# Allergen Management Policy

At Elizabeth House, we are committed to creating a safe environment for the children in our care. We are aware that children and staff may have or develop an allergy and we ensure that possible allergic reactions are lessened or, where possible, prevented. We cannot guarantee a completely allergen-free environment, but we make every effort to minimise the risk of exposure and plan for an effective response to an allergic reaction or possible emergency.

We work in partnership with parents and staff to develop this policy and adopt the following best practice to keep children and staff healthy and safe in our nursery.

* We ask parents to share any relevant information about allergies and intolerances on their child’s ‘all about me’ form and via the Famly app and to inform staff of any allergies discovered after registration. The parent and the Key Person will then complete an **Allergy Action Plan** together.
* Where a child has a severe allergy, we work in partnership with parents and healthcare professionals to write an **Allergy Management Plan** for each individual. Children are unable to start their childcare plan until this management plan is complete.
* Allergen information must be accompanied with proof from a medical professional.
* Staff are also required to share all information about their own allergic reactions and allergies.
* All relevant allergy information is recorded and shared with staff on the Famly app and software.
* We keep an allergy register in the kitchen and the room in which the child is based and fed.
* Our staff are trained to recognise the signs and symptoms of a possible allergic reaction, know how to administer treatment and what to do in an emergency.
* We ensure cross-contamination is avoided by maintaining good food hygiene standards at all times and ensure there is clear separation, preparation and labelling of ingredients.
* Elizabeth House is a nut-free environment and we ask parents to support this commitment by not sending in any food or snacks that may contain nuts.
* Food sharing between children is not permitted.
* If necessary, we will create an adapted menu for children with severe food allergies and will plan for seating arrangements during mealtimes. In the Lower School this will be an infant feeding chair with a separate table. Whilst children are fed separately, we must still maintain our staff:child ratios as per EYFS guidelines to ensure the safety of all children.
* We ensure all staff and children maintain [effective handwashing](https://app.croneri.co.uk/topics/hygiene/indepth?product=138#DCAM-3699506).
* Staff are made aware of all prescribed medication and it is stored safely while being easily accessible. EpiPens are stored with the child’s name and photograph on it along with a copy of their individual allergy management plan. A second EpiPen will be in the **named red bag** containing the child’s name and will be worn by the Key Person to accompany the child at all times.
* We require written consent from parents or carers before staff can administer medication. Medication must be administered at home first before staff can administer on site.
* Staff are trained in administering adrenaline auto-injectors, such as EpiPens.
* Parents are responsible for replacing out-of-date medication.
* If a child has a mild allergic reaction to food, a bee or wasp sting, etc, a trained member of staff will act quickly to administer the appropriate treatment, where necessary. We will inform parents and record the information via the Famly app.
* If a child has a severe allergic reaction, a trained member of staff will administer the relevant specialist treatment, such as an EpiPen, and call for an ambulance immediately. Once immediate first aid treatment has been given and an ambulance called, a member of staff will contact the parent.
* We comply with the Food Information Regulations and check all recipes and labelling for allergens when preparing meals and snacks. We display our weekly menus on our parent information boards.
* We ensure children are not excluded from activities due to an allergy. Where children with known allergies are participating, the risk assessment must include this information. We take extra care with the ingredients and materials we use when cooking, baking and doing craft activities to ensure all children can participate.
* In order to ensure the safety of all children, Elizabeth House may, in exceptional circumstances, reserve the right to refuse entry to a child when their needs cannot be met.

This policy will be reviewed and updated annually.

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| Signed: | Cressida Munnery |
| Date: | July 2024 |
| Policy review date: | July 2025 |