

## Ladybug's Allergy Prevention and Response

### "What if my child has an allergy?"

Our "little bugs" with allergies need to be listed on **Ladybug's Allergy & Special Needs Report**. This report is posted in the kitchen as well as in each classroom. Teachers highlight, on their copy, the children in their classroom that have allergies.

An **ICP** is created for all "little bugs" that have an allergy. This ICP plan includes listing the allergy, specific triggers, avoidance techniques, symptoms of the allergic reaction, and procedures for responding to an allergic reaction. This plan is signed off, and reviewed annually, by Ladybug's Programs & Facility Manager, the classroom teacher, and the parent. A copy of this plan is kept in the "little bugs" file, the classroom black book, the kitchen, and accompanies the child on field trips and while being transported.

All "little bugs" with food allergies are to use a **Red Placemat** during meal times. This placemat is a visual reminder that the "little bug" has a food allergy. The classroom staff is expected to make all reasonable accommodations to ensure that this child is not exposed. Along with this placemat, there is an **Allergy Card** that sits on the classroom lunch cart or snack tray, which gets sent into the classroom at all meals. This card lists the child's name, birth date, allergen, and reaction.

During the 90-day training period, all staff are trained on Preventing & Responding to Allergies, Ladybug's Allergy & Special Needs Reports, ICPs, Food Allergy Cards, Red Placemats, and are expected to read children's file, which contains the child's Health Care Summary, Getting-to-Know-You Form, and ICP's. In addition, staff are given extra training as needed to deal with specific cases of food allergies and reactions.

Each staff person who is responsible for carrying out an ICP for a child with a known allergy, reviews and follows the plan. This plan is reviewed by the teaching staff annually and when changes are made to allergy related information. Documentation of each staff person's review of the ICP is kept in the classroom black book.

"Little bugs" with food allergies should be placed away from others who are consuming the item that poses the risk. If a teacher is not going to be present during a meal time, they must be sure the staff who will be present are aware of any allergies in the classroom. Staff that are working in a classroom that is not their usual assignment need to review Ladybug's Allergy & Special Needs Report upon entering the classroom. If there is a reaction, this needs to be reported to Management as soon as possible and the ICP needs to be followed.

Ladybug must have documentation from a doctor for any child with a known allergy before starting. This information must be kept current and in the child's file.

Emergency Medical Services must be called when epinephrine is administered to a child.

The child's parent or legal guardian should be contacted as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention.

**Food Allergy Card**

Child's Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Food Allergy:

\_\_\_\_\_  
\_\_\_\_\_

Reaction:

\_\_\_\_\_  
\_\_\_\_\_

Treatment: \_\_\_\_\_

Reviewed By & Date: \_\_\_\_\_