



Anaphylactic Policy

Revised on 6 March 2021

Policy Statement

Brason Academy Montessori School, herein called the Academy, recognizes the potentially serious consequences of children with allergies. These allergies may include a condition known as anaphylaxis. Anaphylaxis is a severe, potentially life-threatening allergic reaction brought about by exposure to certain foods or other substances. *“In Canada, the nine priority food allergens to trigger an anaphylactic reaction are peanut and peanut by-products, such as peanut oil and peanut butter, tree nuts, sesame seeds, milk, eggs, seafood (fish, crustaceans and shellfish), wheat, soy, and sulphites (a food additive)”* (Source: **Canadian Food Inspection Agency website – www.inspection.gc.ca**). Tree nuts are defined as walnuts, almonds, hazelnuts. Non-food items such as latex and bee stings can also bring about a life-threatening reaction.

The Academy does not purport to be, nor can it be deemed to be free of food items and non-food items that may lead to severe allergic or anaphylactic reaction. The Academy will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance with this policy.

We live in a world that is contaminated with potential allergens and anaphylactic children must learn to avoid specific triggers. While the key responsibility lies with the anaphylactic individual and his or her family, in the case of a young anaphylactic child, the childcare community must also be aware. Creating an environment that reduces the risk to severely allergic or anaphylactic children requires the cooperation and understanding of all members of the Academy, including staff, children and parents. In all literature sent home to parents, we request that **NO PEANUT OR TREE NUT PRODUCTS ARE ALLOWED AT THE ACADEMY AT ANY TIME**. As with other policies at the Academy, staff, parents, and children are expected to comply.

Identification of Children at Risk

☐ It is the responsibility of the Parent and/or the Guardian, herein called the Parent, to inform the Academy that his or her Child, herein called the Child, has allergies or is anaphylactic or potentially anaphylactic. This must be listed on the registration form and they must verbally notify the staff, here in called the Staff.

Before attending Brason Montessori, the supervisor/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 Brason Montessori 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

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 made readily accessible at all times to all staff, students and volunteers at the child care centre and will be kept

☐ All staff shall be aware of these children. A list of all children with Individualized plan and emergency procedures will be posted in the lunch room, all program rooms as well as in the attendance/emergency contact book, indicating their specific allergies and required medication/protocol. Parents must provide the Epi-pen on hand where necessary.

☐ The parent must complete the Consent for Emergency Administration of an Epi-pen annually for each child/ren who require this attention, on the Individual Anaphylaxis emergency Plan.

☐ On the Child's admission to the Academy, the relevant Teacher/staff will be made aware and must receive a verbal instruction by the Parent on how to use the Epi-pen on their child/ren.

Availability and Location of Epi-pens

The Epi-pen is an auto-injector containing epinephrine (adrenaline). This medication is an alpha- and beta-receptor stimulant to treat severe allergic reactions. It may also be used to treat severe allergic reactions. It may also be used to treat severe allergic reactions that affect breathing.

Parents of an anaphylactic Child must provide a minimum of two (2) Epi-Pens to be left at the Academy. The Parent must promptly replace the Epi-pens when the expiry date is reached.

Because some children are too young to carry their own Epi-pen, the two (2) Epi-pens will be kept with the Teacher at the Teacher's station located within the classroom for quick accessibility in the event of an anaphylactic reaction. Both Epi-pens must be placed in a Ziploc Bag clearly labelled with the child's name, expiry dates, specific allergy, and a signed consent form. All staff are made aware of its location, and the location is recorded on the allergy alert form (both on the child's registration form, as well as on the posted allergy list).

- At least one Academy staff are trained and ready at all times to administer the Epi-pen.
- Children who are no longer allergic, or no longer require an Epi-pen, must present a letter of explanation from their doctor or allergist so their name may be removed from the Academy's allergy lists.
- The child's Teacher will check the Epi-pens monthly to ensure they have not reached their expiry date. If the Epi-pen has expired, the Parent will be required to supply another by the next day of class.
- The Parent must sign Consent for Emergency Administration of an Epi-pen by Academy Staff form for the administration of the Epi-pen.

Symptoms of an Allergic Reaction

A person experiencing an allergic reaction may have any of the following symptoms:

- Trouble breathing, speaking or swallowing
- A drop in blood pressure, rapid heart beat, loss of consciousness
- Flushed face, hives or a rash, red and itchy skin
- Swelling of the eyes, face, lips, throat, and tongue
- Anxiousness, distress, faintness, paleness, sense of doom, weakness
- Cramps, diarrhoea, vomiting

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 and Administration of Epi-pen

Parents must instruct staff members in the proper administration of an epi-pen injector to their child. All Staff must follow the directions outlined on the Individual Anaphylaxis Emergency Plan (completed and authorized by the parent(s)).

Treatment Protocol

All trained staff must follow the Administration of Epi-pen instructions and then follow the child's signed ***Individual Anaphylaxis Emergency Plan***, or the following Treatment Protocol in the management of an anaphylactic emergency:

1. There are no contractions or hesitation to use an Epi-pen (epinephrine) for a potentially life threatening allergic reaction. Time of administration is noted.
2. The Teacher stays with the affected child.
3. The Teacher's Assistant calls **911 immediately**.
4. The Teacher's Assistant or staff on Duty contacts the Parent immediately **after** the 911 call is completed. If the Parent is not available at any of the contact numbers, the Teacher's Assistant or Staff on Duty will contact the Emergency Contact listed on the Child's Registration Form.
5. A second Epi-pen is administered if there is no improvement in the Child's symptoms and Emergency Personnel has not arrived.
6. Regardless of the degree of reaction or response to epinephrine, the Child is taken to an Emergency Room, by Emergency Personnel. The Teacher's Assistant **MUST** go with them if the Parent is not present at the time of the ambulance departure. The Teacher will stay at the Academy with the rest of the students.
7. The Teacher's Assistant will stay with the Child at the hospital until the Parent arrives. The Epi-pen(s) that was/were administered will be taken to the hospital by Teacher's Assistant. The Teacher's Assistant will be reimbursed for any reasonable costs incurred during this emergency.
8. The Teacher will file a Serious Occurrence Report and it will be submitted to the CCLS portal within 24 hours of occurrence and a copy to be filed in the child's file.

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 followed at all times by employees, students and volunteers at Brason Montessori:

- Do not serve foods where its ingredients are not known.
- Do 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.
- Ask the caterer or cook to provide the known ingredients for all food provided. 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 food allergies and the meals and snacks provided by Brason Montessori cannot meet the child's needs, ask the child's parent to supply snacks/meals for their child. All written instructions for diet provided by a parent will be implemented.
- Ensure that parents label food brought to the school with the child's full name and the date the food arrived at the child care centre, and that parents advise of all ingredients.
- Where food is provided from home for children, ensure that appropriate supervision of children is maintained so that food is not shared or exchanged.
- Encourage parents who serve foods containing allergens at home to ensure their child has been rid of the allergens prior to attending the school (e.g. by thoroughly washing hands, brushing teeth, etc.)
- Do not use craft/sensory materials and toys that have known allergens on the labels.
- Share information about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled in the school
- 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.
- Refer to the allergy list and ensure that it is up to date and implemented.
- 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.
- Update families when changes to allergies occur while maintaining the confidentiality of children.
- Update or revise and implement the strategies in this policy depending on the allergies of children enrolled at the school.

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 the school through Newsletters and homeroom announcements
- 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 child care.
- The caterer, cook, individuals who collect groceries on behalf of the school and/or other food handling staff, where applicable, will be informed of all the allergies at the child care centre, including those of children, staff, students and volunteers. An updated list of allergies will be provided to the caterer or cook as soon as new allergies are identified. The supervisor or designate will communicate with the caterer/cook about which foods are not to be used in food prepared for the school and will work together on food substitutions to be provided.
- The school 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 the school and that it is effectively achieving its intended result.

Parent Notification

The policy and procedures will be reviewed annually, in September, by the Teachers, Teacher's Assistants and Parents. The Teachers and Teacher's Assistants are required to maintain Emergency First Aid Certification. This must include training and review of anaphylactic reactions and Epi-pen administration.

This policy will be included as part of the Parent's Handbook which will be read and reviewed by all parents who enrol their child/ren at the academy.

Snack Serving

Staff will use good hand washing practice both before preparing and/or serving snack item. If the snack is store bought, they will check all ingredients to ensure that

- ***They are free of Peanut or Tree nut products.***
- ***Any product with any allergic ingredient(s) specific to their class.***

Staff will make every attempt to check ingredients of contents prior to serving them.

Parents are discouraged from sending in treats which contain traces of any peanuts or tree nuts. Parents are encouraged to send in healthy fruits and vegetables or items which are nut free for any birthday celebrations or school parties.

Food from home

In rare cases where the child is anaphylactic to a range of ingredients or anaphylactic to one or more ingredient but possibly anaphylactic to many more (supported by a health care professional's letter) then the child may be allowed to bring food from home. This food should always be in a labelled container and should comply with all other school policies. The supervisor has to approve such a decision after discussing this in writing with the parent of the anaphylactic child.