



## Allergy Policy

EYFS 3.44 to 3.49, 3.64, 3.68

### Managing Children/Staff with Allergies

#### Policy Statement

At Dicky Birds we are aware that children who attend our nurseries and staff who work in them may suffer from food, bee/wasp sting, animal or nut allergies, we believe that all allergies must be taken seriously and that every effort to minimise the risk of exposure must be made to prevent an allergic child / member of staff coming into contact with the allergens which could trigger a reaction.

Dicky Birds is committed to creating a safe environment for the children in our care and the staff who work with us, however, we understand that it is impossible to create an 'allergen free' environment; a robust plan for the effective response to possible emergencies is in place in the event that a child or member of staff suffers a serious allergic reaction.

#### What is the purpose of this policy?

To minimise the risk of any child/ member of staff suffering from an allergy induced reaction such as hives or life threatening anaphylaxis whilst at nursery/work.

#### Procedures and Responsibilities for Allergy Management

When parents start their children at the setting they are asked if their child suffers from any known allergies. This is recorded on the Child Entry Form.

If a child/ member of staff has an allergy a care plan with a recent photograph is created by the nursery Manager and child's parent or member of staff, it is reviewed every 3 months or sooner if required by the parent or staff member.

The first two pages detail the following;

- Child's/staff members details
- Precautionary measures -list of allergens to avoid
- Description of usual symptoms
- Action to take in the event of the child/member of staff having an allergic reaction including a crisis management plan for severe reactions
- Details of any medication kept on site including an Epi-pen



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- Names of staff members who have received training to either administer medication or an Epi-pen
- Location of medication
- Additional information
- Contact information for the child's parents/carer and the child's GP
- GP contact information for the member of staff
- Manager/Parent/ staff member signatures and review date

**Page 3** demonstrates best positions whilst awaiting emergency medical help should breathing difficulties or pale/floppy/unconscious symptoms occur.

**Page 4** is a signing sheet for parent's to acknowledge that their child has been given either their own prescribed medication or nursery Piriton.

In the event of incident requiring emergency medical attention the wallet containing a laminated copy of pages 1&2 and any medication is taken to hospital with the child or member of staff.

A paper copy of all 4 pages is kept in the red allergy.

Both the medication wallet and the folder are kept in the designated cupboard.

The care plans are audited monthly to ensure that they are current and that medication is in date.

An individual risk assessment is completed stating the control measures which must be applied to minimise the risk of the child/ member of staff coming into contact with the allergen. This form is kept in the child/ member of staff's personal file and in the red allergy folder.

The Manager will prepare a list of children with allergies it will provide the following information;

- The days that the child normally attends.



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- The child's full name and a recent photograph (Photograph not required for children attending the ASC)
- The dietary requirements including a full list of allergens. There may be separate lists for the kitchen and the rooms if a child has allergies to items that are not served in the nursery i.e. nuts or that are not food related. i.e. wipes
- Potential reaction to the allergen ( If applicable)

The lists are updated monthly and a copy is kept in the rooms and in a file in the kitchen.

### **After school club**

The ASC display their allergy list at the servery and a copy is kept in the allergy book it is updated each term.

### **The kitchen**

The head cook with assistance from catering support (Lisa Turpin) is responsible for hiring the nursery cooks and for ensuring that they have a full understanding of the procedures in place to prevent an allergic child coming into contact with ingredients which would cause them harm.

Catering support (Lisa Turpin) is responsible for designing the menus and preparing a list of permitted ingredients for each dish, foods which could contain 'hidden' ingredients are avoided where possible and processed foods are kept to a minimum.

It may be necessary to create a separate menu for children with very severe allergies.

In line with Food Information Regulations 2014 (FIR) allergens included in the 14 highlighted by this legislation are listed underneath the meal description and on breakfast ingredients lists for the Weaning Menu, Big Chicks menu and ASC menu.

Packaging is checked regularly by the nursery cooks and Lisa Turpin checks all processed food packaging when the menu changes ( Every 6 months) (Termly)

Menu Guidance Notes give clear instructions to the nursery cooks regarding products which they can buy.

There is a Breakfast Ingredients List for the Weaning Menu, Big Chicks Menu and ASC menu; they list everything that can be served, with pictures to ensure that alternative products are not purchased.



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A selection of substitute ingredients is available for children with allergies to the following;

- Dairy
- Dairy/Soya
- Egg
- Wheat/Gluten

The kitchen must have a completed list signed by the parent before any of the substitute foods can be offered to their child, these lists are updated in line with the menus changing. The Cook will prepare the child's food taking care to exclude all traces of any allergen; the prepared meal is served on **RED** plates or bowls, wrapped and labelled with an allergy sticker which has the child's name written on it.

### **Full day care nurseries**

Children with allergies / food intolerances /religious preferences or ingredients that they cannot have whatever the reason will have their food served on red plates, wrapped and labelled irrespective of whether the dish includes the item to which they are allergic or not allowed to have.

### **After school club (ASC)**

We recognise that the children who attend the ASC are older and in order to meet their needs we will only wrap and label food for these children if the dish served contains ingredients to which they are allergic.

### **Full day care nurseries**

Children with allergies wear a red allergy sticker on the front and back of their clothing and are highlighted on the room whiteboard on days when they attend, the word 'Allergy also appears in red on the room register next to the child's name. The Manager verifies the register in the morning and is responsible for checking that the kitchen is aware that the child is on the premises.

It is the responsibility of the Room Leader or second in charge to write the daily requirements for their room on the kitchen whiteboard. For children with allergies the



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child's **FULL NAME** must be written in **RED** so that the cook can check the Allergy and Dietary requirements list for each room and prepare meals accordingly.

### After school club

At the ASC children are signed in and out by their parents and this is checked by the manager, it is the manager's responsibility to ensure that the kitchen is aware of who is on the premises.

### Meal Times – Breakfast Full day care and ASC

The Room Leader( Club Manager) or second in charge in their absence is responsible for ensuring;

- That the Key Person for children with allergies has completed a Breakfast Ingredients list
- That all staff in the room are aware of children with allergies.
- That they regularly read the Allergy Information on packaged breakfast goods and report any changes to the Catering Manager

Breakfast Ingredients may be decanted into alternative containers but access to the original packaging must always be available. I.e. additional stock in its original box or labelling, Breakfast Ingredients Lists are also available which highlight ingredients per product. Alternative products to those featured on the lists are not permitted.

### Full day care nurseries

At meal times including breakfast the Room Leader or second in charge in his/her absence will be responsible for children with allergies; he /she will wear a red plastic apron and will be responsible for serving breakfast to these children.

Where possible the Room Leader or second in charge will collect the food for lunch and tea from the kitchen. If it is not possible for the person in charge of the room to leave it, for



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example if ratios could be broken then they can nominate a member of staff to collect the food.

The Room Leader or second in charge will ensure that children with allergies are sat together he/she will serve the wrapped and labelled food and will sit with them to ensure that they do not share their foods or the foods of other children in the group. In severe cases an allergic child may need to sit separately from the group.

Once the meal is finished the Room Leader or second in charge will take the children from the table and away from the area so that all traces of any food can be removed and the area cleaned.

Where possible the Room Leader will not take their lunch break when the children are having lunch.

### **After school club**

The club Manager is responsible for ensuring that a member of staff is nominated to supervise the children with allergies, they must wear a red apron and ensure that the children with allergies are sat together he/she will serve the wrapped and labelled food and will supervise them to ensure that they do not share their foods or the foods of other children in the group. In severe cases an allergic child may need to sit separately from the group. Once the meal is finished the nominated person in charge will take the children from the table and away from the area so that all traces of any food can be removed and the area cleaned.

### **Additional information**

Children with allergies will be excluded from activities which include anything to which they are allergic.

All of the Dicky Birds nurseries are '**NUT FREE**'; please refer to policy for more information  
An Allergy Emergency Plan is in place in the event that a child or member of staff not known to suffer with allergies has a reaction i.e. to a wasp or bee sting.



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A Signs of Allergic Reaction Poster is displayed in all rooms to raise awareness.

A large proportion of our staff are Paediatric First Aid trained, this is refreshed every 3 years.

There are 4 members of staff with Anaphylaxis Awareness training on sites where we have children or staff who have a prescribed Epi-pen and two trained staff on sites which do not; this is also refreshed every 3 years.

### Linked Policies

- *Nut Free Policy*
- *Nutrition and Meal Times*
- *Medication*

### To be used in Conjunction with the following Nursery Forms, Documents & Resources

- *Activity risk assessments*
- *Menu's*
- *Kitchen Menu Guidance and Breakfast Ingredients Lists*
- *Allergy substitute Forms*
- *Allergy care plans*
- *Allergy Emergency plan*
- *Signs of allergic reaction poster*
- *Child Entry Form/ Allergy Stickers*
- *NHS choices*

<http://www.nhs.uk/conditions/food-allergy/Pages/Intro1.aspx>

- *Anaphylaxis Campaign*

<http://www.anaphylaxis.org.uk/>

- *Food Standards Agency*

<http://www.food.gov.uk/business-industry/allergy-guide>

- *Allergy UK*

<http://www.allergyuk.org/>

<b>Updated</b>	24 <sup>th</sup> September 2014
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