

Bellevue Discovery

Allergy and Asthma Management and Prevention Plan

Allergic Reaction Task Force Members: Amy Sullivan, Beth Friesner, Christina Chiu, Eric Passmore, Dr. Meeta Sabnis, Michelle Wylie, Ren Cedar Fuller

The Bellevue Discovery (BD) Allergic Reaction Task Force was formed in October 2019 to review and revise the preschool allergies policy to conform to best practices in health care. The Task Force reviewed these resources in writing the Allergy and Asthma Management and Prevention Plan (Plan).

- The American Academy of Pediatrics Allergy and Anaphylaxis Emergency Plan (https://www.aap.org/en-us/Documents/AAP_Allergy_and_Anaphylaxis_Emergency_Plan.pdf)
- The CDC's "Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs" document (https://www.cdc.gov/healthyschools/foodallergies/pdf/13_243135_A_Food_Allergy_Web_508.pdf)
- Guidelines from the Department of Children, Youth and Families, which licenses early childhood centers
- The King County Health Department's "Food Allergies in Child Care" document (<https://www.kingcounty.gov/depts/health/child-teen-health/child-care-health/healthy-habits/~media/depts/health/child-teen-health/child-care-health/documents/FoodAllergyHandbook.ashx>)
- Information from our biannual first aid/CPR trainer, Farley Kautz at Northwest Best CPR

Early Learning centers in Washington State are required to have health policies approved by a nurse practitioner or physician. This policy has been reviewed and approved by Bellevue Discovery Board Trustee and alumni parent Dr. Meeta Sabnis. BD does not have a health professional on staff.

This plan addresses how BD staff will work to manage and prevent allergic and anaphylactic reactions. Allergies change; new ones develop; and children not known to have allergies can have allergic reactions. This Plan addresses treating observed symptoms, not specific allergies.

Overview from the Bellevue Discovery Parent Handbook

Allergies and Special Health Needs

Parents must inform Bellevue Discovery Preschool of their children's allergies and special health needs prior to attendance using the Family Information Form, or through written communication when learning of any new health issue. Our staff will contact parents for details about their child's care. We work with families to make accommodations, but reserve the right to refuse accommodations that feel unsafe or exceed the capabilities of our staff.

Due to the number of preschoolers who have allergies and food restrictions, we typically do not allow families to bring food to class parties or cultural celebrations. Exceptions are made if we can reasonably expect all children to have a parent present to supervise their food intake (ex. our Mother's Day Celebration or End-of-Year family potluck). We ask parents to not include food if they provide a take-home gift for a cultural celebration or class party.

Medications

Our teachers may dispense medications only for chronic or life-threatening conditions. We reserve the right to refuse dispensation of certain medications, even with a physician's authorization, when the responsibility feels unsafe or exceeds the capability of our staff.

Parents and physicians must complete the first page of the "American Academy of Pediatrics Allergy and Anaphylaxis Emergency Plan" and meet with the Bellevue Discovery Health and Safety Officer at least one week before their child's school attendance. Prescription medications must be in their original pharmacy bottles/containers, and labeled with a physician's name, child's name, medication name, dosage, expiration date, and set of legible directions. Prescription medications are kept in an area inaccessible by children. Teachers document all administered medications.

If your child requires an over-the-counter topical treatment such as hand sanitizer, hand lotion, sunscreen or lip ointment (Chapstick), your child must be able to apply the treatment themselves. Our staff is not able to apply topical treatments other than a Band-Aid per Washington Department of Children, Youth and Families regulations. Children may not share their lotions, lip ointments, etc.

Amending the Allergy and Asthma Management and Prevention Plan

Any requested changes to this Plan must be written by the child's physician, signed and dated. Bellevue Discovery reserves the right to refuse accommodations that feel unsafe or exceed the capabilities of our staff. The BD Head of School will inform parents requesting a change to this Plan about the school's ability to make the accommodation.

Cleaning

We follow the Washington State Department of Health "Classroom Cleaning Tips for Teachers" <https://www.doh.wa.gov/Portals/1/Documents/Pubs/333-218.pdf>. All children and staff are expected to wash their hands upon entering the classroom, before and after eating, and at other times during the school day. Eating tables are disinfected after school each day; tables are wiped clean before and after children eat their lunches or other food.

Communication

All communication regarding health issues must be provided in writing or during a scheduled meeting. Parents are asked to email BD staff regarding any health issues. BD staff are not available at drop-off or pick-up time to discuss health issues, and parents are asked to not write health information on the sign-in/sign-out sheet. Parent meetings about health concerns will be attended by two BD staff members, or one staff member and a BD Trustee, with notes taken by the BD staff.

Confidentiality

All information about a child's health is confidential; staff may not share health information about a child with anyone other than emergency personnel or a child's parents.

Eating Times

Staff will directly supervise children while they are eating; children are not allowed to share food they bring from home; nuts, peanuts and any other foods that are life-threatening allergens for a child in a particular classroom (Grasshoppers or Dragonflies) are prohibited in that classroom; parents are informed about all prohibited foods at Parent Orientation, weekly newsletters, and occasional emails from the Early Childhood Specialists.

Teachers visually inspect each child's lunch after it is opened. If what looks like a food allergen is found in a child's lunch, staff will remove the food, put it in a baggie, and disinfect anything that has touched the food if it was opened. The Early Childhood Specialist will email the child's parents.

Sample email from Early Childhood Specialist when a food allergen was found in a child's lunch:

The teachers wanted to let you know CHILD appeared to have egg in his lunch today. Because of severe allergies, the eggs were put back into his tote bag for after school. He ate the other foods you provided.

Emergency Plan and Medication Location: We keep copies of each child's Emergency Plan in the red "Emergency Information" plastic sleeve in each classroom near the Early Childhood Specialist's area and in the Office/Library. Medications are kept in a bin, high above children's access level, in the Early Childhood Specialist's area, visibly labeled "Medications," and easily accessible to adults near the front entry to the classroom. Copies of each child's Emergency Plan are also in each emergency backpack. In an emergency the Early Childhood Specialist is responsible for bringing the medications in her backpack. If an Early Childhood Specialist is absent, the senior teacher in each classroom takes the ECS role.

Field Trips

If a health issue develops when the children are on a field trip, our teachers will stay with all of the children while following the child's Emergency Plan. Parent volunteers and non-BD adults (using staff members' best judgment) can be recruited to wait for the emergency vehicle and direct emergency responders to the child. Note: Children's medication is carried in the child's supervising teacher's backpack during a field trip; all teachers bring their mobile phones and text each other throughout the field trip if they divide into small groups.

Health and Safety Officer

The employee designated to be Bellevue Discovery's Health and Safety Officer is responsible for supervising staff training, parent compliance, medication inspections, classroom first aid and medication kits, classroom Red Emergency folders, and all paperwork related to this Plan.

Responsibilities include:

1. Emailing any family who notes a health issue on their child's Family Information Form and attaching this Plan and a PDF of the AAP Allergy and Anaphylaxis Emergency Plan
2. Following up by email to schedule a meeting with the parents at least one week before the child's first day of attendance (or first day with medication kept at school)
3. Meeting with the parents to review the AAP Plan and medications to ensure they comply with this Plan
4. Planning and conducting staff training regarding any health issues of enrolled children, Epi-Pen practice, classroom locations of first aid kits, medication and Red Emergency folders
5. Conducting additional training with each child's Early Childhood Specialist regarding special events (field trips, safety evacuations, etc.)
6. Monthly: emailing parents whose children keep medication at BD to visit the Office to sign their child's Medication Authorization Monthly Parent Signature Form
7. If medication is given for a mild allergic reaction, ensuring it was documented on an Injury/Accident Report (copy to parents) and a Child Care Medication Log (kept in child's paper file)
8. If 911 is called and epinephrine given for a severe allergic reaction or anaphylaxis, ensuring it was documented on an DCYF Child Care Injury/Incident report (copy to parents) and a Child Care Medication Log (kept in child's paper file)
9. Conducting a review of the incident in the days following with all staff (attending two Child Study meetings or gathering a whole staff meeting).

Medication Form

Parents who want medication for their child kept at school must have their physician complete the first page of the American Academy of Pediatrics Allergy and Anaphylaxis Emergency Plan (Emergency Plan) for each allergen.

Nature Walks

If a health issue develops when the children are on a nature walk on the school campus, the teachers would call the Office/Library while walking the children back. Office staff would go to the nature walk group; the child with a health issue would be brought to the Office; one staff member would retrieve the child's medication from the classroom and bring it to the Office; the other children would be brought back to their classroom. The child's Emergency Plan would then be followed.

Outdoor Time

If a health issue develops when the children are at outdoor time, the child would typically be brought to the Office/Library; one staff member would retrieve the child's medication from the classroom and bring it to the office. The child's Emergency Plan would then be followed.

Parent Orientation

Food allergens (nuts, peanuts, and any life-threatening food allergens in each classroom) will be listed on a handout given to families at Parent Orientation; the handout would have no children's names to protect confidentiality. Parents whose own children have allergies or other health issues may share information about their own child if they choose. The Head of School will discuss the importance of protecting children's health and the prohibition of food allergens in children's lunches. Families who enroll in BD mid-year will be given the Allergens handout and informed about the prohibited foods.

Parent Responsibilities

Parents whose children have health concerns are asked to inform the BD Health and Safety Officer upon signing the enrollment contract or as soon as possible thereafter. Parents of children who need allergy or asthma medication kept at school must meet with BD's Health and Safety Officer at least one week before the child begins attending BD to ensure all required forms are completed and any medication kept at BD meets school guidelines.

Red "Emergency Information" Folder

- Confidential list of all BD children who have allergies, asthma or other health/nutrition conditions (with or without an Emergency Plan)
- Individual AAP *Allergy and Anaphylaxis Emergency Plans* for any children with a plan in that classroom (the Office/Library sleeve contains plans for all BD children)
- Emergency Contact Information for all BD children
- Copy of "How a Child Might Describe a Reaction" from Food Allergy News
- Copy of FARE's graphic about how to use different Epinephrine injectors

Staff Orientation

Staff will review this plan, the Red "Emergency Information" forms, the children who have allergies or other health issues, and the medication location in each classroom. Staff will receive epinephrine injection training using BD's Epi-Pen trainers and review basic first aid procedures. Every other year staff will receive full first aid/CPR training that meets licensing regulations.

Staffing Plan

- One staff member will stay directly with the child; typically this is a teacher with whom the child feels comfortable; this teacher will administer authorized medication if needed
- One staff member will make the 9-1-1 phone call and parent phone calls; after those contacts this staff member will inform JDS if an emergency vehicle is expected and to which room the JDS security guard should direct the EMT personnel; typically an office staff member makes these phone calls, but all BD staff members are capable of making the call
 - Each staff member's ID tag includes the school address and office phone number, since in an emergency people have been known to forget their address/phone.
- Other staff members will supervise the rest of the children, moving them out of the room if needed and letting them know (if they are aware) that the teachers are taking good care of their friend
- The classroom teachers and office staff will be "all hands on deck" during the health issue; staff from the other classroom can also be called to help if needed

Treatment Location

A child experiencing a health issue should be moved to the Office/Library if possible. If the child cannot be moved, the other children in the class should be moved to another room (ex. the other homeroom). The child's privacy should be protected as much as possible.

Visual Inspection of Children

BD teachers are required to visually supervise all children unless a child is in the restroom. Visual supervision is ongoing throughout the day, and includes a direct facial scan at morning drop-off, after eating times, and after outdoor time. Teachers will **not** ask children to stand up, display their arms/legs, or move their clothing for this visual supervision. If a child's face has not been visible for 5 to 10 minutes (for example, if the child has been looking down while drawing), a teacher will lean down to observe the child's face.

PARENT SIGNATURE: REQUIRED IF PARENTS REPORT THAT THEIR CHILD HAS AN ALLERGY, ASTHMA, OR OTHER HEALTH CONDITION THAT REQUIRES MEDICATION TO BE KEPT AT BELLEVUE DISCOVERY

I have reviewed the "Bellevue Discovery Food Allergy and Asthma Management and Prevention Plan" and I agree to:

1. Keep Bellevue Discovery informed about my child's health needs
2. Meet with the BD Health and Safety Officer at least one week before the first day of school or the first day my child will keep medication at school
3. Have my child's physician complete the first page of The American Academy of Pediatrics Allergy and Anaphylaxis Emergency Plan if my child needs' medication kept at BD; return the plan to the BD office at least one week before my child begins attending BD
4. Work with BD staff to help keep my child safe and healthy at school
5. Each month, visit the office to re-sign my child's Medication Authorization Monthly Parent Signature Form

Parent Signature

Date

MILD ALLERGIC REACTION PROCEDURES

Per the American Academy of Pediatrics Allergy and Anaphylaxis Emergency Plan

Symptoms

- Itchy nose or mouth
- Sneezing
- A few hives
- Mild nausea or stomach discomfort

Staff Procedures: If a BD staff member observes what appears to be a mild allergic reaction, they will immediately call a second staff member to observe the child. If two staff members agree that the child appears to be having a mild allergic reaction, staff will:

1. Directly **monitor the child**
2. Send a staff member to **retrieve the child's *Emergency Plan* and medication**
3. **Administer antihistamine if authorized** on the child's *AAP Allergy and Anaphylaxis Emergency Plan*
4. **Call the child's parents** to inform them; parents will be asked to come pick up their child
5. **If more than one symptom or signs of a severe allergy/anaphylaxis develop, administer epinephrine if authorized** on the child's *AAP Allergy and Anaphylaxis Emergency Plan*
 - a. If the child does not have authorized medication, call the parents to inform them and continue monitoring the child
6. **Protect the child's privacy** as much as possible – move the child or the other children to a different room
7. Document the incident with an Injury/Accident Report
8. In the following days, all BD staff will evaluate the incident, including gathering information from the child's parents

SEVERE ALLERGY AND ANAPHYLAXIS PROCEDURE

Per the American Academy of Pediatrics Allergy and Anaphylaxis Emergency Plan

Symptoms

- Trouble breathing, shortness of breath, wheezing or coughing
- Pale or bluish skin color
- Fainting or dizziness
- Tight or hoarse throat
- Trouble swallowing
- Swelling of lips or tongue
- Vomiting or diarrhea (if severe or combined with other symptoms)
- Many hives or redness over body
- Feeling of "doom," confusion, altered consciousness, agitation outside the norm
- Any mild allergic reaction if the child has extremely severe allergic reactions (see child's *Plan*)

Staff Procedures: If a BD staff member observes what appears to be a severe allergic or anaphylactic reaction, they will immediately call a second staff member to observe the child. If two staff members agree that the child appears to be having a severe reaction, staff will:

1. Send a staff member to **retrieve the child's Emergency Plan and medication**
2. **Administer epinephrine, inhaler or other medication if authorized** on the child's *AAP Allergy and Anaphylaxis Emergency Plan*
3. **Call 911** and ask for an ambulance with epinephrine; tell the 911 operator what time the staff administered medication
 - a. If the child does not have an *AAP Allergy and Anaphylaxis Emergency Plan*, BD staff will follow all instructions given by the 911 personnel; if the 911 official tells staff to administer a different child's Epi-Pen (1 or 2 doses), BD staff will comply
4. Directly **monitor the child**; keep child lying on their back; if child vomits or has trouble breathing, move child to their side
5. **Inform all staff members and JDS security** that 911 has been called
6. **If symptoms get worse, or do not get better in 5 minutes, administer a second dose** of epinephrine or follow other medication's procedures (written on the label)
7. **Call the child's parents** to inform them that 911 has been called; child will be transported to hospital by emergency vehicle unless responders recommend against this
8. **Protect the child's privacy** as much as possible – move the child or the other children to a different room
9. **Call JDS security guard (Dave)** and ask him to help direct the emergency vehicle; send a staff member to wait with Dave – **or direct the emergency vehicle** if Dave is unavailable
10. One staff member will **talk with emergency responders**: describe what happened; give them the child's *AAP Allergy and Anaphylaxis Emergency Plan*; find out where child will be transported and gather information to report to the child's parents
11. If the 911 operator authorized BD to use a different child's Epi-Pen during the incident, contact that child's parents to inform them they need a new Epi-Pen and BD will cover the cost
12. Document the incident with the Washington State Child, Youth and Family Services incident form
13. In the following days, all BD staff will evaluate the incident, including gathering information from the child's parents; an evaluation report will be given to the Board of Trustees (redacting the child/family name)

Parents: Bellevue Discovery's Health & Safety Officer will email you monthly to come to the office to re-sign this form.



Bellevue Discovery Medication Authorization Monthly Parent Signature Form

*Parent must sign this form every 30 days
to authorize Bellevue Discovery to dispense medication to their child.*

Child's Name	Name of Medication(s):
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I hereby give permission for Bellevue Discovery staff to give administer medication in accordance with my child's AAP Allergy and Anaphylaxis Emergency Plan which is kept on file at Bellevue Discovery.

Parent Signature	Date	Child's Weight
	September Date:	
	October Date:	
	November Date:	
	December Date:	
	January Date:	
	February Date:	
	March Date:	
	April Date:	
	May Date:	
	June Date:	