21. Anti-Allergy and Intolerance Policy

Name of Responsible Person: All staff, Cooks, Lunchtime Assistants

Tigers Day Nurseries do everything possible to minimize the risk of a child being exposed to a substance to which he or she is allergic. Parents and carers must inform the setting, in writing, of any allergies or intolerances the child has been diagnosed with. This information is recorded on the child's records, along with details of symptoms to look out for, medication required and the emergency procedures to be followed. Parents are required to sign a form giving consent for medication to be given to their child.
A risk assessment is completed on the child and this is stored in their base room. In some cases the child will have a care plan in place which will outline procedures to follow in the case of a reaction.

There is an allergy register kept in the main office and this is updated as required by the Health and Safety Officer.

A record of all allergies is displayed in the kitchen and all staff are made aware of the food that individual children must avoid. At mealtimes food is served in such a way that makes it easy to identify any foodstuffs that a particular child must not eat. In some cases we may ask a parent to provide some safe foods for their child to have at nursery.

All staff are made aware of a child's allergy and where their medication is stored. The medication will be safely stored but readily accessible, clearly labeled with the child's name and instructions for use. Staff are trained to recognise the symptoms of an allergic reaction and to react accordingly.

Procedures

Administration of Medication **(see Administration of Medication Policy)**

Informing the Setting of a Child's allergies and/or intolerances

Use of Epipens/Anapens

Health Care Plans

Procedure for Informing the Setting of a Child's allergies and/or Intolerances

- If the allergy/intolerance is known when the child joins our setting, the information is recorded on the entry profile.
- If this develops at a later date the setting must be informed **in writing.**

- Any changes to the child's diet, allergy or intolerance must be recorded by the parent **in writing.**
- No action can be taken to introduce new food until this is received. We prefer a child to be introduced to new foods at home before trying them at nursery.
- In the case of a severe or life-threatening allergy parents will need to see the cook personally to ensure we are given enough detailed information in order to care for the child effectively and safely.
- In some cases we may ask a parent to supply their own food to a child with a severe allergy.

Procedure for checking food for children with allergies/intolerances

The chefs we employ are highly experienced in catering for children with allergies, but the kitchen is a busy and rushed environment where mistakes can be overlooked. Therefore we have the following procedure in place to check and double check that children are not being given something that could cause them potential harm.

- All food prepared for children who have an allergy for lunch or tea, is labelled with the child's name and placed separately from the other children's meals.
- In some cases we will ask one chef from the whole company to prepare meals for allergic children in a 'safe' area and these meals will be labelled with the child's name and frozen before being transported using our 'transporting food procedure' (See food and food hygiene policy)
- Before any of this food is taken into the nursery rooms, or laid out in the tea preparation area, both chefs will check and explain what the food is and for whom e.g. "Fred is a vegetarian so he has the quorn sausages today".
- If one of the chefs is absent the Health and Safety Officer or the Nursery Manager will take part in this procedure.
- It is the sole responsibility of the chefs to prepare, label and check the food before the children come into contact with it.
- If staff have any concerns regarding any of the food provided by the Chefs, they must check this with the Chef or Manager and not give the food to the child until their concern is addressed and resolved.

Procedure for use of Epipens/Anapens

- In cases of severe or life threatening allergies, some children will be prescribed an epipen or anapen by their G.P.
- The setting requests parents leave an epipen or anapen on the premises at all times.

- These are stored in the child's room in the locked first aid cabinet where the key is on a hook beside it.
- If the child suffers an allergic reaction they should first be given an antihistamine medication if this is prescribed for them. Parents should be notified by telephone at this point.
- Epipens/anapens will only be administered by staff who have been trained to do so.
- Only the child to whom the epipen/anapen belongs are to be given the medication.
- The epipen/anapen must be administered quickly.
- The child should be held closely and comforted by the person administering the medication.
- The dose should be given in the thickest part of the child's thigh. The pen should be held in place for a count of 10 seconds and then removed.
- The area should be massaged for 10 seconds.
- If possible the manager/Deputy should be informed before the injection is administered, but if the person administering feels there is not enough time they should go ahead with the injection first and inform the Manager/Deputy as soon as possible.
- Reactions to food can occur many hours after a food or material to which the child is allergic has been exposed to, so staff have to be vigilant.
- An ambulance must be called in any cases where an injection has been administered.
- The child's parents/carers must also be contacted.
- A full incident report must be completed and signed by all involved.
- The setting will ensure all staff working with a child who suffers from severe allergic reactions will have epipen/anapen training every three years.
- All staff qualified to Level 2 or Level 3 or above will always hold an up to date and current paediatric first aid qualification before they are able to start work with the children.

Procedure for Health Care Plan

- Any child with a severe allergy, who has a severe reaction to food or a circumstance e.g. dust, latex etc will have a written health care plan.
- The health care plan should be written ideally with the parent present, but at the very least with parental input.

- All information relating to the child's need should be recorded in this plan and all staff who come into contact with the child must be informed of this and the information shared with them.
- Any changes to the health care plan must be made with parental input, in writing.
- The health care plan should be discussed on a monthly basis with all the staff involved in the child's day to day care. This discussion is planned and led by the settings Health and Safety Officer. This discussion is recorded on the health care plan each time.
- If the child moves to a new room or new staff join the team caring for the child, the health care plan must be updated and shared before the child is left in the care of the new staff or team.