

HARPOLE PRE-SCHOOL

"Kind Hands, Kind Hearts, Fun Learning"



3.6 Allergies and food intolerances Policy & Procedure

Harpole Preschool has adopted the Preschool Learning Alliance (PLA) policy Children's rights and entitlements. The PLA ensure that their policies adhere to statutory guidance and legislative procedure and they provide the preschool with any updates. All policies and procedures are ratified by the Preschool Trustees on a rolling programme. The preschool staff, led by Sharon Matthews, ensure that their practice is in line with the policies and procedures outlined in the PLA guidance.

Policy statement

Before a child starts at Harpole Preschool, parents/carers are asked if their child has any known allergies or food intolerance, this information is recorded on the registration form. Discussions will take place with parents/carers and where appropriate health professionals to develop an allergy action plan for managing any known allergies and food intolerances. This information must be kept up to date on a child's registration form and shared with all staff.

Procedures

- All staff at Harpole Preschool will be made aware of the symptoms and treatments for allergies and anaphylaxis and the difference between allergies and food intolerances
- If a child has an allergy or food intolerance, the child's keyworker will complete the settings 'Allergy and Food Intolerance Risk Assessment' with the following information:
 - the risk identified – the allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc.)
 - the level of risk, taking into consideration the likelihood of the child coming into contact with the allergen
 - control measures, such as prevention from contact with the allergen
 - review measures
- This will also include:
 - the nature of the reaction e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
 - managing allergic reactions, medication used and method (e.g. EpiPen)
- The child's name is added to the Dietary Requirements list.
- A copy of the risk assessment and health care plan is kept in the child's personal file and is shared with all staff and is also kept in the cook's Food Allergy and Dietary Needs file.
- Parents/carers show staff how to administer medication in the event of an allergic reaction.

Oral Medication

- Oral medication (such as antihistamine) can be kept on site for administering in the case of a reaction. The medication must be:
 - a. In date.
 - b. Labelled with the child's name.
 - c. Kept in the medicine box.
 - d. The setting must have the parents/carers' prior written consent. Consent is kept on file.
 - e. Have manufacturer's instructions written on them.
- Staff must be provided with clear written instructions for administering such medication.
- All risk assessment procedures are adhered to for the correct storage and administration of the medication.

This policy was adopted by	Harpole Pre-school	<i>(Name of provider)</i>
On		<i>(date)</i>
Date to be reviewed		<i>(date)</i>
Signed on behalf of the provider		
Name of signatory		
Role of signatory		