

VALLEY COMMUNITY BAPTIST CHURCH

HEALTH INFORMATION AND EPIPEN ADMINISTRATION POLICIES AND PROCEDURES

Overview:

Valley's Children's Ministry is dedicated to bringing church and family together for a child's spiritual growth. To do this, we strive to provide a safe environment for the children who attend our programming. One way we do this is to be aware of any medical problems a child has, including allergies. We know that allergies can be caused by various sources such as certain foods (peanuts, tree nuts, milk, wheat, etc.), animal allergies, insect stings or bites, medication, environmental agents, latex, etc. and that reactions range from mild to severe. We also understand that some children suffer from other health issues such as asthma or diabetes which may be taken into account in our programming.

To help us care for your child, we need you to complete the attached *Detailed Health Form*. If your child has severe allergies and you want our staff to administer an EpiPen in the event of an emergency, you must also complete and return Part 2 of the *Detailed Health Form* as well as the half-sheet *EpiPen Administration Permission Form* which we require to accompany your child's EpiPen in a zip lock bag. Allergy policies and forms can be obtained from either the plastic holder outside of the Children's Ministry office (by the elevator) or by the fish tank or you can download it from the church website at valleycommunity.cc. If you have any questions or concerns, please contact Lois Hales at 860.673.6826 x115 or lhales@valleycommunity.cc.

Snack Policies:

Our Children's Ministry strives to be a "tree nut-free and peanut-free zone". The staff will screen snacks we provide against a list of tree nut and peanut allergens and will ask parents and teachers who may bring in snacks to do the same. We also try to provide a gluten free option as well – Rice Chex.

The following are foods that are generally served at our Weekend Communities:

- Infants – Cheerios (If you prefer that Cheerios not be provided, please write your child's teacher a short note.)
- Walkers and 2's – Cheerios, Graham crackers, Goldfish and Ritz crackers
- Preschool through Kindergarten – Graham crackers, Goldfish, Pretzels and Ritz crackers
- First through Fifth Grade – No snack is served on a regular basis.

Parents are welcome to bring snacks for their own child if he or she cannot have any of the above items.

A list of ingredients for snacks usually provided by the church is available at the Children's Welcome Desk.

Outside snacks are sometimes brought in for special occasions. **Parents are responsible for watching for any bright orange "Special Snack" signs outside the classroom door or in large group areas and ensuring that their child may safely enjoy the snack or informing their child's teacher if the snack should not be given.** If possible, original snack packaging for special snacks will be available so that parents may read the ingredient list.

Health/Allergy Forms Information:

1. We encourage any parent or guardian whose child has allergy or health concerns to submit a *Detailed Health Form*. If the child may require the use of an EpiPen, please also complete part 2 of the *Detailed Health Form*.
 - a. Forms can be obtained from either the plastic holder outside of the Children's Ministry office (by the elevator) or by the fish tank or you can download it from the church website at *valleycommunity.cc*.
 - b. If during the year, there is a change in the child's allergies and/or dosage or conditions under which EpiPens are to be given, please submit a new *Detailed Health Form*.
2. A half-sheet *EpiPen Administration Permission Form* should be completed and included in a zip lock bag with provided EpiPens, consistent with the EpiPen policies below. *EpiPen Administration Permission Forms* may be used week to week.

EpiPen Policies:

1. **Children's Ministry staff and volunteers are not professional medical personnel.** However, basic EpiPen administration training is offered for staff and key volunteer leaders. While we attempt to have trained individuals present at all times, we cannot guarantee that such an individual will always be immediately available in the event of an emergency.
2. We do not provide EpiPens. They must be prescribed by a physician for a specific child and brought to church by a parent *each time* the child is in attendance.
3. If a child requires the use of an EpiPen, we must have the following:
 - a. A *Detailed Health Form* with Part 1 and Part 2 completed and signed by the parent or the legal guardian.
 - b. EpiPens (preferably two) inside a zip lock bag including the completed half-sheet *EpiPen Administration Permission Form*. EpiPens must be properly and clearly labeled with:
 - I. The child's first and last name
 - II. The dosage of Epinephrine
 - III. The expiration date (We will not accept expired EpiPens.)
4. Children's Ministry staff and volunteers will not administer any medication except for an EpiPen in the event of an emergency.

Procedures:

1. If your child has any health issues or allergies, pick up an orange "Allergy/Health Issues" sticker for nursery and preschool children at the Children's Welcome Desk or at your child's classroom door. Complete the requested information and place the sticker on the **back** of your child to alert the staff and volunteers. If needed, feel free to use more than one sticker.
2. Remind the classroom teacher about your child's health issues or allergies each time you take him or her to class or an event. We strongly suggest that you attend the same service each week so staff and volunteers become familiar with your child's specific needs and can provide the best possible care for your child.
3. If your child requires the use of an EpiPen, place the EpiPens (preferably two) into a zip lock bag with the completed half-sheet *EpiPen Administration Permission Form* which may be reused from week to week.
4. The zip lock bag is to be hand-delivered to the teacher or adult in charge of the classroom or event unless the child is approved to carry his or her own EpiPens.
5. Classroom staff or volunteers will put the EpiPens into the Emergency Containers located inside all classroom doors and large group areas where they can be picked up by the parent at the end of the service/program. A classroom teacher can show you the location of the container for your child's specific classroom and/or age group.
6. Should a child stay in the classroom for two services, a Children's Ministry staff member or volunteer will be responsible for moving a child's EpiPen to his or her new location, if applicable.
7. If your child has an anaphylactic reaction and has an EpiPen, the following will occur:
 - a. The EpiPens in their respective zip lock bag will be retrieved from the Emergency Container.
 - b. A Children's Ministry staff member or volunteer will check the half-sheet *EpiPen Administration Permission Form* in the zip lock bag to determine parent permission and the EpiPen dosage information.
 - c. An EpiPen will be administered by a Children's Ministry staff member or volunteer. If no trained individual is available the EpiPen will not be administered until one is present.
 - d. 911 will be called.
 - e. The parents or legal guardian will be called by pager or by cell phone number.
8. Take your child's EpiPens with you at the end of the class or event. The Children's Ministry staff is not responsible for any medication left at Valley and will not store EpiPens. If you accidentally leave EpiPens, you will be called to come pick them up from a locked cabinet located in the Children's Ministry Office.

**VALLEY COMMUNITY BAPTIST CHURCH
DETAILED HEALTH FORM
(Part 1 – Health and Allergy Concerns)**

Child's Name: _____ Birth Date: _____ Age: _____
Father's Name: _____ Cell Phone: _____
Mother's Name: _____ Cell Phone: _____
Legal Guardian's Name: _____ Cell Phone: _____
Doctor's Name: _____ Office Phone: _____

My child has diabetes My child has asthma My child has: _____

My child is allergic to:

Food (peanuts, tree nuts, shellfish, etc.)

Please specify: _____

Type of reaction: _____

Animals, or Insect stings or bites (dogs, cats, bee stings, fire ant bites, spider bites, etc.)

Please specify: _____

Type of reaction: _____

Drug or Medication (Penicillin, etc.)

Please specify: _____

Type of reaction: _____

Environmental Agents (dust, pollen, mold, animal dander, poison ivy or oak)

Please specify: _____

Type of reaction: _____

Latex

Type of reaction: _____

Other (such as seizures, asthma, diabetes, hemophilia)

Please specify: _____

Type of reaction: _____

If you have checked off any of the above boxes please explain the severity and list the reactions:

My child no longer has allergic reaction symptoms to: _____

If your child has a severe allergy that requires the administration of an EpiPen, please complete *Part 2 – EpiPen Administration Permission Form* (the next page of this document).

I have read and understand that Valley Community Baptist Church Children's Ministry staff will not administer any medication except for an EpiPen by a trained staff member or key volunteer in the event of an emergency.

Parent or Legal Guardian Printed Name

Parent or Legal Guardian Signature

Date

**DETAILED HEALTH FORM AND RELEASE
(Part 2 – EpiPen Administration Permission)**

To be completed by parent or legal guardian and kept on record by Valley’s Children’s Ministry Staff:

Child’s Name as it appears on the EpiPen: _____

I hereby authorize the Valley Community Baptist Church Children’s Ministry staff and volunteers to administer an EpiPen to my child if he or she has known exposure and /or a severe allergic reaction to a specified allergen. I agree to release, indemnify, defend and hold harmless Valley Community Baptist Church and any of its staff, volunteers, or agents from any and all injuries, lawsuits, judgments, settlements, claims, liabilities, expenses (including reasonable legal expenses), demands, or actions against them arising out of their conduct, whether negligent or not, in administering or failing to administer the EpiPen prescribed specifically for my child. I am aware that the injection will probably be administered by a trained staff member or volunteer who is not a healthcare professional, and that if no trained individual is present the EpiPen will not be administered until one is present.

I have read the *Health Information Administration Policies and Procedures* and agree to provide two EpiPens as required.

I understand that 911 will always be called when an EpiPen is administered to my child.

The following EpiPen has been prescribed. Check as appropriate:

- EpiPen** (the premeasured dose is 0.3mg. of Epinephrine)
Give the initial dose.
Repeat the dose in 15 minutes if a professional emergency team has not arrived.
- EpiPen Jr.** (the premeasured dose is 0.15mg. of Epinephrine)
Give the initial dose.
Repeat the dose in 15 minutes if a professional emergency team has not arrived.
- My child has received adequate training on how and when to use an EpiPen and can use it properly in case of an emergency. He or she will carry EpiPens **at all times.**

Parent or Legal Guardian Printed Name Parent or Legal Guardian Signature Date

To be completed by a Valley Children’s Ministry staff member: The above has been reviewed with the parent or legal guardian. Additional remarks:

VCBC Children’s Ministry Staff Printed Name VCBC Children’s Ministry Staff Signature Date

EPIPEN ADMINISTRATION PERMISSION FORM AND RELEASE

To be completed by parent or legal guardian and placed in zip lock bag with EpiPens:

Child's Name as it appears on the EpiPen: _____ Age/Grade: _____

Parent/Guardian Emergency Cell/Phone: _____

My child is Allergic to: _____

I hereby authorize the Valley Community Baptist Church Children's Ministry staff and volunteers to administer an EpiPen to my child if he or she has known exposure and/or severe allergic reaction to a specified allergen. I agree to release, indemnify, defend and hold harmless Valley Community Baptist Church and any of its staff, volunteers, or agents from any and all injuries, lawsuits, judgments, settlements, claims, liabilities, expenses (including reasonable legal expenses), demands, or actions against them arising out of their conduct, whether negligent or not, in administering or failing to administer the EpiPen prescribed specifically for my child. I am aware that the injection will probably be administered by a trained staff member or volunteer who is not a healthcare professional, and that if no trained individual is present the EpiPen will not be administered until one is present.

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- EpiPen** (the premeasured dose is 0.3mg. of Epinephrine)
- EpiPen Jr.** (the premeasured dose is 0.15mg. of Epinephrine)
- My child has received adequate training on how and when to use an EpiPen and can use it properly in case of an emergency. He or she will carry EpiPens **at all times.**

Parent or Legal Guardian Printed Name

Parent or Legal Guardian Signature

Date

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- My child has received adequate training on how and when to use an EpiPen and can use it properly in case of an emergency. He or she will carry EpiPens **at all times.**

Parent or Legal Guardian Printed Name

Parent or Legal Guardian Signature

Date