**HEAD START BIRTH TO 5 ALLERGY POLICY**

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| Policy Number: **NU1608** | Effective Date: **7/26/16**Revision Date: 8/21/20 | Policy Council Approval Date:**7/26/16** |

**PERFORMANCE OBJECTIVE:**

1302.40 Collaboration and communication with parents

1302.42 Child health status and care

1302.44 Child Nutrition

**SUMMARY:** Purpose: This policy seeks to inform Head Start and Early Head Start staff intention to accommodate children with allergies by providing healthy, safe alternatives.

**OPERATIONAL PROCEDURE:**

1. Allergies are first addressed in the Early Head Start/ Head Start Health and Nutrition Questionnaire.
2. All Food Service Staff and Direct Service Staff will ensure that a plan is in place for all children who have dietary restrictions/allergies prior to the first day of class.
3. All allergies such as bee stings, dietary, and seasonal allergies need to be documented in child plus.
4. The following items need to be kept in the red allergy folder in the classroom: the 3065 health event status report, and also the individual health/nutrition care plan conference form "Allergies".
5. For children with food allergies a picture of the child, their name and their allergy on the wall next to the red allergy folder.
6. For children with non-food allergies, their picture will be included in the red allergy folder with the 3065 health event status report.
7. Each child that has emergency medication such as an EpiPen, the medication needs to travel with the child. We have the fanny pack system; this fanny pack containing the medication is to remain with staff at all times. The fanny pack goes with the child in the classroom, on the bus, and on the playground.
8. When a child is suspected to have an allergic reaction, a staff member shall call 911. The staff member should provide the address of the center and state that a child is having an allergic reaction. A staff member will stay with the child until medical help arrives. Someone else will be sent to watch for and direct medical personnel to the child in need. If the child is prescribed an EpiPen, administer the medication. Applicable staff will receive training in medication administration each year, as needed by a medical professional.
9. **Non Food Allergies-An** Individualized Plan for Specialized Care form will be completed for all children with a non-food allergy requiring an EpiPen. Head Start/Early Head Start Family Resource Specialist or Early Head Start Family Advocate will contact the Health Services Coordinator to facilitate receiving the written plan from the doctor.
10. **Food Allergies-Before** the child attends their first day, any special diet or food allergy information must be posted in the food service area.
11. If a parent tells staff about a food allergy, staff must not give that food, and staff must contact the Nutrition Coordinator.
12. The Nutrition Coordinator will discuss the special diet or food allergy with the cooks, and will advise all applicable staff how the allergy or special diet plan will need to be followed.
13. All food substitutions will be provided at no cost to the parent
14. Written orders from a dietitian, doctor, or health care practitioner are required to alter the Head Start diet Diet can also be altered to comply with religious or ethical practices including parental belief in vegetarianism. Any substitute must comply with Child and Adult Care Food Program guidelines for creditable meals.