**ANAPHYLACTIC PROCEDURES**

**Purpose**:

To outline guidelines to protect those children with severe allergies and to ensure that on an annual basis staff and volunteers are trained in the administering of prescription epi-pens.

**Guidelines**:

1. Ensure procedural guidelines consistent with the Day Nurseries Act and forms are in place regarding the administration of prescription epi-pens during program hours (e.g. consent forms, medication record). Review with staff at least once a year and upon enrolling children who require epi-pens for allergic reactions.

2. The staff will only administer epi-pens prescribed by a physician:

- Epi-pens with a prescription label

- the child’s name will be clearly visible on his/her Epi-pen

3. All staff members and volunteers will receive general instructions on how to administer epi-pens during their first-aid/CPR training. *Each staff and volunteer will receive specific training based on the individual child’s plan provided by the parent and approved by the physician. Annual training will be provided by a designated trainer (assigned staff) who has been trained by each child’s parent.* All staff will sign forms indicating they received training for every child enrolled in the Program with an epi-pen.

4. Each parent of a child enrolled who requires an epi-pen will provide specific written instruction on forms provided by the Program. Instructions for the child’s individual plan will be detailed and the child’s physician will sign the form before the child can be enrolled in the program. Parents will also be required to provide instruction and training to a designated trainer (assigned staff ) before the child is enrolled in the program.

5. All children requiring the use of an epi-pen will wear an epi-belt during program hours. Children will be required to carry their medication with them at all times. Parents are responsible to ensure the Program has an Epi-pen for their child at all times. Children may not be accepted into the Program without an Epi-pen on site.

6. Supervising staff will ensure the children have their epi-pen belts prior to engaging in planned activities. Epi-pens will be stored in a permanent location in the Program office at Princess Margaret and in the First Aid Kit drawer of the telephone cart at John G. Althouse, children will also carry an Epi-pen in their knapsack. Expired epi-pens will be returned to parents.

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7. Parents will be informed that program staff or volunteers is not responsible for ensuring medication has been taken nor does the program assume any liability. Staff will notify parents of any known accidental dose or misuse of the epi-pen.

1. To eliminate risks of exposure the program will only serve nut free snacks.
	* Staff purchasing or ordering food for the Program will carefully check labels and inquire about food items that may contain nuts.
	* Parents will not be permitted to send snacks or lunches with items that may contain nuts. Staff will check lunches brought in by the children to ensure no nut products are on site. If nut products are found they will be disposed of in the office.
	* Visitors or volunteers to the Program i.e. new instructors on P.A.Days will be advised of this policy prior to their arrival
	* Staff will not bring nut products into the Program or open any items that may contain nuts i.e. (boxes of chocolate, cookies etc.)
	* The same precautions will be taken when purchasing craft items and products for the program that may contain nuts i.e. birdseed, tree nuts etc

The parent handbook will include a section that explains the importance of maintaining a nut free facility.

**EMERGENCY PROTOCOL**

1. One person stays with the child at all times.
2. Administer epi-pen at the first sign of reaction.
3. Call 911. Have the child transported to an emergency room even if the symptoms have subsided. Symptoms may recur hours after exposure to an allergen. After 15-20 minutes the effects of the epi-pen begin to wear off.
4. Contact the child’s parents.
5. One calm and familiar person must stay with the child until a parent or guardian arrives.

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1. When a child is being driven to the hospital (when possible) another adult should accompany the driver to provide assistance to the child if necessary. The child’s back-up epi-pen should also be taken.