



Allergies and Allergic Reaction Procedure

Loversall Farm Day Nursery is aware that children can have allergies which may cause allergic reactions. We will follow this policy to ensure allergic reactions are minimised through good practice, or where possible prevented. This procedure will provide staff with an awareness of how to support a child who may be having an allergic reaction.

- Staff will be made aware of the signs and symptoms of a possible allergic reaction of an unknown or first reaction in a child. Symptoms may include; a rash or hives, nausea, abdominal pain and/or discomfort, vomiting, diarrhoea, itchy skin, runny eyes, sneezing, shortness of breath, chest pain, swelling of the mouth and/or tongue, swelling of the airways, wheezing and anaphylaxis.
- Information regarding any allergies or intolerances will be recorded by the parents on the child's registration form, as well as sharing information at the key person visit. The child's key person must inform other staff members and the cook of any allergies or intolerances. A specific 'allergy information sheet' will be completed during the initial contact with parents and or carer and reviewed and signed at regular intervals.
- An allergy register will be kept in each room and used during snack and mealtimes.
- The key person must carry out a full allergy assessment with the parent prior to the child commencing at the setting, this will take place as part of the key person visit. Where a child is transitioning to another room, their existing key person must share with the new key person, any known allergies and/or intolerances, the symptoms to look for and the treatment required. It is recommended that when a child transitions from one room to another, the new key person complete a new healthcare plan with the parent where applicable.
- The manager, key person, nursery cook and parents will work together to ensure a child with specific food allergies receives no food at nursery that may harm them. This may include designing an appropriate menu and substituting occasional meals. Parents are not permitted to bring any food and/or drink sources into the setting (this is omitting breast milk and formula milk). However, should you wish to bring a cake to celebrate a child's birthday, this will be given to the parents at the time of collection, along with a copy of the

ingredients, cake will not be given to any child with a known allergy to any of the ingredients. Any cake provided must be professionally baked, shop bought and unopened at the time it is presented to the nursery. No home baked cakes will be accepted as we will be unaware of the ingredients used. Any food/drink sources found in a child's bag will be discarded. Parents will be informed of this periodically and professionally reminded of the settings policy and procedure.

- All food prepared for a child with a specific allergy will be prepared in an area where there is no risk of cross contamination from other food sources. Food for children with allergies will be prepared and served on equipment that has not been in contact with any specific food type, for e.g. dairy. A separate chopping board (purple) will be used for the preparation of food for children with allergies. There is also a separate toaster.
- Food provided to children with allergies will be presented on a red plate and desserts in a red bowl. This will be the case even if the children with allergies can have the same meals due to no allergens included. This will support staff when distributing the meals and snacks. Children with allergies should be given their food first, this will help prevent them being mistakenly given the wrong food. To further support staff, where appropriate, children with allergies should sit together at meal times. The allergy sheet must then be signed by the member of staff who presents the child with their food and then a witness.
- Seating areas will be monitored for children with allergies. Where deemed appropriate staff will sit with children identified as having allergies and where age/stage appropriate will discuss food allergies and potential risks with the other children. Under no circumstances will children with allergies be segregated.
- Where a child has an allergic reaction, a paediatric first aid trained member of staff will act quickly and administer the appropriate treatment. Part of the registration process will ask parents of children over one year old, for consent to administer emergency Piriton. IN AN EMERGENCY SITUATION ONLY. STAFF MUST ENSURE THEY CHECK THE AGE OF THE CHILD AND ADMINISTER THE DOSAGE IN ACCORDANCE WITH THE MANUFACTURERS INSTRUCTIONS ON THE BACK OF THE BOTTLE. AN EMERGENCY BOTTLE OF PIRITON IS LOCATED IN THE MEDICATION CABINET IN THE OFFICE. WHERE EMERGENCY PIRITON IS ADMINISTERED IT IS EXPECTED THAT PARENTS COLLECT THEIR CHILD WITH IMMEDIATE EFFECT.

- Any administration of Piriton will be recorded in line with the content of the administration of medication policy and procedure. Any allergic reaction will be recorded on an incident form and shared with parents at the point of collection. This will be signed by staff and a signature must be included from the parent and or carer.
- If treatment requires specialist administration, for e.g. and EpiPen, then at least two members of staff working directly with the child and the manager will receive specific medical training to enable them to administer the medication safely.
- For children diagnosed with an allergy, where treatment is via an EpiPen, parents will be advised to bring an EpiPen into the nursery and this will be stored in an emergency first aid box located near to the room the child accesses. Staff and management will regularly check the date on the EpiPen. If the date is due to expire the child's key person will inform the parents, the out of date medication will be handed back to the parent to dispose of the medication safely.
- Where children have a contact allergy we will ensure that any menus provided to all children within that room do not include the contact allergy source.
- If the allergic reaction is severe a member of staff will call for an ambulance immediately.
UNDER NO CIRCUMSTANCES WILL A MEMBER OF STAFF TRANSPORT THE SICK CHILD TO HOSPITAL IN THEIR OWN CAR.
- Whilst waiting for the ambulance, we will make contact with the child's parent/carers and arrange to meet them at the nursery if within an acceptable timescale, or at the hospital if time restrictions apply.
- The most appropriate member of staff must accompany the child to hospital and take with them the child's registration form, relevant medication sheets, child's comforter, nappies and wipes. The member of staff will also take a list of food/drink consumed whilst at the nursery, what the child has played with and where the child has been. Once at the hospital the member of staff will remain with the child until the arrival of the child's parents, the child's care will then be passed to the parents and the member of staff will return to nursery. When the ambulance arrives the staff member will provide any information of any medication already administered, for e.g. Piriton, along with the time and amount

administered. Wherever possible the child will be accompanied to hospital by their named key person, should this not be appropriate a member of staff familiar to the child will accompany them.

- Staff must remain calm at all times; children who witness an allergic reaction may well be affected by it and may need lots of reassurance from their key worker where possible. Staff members within the room would, where possible, take the other children away from the situation to a different room within the nursery, whilst maintaining appropriate ratios in accordance with the EYFS Statutory Framework. Additional support will be arranged for staff if this is needed following any event.
- All incidents will be recorded, shared and signed by parents at the earliest opportunity.
- Ofsted will be informed of any significant event, in line with their guidance of what substitutes an emergency

PLEASE REMEMBER ALLERGIC REACTIONS ARE A MEDICAL EMERGENCY AND TIME IS OF THE ESSENCE.

Food Information Regulations 2014

From 13 December 2014, we will incorporate additional procedures in line with the Food Information Regulations 2014 (FIR).

- We will display our weekly menus within the entrance to the nursery and will identify the 14 allergens that are used as ingredients in any of our dishes. These will be displayed on the allergen matrix table. Any new ingredients introduced to our menu will also be included on the allergen matrix, this may be as simple as a different brand of the same food source. on the Parent Information Board and will identify when the 14 allergens are used as ingredients in any of our dishes.

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| Food Allergy Procedure (To be used in all cases where a child has a food allergy, intolerance or food preference) |
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In all circumstances these are the procedures to follow with regard any allergies or food preferences due to individual taste or religious constraints.

- Parents must inform the child's key person that their child has an allergy/intolerance, or food preference, this should always be recorded on the child's registration form and reviewed regularly.
- Parents must give a detailed explanation of dietary requirements and health concerns (including allergies and food preferences) to the child's key person who will record the information on the rooms allergy sheet.

- Parents will check the details on the allergy sheet and sign to confirm the information recorded is correct.
- All the above information will be passed onto the nursery cook who will confirm her understanding by also signing the allergy sheet. The nursery manager must be kept up-to-date about any allergies so that records can be amended as necessary. This includes the allergy form displayed in the kitchen.
- Only members of staff who hold a current and relevant food hygiene certificate are able to cook/prepare any meals, snacks and drinks for the children. The person who prepares the meal and/or snack will sign the allergy sheet alongside a second member of staff to confirm that they have checked the content of the food being provided before serving it to the child.
- The person who prepares the meal or snack will sign the allergy sheet alongside two staff members supervising the meal time to confirm that they have checked the content of the meal/snack or drink before serving it to the child.
- Meals made for children with allergies will be given to those children first before all other meals are given out. All meals will be presented to the child on red plates and bowls.
- At all times the allergy sheets are to be kept in the allergy files which are located in the child's nursery room.

It is the responsibility of the room supervisor or acting room supervisor to ensure the cook has any special dietary requirements or allergy information pertaining to the menu on a daily basis by 8.30am each day.

Staff must be vigilant at all times when checking ingredients on food packets, drinks cartons and baby mixes, as an incorrect diet could prove fatal in certain circumstances. It is the parents/carers responsibility to ensure any changes to their child's dietary requirements are shared with a member of staff immediately. Any changes to a child's dietary requirements will be updated on the child's registration form once updated information is received.

STAFF MUST ALSO CONSIDER ANY FOOD ALLERGIES OR FOOD INTOLERANCES WHEN PLANNING BAKING ACTIVITIES OR ANY OTHER ACTIVITY THAT INCLUDES FOOD OR DRINK ITEMS.

In the unlikely event a child is provided with a food source that could result in an allergic reaction, parents will be informed immediately. A record will be kept of the food/drink provided. The child's state of health will be monitored regularly and medical assistance sourced, as necessary.

In the event of a medical emergency an ambulance will be called without delay. A full investigation will be carried out following such an incident which may result in the disciplinary procedures being followed.

Staff Allergies

The management and staff team must be made aware of staff colleagues who have allergies/food intolerances. The staff team should also be aware of what constitutes an emergency and the procedures to follow. All staff must complete an emergency details form during the first day of their induction. This form will include a space to record any allergies/medication etc. Once complete the form will be stored confidentially and securely in the staff members personnel file.

Where staff have EpiPen's these must be stored in accordance with manufacturers instructions, must be out of reach of children at all times, whilst being easily accessible in an emergency situation.

Staff diagnosed with an allergy to any medication, for example Penicillin, must not administer the penicillin to a child, not be the witness, as children may spit out putting the member of staff at risk.

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| This policy was adopted on | May 2016 |
| Signed on behalf of the nursery | |
| Signed by nursery owner | |
| Date of next review | September 2025 |