

Food Allergy-Policy and Procedure

Effective September 6, 2004; Updated September 5, 2013

- 1. Individual allergy plan** from Dr. for every child with diagnosed allergies
 - a. Include form in enrollment packet to find out:
 - i. What is the allergy
 - ii. How many times there has been a reaction
 - iii. What happens, and how quickly after exposure
 - iv. Is there an epipen
 - v. What is the Dr's plan
 - b. Post info in office, food prep and eating areas, and in child's kit
 - c. Parents of children with specific allergies will provide food from home if omission from meal is not possible (plain noodles instead of spaghetti for tomato allergy). **Our nut-free policy extends to food brought from home.**
 - d. Cooks will not prepare special food at center, but teachers may serve the food provided by parents (ie, cooks won't make a special grilled cheese sandwich with child's bread from home, but teachers can serve a sandwich sent from home)
 - e. Parents of allergic kids must meet with cook, teachers and director to discuss allergy, menu and mealtime routine as they relate to the individual child's allergies and center routines (see below)
 - f. Parents must provide kit with oral antihistamine (such as Zyrtec or Benadryl) as prescribed by Dr., and 2 epipens, and keep them current

- 2. Anaphalaxis Training**
 - a. View Food Allergy video on GH website as part of administrative orientation
 - b. Annual training at all staff meeting by allergist or RN—must include Epipen training
 - c. Anaphalaxis info included in First Aid course and Health & Safety portion of GH staff training
 - d. Add Annual Anaphalaxis Training to staff requirements checklist, like CPR/First Aid
 - e. Add initial training (either all-staff or First Aid) to new hire requirements checklist and GH orientation handbook
 - f. Annual "drill" to provide a practice for staff
 - g. Provide staff with information on label-reading

- 3. Location of Supplies**
 - a. Child Info Board w/photo in classroom and any food prep or eating area.
 - b. Individual child's kit with benedryl, epipen and e-card in first aid area—consistent location in each room (bathroom cabinet)
 - c. Epipens (2) for fanny pack to be taken outside by ht or designated staff, whenever child leaves the room
 - d. Reminder notes for fanny pack on outside doors
 - e. Script for calling 911 at each phone
 - f. Daily orientation for subs in rooms with severe allergies
 - g. Notice on staffing board in office re: rooms with severe allergies
 - h. GH will make a template for Action Plan to include parent signature, based on Dr.'s individual plan.
 - i. Post "how to read labels" info in food prep areas
 - j. Emergency card copies
 - i. In room
 - ii. In fanny pack

- iii. In field trip bag
- iv. In office file
- v. In E-card box in office (original)

4. Staff Action Plan

- a. Plan for emergencies will be written for each center, including:
 - i. Rooms with children w/known allergies
 - ii. Designated staff for
 - iii. calling 911
 - iv. calling parents
 - v. staying with child
 - vi. helping with the rest of the children
 - vii. accompanying child on ambulance
 - viii. Designation of head teacher or other staff for allergy kit responsibility
 - ix. Save packaging from suspect food
- b. Staffing at mealtimes will include plan for knowledgeable, trained staff to be present whenever food is served. No subs or new staff will be left alone with children during mealtimes.
- c. Mealtime routines will be established to minimize the risk of exposure to allergic children, such as:
 - i. separate tables
 - ii. food labeled for individual children
 - iii. clearly labeled area for storage of allergic child's food from home
 - iv. safe disposal of leftovers or scraps, supervised by staff
- d. Cooks will check labels when shopping and again when preparing food. Cooks will make every effort to avoid purchasing food containing nut oils.
- e. *Food containing warning labels for nut oils that are purchased (as in bulk buying where label-reading is not possible) will not be served in rooms where children are enrolled who have diagnosed nut allergies.*
- f. Staff will thoroughly clean all areas where children have eaten, especially shared spaces such as the gym or playground areas.
- g. Center will only purchase lotions and soaps that *do not* contain nut oils.
- h. Center will only purchase sunscreens that are paba and parabin-free and contain no nut oils.
- i. Staff will have parents check medication expiration dates in the fall at curriculum night, and again at parent-teacher conferences.