



Allergies & allergic reaction policy

Parents/carers are required to record information regarding a child's allergies and allergic reactions on the child's Nursery Registration Form. A picture of each child is stored within the playrooms to be used on any medication boxes kept within the nursery to ensure no confusion of medication.

The Team Leader is required to carry out a full Allergy Risk Assessment Procedure with the parents/carers prior to the child starting in Nursery, a copy of this is stored in both the child's file stored in the office, and the child's file within the room. Parents will be asked in particular, in line with the Food Information Regulations 2014 (FIR), about any possible reactions to the 14 food allergens: celery; cereals containing gluten (such as wheat, rye, barley and oats); crustacean (such as prawns, crabs, and lobster); eggs; fish; lupin; milk; molluscs (such as mussels and oysters); mustard; peanuts; sesame; soyabeans; sulphur dioxide and sulphites; and tree nuts (such as almonds, hazelnuts, walnuts, Brazil nuts, cashews, pecans, pistachios and macadamia nuts).

Parents/carers have a responsibility to inform the Nursery in writing of any newly diagnosed or discovered allergies their child may suffer from. Parents should also inform staff of any changes, including allergies which are no longer evident. This should also be put in writing to the Nursery Manager. This information will be shared with all staff in the Nursery.

Staff should review children's allergies with parents when reviewing Personal Care Plans.

A 'Children with Allergies' List is updated as required or on a monthly basis and is issued to each Nursery playroom and displayed in the Nursery Manager's Office and the Kitchen. The Team Leader must ensure that all staff working in the playroom, read and sign the updated Allergy List.

All staff covering in a playroom must read and sign the Allergy List before participating in any activity, or food provision with the children.

In line with the Food Information Regulations 2014 (FIR) the Nursery will display the Weekly Menus. Staff will take children's allergies into account in the planning and preparation of food.

Any child who has a food allergy should have their food stored appropriately, either in the fridge clearly labelled with their name, or in their lunch bag/box. If a child develops an

allergic reaction, for example, to food, a sting, plants, etc, a First Aid trained member of staff will administer the appropriate treatment. The child's parents/carers will be informed immediately.

To comply with the Medicine Policy from the Care Inspectorate, no generic stocks of Calpol or Piriton can be kept on Nursery premises.

Children who are likely to have an allergic reaction not requiring an EpiPen may have boxed Piriton with a dispensing label kept in a safe and secure place within the playroom. Medicine administration details completed by parents/carers must be stored with the medicine and reviewed on the first working day of each month. Expiry dates and name on dispensing label will be checked before the Piriton can be accepted in Nursery.

Training will be given to staff responsible for children who, in the event of an allergic reaction, require to be treated with an EpiPen. Children's EpiPens will always be located in a safe and secure place in close proximity to the child in a sealed container marked with the child's name with written instructions for use. A notice will be displayed in office/staff room detailing all qualified first aiders and also staff trained in administering EpiPens.

Children who suffer from asthma also require a completed medicine form which shall be reviewed on the first working day of each month. Children's Inhalers will always be located in a safe and secure place in close proximity to the child in a sealed container marked with the child's name with written instructions for use.

In the event of severe allergic reaction, an ambulance will be summoned to take the child to hospital. Parents/carers will be contacted urgently and asked to make their way directly to the hospital unless they are in very close proximity to the Nursery. In the absence of the child's parents/carers, he/she will be accompanied to hospital by a Senior member of staff. If the situation becomes life-threatening the Nursery Manager or most Senior member of staff on duty, will take whatever action they consider to be in the best interests of the child.

The member of staff accompanying the child should take with them registration forms, relevant medication sheets, any medication and the child's comforter if relevant.

A copy of this policy is available to view in the Policy Folders held in the Nursery Office and Nursery Playrooms.

Reviewed: January 2026

Date of next review: January 2027