

Allergy Prevention and Response

Before admitting a child with a known allergy, Calvary Pre-Kindergarten 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 Pre-K 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 Pre-K will ensure that all staff persons responsible for carrying out allergy-related ICCPP's review and follow the plan. This review will be documented in the child's file.

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 the child's file.

A child's allergy information will be available at Calvary Pre-K at all times. Additional copies of all ICCPPs will be kept in the following locations:

- Child's classroom
- Classroom backpack
- Child's file (front office)
- Allergy binder (front office)
- Pre-K kitchenette

When leaving the classroom, teachers are responsible for taking the classroom backpack, this backpack contains classroom specific allergy ICCPPs and any required medication.

Food allergy information is available to staff where food is prepared and served (classrooms, kitchenette).

Calvary Pre-K 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 Pre-K.

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

- At orientation
- At least once each calendar year

Orientation and ongoing training will be documented in Calvary Pre-K staff files.

The allergy prevention and response policy/procedures must be provided to the parent/guardians of all children at time of enrollment and be made available upon request. This information can be found on Calvary Pre-K's website under policies.