



Sutton on the Forest Preschool & Toddlers Allergies Policy including Nut & Food Allergy

Statement of intent:

This policy is concerned with the whole preschool approach to the healthcare and management of those members of the preschool community suffering from specific allergies.

Sutton on the Forest Preschool 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.

Sutton on the Forest Preschool does not guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

Sutton on the Forest Preschool is committed to a no food and drink sharing standard.

The Statutory Framework states that the provider must obtain information about any dietary requirements/allergy. As such parents are asked to provide details of allergies in the child's enrolment form, which is submitted before starting Preschool.

AIM:

The intent of this policy is to minimize the risk of any child suffering any allergic reactions whilst at Preschool.

An allergic reaction to nuts is the most common high-risk allergy and as such demands more rigorous controls throughout the policy.

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimize the student, parent and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the Preschool community:

Staff

Parents / Guardians

Volunteers

Supply Staff

Students

DEFINITIONS

Allergy – A condition in which the body has an exaggerated response or hypersensitivity to a substance.

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, Ana Pen, Emerade Pen – Brand names for syringe style device containing the drug adrenalin, which is ready for immediate inter-muscular administration.

Minimized Risk Environment – An environment where risk management practices have minimised the risk of (allergen) exposure.

Risk Assessment/ Health Care Plan – A detailed document outlining an individual child's condition, treatment and action plan.

Procedures & Responsibilities for Allergy Management General

- The involvement of parents and staff in establishing individual risk assessments/health care plans.
- The establishment and maintenance of practices for effectively communicating a child's healthcare plans to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and the first aid procedures to be followed in the event of an emergency.
- Age appropriate education of the children with severe food allergies.

Medical Information

- Parents will initially highlight a child's allergies on Sutton on the Forest Preschool's registration form before starting at preschool.
- For children with food allergy, parents will then be asked to fill out our risk assessment form. This will enable parents to explain the condition, define the allergy triggers and any required medication. If needed, additional written or oral advice will be obtained from a doctor or allergy nurse.
- Any changes in the child's medical condition throughout their time at preschool must be reported to the preschool.
- The Preschool supervisor will ensure that, where needed, a Health Care Plan is established and updated for children with allergies.

EpiPens, Emerade Pen, Ana Pen: All brand names for adrenalin pens

Where adrenalin pens are required in a Health Care Plan:

- Parents/guardians are responsible for the provision and timely replacement of the adrenalin pens. 2 pens must be supplied when a doctor has prescribed and identified the possible need for 2.
- Adrenalin pens must be placed with the prescription label in the medicines box every time the child attends preschool. Out of reach of children but quickly accessible for staff.
- Adrenalin training will be provided for all staff when we have a child prescribed with an adrenalin pen. Where needed we will seek advice or training from an allergy nurse.

Parent's Role

Parents are responsible for providing medical information about their child's allergy in writing, by filling out our initial risk assessment form for food allergies. The form includes:

- The allergen (substance the child is allergic to)
- The nature of allergic reaction from rash, breathing difficulties to anaphylactic shock.
- What to do in the 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 the child has an allergy requiring an adrenalin pen. If the risk assessment deems it necessary or high risk, then a health care plan must be completed and signed by the parents & staff.
- It is the responsibility of the parents to provide the preschool with up to date information, medication and equipment. Medication must be clearly labelled and prescribed to that child.
- **In the case of life saving medication such as adrenalin pens the child will not be allowed to attend without it.**
- Parents are also required to provide up to date emergency contact information.
- Lunches brought into preschool are provided by each child's parent. All parents are regularly reminded that Preschool is a nut free zone.
- It is the parent's responsibility to ensure that the contents of their child's lunchbox are safe for them to consume.
- Parents should liaise with staff about appropriateness of snacks and any food (and food container) related activities such as cooking and junk modelling.

Staff's Role

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

- If a child's registration form states that they have an allergy, then the parents will fill out a risk assessment form at registration and possibly a health care plan. Staff must put in place all actions identified.
- Upon determining that a child attending preschool has a severe allergy, a team meeting will be set up where all staff concerned attend to update knowledge and awareness of the child's needs.
- All staff who will be in contact with the child will be made aware of what treatment/medication is required by the preschool manager and where any medication is stored.
- All staff are to promote hand washing before and after eating.
- Snack time 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 and lunch time to ensure the safety of children with allergies. However, staff cannot guarantee that foods will not contain traces of nuts.

- All tables are regularly cleaned.
- Children are not permitted to share food.
- As part of the staff first aid training, adrenalin pen use and storage has been covered.
- We may ask the parents for a list of food products and food derivatives the child must not come into contact with.
- Emergency medication should be easily accessible, especially at times of high risk.
- Staff should liaise with parents about snacks and food and food container related activities.

Actions

In the event of a child suffering an allergic reaction:

- We will delegate someone to contact the child's parents.
- If the child becomes distressed or symptoms become more serious, we will telephone 999.
- Keep calm, make the child comfortable and follow advice of the emergency services.
- If medication is available, it will be administered as per training and in conjunction with the medication policy.
- If parent's have not arrived by the time the ambulance arrives, a member of staff will accompany the child to hospital.

Role of all parents

All lunches brought to preschool must be nut free. Preschool will regularly remind parents of this and monitor the contents of all lunchboxes.

POLICY WRITTEN MAY 2019

Risk Assessment

Admission of child with specific allergy

Initial parental consultation

1	<u>Name of Child:</u>
2	<u>Child's Date of Birth:</u>
3	<u>Name(s) of Parent(s) & Emergency contact no:</u> 1 <u>Tel:</u> 2 <u>Tel:</u>
4	<u>Additional Emergency Contact Details:</u> <u>Doctors name & Telephone No:</u> <u>Surgery Name & Address:</u> <u>Emergency Contacts if Parent's are Unavailable:</u> 1 Name Tel: Relationship to child/family: 2 Name Tel: Relationship to child/family:
5	<u>Nature of Allergy:</u>
6	<u>Severity of Allergy:</u>
7	<u>Symptoms of Adverse Reaction:</u>

8	<p><u>Details of Medication Provided in the Event of an Allergic Reaction/Anaphylactic Shock:</u> Include dosage, when + how medication is to be administered.</p>
9	<p><u>Precautions to be taken to Avoid Allergic Reaction:</u></p>
10	<p><u>Signatures:</u> Staff The above details have been provided by..... Parents of</p> <p>SIGNED (member of staff).....PRINT.....</p> <p>DATE.....</p> <p>Parent Signature The above details provided by myself in respect of my child..... Are a correct and true record of the allergy, symptoms, treatment and prevention suffered by said child. I give permission for the risk assessment to be carried out by the above member of staff and the preschool manager before admitting my child to the preschool.</p> <p>SIGNED (parent)PRINT.....</p> <p>RELATIONSHIP to CHILD.....</p> <p>DATE.....</p>

FORM CREATED MAY 2019