

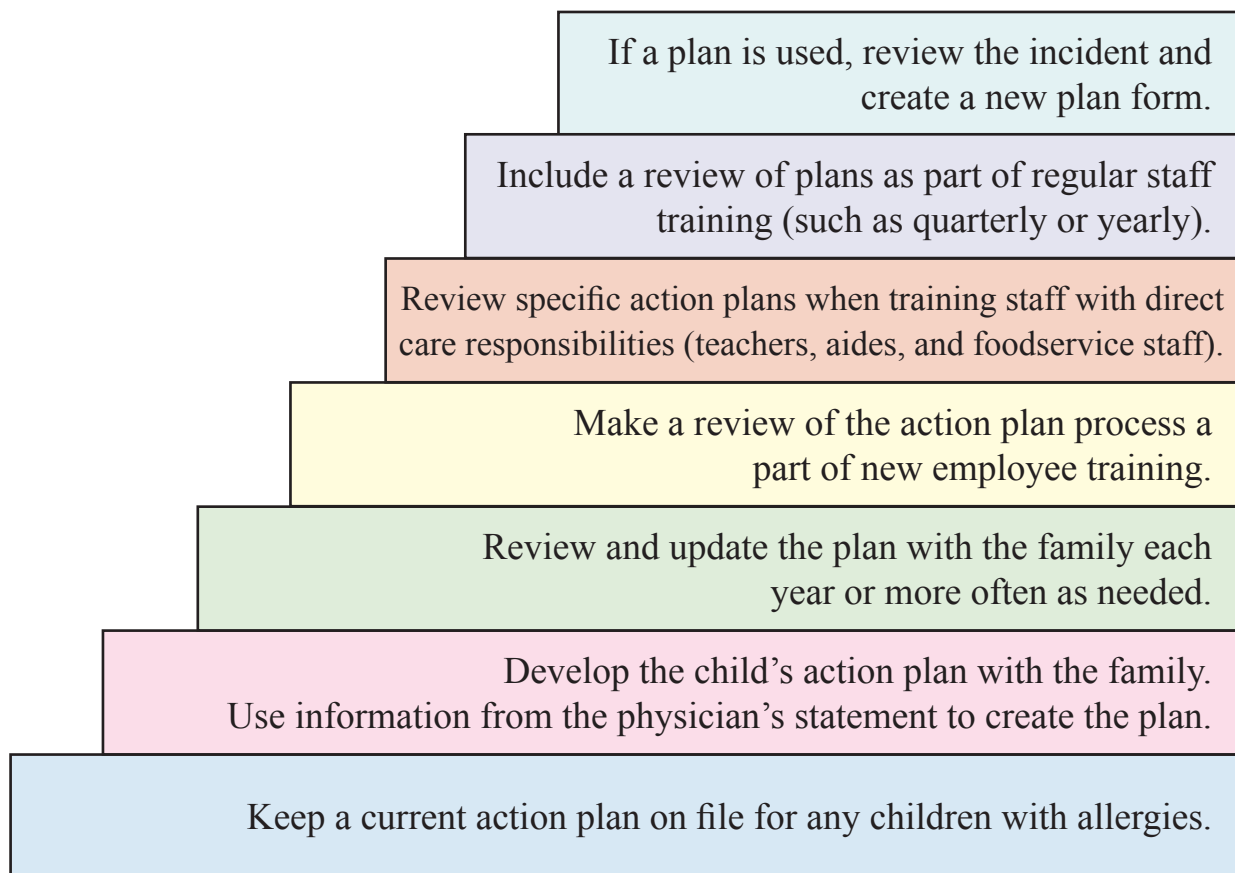
# CARE Connection

## Special Needs Grab and Go Lesson

# Be Prepared for Accidental Exposures - Create an Action Plan

Staff training is an important tool to reduce risk of an accidental exposure to food allergens. An action plan is a tool that helps staff respond to urgent situations.

Prepare your staff to follow the correct steps quickly in the event a child with an allergy has an accidental exposure. Follow these general steps:



Use the sample forms (sample action plan and action plan completed after an exposure) as examples of the process, or complete forms specific to your child care center's policies and procedures.

# Accidental Exposure Action Plan

Child's Name: \_\_\_\_\_

Type of Allergy: \_\_\_\_\_

Date Created: \_\_\_\_\_ Updated: \_\_\_\_\_



## Immediate Measures to Take:

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## Staff to Notify:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Description of Incident, Actions Taken, and Outcome:

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## Additional Follow up:

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## Plan Approved by:

Child Care Supervisor: \_\_\_\_\_

Parent/Family: \_\_\_\_\_

## Plan Reviewed by:

Direct Staff: \_\_\_\_\_

Direct Staff: \_\_\_\_\_

Sample Action Plan on file for child with severe peanut allergy.

## Accidental Exposure Action Plan

Child's Name: Susan Doe

Type of Allergy: Severe Peanut Allergy

Date Created: 00/00/0000 Updated: \_\_\_\_\_



### Immediate Measures to Take:

Administer injection of epinephrine immediately and stay with Susan.

Have another staff member contact center director and center nurse.

Center director will contact family.

### Staff to Notify:

Name: Name of Center Director Phone Number: XXX-XXX-XXXX

Name: Name of Center Nurse Phone Number: XXX-XXX-XXXX

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Description of Incident, Actions Taken, and Outcome:

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### Additional Follow up:

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### Plan Approved by:

Child Care Supervisor: Center Director

Parent/Family: Susan's Family

### Plan Reviewed by:

Direct Staff: Experienced Staff

Direct Staff: Newly Hired Staff

Sample Action Plan completed after an accidental exposure.

## Accidental Exposure Action Plan

Child's Name: Susan Doe

Type of Allergy: Severe Peanut Allergy

Date Created: 00/00/0000 Updated: \_\_\_\_\_

Child's Photo Here

### Immediate Measures to Take:

Administer injection of epinephrine immediately and stay with Susan.

Have another staff member contact center director and center nurse.

Center director will contact family.

### Staff to Notify:

Name: Name of Center Director Phone Number: XXX-XXX-XXXX

Name: Name of Center Nurse Phone Number: XXX-XXX-XXXX

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Description of Incident, Actions Taken, and Outcome:

Staff member found Susan and another child with an open package of peanut butter crackers. Crumbs were on each child's face. Epinephrine was administered.

Center director contacted child's parents.

### Additional Follow up:

Contacted Susan's family. Maintained constant supervision of Susan; no additional symptoms noted. Notice provided to all families to be vigilant about making sure no Peanut products are accidentally included in child's belongings that come to the center.

### Plan Approved by:

Child Care Supervisor: Center Director

Parent/Family: Susan's Family

### Plan Reviewed by:

Direct Staff: Experienced Staff

Direct Staff: Newly Hired Staff