



Lansing Co-operative Nursery and Preschool

Anaphylactic Policy

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, etc.

Purpose of the Policy and Procedures

Lansing Co-operative Nursery School 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 in the School.

Strategy to Reduce Risk of Exposure

- Children with extreme allergies that Lansing Co-operative Nursery School cannot accommodate will be asked to bring their own food from home
- Foods with "*May contain*" nut warnings will not be served
- All labels will be read by a staff member prior to serving
- Staff purchasing foods on behalf of the School must read food ingredient labels every time they purchase a product
- Any persons supplying food to the children will be notified of all life threatening allergies in the School. List of allergies will be revised as necessary
- All children and staff will wash hands before and after handling food
- Children/staff/volunteers will be instructed not to share food
- All surfaces will be cleaned with a cleaning solution (water and germ destroyer approved by Public Health) prior to and after preparing and serving foods
- All cleaning supplies, medicines and any other products that may be of danger and/or commonly produce allergic reactions will be stored away
- Garbage bins will be removed from room and emptied after lunch
- Extra special supervision of anaphylactic children during eating (i.e., sitting opposite next to staff)
- On the bus during field trips children with anaphylaxis will sit within view of staff member
- Playground areas will be checked and monitored for insects such as wasps. Director will be notified immediately and children will be forbidden to play in this area
- On off-site trips, parents will be notified and asked to send an extra Epi-Pen
- Staff will take cell phone on excursions
- Consent by the child's physician is required for any child carrying their own Epi-Pen.

Communication Plan for the Dissemination of Information

- Parents will be informed by newsletter/handout of all allergies in the School
- A list of all allergies will be handed out at orientation
- List of allergies will be posted in each room operated by the School and on Parent's Room Information Board
- Parents with children with anaphylaxis will provide an Individual Plan for their child prior to enrolment.

Individual Plan and Emergency Procedures

Prior to enrolment, the parent/guardian will meet with the Director 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
- Child care staff roles and responsibilities
- Parent/guardian consent for administering allergy medication, sharing information and posting Emergency Plan
- Emergency contact information
- Location of Epi-Pen and back-up Epi-Pen
- Physician's note to carry own Epi-Pen.

Parents are requested to advise the Director 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 revised yearly and as directed by the parent or physician.

Copies of Individual Plans are in each child's file, emergency bags and Policy and Procedures binder. They are also posted in every room operated by the School, including the Director's office.

Emergency Protocol

- One 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 Plan (i.e., administer Epi-Pen at first sign of reaction)
- Call 911. Have the child transported to hospital even if symptoms have subsided. Symptoms may occur hours after exposure to allergen
- Administered Epi-Pen is to accompany child to the hospital
- Administered Epi-Pen is to be given to hospital employee or child's parent for disposal
- One calm staff must stay with the child until parent or guardian arrives. The child's back-up Epi-Pen auto injector should be taken.

Training

- Training will include procedures to be followed in the event of a child having an anaphylactic reaction, recognizing the signs and symptoms and administering medication
- Prior to enrolment, all staff will be trained by parent/guardian or physician of each child with anaphylaxis enrolled in the School
- Each September (following child's initial enrolment training), the Director will be trained by parent/guardian or physician of each child with anaphylaxis enrolled in the School
- Staff will be required to sign and date that they have received training
- Lansing Co-operative Nursery School will keep a log on file of all training dates, trainers and staff signatures
- Prior to employment and each September, all staff will be trained by the Director on each child with anaphylaxis enrolled in the School
- Volunteers and students will be given a handout and the Director or parent will give epi-pen and anaphylaxis plan training
- Volunteers and students are not permitted to administer medication unless under extreme circumstances (i.e., staff member is unconscious)
- Staff will conduct a check to confirm children have their required medication with them before each transition (i.e., moving from the class to the gym, leaving the school, etc.,)

