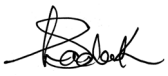
Centennial Infant and Child Centre

**CATEGORY:** Health and Safey Policies and Procedures

**SUBJECT:** Anaphylactic Policy

**APPROVED BY:** Shemina Ladak, Executive Director



**DATE:** September 2016

**REVIEWED:** October 2026

**Purpose**

Centennial Infant and Child Centre (CICC) is committed to providing a safe and inclusive environment for all children, including those with life-threatening allergies.

The purpose of this policy is to reduce the risk of exposure to known allergens, establish clear procedures for responding to anaphylactic emergencies, and ensure that staff, students, volunteers, and families understand their responsibilities.

This policy is developed in accordance with the *Child Care and Early Years Act, 2014* and *Ontario Regulation 137/15*, including section 39. Its requirements align with the principles of *Sabrina's Law, 2005*.

**Policy**

Anaphylaxis is a severe allergic reaction that can be life-threatening and requires immediate medical attention.

CICC will maintain an individualized anaphylaxis plan and emergency procedures for every child with a known anaphylactic allergy. Plans will be developed in consultation with the child's parent/guardian and any regulated health professional involved in the child's care whom the parent believes should be consulted.

CICC will ensure that appropriate prevention strategies, communication procedures, staff training, and emergency response measures are in place.

All staff, students, and volunteers will follow the Centre's Anaphylaxis Policy and applicable individualized plans.

**Strategies to Reduce the Risk of Exposure**

CICC will implement the following measures to reduce exposure to known anaphylactic allergens:

- Foods containing or labelled "May Contain" an allergen identified in a child's individualized plan will not be served to that child.
- The Centre Manager, in consultation with parents/guardians, may restrict specific foods, products, or materials that pose a risk to children with anaphylactic allergies.
- Where an allergen cannot reasonably be eliminated, appropriate precautions will be implemented to minimize exposure.

- Staff will review ingredient labels before serving food and will ensure that children do not share food, drinks, or utensils.
- Food brought from home must comply with the Centre's allergy restrictions, be clearly labelled with the child's name, and include an ingredient list or original packaging identifying ingredients.
- Staff, students, volunteers, and children will follow appropriate handwashing practices before and after eating or handling food.
- Food preparation and eating surfaces will be cleaned before and after use.
- Craft supplies, sensory materials, and toys will be checked for known allergens where applicable.
- Cleaning products, medications, and other potentially hazardous substances will be stored safely and in accordance with applicable requirements. Emergency allergy medication will remain readily accessible to authorized staff.
- Appropriate allergy precautions will be maintained during classroom activities, celebrations, outdoor activities, field trips, and other off-site events.
- CICC will take reasonable precautions to reduce exposure to allergens but cannot guarantee an allergen-free environment.

**Communication Plan**

CICC will ensure that information regarding life-threatening allergies is communicated to individuals responsible for children's care and safety.

Parents/guardians will be asked to disclose known allergies during registration and promptly report any new diagnosis or changes.

Staff, students, and volunteers will be informed of relevant allergies and emergency procedures before providing care or supervision.

Parents/guardians will be informed of applicable food and product restrictions through registration materials, the parent handbook, email, or written notices.

A current list identifying children with allergies and their known allergens will be posted in the required areas of the Centre in accordance with Ontario Regulation 137/15.

Individualized emergency plans will be accessible to staff in the child's assigned classroom and other relevant program areas.

Allergy information will be shared only as necessary for the child's safety and in accordance with applicable privacy requirements.

The Centre Manager will ensure that allergy information is updated and communicated when changes occur.

**Individualized Anaphylaxis Plan and Emergency Procedures**

An individualized plan will be developed for each child with an anaphylactic allergy in consultation with the child's parent/guardian and any regulated health professional involved in the child's care whom the parent believes should be consulted.

The plan will include:

- Description of the child's allergy and known triggers.
- Strategies to reduce the risk of exposure.
- Signs and symptoms of an allergic or anaphylactic reaction.
- Emergency response procedures, including medication administration.
- Location of prescribed emergency allergy medication.
- Roles and responsibilities of staff.
- Emergency contact information.
- Parent/guardian authorization for medication administration and relevant information sharing.
- Additional precautions required during field trips, evacuations, and other activities outside the classroom.
- Individualized plans will be reviewed at least annually and whenever changes occur.

Copies of the plans will be maintained in the child's central file, designated IPP binders, assigned classroom, gym, and Emergency Contact Binder, as applicable. These records will be accessible to authorized staff while protecting the child's personal information.

**Emergency Allergy Medication**

Parents/guardians are responsible for providing prescribed emergency allergy medication, such as an epinephrine auto-injector, when required by their child's individualized plan.

Medication must be provided in its original packaging with the required identifying and administration information.

Written parental authorization and instructions must be maintained in accordance with the Centre's medication administration procedures.

Emergency allergy medication must be readily accessible to staff while remaining inaccessible to children.
Emergency allergy medication must not be stored in a manner that delays access during an emergency.
Medication must accompany the child during field trips, walks, evacuations, and other off-site activities.
Children may carry their own emergency allergy medication where permitted under Ontario Regulation 137/15 and authorized in their individualized plan.

Parents/guardians must provide replacement medication before the existing medication expires.
The Centre Manager will ensure that medication storage and administration practices comply with applicable legislative requirements.

**Emergency Response Procedures**

If a child exhibits signs or symptoms of anaphylaxis, staff must respond immediately.

The first staff member recognizing the reaction will:

- Immediately administer epinephrine in accordance with the child's individualized emergency plan and prescribed instructions.
- Call 911, or direct another staff member to call, and clearly identify the emergency as suspected anaphylaxis.
- Remain with the child, continuously monitor their condition, and follow the emergency plan and instructions from emergency medical services.

- Arrange for another staff member to notify the child's parent/guardian as soon as possible without delaying emergency treatment.
- Administer a second dose of epinephrine if required by the child's emergency plan and emergency medical guidance.
- Ensure the child is assessed and transported to hospital by emergency medical services, even if symptoms improve.
- Provide emergency responders with the child's medical information and used auto-injector, where appropriate.

Following the emergency, staff will:

- Notify the Centre Manager.
- Follow the Centre's Serious Occurrence Policy and Procedures, including reporting to the Ministry of Education when required.
- Document the incident, symptoms, medication administered, and actions taken in the appropriate records.
- Review the incident and determine whether changes to the child's individualized plan or Centre procedures are necessary.

**Training and Policy Review**

CICC will ensure that all employees, students, and volunteers receive the required information and training to respond appropriately to an anaphylactic emergency.

Training will include:

- Recognizing signs and symptoms of anaphylaxis.
- Identifying known allergens and prevention strategies.
- Reviewing each applicable individualized plan and emergency procedures.
- Locating and administering epinephrine auto-injectors.
- Contacting emergency services and notifying parents/guardians.
- Following emergency documentation and reporting procedures.

The Anaphylaxis Policy, applicable individualized plans, and emergency procedures will be reviewed:

- By employees, students and volunteers before beginning to provide care or supervision.
- At least annually thereafter.
- Whenever substantive changes are made.

Training and policy reviews will be documented, including dates, participants, and acknowledgement of completion. Records will be maintained in accordance with the Centre's record-keeping procedures.

**Parent/Guardian Responsibilities**

Parents/guardians of children with anaphylactic allergies are responsible for:

- Informing CICC of their child's allergies before care begins or as soon as an allergy is identified.
- Participating in the development and updating of their child's individualized plan.
- Providing information about allergens, symptoms, emergency procedures, and required accommodations.
- Providing prescribed emergency allergy medication in its original labelled packaging.
- Ensuring medication remains current and replacing it before expiry.
- Providing required written authorization for medication administration.

- Promptly notifying the Centre Manager of any changes to the child's allergy, treatment, medication, or emergency procedures.

**Definitions**

- Anaphylaxis: A severe systemic allergic reaction that can be fatal and requires immediate treatment.
- Allergen/Causative Agent: A substance that triggers an allergic reaction.
- Common allergens include peanuts, tree nuts, milk, eggs, wheat, soy, sesame, mustard, fish, shellfish, sulphites, medications, latex, and insect stings.
- Signs and symptoms of anaphylaxis may include:
- Skin: Hives, swelling, itching, redness, or rash.
- Respiratory: Coughing, wheezing, difficulty breathing, throat tightness, difficulty swallowing, or a hoarse voice.
- Gastrointestinal: Nausea, vomiting, abdominal pain, or cramping.
- Cardiovascular: Dizziness, weakness, fainting, pale or bluish skin, or shock.
- Other: Sudden anxiety or a feeling that something is seriously wrong.
- Anaphylaxis may occur without skin symptoms, and symptoms can vary between reactions.
- Epinephrine Auto-Injector: A medical device used to administer a prescribed dose of epinephrine for emergency treatment of anaphylaxis.

**Related Legislation and Resources**

*Child Care and Early Years Act, 2014*
*Ontario Regulation 137/15*, sections 39, 40, 43, and other applicable provisions
*Sabrina's Law, 2005*
Ontario Ministry of Education, *Child Care Centre Licensing Manual*
Food Allergy Canada — Anaphylaxis resources