



## **SEVERE ALLERGY MEDICATION POLICY**

### **GUIDELINES**

The City of Torrance Community Services Department has established the following guidelines for dealing with participants with severe allergies. A severe allergy is defined as an allergy that would pose a life threatening danger without immediate medical assistance. Immediate is defined as the need for assistance in less time than it would take for the paramedics to arrive

### **PARENT(S) GUARDIAN(S) MUST COMPLETE AND PROVIDE THE FOLLOWING:**

- A signed copy of the “Emergency Care Authorization Form” (Authorization Form). This form must be filled out completely by the child’s physician and parents(s)/guardian(s), and must be updated every semester or more frequently if necessary. The Authorization Form is designed to provide the City of Torrance Community Services Department and its employees from liability for administering treatment to children with severe allergies and taking any other necessary actions set forth in the Authorization Form, provided that the Department and its employees exercise reasonable care in taking such actions.
- A signed copy of the “Emergency Care Release and Waiver of Liability Form: (Waiver). The waiver releases the City of Torrance Community Services Department and its employees from liability for administering treatment to children with severe allergies and taking any other necessary actions set forth in the Authorization Form, provided that the Department and its employees exercise reasonable care in taking such action.
- All equipment and medications needed by the City of Torrance Community Services Department to comply with the instructions set forth in the Authorization Form. The parent(s)/guardian(s) are responsible for ensuring that all medication is properly labeled by a pharmacist and replaced prior to the expiration date.
- The medication must have the original prescription label complete with the pupil’s name, doctor’s instructions and dosage. If it is necessary for the child to carry the medication at all times; the doctor needs to specify this on the form.

### **PROCEDURES FOR EMERGENCY TREATMENT**

- Prior to the child’s first day of attendance, the parent(s)/guardian(s) or their designee(s) are responsible for training selected members of the staff. The training should include information on the following: a) the events/substances that may trigger an allergic reaction; b) With respect to food allergies, limitations on the child’s food consumption; c) Symptoms of an allergic reaction; d) When and how to administer treatment for an allergic reaction.
- Two (2) members of the Community Services Department staff shall attend the training provided by the parent(s)/guardian(s)/designee(s). They are the Early Childhood Education Specialist and





Senior Recreation Leader. Upon completion of the training, the staff shall complete and sign the "Staff Emergency Treatment Training Form."

- Training shall be repeated every semester, or when the on-site specialist staff has turned over, whichever comes first.
- At least one trained staff member shall be present at all times the child is present at the program, and trained staff shall accompany the child on field trips.
- Warning signs alerting staff of the child's particular allergy shall be posted in the staff log book.

## **STEPS FOR TREATING AN ALLERGIC REACTION**

All allergic reactions should be treated in accordance with the instructions provided by the child's physician on the Health Form. If the child shows signs and symptoms of an allergic reaction, the following steps must be taken:

- A designated staff member calls 911, unless stated otherwise on the Health Form and the parent(s)/guardian(s).
- A trained staff member administers medication as instructed on the Health Form. Unless otherwise indicated on the Health Form, these medication should be administered immediately.
- If epinephrine is prescribed, staff may give only pre-measured does of epinephrine (such a contained in the Epi-Pen, Jr.)

## **STORAGE**

- All medications will be locked up in a location determined by the site Specialist.





## EMERGENCY CARE AUTHORIZATION FORM

### PARTICIPANT HEALTH FORM

#### I. TO BE COMPLETED BY LICENSED PHYSICIAN

Child's Last Name \_\_\_\_\_

Child's First Name \_\_\_\_\_

#### Allergens:

\_\_\_\_\_ Insect Bite(s): (identify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Animal Fur: (identify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Food Allergy: (identify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Other: (identify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Symptoms:

\_\_\_\_\_ Shortness of breath or difficulty in breathing

\_\_\_\_\_ Hives

\_\_\_\_\_ Swelling of the face or lips

\_\_\_\_\_ Vomiting

\_\_\_\_\_ Other: (explain)

\_\_\_\_\_ Diarrhea

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Do not administer medication in the absence of known exposure to allergen: (explain)

\_\_\_\_\_

\_\_\_\_\_





**Procedures:**

Please indicate all steps necessary and the order in which they should be taken:

\_\_\_\_\_ Administer Medication (specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Call the area's emergency medical personnel (e.g. 911)

\_\_\_\_\_ Call parent(s)/guardian(s), and child's physician

\_\_\_\_\_ Other

(Explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of medication(s):**

\_\_\_\_\_  
\_\_\_\_\_

**Diagnosis/purpose of medication(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dosage prescribed:**

\_\_\_\_\_  
\_\_\_\_\_

**Time Schedule**

\_\_\_\_\_  
\_\_\_\_\_

**Dosage form (Tablet, Liquid, etc.)**

\_\_\_\_\_  
\_\_\_\_\_

**Date of prescription** \_\_\_\_\_





Precise method of administering the medication \_\_\_\_\_

\_\_\_\_\_

Length of time medication will be necessary: \_\_\_\_\_

\_\_\_\_\_

Possible side effects: \_\_\_\_\_

\_\_\_\_\_

Action to be taken in case of side effects: \_\_\_\_\_

\_\_\_\_\_

Storage instructions: \_\_\_\_\_

\_\_\_\_\_

Special instructions:

\_\_\_\_\_

\_\_\_\_\_

I verify that this student is under my care and requires this medication.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Telephone

\_\_\_\_\_

Street Address

City

State

Zip Code







## RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES

I/We \_\_\_\_\_ (Parent(s)/Guardian(s) of (child's name) \_\_\_\_\_, hereby on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, release the City of Torrance Community Services Department and all their Agents and Employees from any and all liability arising in law or equity as a result of the City of Torrance Community Services Department's employees administering emergency treatment related to a severe allergic reaction, providing that the City of Torrance Community Services Department has used reasonable care in providing care in accordance with the procedures outlined in the Authorization Form.

Signature: \_\_\_\_\_  
Parent(s)/Guardian(s)

Date: \_\_\_\_\_

Signature \_\_\_\_\_  
Parent(s)/Guardian(s)

Date: \_\_\_\_\_





## EMERGENCY ALLERGY TREATMENT TRAINING ACKNOWLEDGEMENT

I, \_\_\_\_\_, have been trained by \_\_\_\_\_  
(Staff Name)

\_\_\_\_\_ to administer emergency medical  
(Parent()/Guardian(s)/Designee(s))

Treatment related to a severe allergic reaction to \_\_\_\_\_  
(Child's Name)

In the event the child has been exposed to \_\_\_\_\_ and is at risk of  
anaphylactic reaction, or if the child exhibits the symptoms described in the "Emergency Care  
Authorization Form" which is attached to and made a part of this Acknowledgement.

Signature: \_\_\_\_\_  
(Staff Signature)

Date of Training: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Parent(s)/Guardian(s))





## ACKNOWLEDGEMENT OF RECEIPT OF SEVERE ALLERGY MEDICATION POLICY

I acknowledge that I have received a copy of the City of Torrance Community Services Department's Severe Allergy Medication Policy.

Name: \_\_\_\_\_  
Parent(s)/Guardian(s)

Signature: \_\_\_\_\_  
Parent(s)/Guardian(s)

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Parent(s)/Guardian(s)

Signature: \_\_\_\_\_  
Parent(s)/Guardian(s)

Date: \_\_\_\_\_

