolled. This will be on the registration form.
- Any known allergies will then be entered on an allergy list, and posted in all areas that the children eat and work, as well as in the kitchen.
- An allergy alert sign will be posted, to alert all Centre staff to any known severe anaphylactic reactions and causative agents.
- It will be determined as to the known causation of the allergy – as to whether the allergy is caused by ingestion, inhalation, activity induced or proximity to the allergen.
- Certain foods can be avoided on the menu or alternate foods can be provided to the individual with a known food allergy.
- Non-latex gloves will be used at the Centre.
- The Centre is a nut-safe environment.
- Allergy lists will be constantly up-dated to reflect new children enrolled in the Centre and any changes to the list.
- The communication plan will provide general information on life-threatening allergies to all staff, parents, students and volunteers.
- Information will be collected from parents about their child's medical condition – this can be provided through a medical/health plan or an anaphylactic plan.
- An allergy alert notice will be posted in the front entry, in the rooms where the children eat and work and in the staff room.
- Allergy lists will be posted throughout the Centre, where children eat and work, as well as in the kitchen.
- An individual anaphylactic plan will be developed with the parent(s) and physician of an enrolled child. This plan will include:
 - ▶ Child's name, and picture of the child;
 - ▶ A description of the child's allergy;
 - ▶ Signs and symptoms of an anaphylactic allergy;
 - ▶ Action to be taken by staff in the event of an anaphylactic reaction;
 - ▶ Location of required medication;

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- ▶ Parental consent that gives permission to the staff to administer the allergy medication, in the event of an anaphylactic reaction;
 - ▶ Emergency contact information of parents/other authorized individuals/ emergency services (911);
 - ▶ Families' responsibilities;
 - ▶ Centre's responsibilities; and
 - ▶ Signatures – parent(s), physician, staff.
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- The individual anaphylactic plan will be reviewed with the staff, students and volunteers, as well as peers.
 - Thereafter, the plan will be reviewed and signed annually by the staff.
 - Upon orientation, students and volunteers will review and sign an anaphylactic plan. Long term volunteers will review and sign annually.
 - Parents are to advise the Centre if their child develops an allergy and requires medication or of any changes to an existing allergy and plan.
 - Training is to be provided initially by a physician or parent on the procedures to follow in the event of an anaphylactic reaction. This will include how to recognize the signs and symptoms of anaphylaxis and administer medication.
 - Parental permission must be sought if a child is able to self-administer allergy medication. A copy must be kept on file.
 - Staff should ensure that an enrolled child, who is permitted to carry their own asthma medication or emergency allergy medication, has the required medication in their possession prior to leaving the Centre. The staff must ensure that they have the required medication for any child in their care, if a child is not allowed to self-administer.
 - Emergency medication (i.e., auto-injectors, inhalers) must be kept in an accessible location to the staff or child who is allowed to self-medicate.
 - In the event that a physician has determined a child's anaphylactic reaction to be caused by means other than ingestion, (i.e., inhalation, proximity, touch, absorption); then the Centre will become a "_____"- safe environment and appropriate signs will be posted, i.e., allergy alerts.