

Task: Posting of Allergies

1304.23 (a)

Task	Person Responsible	Date to be Completed
<p>Classroom Postings</p> <ol style="list-style-type: none"> 1. Print allergy form from agency website on a brightly colored sheet of paper. (2 copies of form on one page) 2. List allergies on the form including staff(s) and child(s) allergies. 3. Post form on the Emergency Board in the classroom. 4. On the second printed form place child(s) and staff(s) initials next to the allergy as appropriate. Place this copy face down under the sign in/out sheet on the classroom clipboard. 	<p>Bus Driver/Cooks Bus Driver/Cooks Bus Driver/Cooks Bus Driver/Cooks</p>	<p>Before the start of class and updated as the need arises</p>
<p>Kitchen Posting</p> <ol style="list-style-type: none"> 1. Print Allergy form from agency website on a brightly colored sheet of paper. 2. List allergies on the form with child(s) and staff(s) initials next to allergies as appropriate. (In centers with multiple classrooms indicate which classroom) 3. Post allergy form on cabinet door closest to stove in the kitchen area. <p>*Ensure lists are updated as children enter and leave the program</p>	<p>Bus Driver/Cooks Bus Driver/Cooks Bus Driver/Cooks Bus Driver/Cooks</p>	<p>Before the start of class and updated as the need arises</p>