



Hourly Childcare

Allergy Prevention and Response

Before admitting a child with a known allergy, Calvary Hourly Child Care will obtain documentation from the child's parent or medical source and maintain current information about the allergy in the child's file. This includes pet allergies, seasonal allergies, medication allergies and food allergies.

For any known or documented allergy, Calvary Hourly Child Care will develop an Individual Child Care Program Plan (ICCPP). The ICCPP will include:

- A description of the allergy
- Specific triggers
- Avoidance techniques
- Symptoms of an allergic reaction
- Procedures for responding to an allergic reaction including:
 - Medication
 - Dosages
 - Doctor contact information

Calvary Hourly Child Care will ensure that all staff persons responsible for carrying out allergy-related ICCPP's review and follow the plan. This review will be documented with the ICCPP.

ICCPP's will be updated at least annually or when any changes are made to the allergy-related information. Additionally, all staff persons responsible for carrying out the plan will be informed of the update/changes. Documentation of review will be maintained in Allergy binder located in office.

A child's allergy information will be available at Calvary Hourly Child Care at all times. Copies of allergy ICCPP's or information will be kept in the following locations:

- Classroom backpack
- Allergy binder/child's folder
- Hourly Child Care kitchen
- Classrooms

When leaving the classroom, teachers are responsible for taking the classroom backpack. This backpack contains classroom specific allergy ICCPP's and any required medication.

Food allergy information is available to staff where food is prepared and served (classrooms, kitchen). Calvary Hourly Child Care will provide for a child's dietary needs



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prescribed by the child's health care provider or if the diet items are not part of the menu plan, will ask child's parents to supply. The diet order will be kept in the child's record and posted in the kitchen. All staff will be trained on the diet order.

Calvary Hourly Child Care will contact the child's parent as soon as possible after any instance of exposure or allergic reaction that requires medication or medical information.

Emergency medical services will be contacted anytime epinephrine is administered to a child in the care of Hourly Child Care.

All staff, including substitutes, will be trained on Calvary's Hourly allergy prevention and response policy/procedures:

- At orientation
- At least once each calendar year

Orientation and ongoing training will be documented in Calvary Hourly Child Care staff files.

The allergy prevention and response policy/procedures must be provided to the parent/guardian of all children at time of enrollment and be made available upon request. This information can be found on Calvary Hourly Child Care's website under policies or in Brightwheel.