Allergy Plan

Policy
Identify food, medication, and environmental allergies prior to child starting class.

Procedure
- Health Manager will evaluate every child’s Medical Exam, Health History, and Nutrition History form to identify a food, medication, and/or environmental allergy annually and prior to the child’s first day of class.
- Health Manager will fax a Health-Allergy Plan form to child’s doctor on the date that an allergy is identified. The Allergy Plan will include the description of the allergy, specific triggers-if any, prevention plan/restrictions, emergency instructions, if medication is needed, and a doctor’s contact information, signature, and parent/guardian signature.
- The Health Manager will send completed Allergy Plan to lead teacher for review and signature. The Lead Educator will review the Allergy Plan with the child’s parent/guardian.
- The Lead Educator will notify all staff who are responsible for carrying out the Allergy Plan to review and follow the Allergy Plan annually and after every Allergy Plan update. Documentation of a staff person’s review must be kept on site.
- Every Allergy Plan must be printed and readily available to a staff person in the area where food is prepared and served to the child. A copy of every Allergy Plan must be kept in the Emergency Backpacks for use while away from the classroom.
- If an allergy is noted, a green flag will be created in the electronic tracking system to alert staff of the allergy.
- If an allergy is noted, an action will be created to notify staff of the child’s Allergy Plan which will be on file within LaserFische.
- The Lead Educator will contact the child’s parent or legal guardian as soon as possible in any instance of exposure to or allergic reaction that requires medication or medical intervention. The Lead Educator must call 9-1-1 when epinephrine is administered to a child.

This policy complies with Head Start Performance Standard 45CFR Section 1304.22.
Approved by Policy Council on 8/7/2018
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