

**BI-NUR-005 NURSERY ALLERGY AND INTOLERANCE
POLICY**

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Document approval			
Define the approval authorities for the document			
Document version	Document approved by	Position	Date
1.1	Nursery Management & Staff team		11 June 2024
2	Danielle Hoyle	Chair of NMC	21 August 2025

Distribution			
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19 August 2025		2	
This policy should be assigned to the following groups; Please tick one box for each group.			
Group Name	Mandatory	Group Name	Mandatory
All Users	<input type="checkbox"/>	Heads of Department	<input type="checkbox"/>
Trustees	<input type="checkbox"/>	BCE Staff	<input type="checkbox"/>
Researcher (Wet)	<input type="checkbox"/>	Nursery	<input checked="" type="checkbox"/>
Researcher (Dry)	<input type="checkbox"/>	Visitors	<input type="checkbox"/>

BSU Staff	<input type="checkbox"/>	Credit Card Users	<input type="checkbox"/>
BSU Users	<input type="checkbox"/>	Ionising Radiation Users	<input type="checkbox"/>
Notes:			

Associated policies, procedures and guidance

This policy should be read in conjunction with:

BI-NUR-002 Administering Medication Policy

1. Allergy and Intolerance procedure

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

- All allergies and intolerances are requested as information within our registration packs and discussed at home visits. All allergies and intolerances must be alerted to the Head of Nursery or Deputy as the appointed Allergies Person.
- The parents/carers will be asked to provide written medical evidence of the child's suspected or known allergy or intolerance from a medical practitioner/GP before starting nursery. This will help inform the Allergy or Intolerance Assessment form.
- Parents will be required to complete an Allergy and Intolerance Assessment form. Please see the EYFS Nutrition Guidance for further information and links to the NHS regarding food allergies and intolerances.
- For **allergies** an additional BSACI Allergy Action Plan or FPIES Action Plan will also be required to be completed by the child's Hospital/Clinic. The information will include 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.
- All strategies and procedures will be reviewed and agreed using the Allergy and Intolerance Assessment and any further Action Plans required with relevant signatures obtained. A copy of this will be given to the office 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.
- Blossom will be updated to reflect this information. If more information around the allergies/allergy is required Blossom will say 'see allergy information in Base room'. New starter allergy information is also shared at a staff meeting at the earliest possible time.
- Allergies and intolerances are reviewed by parents regularly ensuring information is kept up to date.

- When an allergy or intolerance is identified outside of a child initially joining nursery, this information will be alerted to the staff team verbally and updated on Blossom, alongside the relevant forms as mentioned above. This will be reinforced at a staff meeting at the earliest possible time. If the allergy identified is severe, the decision may need to be taken to withdraw the child from nursery until the correct medication and forms are completed.
- A meeting with the parents/carers, base room Senior Nursery Nurse and other staff as appropriate will be arranged if needed.
- If the allergy or intolerance requires a change of diet, the cook will check ingredient lists of products and amend the child's menu as necessary. Management staff will go through food each day and double check the menu for every child with an allergy with the cook and record this on the weekly meal plan kept in the office. These plans are kept for 12 months.
- Allergy and intolerance sheets are always displayed in each room and clearly visible at both meal and snack times.
- The Nursery Administrator will replace all the allergy and intolerance lists with the updated details as requirements change. The Nursery Administrator will update the allergy and intolerance sheets (both daily records and the table of all children's allergies and intolerances) with any changes and will ensure this detail is up to date on Blossom.
- At snack times the child will always be seated next to a base room staff member. This is known as the 'Buddy System'. At mealtimes the children with allergies are buddied at the table. Kitchen staff are responsible for providing alternative meals for any child with allergens present in the standard nursery menu, ensuring all food provided meets all the requirements for each child.
- Staff serving mealtimes are responsible for checking if there are any alternative meals provided, and ensuring food provided meets all requirements of each individual within the room and must ensure the Buddy system is followed. If the staff member checking is unsure they must contact the Cook and/or Head of Nursery/Deputy before giving any food to a child with allergies.
- 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.
- Staff involved in preparing food (Cooks, Kitchen Assistant and roving staff) will undertake allergy awareness training. We will aim for the staff team to undertake the same level of training.
- If a child shows signs of having a reaction requiring treatment, the agreed, written plans will be followed.
- Epi pens, Jext pens and other medication will be kept in a named box or ziplock file 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/ file will accompany the child at all relevant times. For instance, children with food allergies will be accompanied by their box/file at snack and mealtimes, whereas for insect allergies this follow them to the outdoor spaces. 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.
 - 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.
 - No food will be accepted into Nursery via parents or staff to be consumed by the children during the normal nursery day, including for special occasions such as birthdays.
 - Any food being brought into Nursery for children's consumption (e.g. at Nursery events out of normal operating hours) will be taken into the kitchen to be checked by the cook and/or Head of Nursery/Deputy before being offered to the children under parental supervision. All food brought into Nursery must be in the original packaging, accompanied by a full ingredients list.
 - Any food being brought into Nursery for staff consumption will be taken to the staff room and only consumed in this area. Staff foods must not include nuts and any gifts or treats including nuts must be taken home for consumption.
 - When planning and providing messy play activities staff must take into account the allergies of children who will have access to the activity.
- 1.2. Staff will 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.

2. Further information

- 2.1. 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. The policy is reviewed annually and was fully revised in August 2025.
- 2.2. Associated policies, procedures and guidance are listed on the cover sheet. The Policy Owner named on the cover sheet can be contacted with any queries.