

Managing children with Allergies

When starting The Preschool all parents/carers must complete the registration form. This asks parents/carers if their child has any known allergies or medical conditions.

- It is the Management's responsibility to ensure that this information is checked. It is the Managers and key persons role to check the information on the settling in visit and pass on to all members of staff and the child's details added to the Food Allergy/Dietary Requirements chart displayed by the food preparation area. Each child will have an individual care plan that is located in the red allergy folder in the main room, this must be filled in with the parent/carer in full giving as much detail as possible, and where necessary. It may be required that hospital and doctors notes be copied and kept on file to ensure the correct procedures are in place.
- It is all staff's responsibility to ensure that they regularly check the allergy requirements information detailed in the child's individual file and become familiar with the details of any child who has an allergy.
- Staff are 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.
- Any changes made to a child's requirements needs to be made formally, in writing, to be signed and dated by the parent at the time of the request. All staff are to be informed of changes immediately.
- 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 Administration of Medication Policy. A long term medication form will support this and will be reviewed on a half termly basis by the Managers and key person.
- If a child has an allergic reaction to food, a bee or wasp sting, plant etc a first-aid trained member of staff will act quickly and administer the appropriate treatment, if appropriate. We will inform parents and record the information in the incident book.
- If an allergic reaction requires specialist treatment, e.g. an EpiPen, then at least two members of staff working directly with the child and the manager will receive specific medical training to be able to administer the treatment to each individual child.

- All staff should be aware that milk can be contained in foods, in the form of skimmed/dried and milk protein. Traces of eggs and nuts can be found in products and staff should always read the ingredients in any food products.
- When the children undertake baking activities, the recipes used will take into consideration differences in each child's diet and ingredients used will be specific to the needs of children with allergies.
- We will work closely with the family to ensure that each child has their individual needs meet and ensure they are always included and activities are planned around the child and their particular allergy.

Transporting children to hospital procedures In instances where children require medical treatment the nursery manager will:

- Call for an ambulance immediately if the allergic reaction is severe. DO NOT attempt to transport the sick child in your own vehicle
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.
- If medication has been administered document the time. If an EpiPen has been administered write the time on the box and ensure this goes to hospital with the child.
- Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together.
- Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support .

Updated November 21