

ALLERGY POLICY

An allergy is the term used to describe a response, within the body, to a substance, which is not necessarily harmful in itself, but results in an immune response and a reaction that causes symptoms and disease in a predisposed person, which in turn can cause effects ranging from inconvenience to a life-threatening situation.

The Nursery will act immediately when informed by a carer/parent of a suspected or known allergy using the following procedure:

- All allergies must be first discussed with the Nursery Manager as the appointed Allergies Person.
- The parents/carers will be asked to provide written medical evidence of the child's suspected or known allergy from a medical practitioner/GP. A copy of this will be given to the manager who will distribute it to base room staff, the kitchen and the allergy file; a copy will also be kept in the child's records. This record will be updated each time when the child moves to another room.
- When an allergy is first identified this information will be alerted to the staff team using the staff information board which all staff read every day.
- A written memo will be distributed and e-mailed to all staff members informing them of the child's name, the suspected or known allergy, ingredients /products to avoid and the symptoms that the child will exhibit as well as any treatment required. This will be reinforced at a staff meeting at the earliest possible time.
- Following the memo, if the allergy requires a change of diet, the cook/caterer will check ingredient lists of products and amend the child's menu as necessary.
- A meeting with the parents/carers, base room Senior Nursery Nurse and other staff as appropriate will be arranged. All strategies and procedures will be agreed using the Allergy Care plan and signatures obtained. Care plans are reviewed by parents when they are sent home with reports every four months. Ensuring information is kept up to date.
- The care plan and resultant strategies & procedures will be followed, along with information about the allergy signs, symptoms and treatment from the Parents/Carers will be shared with all staff & students.
- At meal and snack times the child will always be seated next to a base room staff member. This is known as the 'Buddy System'.
- Staff will use separate cooking utensils when preparing food for individual menus to prevent cross contamination. The child's food will also be served by the kitchen staff separately and will be clearly labelled with the child's name.
- The Nursery Administrator will replace all the allergy table/wall lists with the updated details.
- When children move rooms an update sheet will be sent from the office to be returned to ensure all needs are kept up to date.

- If a child shows signs of having a reaction requiring treatment, the agreed, written procedure will be followed.
- Only suitably trained staff will administer medication e.g. epipens and anapens.
- Epipens and anapens will be kept in a named box with a photograph of the child on the front. The box will be stored on a shelf out of reach of the children in the base room they attend. The contents of this box will be checked monthly by a member of staff and any changes required to be passed onto parents/carers.
- The box will accompany the child at all times. The base room Senior Nursery Nurse is responsible for ensuring this procedure is followed. This responsibility transfers to the base room Nursery Nurses if the base room Senior Nursery Nurse is absent.
- Staff in the base rooms will be responsible for checking the lists of ingredients when providing cooking activities and will amend the activity for inclusion of the child both taking part and eating the finished product. When parents bring in Birthday cakes etc. an alternative will be provided when necessary. Staff can also refuse food provided by parents if they contain ingredients that the manager/deputy deem unsuitable.
- Any changes to a child's dietary requirements will only be accepted if they are in writing and signed & dated by parents. These changes must be permanent changes, we cannot make allowances for special events or occasions.

Staff will endeavour to be extremely vigilant with regards to preventing children from being exposed to or consuming prohibited substances at all times. The Nursery together with parents/carers will identify risks and put control measures in place to minimise those risks as far as reasonably practicable.

This policy was fully revised and agreed at the Staff Meeting on 24th November 2011 and adopted by the Nursery Management Committee meeting held on 25th November 2011. Has been reviewed October 2014 and October 2015.

Signed on behalf of the Nursery:

Date: *Nursery Manager*

Review Date: October 2016.