



# Family First

## Allergies and Allergic Reactions Procedure



# Allergies and Allergic Reactions Procedure



At Family First Nurseries, we are aware that children can have allergies that may cause allergic reactions. We will follow this policy to ensure allergic reactions are minimised or, where possible, prevented and staff are fully aware of how to support a child who may be having an allergic reaction.

- All parents/carers will be required to provide evidence from a medical professional of any allergies and give information on the child's profile form at point of registration regarding their child's allergies or allergic reactions and complete a Critical Care Plan Form clearly outlining the allergen and the procedure to follow, if necessary. All staff will be made aware of the child's allergies.
- If a child has an allergy, they are not allowed to start settling in until a Care Plan Pack is completed.
- Parents/carers must provide evidence of a confirmed allergen.
- This information will be transferred to the Special Dietary Requirements Form (HD19), which is displayed in the kitchen area and the child's room.
- Staff will be made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways, wheezing and anaphylaxis.
- Parents must notify the nursery if the child's dietary requirements change.
- An Allergy Register will be kept in view on the premises and in the Care Plan folder in the office.
- Each child will be issued, if required, with a Critical Medicine Box/Bag containing information about the child's allergy and the correct up-to-date medicine to give in an emergency with the correct dose stated. The Critical Medication Box/Bag will be placed in the child's room and staff must ensure that the medication bag follows the children, e.g. garden, outing or transitioning to another room.
- The child will then be placed onto each room's Special Dietary Requirements Form (HD19) and Critical Medicine Bag/Box, which are kept in each base room around the nursery to keep all informed.
- The Nursery Manager must carry out a full Allergy Risk Assessment Procedure with the parent prior to the child starting the nursery. The information must then be shared with all staff.
- For the avoidance of doubt, and so that staff are aware and reminded of individual needs, information regarding every child's dietary requirements is clearly displayed in the kitchen and in each room.
- All food prepared for a child with a specific allergy will be prepared separately in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type, e.g. nuts.

- The Nursery Manager, 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 or substituting specific meals on the current nursery menu.
- Every day a child with an allergy is in, the room staff must complete an Allergy Meal Sheet (FD15) for the kitchen stating what the child's allergy is and what they have been given for breakfast. Each mealtime within the nursery, the kitchen will write what meal the child has and what it contains, which then needs to be signed by both the kitchen and checked by the room staff before being served to the child.
- Children with allergies will always have their food served on a red plate to prevent the allergen coming into contact with the child. In the area of self-service, the cook will put the child's food into a separate serving dish to allow the child to continue self-serving.
- A designated member of staff must collect the child's food by wearing a red apron and proceed to sit with the child who has the allergy. The designated person wearing a red apron must ensure that the child's meal does not become contaminated with the food allergen from other children's plates.
- The designated member of staff responsible for supervising a child with allergies will sign each child's Allergy Meal Sheet (FD15) and a member of staff will witness the food given to ensure it complies with the information provided.
- Children with allergies will have their own allergy placemat created before the child starts settling in, clearly labelled, which will be placed in front of the child before being served to highlight the child's allergies, without singling the child out at the table.
- If a child has an allergic reaction to food, a bee sting, plant, etc. a first aid trained member of staff will act quickly and administer the appropriate treatment. Parents must be informed, and it must be recorded on an Accident/Incident Form.
- If this treatment requires specialist treatment, e.g. an EpiPen, then at least two members of staff working directly with the child and the Nursery Manager will receive specific medical training to be able to administer the treatment to each individual child.
- If an EpiPen has been administered, 999 must be called and the EpiPen needs to be replenished before coming back in.
- We are not authorised to transport the child in our own vehicles. Whilst waiting for the ambulance, we will contact the emergency contact and arrange to meet them at the hospital.
- A senior member of staff must accompany the child to the hospital and collect relevant forms for the hospital team.
- Staff must always remain calm; children who witness an allergic reaction may well be affected by it and may need lots of cuddles and reassurance.
- All incidents will be recorded, shared and signed by parents at the earliest opportunity.

| Review Date | Name        | Position                     | Signature |
|-------------|-------------|------------------------------|-----------|
| August 2022 | Nicola Reed | Head of Childcare & Training | N Reed    |
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