

PLP HS 205 Anaphylaxis

Park Lawn Preschool Inc. strives to create an allergy safe environment for all persons with severe allergic conditions.

The Anaphylaxis Policy is intended to help support the needs of all persons with a severe allergy and provide information on anaphylaxis and awareness to parents, staff, students and visitors at the child care centre.

Park Lawn Preschool Inc. takes a practical and realistic approach to this matter. As the centres and its staff cannot monitor and control all allergens being brought into the centre's premises, the Policy does not guarantee that offending allergens and substances will not be brought into the centre. Rather, the aim is to minimize the risk by creating an allergy safe environment whenever possible. The success of this and management of the policy will depend on the on-going involvement and vigilance of staff and parents. Parents should teach their child about their allergies, reinforce avoidance of allergens, and discuss all forms of treatment.

1. Definitions

Anaphylaxis (pronounced anna-fill-axis) is the most serious type of allergic reaction resulting in circulatory collapse or shock and can be life threatening. Although the most common allergen is food, there are many other allergens that can also cause a reaction, such as insect stings, medicine, latex and exercise.

Epinephrine is the drug from of a hormone (adrenaline) that the body produces on its own and is the treatment or drug of choice in Canada to treat anaphylaxis.

2. Signs and Symptoms

An allergic reaction is not limited to minutes after being exposed to an allergen but rather can even take place several hours after exposure.

A reaction can involve any of these symptoms, the severity of which can vary from person to person and reaction to reaction. Early symptoms or concerns expressed by an individual should always be taken seriously and should not be ignored. It is important to note that not every reaction will look the same for an individual as they can have different symptoms each time they have a reaction. A person could have one or more of these symptoms regardless of the allergen:

- **Skin System:** hives, swelling, itching, warmth, redness, rash
- Respiratory System (breathing): coughing, wheezing, shortness of breath, chest pain/tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing



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- Gastrointestinal System (stomach): nausea, pain/cramps, vomiting, diarrhea
- Cardiovascular System (heart): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
- Other: anxiety, feeling of "impending doom", headache, uterine cramps, metallic taste

The most dangerous symptoms of an allergic reaction are:

- Trouble Breathing caused by swelling of the airways (including a severe asthma attack for people who have asthma)
- A drop in blood pressure causing dizziness, light-headedness, feeling faint or weak, or passing out.

Both can lead to death if untreated.

Immediate administration of an epinephrine auto-injector (e.g. EpiPen® or Allerject™) is required where a child exhibits any of the above symptoms following exposure to a particular allergen.

In situations where it is uncertain that anaphylactic shock is occurring, it is advisable to administer the epinephrine auto-injector (e.g. EpiPen® or Allerject™). There is very little chance of a reaction to the medication and any reaction is usually very mild, but there can be serious consequences if an anaphylactic reaction is occurring, and the epinephrine auto-injector (e.g. EpiPen® or Allerject™)is not given.

No action for damages shall be instituted respecting any act done in good faith, or for any neglect or default in good faith, in response to an anaphylactic reaction in accordance with the Act, unless the damages are the result of an employee's gross negligence.

3. Procedure

Park Lawn Preschool Inc. will implement strategies that create an allergy safe environment by reducing the risk of exposure to anaphylactic agents in the rooms and common areas where a child is attending.

Strategy to Reduce the Risk of Exposure

When a severe allergy is brought to the attention of the staff at Park Lawn Preschool Inc., they will take extreme care in reducing the risk of exposure of the causative agent(s) in the centre. A list of the causative agents and the steps to avoid these agents will be prepared and posted. This list will be revised as necessary to reflect all children enrolled and their allergies.

All Park Lawn Preschool Inc. staff will stay alert and will do their best to prevent or correct any situation or behaviour that could lead to a life-threatening allergic reaction. Also, all staff will help to keep the environment safe and will be prepared for an emergency as they are aware that accidental exposure can still happen.



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Park Lawn Preschool Inc. will send out a voluntary appeal to all families attending the centre to request that specific allergens be avoided at the centre.

Food

If a person is allergic to food:

- All people with food allergies should only eat lunches and snacks that have been prepared for them at the Centre by the catering company or provided by the parent as a substitute for foods on the menu.
- There should be no sharing of food, food containers and utensils.
- Hand washing is encouraged before and after eating.
- Park Lawn Preschool Inc. staff will clean and sterilize table surfaces before and after eating to reduce the risk of a person ingesting an allergen.
- Other surfaces such as toys, shelves, etc., will be washed clean to reduce the risk of exposure to cross-contamination from food.
- The use of food in sensory activities, crafts and cooking in programming needs to be restricted depending on the allergens of all people involved in the centre.
- The content of foods needs to be clearly identified.
- All staff purchasing, preparing and handling food should be instructed about measures
 necessary to prevent cross-contamination during the handling, preparation, and serving of food,
 and should include a review of food labels to identify allergens. (Food Handlers Course)

Medication

If a person is allergic to medication:

 Park Lawn Preschool Inc. will ensure that if the child is transported to Hospital that the Medical staff are made aware of this allergy.

Insect Stings

If a person is allergic to insect stings, the staff at Park Lawn Preschool Inc. will

- Avoid areas where these insects would gather
- Observe the area where they are planning to spend time outdoors and if these insects are present calmly and swiftly move the group to another area.
- While outside, all persons will drink from a cup rather than open beverage cans or bottles to avoid the risk that a potential insect entered the container.
- Notify the caretaking staff at the TDSB or TCDSB of a hive or nest that is found on the property and will request that the hive or nest be removed from the property.
- Ensure that garbage containers are covered or moved away from the area where they are playing.



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• Stay calm and will help the person with the severe allergy stay calm and walk away if an insect is found to be around them.

Latex

If a person is allergic to latex, it is important to note that:

- Park Lawn Preschool Inc. orders non-latex gloves for their staff to use.
- Park Lawn Preschool Inc. will avoid latex bandages and will place non-latex bandages with a person's epinephrine auto-injector if they are allergic to latex.

Exercise

This is not common. However, if Park Lawn Preschool Inc. is made aware of a person who has this type of anaphylactic reaction; they will follow the instructions as laid out by the Doctor. This may include reducing the amount of time the person is exercising.

4. Communication Plan

Park Lawn Preschool Inc. will provide general information on life-threatening allergies, including anaphylactic allergies, to staff, students, volunteers and parents/guardians at the time they are employed or registered with one of our centres. This general information will be reviewed annually by all staff, students, volunteers and parents/guardians.

The staff, students and volunteers will be required to review the Anaphylaxis policy on an annual basis.

- All staff, students and volunteers within the Centre will be made aware of a child's information
 on life-threatening allergies and the causative agents that are to be avoided through written
 communication, verbal one-on-one communication and at a staff meeting.
- Parent information regarding life-threatening allergies including anaphylactic allergies and Park Lawn Preschool Inc.'s Anaphylaxis policy will be included in our parent handbook.
- An allergy chart listing all known allergies of enrolled children will be posted in food preparation areas, eating areas, and activity rooms.

5. Responsibility

In order to ensure the safety of all persons with severe allergies at our centres, it is imperative that we receive cooperation from the entire child care centre community. To create our allergy safe environment and to ensure a rapid response to an emergency; parents, children, and child care staff must all understand and fulfill their responsibilities.

The Supervisor will:

• Review our Anaphylaxis policy and procedure with their entire staff each year and throughout the year as required.



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- Notify all staff and supply staff of all persons (whether a child in our care or a staff member) who
 have a severe life-threatening allergy and will ensure that they are aware of the person's
 Emergency Action Plan and the causative agents that are to be avoided.
- Ensure that the all staff and supply staff are aware of the location of the epinephrine autoinjector in the case of an actual emergency.
- In the event of the administration of an epinephrine auto-injector, will ensure that the staff have called 9-1-1, and will ensure that the used device is given to the EMS along with providing them the time the epinephrine auto-injector was administered.
- Ensure that upon registration, parents/guardians are asked to supply information on lifethreatening allergies.
- Remind all parents/guardians of the importance of notifying us of a life-threatening allergy as soon as it becomes an issue.
- Consult with the parents/guardians to gather medical information related to the allergy including: the severity of the allergy, past incidents of anaphylactic reactions and any other health considerations.
- Ensure that the parents/guardians of a child with a life-threatening allergy receive the following forms to be completed in full by the parent/guardian and the attending physician: Anaphylaxis Emergency Plan (Appendix E), Administration of Prescribed Medication (Appendix F), Anaphylaxis Parent/Guardian Agreement (Appendix H) and Anaphylaxis Training (Appendix G). All information should be collected prior to the admission of a child with a life-threatening allergy to Park Lawn Preschool Inc..
- Obtain consent from the parent/guardian to share the information with all staff and other approved individuals.
- Ensure that the parent/guardian trains all staff on the **Anaphylaxis Emergency Plan** (Appendix E) for their child.
- When necessary, notify the Catering Company of a child with a severe food allergy and will notify the Cook of the importance of handling this child's food.
- When necessary, send out a standard letter requesting that the child care community consult
 with the supervisor or staff before sending in any food to a classroom where there is a person
 with a food allergy.
- Work closely with the parents/guardians and all persons with a severe allergy to provide ongoing support.
- Ensure that the parents/guardians supply an epinephrine auto-injector in a labelled pouch as soon as possible. Parents/guardians are encouraged to provide two single dose epinephrine auto-injectors or one double dose.
- Request that the parents/guardians consider a Medic Alert[®] identification.
- Ensure that all documentation is kept in the child or staff's file and will ensure that the information is kept current.
- Ensure that the Emergency Action Plan is copied and posted in the appropriate areas in the child care centre.
- Confirm that all staff have been trained on the individual **Anaphylaxis Emergency Plan** (Appendix E), for each child enrolled with a severe allergy.
- Report to Head Office that there is a person at their child care centre location with a severe allergy.

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- Post **Signs and Symptoms of Anaphylaxis** posters in each room.
- Post **Signs on How To Use** the epinephrine auto-injector (e.g. EpiPen® or Allerject™) prescribed for a child in our care.

The parent/guardian of the child with an anaphylactic allergy will

- Inform the Supervisor of their child's allergies
- Complete in full the **Anaphylaxis Emergency Plan** and **Administration of Prescribed Medication**Form in a timely manner. These need to be completed in conjunction with an attending physician. These forms give consent from the parent/guardian to allow Park Lawn Preschool Inc. staff to administer the medication in the event that their child has an anaphylactic reaction.
- Complete in full the Anaphylaxis Parent/Guardian Agreement (Appendix H) form
- Complete **Anaphylaxis Training** (Appendix G) on the procedures to be followed in the event that their child is having an anaphylactic reaction for the staff of Park Lawn Preschool Inc. as required by the *Day Nurseries Act*.
- Provide an unexpired Epinephrine Auto-Injector at all times (e.g. EpiPen® or Allerject™) and a case, fanny pack, or small backpack which the child or staff can easily carry. This medication MUST be kept up-to-date. Although only one Epinephrine Auto-Injector is mandatory, it is recommended that two single-dose epinephrine auto-injectors be provided. Devices must be clearly labelled with your child's name, the name of the drug or medication, the dosage of the drug, the date of purchase and instructions for storage and administration. If the minimum number of devices is not provided, admission to the program will be denied.
- Provide the Supervisor with any changes to emergency information, diagnoses and medications that their child is taking.
- If old enough, encourage their child to be allergen-aware.
- Replace any expired epinephrine auto-injectors in a timely manner.
- Provide a doctor's note noting that an epinephrine auto-injector is no longer required for their child if the parent/guardian feels that their child no longer requires it.

The Child Care Centre Community (All parents/guardians of children in our care) will

- Support the efforts of Park Lawn Preschool Inc. to provide an allergy safe environment for all staff and students.
- Encourage their children to respect the need to create an allergy safe environment and to respect their peers with allergies.
- Respond cooperatively with any requests sent home with regards to an allergy safe environment
- Ensure that any foods brought into the Centre for distribution to the entire group (i.e. for class birthday celebrations, or treats) or for Centre-wide distribution or events must either be
 - Packaged foods containing clearly labelled ingredients that are acceptable under this policy or
 - Baked or prepared foods purchased from a bakery, caterer, or supplier which has been approved for the purposes of this policy
 - o Been approved by the classroom teacher

Park Lawn Preschool Inc. Staff, students and volunteers will



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- Ensure that appropriate avoidance, treatment and communication strategies in this procedure are carried out.
- Ensure that appropriate foods are ordered, stored, served and cleaned up in ways that minimize risk of an anaphylactic incident.
- Review this procedure prior to commencing employment and annually thereafter. The staff member as well as the person who made the review will sign a written record of the review, which will be kept on file for at least two (2) years from the date of hire.
- Confirm with an enrolled child with a life-threatening allergy who is permitted to carry their own medication has it in their possession prior to leaving the child care centre for a field trip or to take to school with them.
- If the child does not self-administer the medication, the staff will ensure that the epinephrine auto-injector is accessible and is taken on the field trip.

6. Treatment Strategies

Accidental exposure to an allergen can occur despite avoidance measures. Treatment must immediately be available for these emergency situations.

Treatment Protocols

- Protocols need to be prescribed by a physician. Epinephrine is the drug of choice that should be used in the emergency management of a child having a life-threatening allergic reaction.
- If the child also requires a puffer or other medication in conjunction with the Epinephrine, written permission by a parent/guardian and a physician is required on the child's **Anaphylaxis Emergency Plan** (Appendix E).
- An Epinephrine auto-injector device (e.g. EpiPen® or Allerject™) should be used because of its simplicity of use.
- Epinephrine (e.g. EpiPen® or Allerject™), and any other doctor-prescribed medication specified in the child's **Anaphylaxis Emergency Plan** (Appendix E), must be kept in locations that are easily accessible and not in locked cupboards, drawers, or locked medical boxes.
- All staff, students and volunteers with the centre should know the location of the Epinephrine auto-injector device (e.g. EpiPen® or Allerject™).
- The Epinephrine auto-injector device (e.g. EpiPen® or Allerject™) should be kept in the child's classroom and readily available to all. The epinephrine auto-injector must accompany the child anytime that the child is not in their classroom. The unexpired epinephrine auto-injector and the Anaphylaxis Emergency Plan (Appendix E), must be kept in a case, fanny pack, or small backpack that can easily be carried by the child or staff.
- It is recommended that the centre maintain a second epinephrine auto-injector (e.g. EpiPen® or Allerject™) in the classroom First Aid Kit.
- Adult supervision is mandatory regardless of whether or not the child is capable of Epinephrine auto-injector self-administration.
- All individuals entrusted with the care of the child need to have training on how to use
 Epinephrine auto-injector devices (e.g. EpiPen® or Allerject™). This training will be given to the
 supervisor and all staff by the parent/guardian. Staff must ensure that parent/guardians have



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- advised them on the procedures to be followed if a child has an anaphylactic reaction. The staff shall sign an acknowledgement that this training has been given.
- Staff will review the **Administration of Prescribed Medication Form** (Appendix F) and the **Anaphylaxis Emergency Plan** (Appendix E), completed by the parent /guardian at registration, or when deemed necessary, that allows the Centre to administer the required medications. These forms are to be updated as changes occur.

7. Development of an Individual Anaphylaxis Emergency Plan (Appendix E),

The Anaphylaxis Emergency Action Plan will give information on a child's life-threatening allergies.

There will be an individual **Anaphylaxis Emergency Plan** (Appendix E), for each child who has an anaphylactic allergy, completed by the parents/guardians. The **Anaphylaxis Emergency Plan** will give details informing all staff, students and volunteers, who are in direct contact with the child on a regular basis, of the type of allergy, monitoring and avoidance strategies and appropriate treatment.

Copies will be made for the following reasons:

- For posting in the child's classroom as well as other key areas in the child care centre.
- To remain with the epinephrine auto-injector (e.g. EpiPen® or Allerject™), including the emergency procedures. The epinephrine auto-injector (e.g. EpiPen® or Allerject™) and the Anaphylaxis Emergency Plan are to be kept in a case, fanny pack, or small backpack that can easily be carried by the child or staff.
- For the attendance binder.
- For the child's registration file.

The following information is included on each Individual Anaphylaxis Emergency Action Plan:

- The child's photo for clear identification of the child,
- A description of the child's allergy,
- The prescribed medication, dosage and location
- The monitoring and avoidance strategies,
- The signs and symptoms of an anaphylactic reaction
- The action required at the first signs of a reaction to be taken by the staff at Park Lawn Preschool Inc.
- Emergency contact information,
- Consent from the parent/guardian to allow Park Lawn Preschool Inc. staff to administer the medication in the event that their child has an anaphylactic reaction.



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Staff, students and volunteers are preauthorized to administer medication or supervise a child while she/he takes medication in response to an anaphylactic reaction as directed on the **Anaphylaxis Emergency Plan** (Appendix E) and **Administration of Prescribed Medication** (Appendix F) form.

It is the obligation of the child's parents/guardians to ensure that the information provided for the child's file (Anaphylaxis Emergency Action Plan (Appendix E) and Administration of Prescribed Medication (Appendix F) form) is kept up-to-date with the medication that the child is taking.

8. Training

Parents/Guardians of a child with a life-threatening allergy will be required to provide training on the procedures to be followed in the event that their child is having an anaphylactic reaction as required by the *Day Nurseries Act*. This training must take place prior to the admission of their child to Park Lawn Preschool Inc.

Supervisors and the Operations Manager will be responsible for ongoing staff, parent/guardian, student and volunteer education. The training will include, among other things, training on how to recognize the symptoms of an anaphylactic reaction, how to administer the epinephrine auto-injector (e.g. EpiPen® or Allerject™), and strategies on how to reduce the risk of exposure of the causative agents of a severe allergy. The administration will arrange for annual mandatory reviews of this policy, prior to employment or involvement in the Centre and at any time in the year deemed necessary.

All individuals entrusted with the care of the child need to have training on how to use an epinephrine auto-injector (e.g. EpiPen® or Allerject™) in addition to current First Aid and CPR training. This training on the procedures to follow if a child has an anaphylactic reaction will be given to the staff and Supervisor, either by a physician or a parent/guardian.

All training will be logged on the **Anaphylaxis Training Record** (Appendix G).

9. Emergency Action Required

As with any potential crisis, advanced planning and preparedness will help in successfully managing the event.

Think F.A.S.T. – See Appendix A

Lace – Hives, itching, redness, swelling of face, lips or tongue

Airway – Trouble breathing, swallowing or speaking, nasal congestion, sneezing

Stomach – Stomach pain, vomiting, diarrhea

Total Body – Hives, itching, swelling, weakness, dizziness/lightheadedness, loss of consciousness



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Then ACT....

The **Anaphylaxis Emergency Plan** will include (but is not limited to) the following Actions that are required in the event of an emergency:

- **Give the Epinephrine Auto-Injector** at the first sign of a known or suspected anaphylactic reaction and record time administered.
- **Call 9-1-1** or local emergency medical services. Tell them someone is having a life-threatening allergic reaction.
- Call emergency contact person (e.g. parent/guardian).
- **Give a second dose of epinephrine** in 5 to 15 minutes **IF** the reaction continues or worsens **IF** available.
- Provide Ambulance/Hospital personnel with a copy of the Anaphylaxis Emergency Plan for the
 child and the time at which the Epinephrine Auto-Injector was administered. Send all
 medication relevant to the child's anaphylactic reaction with the Ambulance/Hospital personnel
 including the empty Epinephrine Auto-Injector.
- Have a staff member accompany the child to the Hospital.

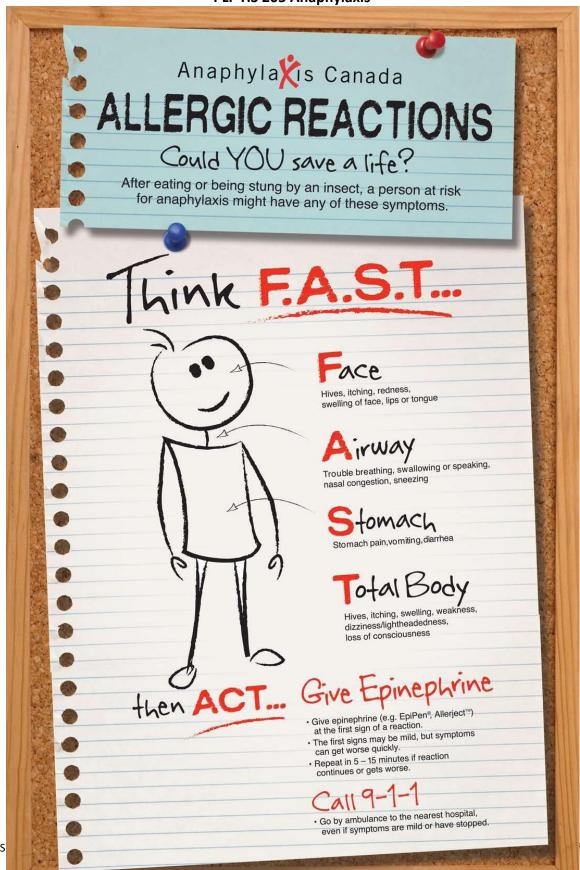
Once the crisis has been dealt with, a Serious Occurrence MUST be filled out in accordance with the policy as outlined by the Ministry of Education.

Epinephrine Auto-Injectors

There are two epinephrine auto-injectors available in Canada: EpiPen® and Allerject™. Please see Appendix B attached for a description.



APPENDIX A PLP HS 205 Anaphylaxis



PLP HS

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PLP HS 205 Anaphylaxis APPENDIX B



EpiPen®

Contains a single dose of epinephrine.

Note: EpiPen $^{\$}$ has a dosage of 0.30 mg for individuals weighing 30 kg or more. EpiPen $^{\$}$ Jr. has a dosage of 0.15 mg for individuals weighing 15-30 kg.

See Appendix C for Instructions on How To Use Epi-Pen® and Epi-Pen® Jr.



Allerject[™]

Contains a single dose of epinephrine.

Note: Allerject $^{\text{T}}$ 0.30 mg is intended for individuals weighing 30 kg or more. Allerject $^{\text{T}}$ 0.15 mg is intended for individuals weighing 15-30 kg.

Please see Appendix D for Instructions on How To Use Allerject™.



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APPENDIX C



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How to use EpiPen and EpiPen Jr Auto-injectors.

Remove the EpiPen^a Auto-Injector from the carrier tube and follow these 2 simple steps:



- Hold firmly with orange tip pointing downward.
- Remove blue safety cap by pulling straight up. Do not bend or twist.



- Swing and push orange tip firmly into mid-outer thigh until you hear a 'click'.
- Hold on thigh for several seconds.



Built-in needle protection

 When the EpiPen- Auto-injector is removed, the orange needle cover automatically extends to cover the injection needle, ensuring the needle is never exposed.



After administration, patients should seek medical attention immediately or go to the emergency room. For the next 48 hours, patients must stay within dose proximity to a healthcare facility or where they can call 911.

For more information visit EpiPen.ca.

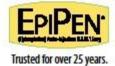
EpiPen» and EpiPen» it Auto-injectors are indicated for the emergency treatment of anaphylactic reactions in patients who are determined to be at increased risk for anaphylacts, including individuals with a history of anaphylactic reactions.

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APPENDIX D

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