

Serious Allergy Policy

Aim

To protect all children whilst attending ICP Nurseries Limited who have a serious allergy or medical condition.

A serious allergy is an allergy which is sufficiently serious enough to result in a coma, severe anaphylactic shock or death.

A medical condition is a condition that requires ongoing medication and intervention from a healthcare professional.

Information

Complete and up to date records of all serious food and other allergies must be kept for all children. The following forms must be completed ahead of the child's first day at Nursery:

- Child Registration Form, pre-printed
- **Critical Care Plan (HS66)**
- **Serious Allergies Risk Assessment (HS43a)**
- **Serious Allergy Alert Notice (HS43b)**

Our temporary, visitor and agency staff cannot care for children with Serious Allergies at mealtimes.

In the monthly Nursery Staff Meeting, the Nursery Manager must hold an agenda point entitled 'Serious Allergies' and must check the knowledge and understanding of all staff.

The Nursery Manager must ensure that all staff have been alerted to the child's allergy and have been made aware both of how to cater for the allergy and how to respond in the event of an allergic reaction, including receiving appropriate First Aid training in administering medication prior to the child starting.

Procedure

- Completed **Serious Allergy Alert Notices (HS43b)** are issued to the Nursery Chef and Room Staff. The child's photo must be updated as they transition to older rooms in the nursery. A minimum of two copies must be held in the nursery – one in the red clipboard kept in the child's room and the other in the kitchen with the Chef. If the child is on a settle in another room within the nursery, the clipboard moves with the child.
- Staff sign the **Serious Allergies Alert Staff Signing Sheet (HS43c)** every day to confirm they are aware there is a child with an allergy in the room, regardless of the length of time the staff member is in the room. It is important that **ALL** staff working or covering in the room where the child with an allergy is, has the knowledge and understanding of the allergy and the risk. This information is kept in the red clipboard in the room with the child.
- On a daily basis, the Key Person or the most Senior Person in Charge of the room must complete a **Children with Serious Allergies Daily Requirement Checklist (HS43)** for each child who has a serious allergy. The checklist should be taken to the kitchen before any meal is released into the room where the child with an allergy is.
- Any food provided to the child is covered with foil and labelled with a Food Allergy Label, which can be sourced from Creed, with the child's name, date, content and allergy recorded on it. In the absence of labels from Creed, the **Food Allergy Label (Appendix 35)** template may be used.

Delivering the Food

- Staff should ensure that eating areas, cutlery, cups and bibs are clean and no previous food residue is present.
- Staff should ensure that **ALL** children wash their hands prior to eating.
- All food **MUST** be served on a red plate or bowl regardless of whether the meal contains food that the child is allergic to. Supplies of red crockery can be ordered from Gompels:
 - 0 - 2 years bowls: 66777
 - 2 - 3 years 9" plates: 31500
 - 3 - 5 years 10" plates: 79774

If you require the child with the allergy to self-serve, use the red bowls as referenced above.

- The Nursery Chef **MUST** deliver the serious allergy meal to each room as required; food is to **ONLY** be handed over to the nominated person who will be supervising the child's meal. The staff member must then sign the **Children with Serious Allergies Daily Requirement Checklist (HS43)** to take control of that meal. At this point, the labelled food is uncovered and presented to the child.
- The serious allergy child should not be isolated on a separate table but should be positioned to limit the risk.
- Please note that it is very important that staff should be extra vigilant to ensure that the child does not reach for their peer's cutlery, food, cup, etc.
- Staff are to ensure that there is no food debris left on the tables or floors between the main meal and dessert.
- On moving away from the table, the children **MUST** wash their hands.
- Staff **MUST** ensure that all food debris, dirty plates and utensils are removed, and the area is thoroughly cleaned.
- Tables **MUST** be washed down with hot soapy water and sanitised.
- The nominated member of staff returns **Children with Serious Allergies Daily Requirement Checklist (HS43)** to the kitchen and the whole process begins again at the next meal time.

Snack and Rolling Snack

Supervised snack should be dealt with as per the above procedure.

Rolling Snack **MUST NOT** contain specific foods/drinks that children attending during the session are allergic to.

Action to be taken in the case of a severe allergic reaction

Parents/carers **MUST** always be informed in the unlikely event that a child eats any restricted foods or requires any medical intervention.

The child's welfare **MUST** be treated firstly following the child's **Critical Care Plan (HS66)**, and the Nursery Manager **MUST** follow the **Serious/Major Incident Reporting Procedure (Appendix 33)**.

When a situation arises in which an epi-pen or inhaler is required, this **MUST** be administered by a trained First Aider member of staff; that will have included training in the safe storage, handling and disposal of epi-pens and inhalers.

Children who may need an epi-pen or inhaler cannot be admitted to nursery unless their epi-pen or inhaler is in date, with the child's name on, is present at the nursery and a First Aider member of staff is present who is able to administer the epi-pen or inhaler in an emergency.