

POLICY

TITLE: Anaphylaxis Policy
NUMBER: R-2013-0004
CATEGORY: Departmental
DATE: Original issue 10/11/99, latest issue 01/11/2012

REFERENCES AND RELATED DOCUMENTS:

<U:\ Recreation\ RECREATION SERVICES\Community Programs\Program Management Policy and Procedures\Program Management - Procedures 2012 Aug 2012.docx>

PURPOSE:

To reduce the likelihood of an individual experiencing an anaphylactic reaction during a Town of Halton Hills program.

To facilitate the safe inclusion of those with anaphylaxis into Town of Halton Hills program.

To prescribe what actions should be taken in the event that someone experiences an anaphylactic reaction.

DEFINITIONS:

Anaphylaxis: A serious, potentially life-threatening allergic reaction. These reactions are triggered by allergens that are both common in our environment and harmless to the vast majority of the population. Common examples include nuts, eggs, fish and insect stings, though any material can potentially cause an anaphylactic reaction. Anaphylactic reactions can appear suddenly with little or no warning. Individuals who are at risk for an anaphylactic reaction may or may not have prior knowledge of their condition. Anaphylaxis affects 1-2% of all Canadians; up to 6% of young children have some form of food allergy.

All references to 'Town' in the document denotes "The Corporation of the Town of Halton Hills."

SCOPE/STAFF PRIMARILY AFFECTED:

This policy is intended to govern the following areas within the Recreation and Parks programs and services;

- Recreation and Parks Programs
- Parks and Open Spaces

- General information for all employees

PROCEDURES:

Prevention:

Town staff will work to reduce the likelihood of exposure to allergens by taking the following preventative steps during all town operated programs:

- All programs are designated with a “nut alert”. Participants and staff are instructed not to bring nut products via promotional materials, parent handbooks, facility signage and staff training.
- Staff will not bring nut products or known allergens into program spaces and will not consume nut products or other known allergens immediately before interacting with members of the public.
- Program participants are instructed to eat only food that comes from their home and not to share utensils or containers. Program staff establish regular hand-washing routines around meal times.
- Facility and program staff establish a regular cleaning routine for all program equipment and spaces.
- Staff will not give participants food unless it is preplanned and approved by the child’s parent / guardian, Recreation Coordinator or designate. Staff will ensure any food served does not contain nuts or allergens known to affect a program participant. When food is served, staff will endeavor to provide a complete list of ingredients for review.
- If nests belonging to stinging insects that identified as posing a threat to program spaces or participants, Parks staff are contacted immediately (905-693-2653) so the hazard can be removed.

Manage Risk

Town staff take the following steps to reduce the risk of exposure for those who have an identified anaphylactic allergy:

- All participants in programs which require registration will complete the special needs / medical conditions box and health information on the registration form indicating all health concerns and allergies. Active Living participants will also complete a ParQ prior to participating in program.
- Participants with identified anaphylactic allergies, as indicated as part of the registration process, are contacted prior to the start of the program by the Recreation Coordinator, or designate, to determine the participant’s needs and emergency care protocol, including additional details about what triggers the allergy and signs and symptoms that may indicate an allergic reaction is taking place, along with information about emergency medications, including where they are stored during program. This information will be recorded and stored with the program attendance information to ensure it is accessible when needed.
 - For programs where there is an assumption of care over time and / or where staff will assume possession of a participant’s medication (ex. summer camp), the parent / guardian will be required to complete an

Authorization for Administration of Medication form (see Recreation Services Program Management Procedures).

- Emergency care information is communicated to other staff as required (Assistant Coordinator, Facility Operators, etc). This includes details such as what triggers the allergy and signs and symptoms that may indicate an allergic reaction is taking place, along with details on where emergency medication is located and any other required care.
- In addition to the “nut alert”, staff will attempt to stop identified allergens from being brought onto program sites. In care programs, an allergy alert is issued for a specific camp asking parents to avoid sending the allergen in question to camp.
 - Staff monitor what children in care programs bring for meal / snack times. If a participant brings a nut product or other known allergen, all efforts will be made to get them alternative food by contacting their parent / guardian. If another meal cannot be provided and that participant does not have any other food, they will eat separate from the group in a controlled area that will be thoroughly cleaned after the meal. (see *Recreation Services Program Management Procedures*).
- If staff suspect a participant may have come into contact with a known allergen, but that participant has not experienced any symptoms of a reaction, staff will complete a Recreation and Parks Incident Report and inform the participant’s parent / guardian about the potential exposure when the participant is picked up from program.
- All Recreation Services staff hold a current Standard First Aid (SFA) award. Program staff receive in-service training on anaphylaxis at a minimum of once per year. This training includes the signs and symptoms of, and treatment for, anaphylaxis as outlined in the SFA curriculum, along with the Town of Halton Hills anaphylaxis policy and related procedures.
- If comfortable doing so, Town of Halton Hills staff with anaphylaxis are encouraged to inform a colleague who works in close proximity about their condition and associated emergency medications so they can be prepared to assist in the event of an emergency.

Response

In the event that a participant experiences an anaphylactic reaction during a Town of Halton Hills program or in a Town of Halton Hills facility, the following steps will be taken:

1. Staff activate EMS and provide first aid as outlined in their SFA training, including providing emergency medication at the earliest possible moment. The full-time staff member responsible for the program or facility should be contacted as soon as can be done without reducing resources available for patient care.
2. Staff will follow the Transportation to Hospital procedures as found in *Program Management Procedures*

3. Staff thoroughly document the incident by completing a *Personal Injury Report* form. Each staff person involved in the incident should complete their own form.
4. The Manager and Supervisors responsible for the affected program area analyze the incident to assess if steps can be taken to prevent a similar incident in the future.

Appendix

Standard First Aid Protocol during an Anaphylactic Emergency:

Ask the victim specifically about allergies or check for medical condition identification (medical alert bracelet, necklace, anklet, tattoo etc.)

Suspect an allergic reaction if the victim took a new medication, ate seafood or nuts (contained in various foods), or if he or she is bitten by a bee or wasp.

Signs and Symptoms

- The more signs and symptoms are present, the faster this condition develops and becomes life-threatening
- Altered level of consciousness, confusion, disorientation, unconsciousness
- Difficulty breathing, wheezing
- Tight sensation in airway
- Generalized itchiness, rash (red), hives
- Swelling of face, lips, neck or area in contact with allergen
- Nausea, vomiting
- Weakness, dizziness

Treatment

- Phone EMS (911)
- Ask victim if they carry an antidote kit for the allergy (e.g. auto-injector)
- Help victim with their medicine. Asthmatics should use their auto-injector first if they suspect they are having an anaphylactic reaction
 - Use the victim's medication, not someone else's
 - Use according to package instructions
 - If necessary, the auto-injector will go through clothes. Massage the area to disperse the medication
- Place used auto-injector back into the storage tube, needle first
- Monitor vital signs and watch for changes in the victim's condition
- Treat for shock and minimize the victim's movement

Canadian First Aid Manual, Lifesaving Society, June 2012