

## ALLERGY/ANAPHYLAXIS GUIDELINES AND PROCEDURES

The following procedures have been established for participants registered in Recreation Division Programs who are at risk for a severe allergic reaction.

- Participants over the age of 19 years or the Parent/Guardian if under 19 years, are required to notify the Recreation Division of any known severe allergies prior to participating in programs. Participants/Parents/Guardians should update their RecConnect account in the Personal Information Section to include the allergy or other medical information as necessary.
- Participants/Parents/Guardians must complete an Anaphylaxis Emergency Plan (including a current photograph of the participant) and return to program staff **prior to or on the first day of the Program**. If returning the forms prior to the first day, it is recommended that the Participant/Parent/Guardian remind Program staff of the allergy on the first day and confirm the Anaphylaxis Emergency Plan has been posted onsite.
- If children are able to carry their own Epinephrine Auto-injector and asthma inhaler, it is recommended that it be carried in a waist/fanny pack on them at all times to ensure ready access in the event of an anaphylactic reaction.
- It is recommended that a second Epinephrine Auto-injector be brought to the Program and placed in a safe, secure designated area. **Please indicate the number of Epinephrine Auto-injectors the participant will have available while at program on the Anaphylaxis Emergency Plan.**
- The Participant may administer the Epinephrine Auto-injector themselves, however staff are aware that they may be required to administer the Epinephrine Auto-injector in an emergency situation. Staff will be informed of the procedures to follow in the case of an anaphylactic reaction. All staff are trained in Standard First Aid, CPR Level C and Epinephrine Auto-injector Administration.
- Posters describing signs and symptoms of anaphylaxis and how to administer an Epinephrine Auto-injector will be placed in appropriate Program areas.
- All staff are made aware of the location of the Epinephrine Auto-injector(s) in case of an emergency.
- To reduce the risk of accidental exposure to allergy causing substances, ALL participants/parents/guardians are notified in writing of the products which are not permitted to be brought to the Program.
- Vending companies have been advised to refrain from stocking Recreation Division vending machines with products containing peanuts.
- Participants are encouraged to wash their hands before and after eating. Food/utensil sharing is discouraged.

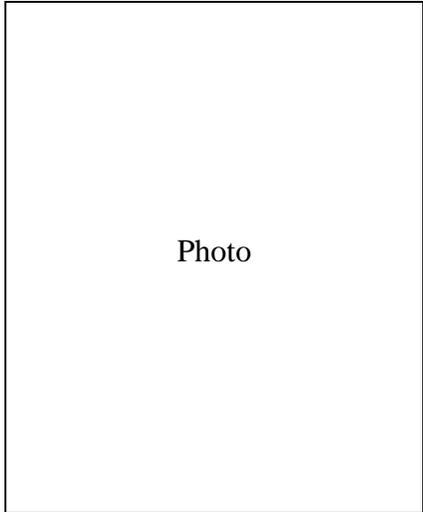
Individuals at risk of anaphylaxis must learn to avoid specific triggers. To help reduce potential reactions, the Recreation Division assists in creating an 'allergy aware' atmosphere through the above noted strategies. However, since the Recreation Division programs are delivered at public facilities, parks, etc., it is not possible to guarantee an 'allergen free' environment.

Updated May 4, 2016.

# ANAPHYLAXIS EMERGENCY PLAN

# PARTICIPANT:

**This person has a potentially life threatening allergy (anaphylaxis) to:**



Photo

- Food(s): \_\_\_\_\_
- Insect Stings: \_\_\_\_\_
- Other: \_\_\_\_\_

**This person has Epinephrine Auto-injector(s):**

*E.g. EpiPen®, 0.30 mg*

**Brand:** \_\_\_\_\_

**Dosage:** \_\_\_\_\_ mg **Expiry (dd/mm/yyyy):** \_\_\_\_\_

**Number or Epinephrine Auto-injectors:**  1  2 (recommended)

**Location of Epinephrine Auto-injector(s):** \_\_\_\_\_

- Previous anaphylactic reaction: Person is at greater risk.
- Asthmatic: Person is at greater risk. If person is having a reaction and has difficulty breathing, give Epinephrine Auto-injector **before** asthma medication.

**ANAPHYLACTIC SIGNS/SYMPTOMS**

- **Skin system:** hives, swelling (face, lips, tongue), itching, warmth, redness
- **Respiratory system (breathing):** coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, hoarse voice, trouble swallowing, nasal congestion or hay-fever like symptoms (runny, itchy nose, watery eyes, sneezing).
- **Gastrointestinal system (stomach):** nausea, pain or cramps, vomiting, diarrhea
- **Cardiovascular system (heart):** paler than normal skin color/blue color, weak pulse, passing out, dizziness/lightheadedness, shock.
- **Other:** Anxiety, sense of doom (sense that something is about to happen), headache, uterine cramps, metallic taste.

*Early recognition of symptoms and immediate treatment could save a person's life.*

**EMERGENCY PROCEDURE**

1. **Give Epinephrine Auto-injector** (e.g. EpiPen®) at the first sign of a known or suspected anaphylactic reaction.
2. **Call 9-1-1** or local emergency medical services. Tell them someone is having a life-threatening allergic reaction.
3. **Give a second dose of epinephrine** as early as 5 minutes after the first dose if there is no improvement in symptoms.
4. **Go to the nearest hospital (ideally by ambulance)**, even if symptoms are mild or have stopped. The reaction could worsen or come back, even after proper treatment. Stay in the hospital for an appropriate period of observation as decided by the emergency department physician (generally 4-6 hours).
5. **Call the emergency contact person** (e.g. parent, guardian).

**EMERGENCY CONTACT INFORMATION**

Name	Relationship	Home Phone	Work Phone	Cell Phone

The undersigned participant/parent/guardian authorizes the Recreation Division to post the Anaphylaxis Emergency Plan onsite and to administer epinephrine to the above named person in the event of an anaphylactic reaction, as described above.

Participant/Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

