

# Bambino Ltd

## Allergies and Allergic Reaction Policy

Version	Date	Author	Comments
1.0	09/2011	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control
1.2	02/07/12	Scott Roberts	Minor modifications regarding monitoring children and changes being put in writing.
1.3	10/04/2015	Jo Stainsby	Addition of sentence regarding responsibilities when preparing foods, such as; for tea or activities.
1.4	15/05/2015	Scott Roberts	Statements added regarding: - general responsibilities added for all staff. - allergens in all purchased food stuffs - availability of recipes
1.5	23/02/17	Scott Roberts	Update to reflect multiple sittings and rolling service

## Allergies and Allergic Reaction Policy

We are aware that children may have allergies which may cause allergic reactions. We will follow this policy to ensure allergic reactions are prevented and staff are fully aware of how to support a child who may be having an allergic reaction.

- Information passed on through parents from the registration form regarding allergic reactions and allergies must be shared with all staff in the nursery
- The nursery manager must carry out a full Allergy Risk Assessment Procedure with the parent prior to the child starting the nursery. The information must then be shared with all staff
- If a child has an allergic reaction to food, a bee sting, plant etc, a First Aid trained member of staff will administer the appropriate treatment and parents must be informed
- If this treatment requires specialist treatment, e.g. an Epipen, then at least two members of staff will receive specific medical training to be able to administer the treatment to each individual child
- A sick child needs above all their family; therefore every effort should be made to contact a family member as soon as possible
- If the allergic reaction is severe a member of staff will summon an ambulance immediately. DO NOT attempt to transport the sick/injured child in your own vehicle
- Whilst waiting for the ambulance, contact the emergency contact and arrange to meet them at the hospital
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and child's comforter
- Staff must remain calm at all times; children who witness an allergic reaction may well be affected by it and may need lots of cuddles and reassurance.

### OUR DAILY PROCEDURE

It is the responsibility of ALL people involved in the service of food to ensure that the correct food is given to the correct child. If there is any uncertainty, the most senior member of staff on site should be consulted before food is given to any child with an allergy.

The aim of the daily procedure is to:

1. Identify the children with allergies
2. Identify the food they require

3. Ensure a named person is responsible for ensuring the children don't come into contact with known allergens.

**This is achieved by**

- Children's allergic reactions are detailed by the parents in a special form at the point of registration (or as soon as the nursery is informed). Any changes to allergy information MUST be put in writing by the parent, signed and handed directly to the manager.
- Children with allergies are identified at the start of the day during opening checks and the daily risk assessment.
- As part of the opening checks, the Allergy board on the kitchen door is completed, identifying how many children with allergies are in nursery today.
- Identify the child with an allergy by using pink plates, bowls and cups (other children use any other coloured plates). Individual plates are identified by the children's names written in non-permanent marker pen, along with whether the meal is 'standard' or 'alternative'.
- If the meal is 'alternative,' the serving bowl will be identified with the child's name.
- A named member of staff (identified by a senior member of staff on a daily basis) is responsible for monitoring allergies alongside any person preparing food (cook, nursery nurse etc). The named member of staff wears a red wristband to identify them.
- The named member of staff has ultimate responsibility for ensuring the children receive the correct food. If the staff are absent (eg on their lunch break), they pass the red wristband to another member of staff, who then assumes the responsibilities.
- Children with allergies are monitored by the staff to ensure there is no exchange of food between the children.
- The nursery cook is responsible for identifying a suitable food written on the menu for the children with allergies.
- Food is plated up in the kitchen for the children with allergies. Food for second servings or self service is labelled with the child's name and is monitored by the red band member of staff.
- Children with allergies are served before all other children at the table.
- If there is more than one sitting, the above steps are followed each time.
- If food is served on a rolling basis (i.e. children go to the table when they are ready to eat), the red band member of staff must be sat with any children that are eating. Any food for allergy children must never be left unattended.
- As a general rule, the nursery does not offer unsupervised play with food eg messy play, cutting bread, homemade playdough. If unsupervised play is planned, it MUST be first risk assessed and then approved by the nursery manager before it goes ahead.

- Ingredients in all purchased food stuffs have to be checked for allergens by the chef and/or manager.
- Ingredients for all food served in the nursery are available upon request.
- A breach of these policies and procedures by staff will result in disciplinary action which may result in dismissal.

