



Allergies Policy (including dealing with a severe allergic reaction)

Policy statement

We provide care for healthy children and promote health through identifying allergies and preventing contact with the allergenic substances (See also Allergens in Food Policy). We have procedures in place for dealing with a severe allergic reaction in both adults and children (see below).

Procedures for children with allergies

When a child is registered at the nursery and before the child attends the parents are asked if their child suffers from any known allergies. This is recorded on the Registration Form and on the computer records.

If a child has an allergy, a Care Plan for Children with Allergies (Appendix 1) is completed prior to the child starting to attend the nursery. The Care Plan details the following information:

- The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc).
- The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
- What to do in case of allergic reactions, any medication used and how it is to be used (e.g. Epipen).
- Control measures – such as how the child can be prevented from contact with the allergen.

The Care Plan is kept in the child's personal file and a copy is kept where staff can see it whilst maintaining the child's privacy / confidentiality.

A Medicine Form should be completed to ensure that the nursery has written consent from the parent or guardian allowing staff to administer medication in an emergency.

A Risk Assessment should be completed to identify potential risks and control measures to minimise the chance of an allergic reaction.

The child's name and dietary requirements should be added to the Dietary Requirements Kitchen Checklist (Appendix 3) by the Key Person or Room Leader.

Procedures for staff (adults) with allergies

When a new staff member or apprentice is employed at the nursery and before the person attends, they are asked if they suffer from any known allergies. This is also recorded on their Occupational Health and Suitability Declaration.

If an adult has an allergy, a Care Plan for Adults with Allergies (Appendix 2) is completed prior to the staff member starting to work at the nursery. The Care Plan details the following information:

- The allergen (i.e. the substance, material or living creature the adult is allergic to such as nuts, eggs, bee stings, cats etc).
- The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
- What to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen).
- Control measures – such as how the adult can be prevented from contact with the allergen.

The Care Plan is kept in the staff member's personal file and a copy is kept where staff can see it whilst maintaining privacy / confidentiality.

A Medicine Form should be completed to ensure that the nursery has written consent from the staff member allowing other staff to administer medication in an emergency.

A Risk Assessment should be completed to identify potential risks and control measures to minimise the chance of an allergic reaction.

Risk Management

- First Aiders are given Epi-pen training.
- No nuts or nut products are used within the setting.
- Parents are made aware so that no nut or nut products are accidentally brought in to nursery.
- Risk Assessments are used to identify control measures and restrict allergens appropriately.

Signs that an allergic reaction is occurring

It is not always clear if someone is having an allergic reaction because other serious conditions can have similar symptoms. However, warning signs to look out for are:

- If they are finding it hard to breathe,
- If their lips or mouth are swollen,
- If they collapse.
- They may also have a skin rash

Procedures for Dealing with Severe Allergic Reaction

When someone has an allergic reaction it is important that all staff should know what to do.

If a child or an adult in the setting has an allergic reaction to something, then you should do the following:

- Do not move them, because this could make them worse.
- Call 999 immediately and describe what is happening; explain that you think that the person may be having a serious allergic reaction or anaphylaxis (pronounced anna-fill-axis). It is important to mention the word anaphylaxis to ensure that the urgency of the situation is communicated, and that appropriate medication will be available.

- If you have an Epi-pen for the child or staff member then a trained staff member or first aider should administer this.
- Send someone outside to wait for the ambulance while a first aider stays with the child or adult until help arrives.
- Administer First Aid as necessary.

Transfer to Hospital

Once First Aid has been administered including emergency medication as necessary and the ambulance is on its way staff should:

- Take advice from the Ambulance Control Centre on the telephone and do as they suggest.
- Contact the parents / carers of the child or next of kin / emergency contact for the staff member using the nursery mobile phone if the ambulance control is on the landline.
 - Giving them details about what has happened, what has been done and which hospital the ambulance will take the patient to if known.
 - Try not to alarm them more than can be helped.
 - Find out whether the parents/emergency contact will come to nursery or go straight to the hospital.
- While a First Aider remains with the child someone should collect the child's file with address, contact details, care plan together with any medicine forms detailing what medication has been given to take with the child to hospital.
- The child or adult should be accompanied to hospital by either the parent/ carer or emergency contact or a staff member or both if this is necessary.
- One of the Directors MUST be notified that there has been a transfer to hospital.

Ofsted Notification

Ofsted need to be notified about any child who stays in hospital for more than 24 hours or any significant event including where a child loses consciousness or dies. Please also notify the Directors.

Appendices

- Appendix 1 Care Plan for a Child with Allergies
- Appendix 2 Care Plan for an Adult with Allergies
- Appendix 3 Dietary Requirements Kitchen Checklist

This policy was adopted on	Signed on behalf of the nursery
05/02/2025	KellieATye (Area Manager)