

# Elora Cooperative Preschool

## Anaphylactic Policy 2022

### General

Anaphylaxis is a serious allergic reaction that can be life threatening. The allergy may be related to food, insect stings, medicine, latex, exercise, etc. It requires avoidance strategies and immediate response in the event of an emergency. The Elora Cooperative Preschool is committed to reducing the risks associated with Anaphylaxis. This policy is intended to help support the needs of a child with a severe allergy and ensures procedures are in place to address anaphylaxis in the Preschool, which includes providing information, guidance and instruction on anaphylaxis and on the administration of medication to staff, volunteers and parents.

### Anaphylaxis Procedure

Definitions In this Policy,

- 1) "Board" means and includes the members of the Preschool Board of Directors.
- 2) "Parent" means the parent or legal guardian of the Preschool student affected by Anaphylaxis.
- 3) "Preschool" means the Elora Cooperative Preschool.
- 4) "Teacher" means the person fulfilling the role of paid Preschool teacher.

Strategy to Reduce the Risk of Exposure to Anaphylactic Causative Agents

- 1) The Preschool shall implement the following:
  - a) a communication plan to provide information on life-threatening allergies to employees, parents, volunteers and preschool children.
  - b) regular anaphylaxis training for all employees, volunteers and parents who are in direct contact with anaphylactic preschool children on a regular basis
  - c) a requirement that the Board ensure that, upon registration, parents, guardians and preschool children shall be asked to supply information on life-threatening allergies
  - d) a requirement that the Board, in cooperation and consultation with the teacher and the parent, develop an individual plan for each preschool child who has an anaphylactic allergy
  - e) a requirement that the Board, in cooperation and consultation with the teacher, maintain a file for each anaphylactic preschool child

2) The Preschool shall, at the beginning of the school year and periodically throughout the year, make a voluntary community appeal to help keep the preschool environment allergy-safe by not sending specific allergens in snacks (eg.-peanuts and nut products)

3) Depending on the allergies of the children attending the Preschool, the Preschool shall avoid food and other causative agents (e.g.-latex, fabrics, medicines, chemicals, etc.) that may be used for craft and sensory programming or for cleaning, and that commonly produce allergic reactions.

### **Communications Plan**

The supervisor states whether there is an enrolled child with an anaphylactic allergy. A posting of the child's picture will be attached to the allergy/sensitivity list posted in each room.

1) All Preschool employees, parents, volunteers, students in regular contact with anaphylactic preschool children shall be familiar with the Preschool's Anaphylactic Policy. If applicable, they shall also be familiar with the individual plan for children under their direct supervision, including the emergency procedure to be followed if the child has an anaphylactic reaction. **The review of the policy will be completed annually or whenever any changes are made and any training will be completed before there is any contact or interaction with the child.**

2) Information about anaphylaxis and strategies that reduce the risk of exposure to triggers of anaphylaxis within the Preschool environment shall be shared with the entire Preschool community.

3) Anaphylaxis information provided by the Preschool shall present a balanced picture of anaphylaxis to avoid unnecessary anxiety or unrealistic expectations. While anaphylaxis has the potential to cause death, fatalities are rare.

4) Anaphylaxis information provided by the Preschool shall be easy to understand for everyone.

5) The Preschool shall provide on-going Anaphylaxis reminders in newsletters, bulletins, and during information events.

6) The list of banned foods and other causative agents will be posted and supplied to the Preschool community and will be revised as necessary, depending on the life threatening allergies of the children enrolled.

7) If parents are bringing in snack or lunch items, the food items need to be nut free, or free of the cause for anaphylaxis in the school

### **Anaphylaxis Training**

1) All Preschool employees, parents and volunteers who are in contact with preschool children with life-threatening allergies must have regular Anaphylaxis training from a physician or a qualified parent on the procedures to be followed if a child has an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer medication. It is acceptable for an employee to be trained by a physician or parent of the child with the allergy, and in turn that employee can train all

other employees, parents and volunteers. **This training must be completed before there is any contact or interaction with the child in the classroom.**

2) As a new child starts in a class where there is another anaphylactic child, his/her parent must receive anaphylaxis training. Every time a new anaphylactic child starts at the Preschool, that child's physician or parent must train a staff member, who in turn will train all other staff, parents and volunteers.

3) The Supervisor shall keep a log of staff, parents and volunteers who have completed anaphylaxis training.

4) Training shall include risk reduction strategies, an overview of signs and symptoms and what to do in case of an emergency.

5) All Preschool employees, parents and volunteers who are in contact with anaphylactic children should be encouraged to practice with an epinephrine auto-injector trainer device throughout the year.

6) Substitute teachers must review the individual plans for anaphylactic children in the Preschool.

#### Individual Files

1) Individual files shall be kept for, and be specific to each child with an anaphylactic allergy, with input from the child's parent and the child's physician including the emergency procedure that includes: a description of the child's allergy

- monitoring and avoidance strategies
- signs and symptoms of an anaphylactic allergy
- action to be taken by preschool staff in the event the child has an anaphylactic allergy
- parent consent that allows the preschool staff to administer the allergy medication in the event their child has an anaphylactic reaction
- emergency contact information (parent/emergency services)

2) The Preschool Board shall request at the time of registration that parents provide information on life-threatening allergies.

3) It is the obligation of the child's parent to ensure that the information in the child's file is kept up-to-date, including any changes to the child's individual plan or treatment or if their child has outgrown an allergy and no longer requires medication, or if their child develops an allergy and requires medication.

4) The individual plan for a child with anaphylaxis and the emergency procedures in respect of the child shall be reviewed as follows:

a) by all employees and documentation made as such in their file before they begin their employment and at least annually afterwards, and documentation made as such in their file

b) by **parents and volunteers and students** who will be providing care or guidance at the Preschool before they begin providing that care or guidance and at least annually afterwards, and documentation made as such in their file.