



## Managing Allergies Policy

At Little Steps Day Care Ltd we are aware that children can have allergies which may cause allergic reactions. We will follow this policy to ensure allergic reactions are minimised and, where possible, prevented. All staff will be made fully aware of how to support a child with allergies and what to do if they may be having an allergic reaction.

- 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 to the lungs, wheezing and anaphylaxis.
- Information regarding medical needs and allergies will be obtained from the parents during the registration process. This information will be shared with all staff in the nursery.
- An allergy register will be kept in the child's room and the kitchen, clearly stating what the allergy is to ensure all staff and volunteers can identify the child.
- For severe allergies, the nursery manager must carry out a full Allergy Risk Assessment with the parent prior to the child starting the nursery. The information must then be shared with all staff
- All food prepared for a child with a specific allergy will be prepared 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
- Children with allergies will have their food served on a yellow plate or bowl only, to signify specific dietary requirements. These plates/bowls will be placed on a place mat with the child's photo on to ensure the child's needs are very clear for all staff, volunteers/helpers etc. to reduce the risk of the wrong food being given to a child with allergies.
- The 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.
- 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, where applicable. Parents will be informed and it will be recorded in the incident book.
- If an allergy requires specialist treatment, e.g. an Epi-pen, then the manager and at least two members of staff working directly with the child will receive specific medical training to be able to administer the treatment to each individual child
- If a child has medication to be given as a result of an allergic reaction, parents/carers must ensure that this medication has been provided in line with the Sickness and Medication Policy



and is kept up-to-date. A Care Plan form will support this and will be reviewed on a regular basis by the room leader.

- **In an Emergency:**
  - If the allergic reaction is severe, a member of staff will summon an ambulance immediately. We WILL NOT attempt to transport the sick/injured child in our own vehicles
  - Whilst waiting for the ambulance, we will contact parents/carers or emergency contacts and arrange to meet them at the hospital
  - A senior member of staff will accompany the child and collect together registration forms, relevant medication sheets, medication and child's comforters
- All incidents will be recorded, shared and signed by parents at the earliest opportunity.

### **Food Allergen Information**

As part of the Food Standards Agency regulations of 2014, as a food provider, we are required to provide full information on any allergens present in the food we provide. These allergens may include one or more of the following:

- Cereals containing gluten such as wheat, rye, barley, oats, spelt or khorasan
- Crustaceans for example prawns, crabs, lobster, crayfish
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Nuts such as almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia (or Queensland) nuts
- Celery (including celeriac)
- Mustard
- Sesame seeds
- Sulphur dioxide (>10mg/kg or 10mg/L)
- Lupin
- Mollusc for example clams, mussels, whelks, oysters, snails and squid

All food that the children are served each day will be displayed on the notice board in their room. Menus for the week will also be displayed, clearly identifying any allergens present. Individual records of which food was eaten by each child will be recorded in their daily diary and shared with parents at the end of each day.

During baking activities, recipes and ingredients will be tailored to allergy needs of the children participating in the activity. It is the responsibility of the staff to check the ingredients prior to delivering an activity.