



# Office of Children and Family Services

KATHY HOCHUL  
Governor

SUZANNE MILES GUSTAVE, ESQ.  
Acting Commissioner

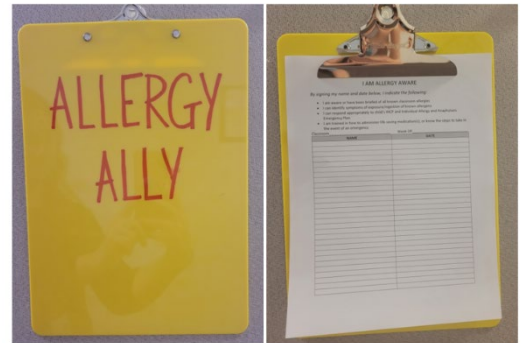
April 4, 2023

Dear Provider,

There is no way to predict when a person will experience an allergic reaction. Child care programs are required to establish guidelines and procedures to be followed for both the prevention of anaphylaxis and response during an anaphylaxis emergency. This letter contains best practice ideas that you may consider implementing in your program in effort to increase allergy awareness. These ideas are optional, and the list is not all inclusive. Child care providers are encouraged to explore and implement whatever strategies work best for your program.

## Non-discreet Strategies

- Encourage parents of children with diagnosed allergies to provide written consent allowing your program to share allergy information with caregivers in non-discreet ways.
  - The OCFS LDSS 7006 was revised to include this language. Prior to utilizing non-discreet strategies, the program **MUST** obtain written consent from the child's parent. The revised OCFS 7006 is posted at: <https://ocfs.ny.gov/forms/index.php?find=ldss-7006&topic=3>
- Consider hanging a clipboard or file holder on the wall outside each classroom and train all staff to review allergy information *prior to entering*. Preparing staff before they enter the room will help prevent exposure and remind staff of how to respond in the event of emergency.
- Hang big, bright, bold signs on every classroom door that serves a child with a diagnosed allergy. These signs will alert caregivers and remind them to review allergy information before entering the classroom.
- Make placemats to use during meals and snacks that visually remind staff of allergies. Consider including a photo of the child on the placemat, along with pictures of their known allergens. You can laminate the placemats, or use clear sheet protectors.
- In an effort to keep allergy information at staff's fingertips, OCFS created the OCFS LDSS 0792A: **Individual Allergy and Anaphylaxis Emergency Action Card**. This card is modeled after the OCFS LDSS 0792 (aka "blue card") and is intended to provide classroom staff with a clear overview of the child's allergen, a simple plan for how to prevent exposure, and steps to take in the event of emergency.
  - Use of the "yellow card" is optional and is designed to provide caregivers with child specific step by step instructions in the event of emergency. The OCFS LDSS 0729A could also be hung outside the classroom door or kept in the room's emergency bag. The OCFS LDSS 0792A is available in English and Spanish on the [OCFS website](#). To order hard copies of OCFS forms and publications, submit form [OCFS-4627](#) or call 518-473-0971.



These are just a few ideas that may help to increase allergy awareness in your program. For more information, please visit the OCFS "Allergy Awareness & Elijah's Law" tab at: [Allergy Awareness & Elijah's Law | Division of Child Care Services | OCFS \(ny.gov\)](#). Also, OCFS would love to hear (and share) your allergy awareness ideas! Please send your tips and pictures to [ocfs.sm.elijahslaw@ocfs.ny.gov](mailto:ocfs.sm.elijahslaw@ocfs.ny.gov).

Remember: If a person is experiencing anaphylaxis, there is no time for errors. Thank you for taking the time before an emergency happens to build a team of child care allergy allies!

A handwritten signature in black ink that reads "Nora Yates". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Nora K. Yates  
Deputy Commissioner  
Division of Child Care Services