

# Allergy Management Policy

If a child has an allergy, parents/carers are requested to inform us of the allergy in the form of a written letter or email. This must include what the allergy is to and what the symptoms are likely to be. Parents/carers need to provide the nursery with a list of foods that need to be avoided. The letter also needs to inform us of any medication that needs to be administered. An allergy care plan will be developed by the room leader and manager for that child and displayed in the room confidentially. This will be updated periodically and whenever there are any changes in the child's condition or symptoms

All staff must be made aware of the child's allergy in the form of a memo and signed to acknowledge they have read and understood it. The allergy needs to be written onto the "allergy lists" in all the kitchens and nursery rooms. It must be written on the child's card in the blue box, and the letter from the parent/guardian will be filed in the child's records.

Staff are to check the ingredients on packaging before preparing foods and be willing to question other staff on whether what they are serving is safe for the children in their care before serving the child breakfast/snacks/lunch and tea.

In line with our student policy foods should not be served to the children by students or volunteers unless asked to do so by a staff member who has checked that what is being served is suitable for the children in their care.

In the event of children being served foods that they have an allergy to staff **MUST IMMEDIATELY** refer to the allergy care plan and follow the procedures stated on it. All incidents must be reported to the management and logged. Parents and carers must then be informed and an allergy incident form completed.

Allergy care plans are reviewed every 3 months, however, if a parent or carer informs us of a change during that time, the care plan will be reviewed immediately. All medication is stored out of children's reach. Medicine that needs to be kept in the fridge will be stored in the baby room fridge.

Reviewed by Jillian Pascale - February 2016