

04 Health procedures

04.04 Allergies and food intolerance

When a child starts at the pre-school, parents/carers are asked if their child has any known allergies or food intolerance. This information is recorded on the 09.01b Little Doves Registration Sessions Requested and Permission Form which alerts the pre-school manager/admin.

1/ A 04.09 Medical record/Health care plan and/or a 04.04c Personalised Allergy Action Plan/04.04d Personalised Allergy Action Plan EpiPen is completed prior to the child starting or during their first build up session, with:

- the nature of the reaction e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
- managing allergic reactions, medication used and method (e.g. EpiPen).
- the mode of exposure; whether airborne, through direct touch or by ingestion.

This is compiled in conjunction with the parents/carers with a judgment from them as to what is needed.

2/ If a child has an allergy or food intolerance, a 01.01f Medical risk assessment for child form is completed with the following information:

- the risk identified – the allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc.).
- the level of risk, taking into consideration the likelihood of the child coming into contact with the allergen.
- control measures, such as prevention from contact with the allergen.
- review measures.

This risk assessment form is kept in the Risk assessment file and staff are made aware of the severe allergy with staff training and notices. In some cases, if the allergy is severe, this form is kept in the Medical File. (A 04.09 Medical record/Health care plan may have also be completed).

3/ A copy of the:

- 04.04c Personalised Allergy Action Plan/04.04d Personalised Allergy Action Plan EpiPen
- 01.01f Medical risk assessment for child form
- 04.09 Medical record/Health care plan (if appropriate)

is kept in the child's personal file and is shared with all staff and may also be kept in the kitchen's Food Allergy and Dietary Needs file, if appropriate.

- The child's name is added to the dietary requirements list.
- If a child has an allergy, it is displayed on their personalised place mat.

- Children with allergies eat near the pre-school's first aiders in case of emergencies.
- Updates are checked termly with the parent although it is also the parent's responsibility to keep the pre-school up to date with the allergy status and any allergic reactions.
- Parents/carers show staff how to administer medication in the event of an allergic reaction.
- No nuts or nut products are used within the pre-school.
- Parents/carers are regularly made aware on the newsletter and by letter (04.04b Peanut and nut awareness letter to parents/carers) so that no nut or nut products are accidentally brought in.
- Any foods containing food allergens are identified on the children's menus.

Oral Medication

- Oral medication must be prescribed or have manufacturer's instructions written on it. This also includes inhalers. Please refer to 04.02 Administration of medicine procedure.
- Staff must be provided with clear written instructions for administering such medication.
- All risk assessment procedures are adhered to for the correct storage and administration of the medication.
- The pre-school must have the person with parental responsibility prior written consent. Consent is kept on file. Please see 04.02a Parental consent form for administration of medicine to a child whilst at Little Doves.

For other life-saving medication and invasive treatments please refer to 04.02 Administration of medicine and 04.03 Life-saving medication and invasive treatments.