

Children's Services Policy: Anaphylactic

Policy Details	Policy Index Number and Dates
Policy Name: Anaphylactic	Index Number: ANA00-01
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Approved By: Satinder Klair, Director, Children's Services	Latest Revision: 01-07-2025
Document Applies to: Niagara Region Licensed Home Child Care Program	Authority: Niagara Region Niagara Region Public Health Child Care and Early Years Act 2014 (CCEYA) College of Early Childhood Educators (CECE) Code of Ethics and Standards of Practice, For Registered Early Childhood Educators in Ontario, July 2017 Sabrina's Law 2005

Disclaimer: A printed copy of this document may not reflect the current policy. Refer to the electronic version on the Children's Services VINE.

Purpose

Anaphylaxis is a serious allergic reaction that can be life-threatening. It requires avoidance strategies and immediate response in the event of an emergency. This policy and procedures are intended to help meet the needs and save the lives of children, staff and Home Child Care Providers with severe allergies, in addition to provide relevant and important information on anaphylaxis to parents/guardians, staff, students, volunteers, Home Child Care Providers, adult residents of the home premise, and adult frequent visitors to the home premise.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for an anaphylactic policy for licensed home child care agencies. The requirements set out in this policy align with [Sabrina's Law, 2005, S.O. 2005, c. 7](#), which requires all district school boards and school authorities in Ontario to develop an anaphylactic policy. Additional supportive information available to review is [Sabrina's Law - Food Allergy Canada](#).

Policy

Niagara Region Licensed Home Child Care Program strives to provide a safe environment for children, staff, and Home Child Care Providers who have life threatening allergies to various materials or foods.

Responsibilities

CECE Expectations

Registered Early Childhood Educators must also follow the expectations set out in the Code of Ethics and Standards of Practice, July 2017.

Specifically, the following:

- Responsibilities to Children
- Responsibilities to Families
- Responsibilities to Colleagues and to the Profession
- Standard I: Caring and Responsive Relationships
- Standard III: Safety, Health, and Well-being in the Learning Environment
- Standard IV: Professionalism and Leadership

Staff and Home Child Care Provider Responsibilities

Staff and Home Child Care Providers will review, understand, and agree to comply with this policy. For children with a history of anaphylaxis, staff and Home Child Care Providers will use their best judgment in administering the epi-pen. If acting in good faith and in the best interest of the child when following the Life-Threatening anaphylactic reaction procedure, it is always safer to treat the reaction as severe, especially in children with a known history of anaphylaxis.

Definitions

Anaphylaxis: means a severe systemic allergic reaction which can be fatal, resulting in circulatory collapse or shock. Anaphylaxis is a serious allergic reaction and can be life-threatening. The allergy may be related to food, insect stings, medicine, latex, etc.

CECE: College of Early Childhood Educators.

Individual Plan: For the intent of this policy refers to the Emergency Anaphylaxis Plan

Procedures

Individualized Anaphylaxis Plans and Emergency Procedures

- Before attending the home child care premise, the Home Child Care Advisor, in

consultation with the Supervisor/Designate, will obtain information about any medical conditions, including whether the child is at risk of having or has anaphylaxis.

- Before a child attends the home child care premise or upon discovering that a child has an anaphylactic allergy, an individualized anaphylaxis plan and emergency procedures will be developed for each child with anaphylaxis in consultation and collaboration with the child's parent/guardian, and any regulated health professional who is involved in the child's care that the parent/guardian believes should be included in the consultation.
- A regulated health professional signature is required:
 - Initially upon registration.
 - When a child has been diagnosed with an anaphylactic allergy.
 - When a change to the child individualized plan occurs.
- Please note that a regulated professional signature requirement does not apply in the following situations:
 - if the parent/guardian is replacing an expired epi-pen, or
 - upon annual renewals so long as no changes to the anaphylaxis emergency plan has been made.
- Written notice should be obtained from the parent/guardian when they disclose that their child is no longer deemed anaphylactic.

All individualized anaphylaxis plans, and emergency procedures will:

- Include a description of symptoms of an anaphylactic reaction and the procedures to be followed in the event of anaphylactic reaction.
- Include information for those who are in direct contact with the child on a regular basis about the type of allergy, monitoring, avoidance strategies and appropriate treatment.
- Always be readily accessible to all staff, Home Child Care Providers, adult residents of the home premise, and adult frequent visitors to the home premise and will be kept in with the child(ren)'s epinephrine auto-injector (Epi Pen) which always accompanies the child including any outings/excursions.
- Be reviewed with a parent/guardian of the child annually to ensure the information is current and up to date.

Please note:

- Where an individualized anaphylaxis plan outlines additional medications (i.e., Benadryl),

the Epi Pen must always be administered first. Any additional medications may be administered after the Epi Pen has been administered. This standard of practice is communicated to parents/guardians.

Strategies to Reduce the Risk of Exposure to Anaphylactic Allergens

The following strategies to reduce the risk of exposure to anaphylactic causative agents must be always followed by staff, Home Child Care Providers, adult residents of the home premise and adult frequent visitors to the home premise.

- Do not serve foods where ingredients are unknown.
- Do not serve items with 'may contain' warnings on the label to a child who has an individualized anaphylaxis plan and emergency procedures specifying those allergens.
- Home Child Care Providers will review ingredients before food is served to children to verify that causative agents are not served to child(ren) with anaphylactic allergies.
- Home Child Care Providers are encouraged to remove any foods containing the allergen from their menu if able.
- Home Child Care Providers will provide an alternate food item for the child who has an individualized anaphylaxis plan when applicable.
- Home Child Care Providers will ensure the health and safety of the child(ren) when seating the child(ren) for snacks and meal where the allergen is present.
- In cases where a child has food allergies and the meals and snacks provided by the Home Child Care Provider cannot meet the child's needs, the child's parent/guardian will be asked to supply snacks/meals for their child. All written instructions for diet provided by a parent/guardian will be implemented. See "special diets" below for further information regarding foods from home.
- Materials used for crafts and sensory activities will be considered for causative agents (allergens).
- Playground inspections will take causative agents (allergens) into account
- Information will be shared about anaphylaxis, strategies to reduce the risk of exposure to known allergens and treatment with all families enrolled at the home child care premises.
- Each child's individual anaphylaxis plan and emergency procedure will be kept-up-to-date and all staff, students, Home Child Care Providers, adult residents of the home premise, and adult frequent visitors to the home premise are trained on the plans.
- Refer to the allergy list and ensure that it is up to date and implemented.

- Staff, students, Home Child Care Providers, adults' residents of the home premise, adult frequent visitors to the home premise will be updated when changes to a child's allergies, signs and symptoms, and treatment occur and review all updates to individualized anaphylaxis plans and emergency procedures.
- Families will be updated when changes to allergies occur, as they will be posted with the parent board.

Special Diet

Best efforts will be made to accommodate children with special diet requirements due to medical conditions, allergies, or religion. There may be instances where a parent/guardian will be required to provide the food for their child. When this occurs, each item must be individually packaged with the child's name on each item. The Special Dietary and Feeding Arrangement form must be completed by the parent/guardian to provide foods brought from home for their child.

Communication Plan

The following is the communication plan for sharing information on life-threatening and anaphylactic allergies with staff, students, parents/guardians, Home Child Care Providers, adult residents of the premise, and adult frequent visitors to the home premises.

- Parents/guardians will be encouraged not to bring foods that contain ingredients to which children may be allergic.
- Parents/guardians and families will be informed about anaphylactic allergies and all known allergens at the home premise during the Home Child Care Provider and parent interview, in addition to the Home Child Care Advisor and parent orientation.
- Known allergens will be documented on an allergy list and posted on the parent board, in addition to all food prep and eating areas.
- Each child with an anaphylactic allergy will have an individualized anaphylaxis plan and emergency procedures that provide details on signs and symptoms of an anaphylactic reaction describing how to identify that they are having an allergic reaction and what to do if they experience a reaction.
- Each child's individualized anaphylaxis plan and emergency procedures will be made available and accessible wherever the child may be present while receiving child care.
- Parents/Guardians will notify the Niagara Region Licensed Home Child Care Program and Home Child Care Provider of any updates regarding the life-threatening allergy or

any changes. The Home Child Care Provider will notify their Home Child Care Advisor of any communication specific to the life-threatening allergy disclosed by the parent/guardian.

- Any health concerns related to the child will be documented in the daily log.
- Staff, students, parent/guardian, Home Child Care Provider's, adult residents of the home premise, and adult frequent visitors to the home premise will refer to the Health and Safety Manual for Child Care Providers, Fifth Edition, and Niagara Region Public Health for general information on life threatening allergies.
- The Niagara Region Licensed Home Child Care Program will communicate with the Ministry of Education by reporting serious occurrences where an anaphylactic reaction occurs in accordance with the established serious occurrence policy and procedures.
- This communication plan will be continually reviewed to ensure it meets the needs of the Home Child Care Agency and that it is effectively achieving its intended result.

Drug and Medication Requirements

- Parent/guardian authorization will be noted on the anaphylactic plan for the Epi-Pen.
- Where other medications i.e., Benadryl as per the medication policy are required, a supplementary 'Authorization of Medication' form will be completed by the parent/guardian.
- Emergency allergy medication (e.g., oral allergy medications, puffers, and epinephrine auto-injectors) will be allowed to remain unlocked or carried by children with parent/guardian authorization (school age program) so that they can be administered quickly when needed.

Training

- Home Child Care Providers and staff will ensure that they receive training. This training may be provided by the parent/guardian of a child with anaphylaxis 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.
- Once the Home Child Care Provider and Home Child Care Advisor have been trained they will ensure training is provided to all adult residents of the home premise, and adult frequent visitors to the home premise who may interact with the child(ren) during child care hours. Anaphylactic training may include the course 'Anaphylaxis in a Child Care Setting' offered at allergyaware.ca.

- Once the Supervisor has been trained by a parent/guardian, the Supervisor will ensure anaphylactic training is provided to all other staff, students and volunteers who enter the home child care premises.
- Training will be repeated annually, and any time there are changes to any child's individualized anaphylaxis plan and emergency procedures.
- A written record of training for staff, students, volunteers, Home Child Care Providers, adult residents of the home, and adult frequent visitors to the home on procedures to be followed for each child who has an anaphylactic allergy will be kept.

Confidentiality

- Information about a child's allergies and medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Non-Life-Threatening Allergies

If a child has a non-life-threatening allergy where medication (i.e., Benadryl, Rupal, etc.) is to be administered, an 'Individualized Plan for a Child with Medical Needs' must be completed.

Additional Policy Statements

For their safety, children who require an Epi-pen will not be permitted to attend the home child care program without the Epi-Pen on site or if the Epi-Pen has expired. If a child arrives at the home child care premise without the Epi-Pen, the child will not be admitted into care. For example, if a child arrives from school without their allergy medications, their parent/guardian will be called to either pick up the child or deliver the medication. The child will be closely monitored by the Home Child Care Provider and depending on the allergy, not served any food items, while waiting for the parent/guardian to arrive.

Resources

[Sabrina's Law - Food Allergy Canada](https://foodallergycanada.ca/sabrinas-law/)

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[Child Care Manual - Niagara Region, Ontario](https://www.niagararegion.ca/living/childcare/service-providers/child-care-manual/default.aspx)

(<https://www.niagararegion.ca/living/childcare/service-providers/child-care-manual/default.aspx>)

Individualized Anaphylaxis Plan and Emergency Procedures

Regional Employees Sign Off

This form confirms that the Regional Niagara Licensed Home Child Care Program Staff, Students and volunteers have reviewed and been trained on the Individualized Anaphylaxis Plan and Emergency Plan form for the following individual:

(please print name)

Date of Emergency Plan

Date dd/mm/yyyy	Name of Reviewer	Signature	Supervisor/Manager Signature

Anaphylaxis Emergency Plan Sign-Off - Home Child Care Providers

This form confirms that home child care staff, student/volunteers, residents of the home, and frequent visitors who may interact with the child during child care hours must review the Individualized Anaphylaxis Plan and Emergency Procedures and be trained on the administration of the EpiPen® for the following child: _____

Parental Statement:

I, _____ (parent/guardian):

- hereby give consent to any person with training on this plan at the home child care premises to administer my child's epinephrine auto-injector medication to follow the procedures set out in my child's Individualized Anaphylaxis Plan and Emergency Procedures
- Have authorized and trained the individuals outlined in Table 1: Trainee Confirmation to train all individuals mentioned above on my child's Individualized Anaphylaxis Plan and Emergency Procedures. The individuals trained by the trainer will be listed in Table 2: Individuals Trained by the Trainer below
- ☐ IF APPLICABLE, hereby give consent for my child to carry their emergency allergy medication in the following location (i.e. bag)

Parent/Guardian Signature: _____ Date: _____

Table 1: Trainee Confirmation

Position	Name of Trainee	Signature of Trainee	Date Training Received and Signed (mmm/dd/yyyy)
Provider			
Staff			
Staff			

Table 2: Individuals Trained by the Trainer

Name of Trainee	Signature of Trainee	Date Training Received and Signed (mmm/dd/yyyy)

Table of Revisions

Revision Number	Date	Description	Updated By
1	04-15-2026	Transferred policy into current Children's Services template.	Sabrina Jancsi
2	04-24-2026	AODA compliance	Kayla Dobrocky