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| **[[1]](#footnote-1)Introduction** |
| At Little Birch Pre-School, we are aware that children can have allergies which may cause allergic reactions. An allergy is the term used to describe a response, within the body, to a substance, which is not necessarily harmful in itself, but results in an immune response and a reaction that causes symptoms and disease in a predisposed person, which in turn can cause effects ranging from inconvenience to a life-threatening situation. We will follow this policy to ensure allergic reactions are minimised or where possible prevented and staff are fully aware of how to support a child who may be having an allergic reaction.  |

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| **Procedures** |
| * Staff will be made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis.
* Information will be passed on by parents from the registration form regarding allergic reactions and allergies and must be shared with all staff in the pre-school, child allergy information will be presented in a visible location within the office/kitchen.
* Little Birch operates a no nut policy.
* All food prepared for a child with a specific allergy will be prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type.
* Where a child is attending with a food allergy, all attempts will be made to ensure that any food served will not contain the allergen to ensure that all children are able to eat the same food, if this is not possible a like for like replacement will be offered ensuring that no child feels singled out.
* Parents providing lunch for their child must adhere to a list of allergies which will be communicated within the regular newsletters. They must not bring in any foods listed. This is to prevent children encountering their allergens. If staff do notice any of these foods then they will be removed for the child’s lunch box and returned to the parents.
* If a child has an allergic reaction to food, a bee sting, plant etc. a first aid trained member of staff will act quickly and administer the appropriate treatment. Parents will be informed immediately and it will be recorded using an incident form.
* If this treatment requires specialist treatment, e.g. an EpiPen, then all members of staff working directly with the child and the manager will receive specific medical training to be able to administer the treatment to each individual child. All members of staff hold a valid paediatric first aid certificate.
* EpiPen’s and auto-injectors will be kept in a named box with a photograph of the child on the front. The box will be stored on a shelf out of reach of the children in the base room they attend. The contents of this box will be checked monthly by a member of staff and any changes required to be passed onto parents/carers.
* If the allergic reaction is severe the procedure for transferring a child to hospital will be followed. A senior member of staff must accompany the child to hospital and collect together registration forms, relevant medication sheets, medication and child’s comforter.
* Staff must remain calm; children who witness an allergic reaction may well be affected by it and may need lots of cuddles and reassurance.
* All incidents will be recorded, shared and signed by parents at the earliest opportunity.
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1. [↑](#footnote-ref-1)