



COMMUNITY BEFORE AND AFTER SCHOOL CHILD CARE PROGRAM

SEVERE ALLERGY MEDICATION POLICY

GUIDELINES:

The Albany Community After-School Program (CAP) has established the following guidelines for dealing with participants with severe allergies. A severe allergy is defined as an allergy that would pose a life threatening danger without immediate medical assistance. Immediate is defined as the need for assistance in less time than it would take for the paramedics to arrive.

PARENTS/GUARDIANS MUST COMPLETE AND PROVIDE THE FOLLOWING:

- A signed copy of the “Participant Health Form” (Health Form). This form must be filled out completely by the child’s physician and parents/guardians and must be updated every 6 months or more frequently if necessary. The Health Form is designed to provide CAP with information necessary to ensure proper preventative measures and an effective response to a serious allergic reaction.
- A signed copy of the “Release and Waiver of Liability for Administering Emergency Treatment” (Waiver). The Waiver releases CAP and its employees from liability for administering treatment to children with severe allergies and taking any other necessary actions set forth in the Health Form, provided that CAP and its employees exercise reasonable care in taking such actions.
- All equipment and medications needed by CAP to comply with the instructions set forth in the Health Form. The parents/guardians are responsible for ensuring that all medication is properly labeled by a pharmacist and replaced prior to the expiration date.
- The medication must have the original prescription label complete with the student’s name, doctor’s instructions, and dosage. If it is necessary for the child to carry the medication at all times, the doctor needs to specify this on the form.

PROCEDURES FOR EMERGENCY TREATMENT:

- Prior to the child’s first day of attendance, the parents/guardians are responsible for training selective members of the staff. The training should include information on the following:
 - The events/substances that may trigger an allergic reaction;
 - With respect to food allergies, limitations on the child’s food consumption;
 - Symptoms of an allergic reaction;
 - When and how to administer treatment for an allergic reaction.
- Training shall be repeated whenever the onsite staff has turned over.

STEPS FOR TREATING AN ALLERGIC REACTION:

All allergic reactions should be treated in accordance with the instructions provided by the child's physician on the health form. If the child shows signs and symptoms of an allergic reaction, the following steps must be taken (the order of steps to be determined and communicated by parents/guardians/physicians):

- A designated staff member calls 911, unless stated otherwise in the Health Form;
- A designated staff member calls the parents/guardians;
- A trained staff member administers medication as instructed on the Health Form.

Unless otherwise indicated on the Health Form, these medications should be administered immediately.

- If epinephrine is prescribed, staff may give only premeasured doses of epinephrine (such as contained in EpiPen).

STORAGE:

- All medications shall be stored and contained in a backpack or other carrying case of the student, which will be identified to staff members at the site.

PREVENTION:

- All staff shall exercise reasonable care to ensure no student is exposed to an allergen for which a student's parents/guardians have provided notice. It shall be explained to all such parents/guardians that reasonable care shall be exercised, but CAP cannot provide any guaranty that sites are allergen free due to the control exercised over the sites by the schools at which sites are located.