

DEPARTMENT OF FAMILY AND SUPPORT SERVICES

Procedure Title: Child with a Food Allergy
Last Reviewed: May, 2015
In Support of Policy: Individualized Health Plan
Emergency Medical Procedures
Standards: 1304.23(a)(1-2), 1304.20(a-e), 1304.22(b)(3)

What is done:

- Children with food allergies are identified after completing the child health history and/or by documentation of a food allergy on the State of Illinois Certificate of Health **at enrollment.**
- If a parent indicates that a child has a food allergy, the health coordinator needs to assess the child's food allergy using the State of Illinois, "Allergy History Form". The health coordinator asks the parent/guardian all the questions on the form and documents the parent responses.
- The health coordinator then gives the parent the "Illinois Food Allergy Emergency Action Plan and Treatment Authorization" for the primary care physician or allergist physician to complete.
- Once the Food Allergy Emergency Action Plan is completed, the health coordinator will review the plan with the parent(s) and all staff involved with the care of the child: teachers, kitchen staff, administrators, bus drivers, etc.
- The health coordinator will make sure all prescribed medications are on site BEFORE the child attends the first day of care. Medication administration consents need to be signed by a parent or guardian.
- The health coordinator ensures that all staff caring for the child have been trained on the administration of the standard epi-pen or the twinject epi-pen. Instructional training can be obtained by viewing the companies' training videos at: www.youtube.com/user/epipenofficial and www.epinephrineautoinject.com.
- The health coordinator will review and follow all relevant procedures outlined in the State of Illinois document, "Procedures for managing Life-Threatening Food Allergies in Schools. Please refer to this document for guidance related to managing food allergies in the school/child care setting. All staff involved with the child's care must read this procedure and be accountable for it.
- Provide a copy of the State of Illinois, "Procedures for Managing Life-Threatening Food Allergies in Schools" to parents/guardian. Ask parent(s) if he/she has any questions.
- If appropriate, parent letter to be distributed to classroom parents.

What documentation is provided:

- State of Illinois, Procedures for Managing Life-Threatening Food Allergies In Schools
- State of Illinois, Allergy History Form
- State of Illinois, Food Allergy Emergency Action Plan
- State of Illinois, Allergy Letter to Classroom Parent.

What is the timeline for completion & renewal:

- Before child starts the first day of class/child care

Who is responsible:

- All staff responsible for the care of the child, including temporary staff, administrators, kitchen staff, bus drivers/bus child attendants, etc.

How is this monitored / reviewed:

- Annually

Who is responsible for monitoring & review:

- DFSS Policy & Procedures Committee and HSAC