

Felixstowe Nursery School

Safeguarding and Welfare Requirement: Health

Providers must have and implement a policy, and procedures, for administering medicines as a response to allergic reactions. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date this includes life saving treatment.

Allergies Policy including food and nut allergies

Statement:

This policy is concerned with Felixstowe Nursery School's whole approach to the health care and management of those members of the Nursery community suffering from specific allergies.

Throughout this policy the term 'allergies' refers to any medically diagnosed intolerances or allergies for example anaphylaxis, lactose intolerance or nut allergies.

Felixstowe Nursery school are aware that children who attend may suffer from food, bee/wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Felixstowe Nursery School cannot guarantee a completely allergen free environment, but will ensure as far as practically is possible to ensure minimising the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

Felixstowe Nursery School is committed to promoting no food and drink sharing.

The *Statutory Framework* states that the provider must obtain information about any dietary requirements/allergy. Parents are asked to provide details of allergies in the child's registration form, which is submitted before starting the nursery.

AIM:

The intent of this policy is to minimize the risk of any child suffering allergy-induced anaphylaxis whilst at preschool.

The underlying principles of this policy include:-

- Keeping all children safe;
- The establishment and implementation of effective risk management practices to minimise the student, staff, parent and visitor exposure to known trigger foods and insects
- Ensure all staff are aware of children with allergies;
- Staff training and education to ensure effective emergency response to any allergic reaction situation.
- Observe the guidance 'managing medicines in schools and early year's settings' DCSF March 2005.
- We comply with the 'The food Regulation' which came into force in 2014 and keep records of all ingredients and labelling from snacks we provide.

Definitions:-

- **Allergy** - A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.
- **Allergen** - A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
- **Anaphylaxis** - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.
- **Epipen / jext / Emerade** - Are all Brand names for syringe style devices containing the drug Adrenalin,-which is ready for immediate inter-muscular administration.
- **Minimized Risk Environment**- An environment where risk management practices (E.g. Risk assessment forms) have minimised the risk of (allergen) exposure.
- **Health Care Plan**- A detailed document outlining an individual student's condition treatment, and action plan for location of Epipen.

Procedures and Responsibilities for Allergy Management

Parent's role

Parents are responsible for providing, in writing, ongoing accurate and current medical information to the school.

Parents must complete the registration form and if necessary the health care plan with staff confirming and detailing the nature of the allergy prior to the child starting the setting; including:

- The allergen (the substance the child is allergic to)
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures – such as how the child can be prevented from getting into contact with the allergen.
- If a child has an allergy requiring an epipen, or the risk assessment deems it necessary, a “healthcare plan” must be completed and signed by the parents. It is the responsibility of the Parent to provide the nursery with up to date medication/ equipment clearly labelled in a suitable container.
- In the case of life saving medication like Epi-pens the child will not be allowed to attend without it.
- Parents are also required to provide up to date emergency contact information.
- Parents should liaise with staff about appropriateness and suitability of snack foods and any food related activities.

Staff's role

Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.

- If a child's registration form states that they have an allergy then a “healthcare plan” is needed. It must be in place before the child starts attending sessions. A risk assessment should be carried and any actions identified to be put in place. The Assessment should be stored with the child's healthcare plan.

- Upon determining that a child attending the setting has a severe allergy, a staff meeting will be held as soon as possible where all Staff attend to update knowledge and awareness of child's needs.
- New staff to the nursery will be made aware of any children with allergies and the procedures in place to deal with them.
- All Staff will be made aware of what treatment/medication is required by the manager and where any medication is stored.
- All staff ensure strict hygiene regimes are performed and promoted by hand washing before and after eating.
- Snack time biscuits and snacks are monitored by Staff and are peanut, nut free and other allergens depending on the children attending. All staff should know the procedures at snack time to ensure the safety of children with allergies.
- However Staff cannot guarantee that foods will not contain traces of nuts.
- All tables are cleaned with an approved solution.
- Children are not permitted to share food.
- Allergy lists are displayed in the kitchen/food preparation area.
- All staff receive training in anaphylaxis management, including awareness of triggers, signs and symptoms that may be observed and first aid procedures to be followed in the event of an emergency.
- Emergency medication should be easily accessible.
- Staff receive appropriate training of how to use an Epipen /Jext / Emerade prior to child starting.
- From 13th December 2014, childcare providers in England and Wales are required to comply with The Food Information Regulation. This new regulation introduces a requirement for food businesses including childcare providers to give information about the allergenic ingredients used in any food they sell or provide, including pre-packed foods. Staff keep records of all snacks provided and the labelling from them.
- We may ask the Parent for a list of food products and food derivatives the child must not come into contact with.
- Staff liaise with Parents about snacks and any food-related activities.

Families/carers/visitors

- For events which involve parents and the wider community bringing in food for our nursery children (for example teddy bears picnics, Christmas party) we will ask that the food is 'nut free' but we recognise that the nursery cannot guarantee this. A letter will be sent home explaining the purpose and plan for the food sharing. Parents of children with allergies will be asked to provide a separate plate of named food for their child on such occasions.
- Parents are informed at registration to the setting that we have children who may have /or have nut allergies so as far as is possible we are a nut free environment.
- We ask for parents support and commitment to not sending in foods as treats for birthdays that may contain nuts.

Medical Information

- The nursery will seek updated information at least every six months when Individual Health Care Plan is reviewed.
- Any change in a child's medical condition during the year must be reported to the nursery and it is the parents responsibility to do this
- For children with an allergic condition, the nursery requires parents / guardians to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- The manager and child's key person will ensure that a Health care Plan is established and updated for each child with a known allergy.

- Parents must ensure their child has their required medication including epipen in the setting all the times if it is not the child cannot stay at nursery.
- Parents are responsible for replacing out of date medication.
- Epipens and life saving medication are stored in a sealed clear box on high shelf in main room, with the child's name and photograph on it along with a copy of their individual health care plan and action plan.
- All staff are required to review and familiarise themselves with the medical information of all children especially their key children.
- Where children with known allergies are participating in outings, the risk assessments must include this information.

Insurance requirements for children with allergies and disabilities

- The insurance will automatically include children with any disability or allergy but certain procedures must be strictly adhered to as set out below. For children suffering life threatening conditions, or requiring invasive treatments; written confirmation from the insurance provider must be obtained to extend the insurance.

At all times the administration of medication must be compliant with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage

Oral medication

Asthma inhalers are now regarded as "oral medication" by insurers and so documents do not need to be forwarded to the insurance provider.

- Oral medications must be prescribed by a GP or have the manufacturer's instructions clearly written on them.
- The setting must be provided with clear written instructions on how to administer such medication.
- Staff giving the medicine will sign to say what has been given, time given and dosage given. Another member of staff oversees this and counter signs as a witness to the procedure to avoid mistakes.
- Parents then sign to say they have been informed of this procedure. This avoids confusion leading to over dosage being given.(see administering medicines policy)
- All risk assessment procedures need to be adhered to for the correct storage and administration of the medication.
- The setting must have the parents or guardians prior written consent. This consent is kept on file It is not necessary to forward copy documents to the insurance provider.

Life saving medication and invasive treatments – Adrenaline injections (Epipens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc.)

The setting must have the following:

- 1) A letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered.
- 2) Written consent from the parent or guardian allowing staff to administer medication.
- 3) Proof of training in the administration of such medication. Certificates of proof of this training are kept in setting in the staff training folder.
- 4) Copies of all three letters relating to these children must be sent to the insurance provider for appraisal or kept for them to see as requested by them. Written confirmation will then be issued.

- 5) The child's GP/consultant will be shown the individual care plan to sign to confirm all information is correct.
- 6) If we are unsure about any aspect, we contact [the Pre-school Learning Alliance Insurance Department on 020 7697 2585 or email membership@pre-school.org.uk insert details of your insurance provider].

Actions

In the event of a child suffering an allergic reaction:

- Staff will follow the action plan that has been agreed with the parents on the child's Individual Health care plan. This includes the notification of parents and calling the ambulance if one is required.
- Staff will remain calm and reassure the child and other children in the setting.
- Two members of staff will stay with the child at all times while still in the setting.
- Staff will record medication given following the settings 'Administering Medicines' policy and procedures
- A member of staff will accompany the child should they need to go to hospital and parents have not arrived prior to its arrival.

Legal framework

- Regulation (EC) 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs.
- The Food Information (England) Regulations 2013 and EU Regulation 1169/2

This policy was adopted at a meeting of Felixstowe Nursery School.

Held on

Date to be reviewed.....

Signed by Chairperson.....

Signed by Manager.....

Based on Pre school Learning Alliance policies & procedures