

### **III. Allergy Prevention and Response Plan- Minnesota Statutes, section 245A.41, subdivision1**

**Procedures to follow that specify the license holder will obtain documentation of any known allergy from a child's parent or legal guardian or the child's source of medical care before admitting the child for care. If a child has a known allergy, the license holder must maintain current information about the allergy in the child's record.**

If an allergy or medication is noted on the child's application or noted at time of In-take a letter is sent to the family. If a child requires medication during school hours the documents included in this letter are a Plan of Care and Permission to administer medication and needs to be completed by the child's physician. If a child requires a special diet, due to a food allergy, the documents included would be a Diet Statement and needs to be completed by the physician. All this information is required before child can attend. Reach-Up documents all parent responses and Plan of Care in Child Plus. Classroom staff send the monthly Medication Administration record to the Nurse. The Nutrition Services Coordinator monitors the child's food allergy by creating monthly menus.

**Procedures to ensure that at least annually or following any changes made to allergy-related information in the child's record, the license holder will update the child's individual child care program plan and inform each staff person who is responsible for carrying out the individual child care program plan of the change. The license holder must keep on site documentation that a staff person was informed of a change.**

At the beginning of a new school year or when changes are needed, Parents are asked to provide a new signed Plan of Care, Permission to Administer Medication or Diet Statement. Every year Centerbase staff are informed and trained. The Nurse or Nutrition Specialist Coordinator inform Centerbase staff of changes and train as needed. The old documents are removed and the current documents are kept in the classroom. All changes are documented in Child Plus.

**Procedures to develop an individual child care program plan as specified in Minnesota Rules, part 9503.0065, subpart 3. The individual child care program plan must include but not be limited to a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.**

After all completed forms are received by Reach-Up including, Plan of Care, Permission to Administer, Diet Statement, Reach-Up confirms the following information is included: description of the allergy, specific triggers, avoidance techniques, symptoms of the an allergic reaction, procedures for responding to an allergic reaction, also including medication and physician contact information.

**Procedures to ensure that each staff person who is responsible for carrying out the individual child care program plan review and follow the plan. Documentation of a staff person's review must be kept on site.**

Centerbase staff needing to provide care, for either an allergy or medication, is given 1:1 training specific to that child's needs. All Centerbase Staff are trained in Pediatric First Aid and CPR. This training includes, reviewing the Plan of Care and Permission to administer medication, Procedure for Medication Administration, and signs and symptoms of a reaction. Centerbase staff training documentation is kept with all of the above paperwork. Staff also complete and follow the instructions on the Procedures for Medical/Dental Emergencies, HS218.

**Procedures to ensure that a child's allergy information will be available at all times including on site, when on field trips, or during transportation. A child's food allergy information must be readily available to a staff person in the area where food is prepared and served to the child.**

All medical and allergy paperwork is kept in the child's classroom. If physician required medication to be available during transportation training is provided to all parties involved. The Nurse provides training which includes how to exchange the required medication. **Food allergies for children are posted in kitchen where food is prepared and in the child's classroom where the food is served.**

**Procedures to follow that specify the license holder will contact the child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. The license holder must call emergency medical services when epinephrine is administered to a child in the license holder's care.**

According to Reach-Up's Procedures for Medical/Dental Emergencies, HS218, staff will contact family as soon as possible in any instance of exposure or allergic reaction that requires intervention.