



Allergy procedure

The Manager/ Deputy/ Health and Safety Officer will conduct a risk assessment prior to the child's start date.

The Manager/ Deputy will ensure that designated NVQ3 staff have undertaken all necessary training before the child starts the setting. All other staff will also be informed and instructed that **only designated staff** will have responsibility for this child at high risk times i.e. Meal Times.

Only designated NVQ3, Allergy trained staff are to prepare, serve and or feed the child. The Manager/ Deputy will have a meeting with the designated staff members; Cook and Parents of the child and a list of allergic foods will be compiled on the Allergy health care plan and Allergy kitchen requirements which will be displayed prominently in the kitchen.

Awareness notices such as the Allergy Alert form, should be placed in all units, kitchen and office, this is so that all staff in the setting are aware of every child who has an allergy. (i.e. should either a child or staff member be moved from one unit to another, all staff are aware of every child with an allergy). This will be the same throughout all of the Eveline Day Nursery School Branches so if any staff member is moved from one branch to another they are familiar with the allergy signage.

All suitable food types will be clearly marked in permanent marker to identify **SAFE FOOD**. **The child's name should also be clearly marked on the safe food.**

All meals will be served on identifiable coloured plates, and children will be given coloured placements and bibs.

A system for recording and monitoring the delivery of food will be in force when a child with an allergy is attending an EDNS setting and all these records will be kept for one month after the child leaves. This involves physically checking all ingredient labels.

The Manager / Deputy will ensure an Eveline Day and Nursery Schools Allergy Health Care Plan is completed and agreed with the parents prior to the child starting.

The Manager / Deputy will arrange a meeting to enable staff to be aware of the emergency crisis procedure and the child's specific allergy. This meeting will be documented and recorded on the Allergy Health Care Plan.

Any medication kept on the nurseries premises must be stored according to the manufactures/pharmacists/G.P.'s instructions and easily accessible. Although it is the parent's responsibility to ensure the medicine is in date, a note should be made in the diary to remind parents that the date is close to expiring at **least 1 month before the expiry date.**

The Manager/ Deputy will ensure the named First aider's/ Allergy trained staff are clearly displayed and that all staff know who they are by displaying them on the first aid notice and allergy alert form.

Ensure that any appropriate details regarding the child are recorded in the daily handover book.

In the event of new staff starting they should be advised of the child's name, unit and procedure explained to them and recorded on a training form.



All managers must state the following on their newsletters;

- Please notify the manager if your child needs change with regards to allergies, dietary or health conditions.

All allergy health care plans must be filed in the allergy folder and all staff must be aware of the location of this folder.

Parents are discouraged from bringing foods from outside onto the premises, should any packaged foods be brought on to the premises it is the responsibility of the manager/deputy to check that all ingredients comply with any children's allergies in the setting. Any homemade food brought onto the premises, may not be consumed on the premises and will be given to each child's parent at the end of the day in which it will then be the parent's discretion as to whether the child is allowed to consume the foods.