



**Umbrella Family and
Child Centres of Hamilton**

4.3 ALLERGIES POLICY

MANUAL	Child Care Centre Program Policy Manual
SECTION	4- Health and Well-Being
POLICY	4.3 Allergies Policy
LAST REVISED	June 19, 2024

RATIONALE

The safety and well-being of all children in UFCC programs is the first responsibility of all staff. Every precaution will be taken to ensure that children do not come into contact with known allergens. This procedure is based on the Child Care and Early Years Act, 2014.

RESPONSIBILITY

All staff.

PROCEDURE

1. During the registration process, parents/guardians are required to complete all forms via the parent communication app. A space is provided for a parent/guardian to record a child's allergies. Any allergies at the time of enrollment must be noted.
2. Parents/Guardians must provide centre staff members, in writing in the form of an Individualized Plan, with detailed information on any condition requiring special treatment for their child, including the procedures to follow in case of an allergic reaction or emergency.
3. Staff must annually sign, indicating that they have read and understand the Anaphylaxis Management policy, allergy lists, and individualized plans (which state the location of all allergy medication).
4. The Supervisor or Satellite Program Leader will be responsible for notifying all staff members, supply staff members, students and volunteers of allergies or special medical conditions of newly enrolled children.
5. Allergy lists will be posted in the kitchen, in all eating areas, and all classrooms.
6. Food allergies will be noted on the snack/lunch carts/trays, as an extra precaution.
7. Should a staff member expose a child to food/materials to which they have a known allergy, disciplinary action will occur.