



## **Allergy Posting Policy and Procedure**

Created: October 17, 2017

Revised: June 20, 2019, August 18, 2022

Reference: Child Care and Early Learning and Child Care, 2013 Toronto Public Health Guidance Document, 2017, 2019 Toronto Children Services Early Learning and Care Assessment for Quality Improvement, 2014

Approved by Board of Directors: August 22, 2022

### **Policy**

Orde Day Care is committed to providing a safe and healthy environment for children. To ensure this commitment, allergy listings must be updated at regular intervals, reviewed by all staff and posted and available to staff before serving children any food items in the classroom and outside of the classroom.

Orde Day Care will ensure that a list of names of the children attending Orde Day Care who have food allergies or other food restrictions and their respective allergies is posted in compliance with Ontario Regulation 137/15. 43(3). **This posting is updated every time a new allergy is indicated on an emergency contact sheet or anaphylactic or medical plan.**

### **Procedure**

All allergy lists must be posted in the following areas

- Kitchen
- Play room
- Other areas where children may be present

If it is not possible to post the allergy list, it should be available in the emergency bag or attendance binder. This will allow staff to review the document before serving food on a field trip or on the playground

### **Supervisor Responsibility**

- To ensure emergency sheets are reviewed for each child upon enrolment and when updated, emergency sheets that are submitted to the centre, noting all allergies
- **Completing regular updates of the allergy list as new children are enrolled and added and withdrawn children are removed from the allergy list**
- **Updating the allergy list with the child's name, allergy and steps to take if exposure or consumption of allergen occurs**
- **Reviewing all previous allergy lists to ensure that all children are included in the updated list**
- Note in the kitchen/room message book for the cook and program staff of the new allergy once the Supervisor becomes aware of the new allergy
- **Provide two copies of the allergy list to the program staff**
- **Conduct a visual check to see if the updated allergy list is posted in the room and in the emergency/trip bag/attendance binder**



**Cook Responsibility**

- To ensure children receive substitutions for allergic foods that a similar to the food served to the group, in nutritional value and look
- Label foods for specific children in a separate container prior to leaving the kitchen
- Read all labels of incoming products to ensure products do not contain a known allergen
- Devise menus that list substitutions for children with food restrictions
- **Ensure a list of safe foods are available in the rooms where the child attends, if the food allergy is an ingredient found in many foods i.e., milk, and eggs**

**Program staff Responsibility**

- Review the allergy posting prior to serving food, or undertaking a food experience
- Ensure children who have an allergy receives a food item in a labelled container
- When unsure of what a child with a food allergy can consume, check with the cook or supervisor
- Direct parents to complete a new emergency sheet if you are informed of a new allergy
- Infant staff will also include allergy information on the menu board for quick reference
- **Immediately post all updated allergy listings in the room and ensure a copy is placed in the emergency and trip bag once it has been received from the Supervisor**

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: