

Instructions and Tips for Creating Compliant Policies and Procedures: Anaphylactic Policy and Procedures (O. Reg. 137/15, ss. 39(1))



Mandatory Information

The following information **must be included** in your child care centre's anaphylactic policies and procedures to demonstrate compliance with requirements under the *Child Care and Early Years Act, 2014* and O. Reg. 137/15:

- A strategy to reduce the risk of exposure to anaphylactic causative agents
- A communication plan for the dissemination of information on life-threatening allergies, including anaphylactic allergies
- Development of an individualized plan for each child with an anaphylactic allergy who receives child care at a child care centre the licensee operates
- Training on procedures to be followed in the event of a child having an anaphylactic reaction

Other Considerations

The following are some tips and other considerations for developing your anaphylactic policies and procedures. These are not mandatory, but they will support the development of more comprehensive and high-quality policies and procedures:

General

- Provide definitions for ambiguous terms used throughout your document.
- Include a space to put the date that the policy was last developed and/or updated.
- Break down your procedures into a step-by-step process that is easy to understand and follow and that includes clear roles and responsibilities.
- Link this policy to other policies and procedures that have been established and implemented (e.g. serious occurrence policy, sanitary practices policy, drug and medication administration policy, etc.).
- Be clear about the intent of your policy and what you are trying to achieve through its implementation.

Consultation and Resources

- Consult resources about all the best practices that could support your program in preventing and responding to an anaphylactic reaction and include them in your policy and procedures (e.g. Information on the Ministry of Education Website about anaphylaxis, Sabrina's Law, 2005, Food Allergy Canada, etc.).

- Consult information available about how to properly administer an epinephrine auto-injector and include the steps to follow in your procedures.

Processes and Expectations to Include

- Reflect other regulatory requirements in your policy and procedures (e.g. daily written record, emergency contact information, allergy lists, drug and medication administration, etc.)
- Contemplate how other persons at the child care centre may be affected by anaphylaxis and include related policies and procedures (e.g. staff, students, volunteers, other persons providing child care or other services to children).

When developing your strategy to reduce the risk of exposure to anaphylactic causative agents:

- Describe the policy that will be followed where children with anaphylaxis do not have emergency allergy medication on site.
- Include policies intended to protect children in case of a life-threatening allergic reaction, such as keeping more than one emergency allergy medication available on site, and having more than one person trained by a parent on a child's individualized anaphylaxis plan and emergency procedures.
- Be clear that any allergen specified in a child's individualized anaphylaxis plan should not be served to the child.
- Include what to do when ingredient lists are not available or unknown for food and drinks that may be served at the child care centre.
- Outline what the process will be if the meals and snacks provided by the child care centre cannot meet the needs of a child with anaphylactic allergies.
- Provide requirements for supervision of children during meal and snack times.

When developing your communication plan for the dissemination of information on life-threatening allergies, including anaphylactic allergies:

- Think about different ways that information about allergies and anaphylaxis can be communicated to families and include them in your procedures.
- Set out what mechanism will be used to inform families about anaphylactic allergies and known allergies at the child care centre (e.g. email, flyers, posters, etc.).
- Describe how the confidentiality of children with allergies and medical needs can be protected and under what circumstances personal information can be disclosed.
- Set out whether signage will be posted about anaphylactic allergies at the child care centre to support transparency and communication.

- Describe whether, how and where individualized anaphylaxis plans and emergency procedures will be posted and/or made readily available to all staff, students and volunteers.
- Set out requirements for staff, students and volunteers to regularly review children's individualized anaphylaxis plans and the anaphylaxis policy and procedures.
- Outline how the caterer, cook and/or other food handling staff will be made aware of all allergies at the child care centre, including those of children, staff, students and volunteers.

When developing your policies and procedures about individualized plans for children with anaphylaxis:

- Include a process for consulting and collaborating with parents on children's allergies, dietary needs and individualized anaphylaxis plans and emergency procedures before children are enrolled with the child care centre and regularly thereafter.
- Include templates for individualized anaphylaxis plans and emergency procedures that include all the information required to properly respond to an emergency based on a child's individual and specific needs, including a photo of the child.
- Where a template provided by another source is used to develop individualized anaphylaxis plans and emergency procedures, make sure that they include all the information required by O. Reg. 137/15 and that the information provided in the template is specific to the child (e.g. signs and symptoms of an anaphylactic reaction) so that the plan and procedures can be properly followed.
- Provide steps for handling emergency allergy drugs and medications and their proper disposal.
- Describe how emergency allergy medication may be stored and carried in a way that allows them to be administered quickly in the event of an emergency.
- Decide whether and under what circumstances children may be allowed to carry their own emergency allergy medication and include measures for ensuring the safety of other children at the child care centre.
- Include the frequency at which individualized anaphylaxis plans and emergency procedures will be reviewed with parents to ensure they are accurate and up-to-date.

When developing your policies and procedures about training on procedures to be followed in the event of a child having an anaphylactic reaction

- Describe who will be responsible for training staff, students and volunteers on the procedures to follow in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylaxis and administer emergency allergy medication.
- Set out the frequency that training must be provided and refreshed, and how training will be documented.

- Provide templates for documenting the training that has been provided to staff, students and volunteers at the child care centre, taking into consideration how those who missed training will be accounted for.