



## **Anaphylaxis and Individual Emergency Medical Plan Policy**

It is the policy of the Waterloo Co-Operative Preschool to use the following procedures to ensure the wellbeing of children with anaphylactic reactions:

1. Before attending the preschool the supervisor will meet with the parents to obtain information about any medical conditions, including if they have an anaphylactic allergy. If they do have an anaphylactic allergy, an individualized emergency medical plan will be developed with the parents including a description of symptoms that are specific to their child and the procedures to be followed in the event of allergic reaction.
2. All staff and volunteers will sign off that they have read and understood the individual plan for each child with an anaphylactic reaction. A notice for each child with an anaphylactic allergy will be posted in a visible area in the main preschool room, in each emergency binder and in all play spaces.
3. Details in the child's file and Emergency Medical Plan will indicate medications used for each child with a Plan. This may include bringing a non expired epi pen to be kept at school, and stored as per instructions in the Emergency Medical Plan.
4. All staff, volunteers will be made aware of any child or children with severe allergies in the class and strategies to reduce the risk of exposure to any allergens- such as:
  - requiring families to wash hands before coming to Preschool
  - not serving foods that's ingredients or location of purchase are not known
  - If required - as indicated on an Emergency plan or Individual support plan - to bring food from home, then staff will label any food sent from home with the child's name, store properly and ensure that food sent from home is not shared with any other children. Foods permitted to be brought must be indicated on the child's file that a doctor or medical professional requires a special diet. Food brought must follow our nutrition policy and not contain any known class allergens such as nuts.
  - All staff and volunteers who are serving food must check allergy charts and ingredient labels every day before serving, especially when new products are brought in (i.e. different brands of products like Graham crackers).
5. All staff will obtain and keep up to date Level C Standard First Aid CPR training and maintain safe food handling certification.
6. All staff and volunteers will check snack products and other materials and spaces for the allergen. A playground check will be conducted daily before use.
7. In the event of a reaction, the following procedures have been put in place. More detailed procedures will be noted on each child's individual or emergency plan.
  - The lead educator shall carry and administer the epi-pen and first aid.

- The lead teacher may assign an assistant/volunteer to mark down the exact time the epi-pen or Benadryl was administered on the Medication log associated with the child but will be responsible to ensure documentation is complete.
  - The lead teacher will instruct the assistant teacher or volunteer to call 911 and summon an ambulance. Following this, the parents will be contacted. If the parents are unavailable, the emergency contact person will be called. “Our address is 22 Bridgeport Rd West in the lower level in doors off of Albert street.” An AED machine is located on the main level close to the gym main doors.
  - A volunteer will be required to travel to the hospital via ambulance with the child. Those remaining will stay on the carpeted area in the classroom until the emergency has been handled. Ratios are always maintained.
  - The supervisor will follow the procedures to report a serious occurrence to the Ministry of Education any time a life threatening injury or accident occurs.
8. It is important to remain calm in such an emergency. All volunteers and staff must be aware of the other children in the room and help them to remain safe and calm.

Individual Emergency/Medical or support plans will be reviewed and signed annually, and whenever there are changes made by all staff and volunteers.

References:

[Individual Emergency Plans for Children with medical needs Policy](#)  
[Emergency Management Policy](#)

*Revised: November 2023 by Tracey Marques and BOD*  
*Approved By: Sravani Tammishetti(Admin Assistant) on January 5, 2024*  
*Seconded By: Matt McCarney (President) on January 8, 2024*