



5. Allergy Policy EDITION 8

Managing Children/Staff with Allergies

Policy Statement

At Dicky Birds we are aware that children who attend our nurseries and staff who work in them may suffer from food, bee/wasp sting, animal or nut allergies, we believe that all allergies must be taken seriously and that every effort to minimise the risk of exposure must be made to prevent an allergic child / member of staff coming into contact with the allergens which could trigger a reaction.

Dicky Birds is committed to creating a safe environment for the children in our care and the staff who work with us, however, we understand that it is impossible to create an 'allergen free' environment; a robust plan for the effective response to possible emergencies is in place in the event that a child or member of staff suffers a serious allergic reaction.

What is the purpose of this policy?

To minimise the risk of any child/ member of staff suffering from an allergy induced reaction such as hives or life threatening anaphylaxis whilst at nursery/work.

Procedures and Responsibilities for Allergy Management

When parents start their children at the setting they are asked if their child suffers from any known allergies. This is recorded on the Child Entry Form.

If a child/ member of staff has an allergy a care plan with a recent photograph is created by the nursery Manager and child's parent or member of staff, it is reviewed every 3 months or sooner if required by the parent or staff member.

The first two pages detail the following;

- Child's/staff members details
- Precautionary measures -list of allergens to avoid
- Special instructions from the child's parent/carer or staff member relating to processed foods and packaging advice, for example, a warning stating that a product 'may contain nuts' may be suitable for some nut allergy sufferers but may need to be excluded from the diet of others. This also applies to other common allergens such as cereals containing gluten, milk, soya etc. It is very important that we have accurate and thorough information regarding all food ingredients to which a child is allergic or intolerant. (See below for clarification regarding types of warnings found on packaging)
- Description of usual symptoms
- Action to take in the event of the child/member of staff having an allergic reaction including a crisis management plan for severe reactions
- Details of any medication kept on site including an Epi-pen



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- Signed Parent/Carer consent to administer prescribed medication as per the Doctor's instruction.
- Names of staff members who have received training to either administer medication or an Epi-pen
- Location of medication
- Additional information
- Contact information for the child's parents/carers and the child's GP
- GP contact information for the member of staff
- Manager/Parent/ staff member signatures and review date

Page 3 demonstrates best positions whilst awaiting emergency

medical help should breathing difficulties or pale/floppy/unconscious symptoms occur.

Page 4 is a signing sheet for parent's to acknowledge that their child has been given either their own prescribed medication or nursery Piriton.

In the event of an incident requiring emergency medical attention the wallet containing a laminated copy of pages 1&2 and paper copies of page 3&4 and any medication is taken to hospital with the child or member of staff.

A paper copy of page 1&2 is kept in the red allergy folder.

Both the medication wallet and the folder are kept in the designated cupboard.

The care plans are audited every 3 months by a senior manager (Sarah Eve) to ensure that they are current and that medication is in date.

A risk assessment; this may be a generic allergy risk assessment or an individual risk assessment depending on the nature of the allergy, will state the control measures that must be applied to minimise the risk of the child/ member of staff coming into contact with the allergen. This form is kept in the child/ member of staff's personal file and in the red allergy folder.

Allergy advice and warnings on packaging

We **WILL ACCEPT** the following type of advice and it may apply to any one of the 14 allergens that have to be highlighted by law but the common allergens that we see most of the time are nuts, (peanuts and tree nuts) cereals containing gluten (Wheat, barley, rye, and some oats) milk, soya.

- May contain...
- May contain traces of....
- Made in a factory which handles....
- Cannot guarantee free



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If a child has allergies parents may decide that they do not want their child to have ingredients to which they are allergic if products have this type of warning, this will be decided when the manager and parent complete the child's allergy care plan, the information will be passed onto the nursery cook/s via the kitchen allergy list.

We **GENERALLY WILL NOT** accept this type of warning and **NEVER** if it relates to nuts. There may be exceptions for example wheat products often have a warning like this relating to barley, however because most children who are allergic to barley are also allergic to wheat/gluten we permit these products based on the fact that they would be excluded from a wheat/gluten free diet anyway. If a child does have an allergy to barley only then these products would be omitted from the child's diet.

- Not suitable for allergy sufferers due to the methods of manufacture.

It is possible that a child will be allergic or intolerant to items that are not highlighted by law for example lemon juice/ chickpeas (gram flour)/ tomatoes and some of these items will feature in products that we buy, lemon juice in yogurt for example, so it is very important that parental wishes are known in full so that our cooks can cater appropriately.

The Manager will prepare a list of children with allergies for each room; it will provide the following information;

- The days that the child normally attends.
- The child's full name and a recent photograph
- The dietary requirements including a full list of allergens. There may be separate lists for the kitchen and the rooms if a child has allergies to items that are not served in the nursery i.e. nuts or that are not food related. i.e. wipes
- Potential reaction to the allergen (If applicable)

The lists are updated every 3 months in line with the care plans and a copy is kept in the rooms and in a file in the kitchen.

After school club

The ASC display their allergy list at the servery and a copy is kept in the allergy book it is updated each term.

The kitchen

Nursery cooks undergo thorough training and induction ensuring that they have a full understanding of the procedures in place to prevent an allergic child coming into contact with ingredients which would cause them harm.

Catering support (Lisa Turpin) is responsible for designing the menus and preparing a list of permitted ingredients for each dish, foods which could contain 'hidden' ingredients are avoided where possible and processed foods are kept to a minimum.

It may be necessary to create a separate menu for children with very severe allergies.



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In line with Food Information Regulations 2014 (FIR) allergens included in the 14 highlighted by this legislation are listed underneath the meal description and on breakfast ingredients lists for the Weaning Menu, Big Chicks menu and ASC menu.

Packaging is checked regularly by the nursery cooks and Lisa Turpin checks all processed food packaging when the menu changes (Every 6 months)

Menu Guidance Notes give clear instructions to the nursery cooks regarding products which they can buy.

There is a Breakfast Ingredients List for the Weaning Menu, Big Chicks Menu and ASC menu; they list everything that can be served, with pictures to ensure that alternative products are not purchased.

A selection of substitute ingredients is available for children with allergies to the following;

- Milk
- Milk /Soya
- Cereals containing gluten

The kitchen must have a completed list signed by the parent before any of the substitute foods can be offered to their child, these lists are updated in line with the menus changing.

The Cook will prepare the child's food taking care to exclude all traces of any allergen; the prepared meal is served on **RED** plates or bowls, wrapped and labelled with an allergy sticker which has the child's name written on it together with the name of their room and, if possible the allergen which has been excluded from the meal.

Full day care nurseries

Children with food allergies or intolerance will have their food served on red plates, wrapped and labelled as described above irrespective of whether the dish includes the item to which they are allergic/ intolerant or not.

After school club (ASC)

We recognise that the children who attend the ASC are older and in order to meet their needs we will only wrap and label food for these children if the dish served contains ingredients to which they are allergic/intolerant.

Full day care nurseries

Children with allergies wear a red allergy sticker on the front and back of their clothing and these are applied when the child arrives and **as soon as he/she is signed in**. The room leader or second is responsible for checking that the stickers are in place before each meal, before any activity from which the child would be excluded and if the child has to change their clothing.



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Children are highlighted on the room whiteboard on days when they attend, the word 'Allergy' also appears in red on the room register next to the child's name. The Manager verifies the register in the morning and is responsible for checking that the kitchen is aware that the child is on the premises. It is the responsibility of the Room Leader or second in charge to write the daily requirements for their room on the kitchen whiteboard. For children with allergies/ food intolerance the child's **FULL NAME** must be written in **RED** so that the cook can check the Allergy and Dietary requirements list for each room and prepare meals accordingly.

After school club

At the ASC children are signed in and out by their parents and this is checked by the manager, it is the manager's responsibility to ensure that the kitchen is aware of who is on the premises.

Meal Times – Breakfast, Full day care and ASC

The Room Leader (Club Manager) or second in charge in their absence is responsible for ensuring;

- That the Key Person has completed a Breakfast Ingredients list for their children who have allergies
- That all staff in the room are aware of children with allergies.
- That they regularly read the Allergy Information on packaged breakfast goods and report any changes to Lisa Turpin

Breakfast Ingredients may be decanted into alternative containers but access to the original packaging must always be available. I.e. additional stock in its original box.

Alternative products to those featured on the Breakfast Ingredients Lists are not permitted.

Full day care nurseries

Breakfast

The Room Leader or person nominated by the room leader will be responsible for children with allergies; he /she will wear a red plastic apron and will serve breakfast to these children ensuring that each child's breakfast ingredients list is followed.

Lunch and Tea

Where possible the Room Leader or person nominated by the room leader will collect the food for lunch and tea from the kitchen.

The Room Leader or person nominated by the room leader will wear a red plastic apron and will ensure that children with allergies are sat together he/she will serve the wrapped and labelled food



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and will sit with the children to ensure that they do not share their foods or the foods of other children in the group. In severe cases an allergic child may need to sit separately from the group.

After school club

The club Manager is responsible for ensuring that a member of staff is nominated to supervise the children with allergies and to ensure that they do not share their foods or the foods of other children in the group. In severe cases an allergic child may need to sit separately from the group.

Additional information

Children with allergies will be excluded from activities which include anything to which they are allergic.

All of the Dicky Birds nurseries/ASC are '**NUT FREE**'; please refer to policy for more information
An Allergy Emergency Plan is in place in the event that a child or member of staff not known to suffer with allergies has a reaction i.e. to a wasp or bee sting.

A Signs of Allergic Reaction Poster is displayed in all rooms to raise awareness.

A large proportion of our staff are Paediatric First Aid trained, this is refreshed every 3 years.

There are 4 members of staff with Anaphylaxis Awareness training on sites where we have children or staff who have a prescribed Epi-pen and two trained staff on sites which do not; this is also refreshed every 3 years.

Extra Curricular and Sports activities

As always the safety and welfare of the children in our care is at the heart of every decision we make, if a child has allergies/ care plan at the nursery, we will need to assess if the activity is appropriate for the child to take part in and if any adjustments need to be/can be made to accommodate them.

Linked Policies

- *Nut Free Policy*
- *Nutrition and Meal Times*
- *Medication*
- *Extra Curricular and Sports Activities*

To be used in Conjunction with the following Nursery Forms, Documents & Resources

- *Activity risk assessments*
- *Menu's*
- *Kitchen Menu Guidance and Breakfast Ingredients Lists*
- *Allergy substitute Forms*



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- Allergy care plans
- Generic allergy risk assessment
- Allergy Emergency plan
- Signs of allergic reaction poster
- Child Entry Form/ Allergy Stickers
- NHS choices

<http://www.nhs.uk/conditions/food-allergy/Pages/Intro1.aspx>

- Anaphylaxis Campaign

<http://www.anaphylaxis.org.uk/>

- Food Standards Agency

<http://www.food.gov.uk/business-industry/allergy-guide>

- Allergy UK

<http://www.allergyuk.org/>

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