



Hardmoor Nursery & Early Years Centre Allergy Policy

Policy Statement and Guidelines
September 2024

Mission Statement:

To provide a happy, secure and stimulating environment in which everyone is included, respected and valued, so that they may grow in self-esteem and develop to their full potential.

Allergy Policy

Aims

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

We aim to:

- Ensure all practitioners are aware of any child who has food, drink allergy or any other allergy (e.g, plasters) and dietary requirements.
- Ensure all children with allergies and dietary requirements have a separate meal and/or drink provided for them that is safe and appropriate for them to consume.

This policy should be read in conjunction with the First Aid Policy and Medication Policy.

Objectives

- To ensure there is a procedure for recognising a child's allergy or dietary requirement both in their room and in the kitchen.
- To ensure IHP – Individual Healthcare plan and written documentation of each child's allergy or special dietary requirements is gathered, maintained and updated as appropriate.

Procedures

- When a child starts at the centre (or if an allergy or a dietary requirement is discovered later) the parents/carers confirm in writing on registration which food or drink the child can not consume, the reasons for this, the possible outcome and how to react if the child was to eat or drink this food, so that we have all of the relevant information. This information is completed on an IHP with the parent and key person. Parents will be asked to complete the special diet instruction on city catering online portal.
- Base leaders inform the practitioners in the room. Epi-pens should be kept in the emergency evacuation bag.
- The office team will complete a pro forma depicting each child's allergy or special dietary requirement along with their photo displayed discreetly in every room and the hall. Children will also have placemats with their name and any allergy advice so practitioners can see.
- The cook will daily check the ingredients for the day's food against the list of allergies and dietary plans given to her by the office. Alternative meals for each child are then written on this sheet and referred to by the cook and practitioners in the rooms.
- Agency staff can not handle food e.g. serving food.
- Food provided for a child with an allergy or dietary requirement is placed on a red plate and is clearly set aside from other meals. The allergy children's meals are served up by the cook and lunch supervisor to ensure clear communication is in place.
- A practitioner must sit with children and oversee any children with allergies to prevent any other food to be consumed.

Allergic reaction

- All practitioners are to be trained in allergies and how to deal with them. Practitioners will be made aware of the sign and symptoms of a possible allergic reaction in case of an unknown or first reaction child. These may include a rash of hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain,

swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis.

- 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 in the incident log.
- A sick child above all needs their family; therefore, every effort should be made to contact a family member as soon as possible.
- If the allergic reaction is severe a member of staff will summon an ambulance immediately.
- Whilst waiting for the ambulance, we will contact the emergency contact to arrange to meet them at the hospital or at centre.
- If no parent arrives in time, the duty manager will accompany the child to hospital in the absence of a parent and will collect together registration forms, relevant medical sheets & medication and take these with them.
- Practitioners must remain calm always; children who witness and allergic reaction may well be affected by it and may need lots of reassurance.
- All incidents will be recorded, shared and signed by parents at the earliest opportunity.

*This policy and procedure was agreed by the Governing Body at Hardmoor Early Years Centre -Spring 2024
Date to be reviewed – Spring 2025*