



LEEWAY SCHOOL
ALLERGY AND ANAPHYLAXIS POLICY

Anaphylaxis Prevention

- Upon enrollment and whenever there are changes, parents/guardians will be required to provide Leeway School with up-to-date information regarding their child's medical conditions, including any allergies the child may have and any emergency medications prescribed for potential anaphylaxis. The parents/guardians will work in conjunction with Leeway's Registered Nurse and the child's medical provider to complete the documents required for any allergy that the child may have. These documents will guide all staff in the necessary actions to take during an allergic or anaphylactic reaction. Leeway School will keep these documents and any emergency medications in a designated area known to all staff members as outlined in Leeway School's Healthcare Plan and will ask for updated paperwork when necessary.

Documents

- Any child with a known allergy will have the following documents on file when applicable:
 - NYS OCFS form 7006 – Individual Health Care Plan for a Child with Special Healthcare Needs or approved equivalent.
 - NYS OCFS form 6029 – Individual Allergy and Anaphylaxis Emergency Plan or approved equivalent.
 - NYS OCFS form 7002 – Medication Consent Form and/or approved equivalent.

These forms will be completed by the child's parents in conjunction with the program and the child's medical provider. In the event of an anaphylactic reaction, staff will call 911 and follow the instructions outlined in these documents.

Staff Training

- All staff members will be trained in the prevention, recognition and response to food and other allergic reactions and anaphylaxis upon hire and at least annually thereafter. In addition, all Leeway staff will complete the required NYS training on allergies and anaphylaxis. A number of staff will also maintain certifications in CPR & First Aid and Medication Administration Training (MAT). Leeway also maintains a full-time Registered Nurse on staff.
- A MAT certified staff member will be trained by the parent/guardian and Registered Nurse upon acceptance of the child's medication. The training will be documented on the child's Individual Health Care Plan.

Strategies to Reduce the Risk of Exposure to Allergic Triggers

- Leeway School will post a list of individual children's allergies, for all staff and volunteers caring for the child. All staff will take steps to prevent exposure to the child's known allergy, including but not limited to reading food labels, handwashing, cleaning and all other regulations related to allergies and anaphylaxis outlined in the OCFS Childcare Regulations will be followed by all staff and volunteers.

Communication

- All staff and volunteers will be made aware of the child's allergy and associated medication needs before the child's first day, as well as ways to reduce the risk of exposure to said allergen. Confidentiality will be maintained by program staff when discussing any child's allergy with parents and other children.

Annual Notification to Families

- A copy of the Leeway School Allergy and Anaphylaxis Policy is posted on the Leeway School website. This policy will be reviewed and updated annually. An updated copy of this policy is available to families whenever changes are made.