



Little LODGE

0 - 4 YEARS CO-EDUCATIONAL DAY NURSERY

Allergies & EpiPen

Approved by: Natalie Snyders – Nursery Manager

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1. Statement of Intent

The Board of Directors and Nursery Manager of Arnold Lodge Nursery believe that ensuring the health and welfare of staff, pupils and visitors is essential to the success of the Nursery.

We are committed to:

- > Ensure the health and safety of all staff, pupils and visitors.
- > Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
- > Provide a framework for responding to an incident and recording and reporting the outcomes.
- > Ensure procedures for administering medicines and providing first aid are in place and are reviewed regularly.

This policy is part of the First Aid suite and should be ready in conjunction with the First Aid & Medicine Policy and the LLN Food Allergy Policy.

2. Allergy Procedures

- > Information will be passed on by parents from the registration form regarding dietary requirements, allergies and allergic reactions and must be shared with all staff in the nursery.
- > 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
- > An allergy/dietary requirement list will be kept within each room. The list will only be viewed by those in direct contact with the child who has the dietary requirements and/or allergies. The management team will be informed.
- > Each list will follow a 'traffic lights' system with red indicating an allergy and/or dietary requirement, orange indicating a preference and green listing the names of the children that have neither an allergy or dietary requirement.
- > When serving food to a child with an allergy or dietary requirement, the staff will follow the "red plate system" for that specific child and one practitioner will be in charge of overseeing that child during meal times to ensure minimal risk of cross contamination.
- > The nursery, as well as the school is a nut free zone.
- > All food prepared for a child with a specific allergy will be prepared by the kitchen staff in the school and where this is not possible 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.
- > The manager, and parents will work together to ensure a child with specific food allergies receives no food at nursery that may harm them. This may include designing an appropriate menu or substituting specific meals on the current nursery menu
- > Seating will be monitored for children with allergies. Where deemed appropriate, staff will sit with children who have allergies and where age/stage appropriate staff will discuss food allergies and the potential risks.

- > If a child has an allergic reaction to food, a bee or wasp sting, plant etc. a first aid trained member of staff will act quickly and administer the appropriate treatment, if appropriate. Parents must be informed, and it must be recorded on an incident form on the Family App.
- > If this treatment requires specialist treatment, e.g., an EpiPen, then at least two 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 without permission unless it is a life-threatening situation. We will continue to endeavour to contact the parent/ carer.
- > If the allergic reaction is severe, a member of staff will summon an ambulance immediately. We WILL NOT attempt to transport the sick/injured child in our own vehicles.
- > Whilst waiting for the ambulance, we will contact the parent/carer and arrange to meet them at the hospital.
- > The most appropriate member of staff must accompany the child and collect registration forms, relevant medication sheets, medication, and the child's comforter, if appropriate.
- > Staff must always 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 acknowledged on the Family App by parents at the earliest opportunity.
- > Staff may also require support following an incident.

No nuts will be allowed within the nursery setting and this includes all staff and parents.

We realise that many foods are labelled as having '**traces of nut**' or '**cannot guarantee nut free**' which are very difficult to avoid. We will speak to parents of any children who join the setting who have a nut allergy to establish the severity of the allergy and put in place a risk assessment.

To reduce the risk of an allergic reaction for child in our care:

The Nursery will:

- > Make sure cooking ingredients do not include nuts
- > Inform all new parents of this policy
- > Remind families periodically in Newsletters
- > Staff will not bring food containing nuts into the nursery

We ask parents:

- > If bringing a cake/biscuits/cookies into the nursery to celebrate your child's birthday please ensure the list of ingredients does not include nuts. The cake will not be given to the children whilst at nursery. It will be given to them to take home and consumed at the parent's discretion.
- > If bringing in homemade cakes, parents and staff will need to bring in a list of ingredients used.

3. Procedure on Allergic Reaction

In the event of a child suffering the effects of an allergic reaction, or similar, staff will refer to the child's Medical Consent form for guidance. The information, including treatment and any medication needed, is added to our allergy list.

- > All parents will need to fill in a care plan for children with an allergy so that staff are aware of the treatment needed and the signs the child will display in an allergic reaction.
- > Details of children at risk and the treatment to be given are displayed in each unit. The list is displayed in each room. There is also a traffic light system in place that is displayed in the children's rooms to indicate children with an allergy, food preference and children with no allergies.
- > Parents discuss any necessary treatment when they visit. Medication permission forms are filled in accordingly and each time medicine is given.
- > We will actively update staff on children's and staff allergies and encourage them to keep up to date with first aid

which is updated every three years.

Staff are trained to understand:

- > The difference between allergies and intolerances
- > That allergies can develop at any time, especially during weaning

- > Care plans will be written for children with allergies that may require treatment and these kept in their files.

- > Care plans will be guided by the British Society for Allergy and Clinical Immunology (BSACI) allergy action plan.

- > The Nursery will have ongoing discussions with parents and/or carers and, where appropriate, health professionals to develop allergy action plans and adjust any changes where necessary.

4. Epi-Pen Procedure

If a child has been prescribed EPIPEN, the parent/carer will provide a care plan for the individual child and a clearly named box containing 2 EPIPENS and any other medication to be kept in the setting. This will be placed in the child's room with a box clearly labelled with the child's name and inside instructions on when to use.

Two EPIPENS will be on site for each child in case of one not working or a second dose needing to be administered.

The medication should be prescribed for the child by a doctor and be clearly labelled.

The EPIPEN will be registered online so management is aware through email when the expiry date is close to be able to inform parents.

The care plan provided by the parent will provide a thorough guide to the use of the EPIPEN for that individual child and should be followed accordingly.

Only staff within the nursery that have received current training in the use of an EPIPEN will administer the EPIPEN. However, staff that have not received the training may witness the administration of the EPIPEN and assist with the necessary procedures and paperwork.

Staff will be required to attend yearly EPIPEN training as long as there is a child or an adult in the setting that has been prescribed with an EPIPEN.

In the event of a child showing signs of allergic reaction or anaphylaxis, the child's INDIVIDUAL CARE PLAN and EPIPEN Guidance should be followed.

If EPIPEN or PIRITON is administered, all necessary paperwork must be completed and signatures obtained as soon as possible, and previous permission is given by parents upon registration.

If EPIPEN has been used, a child **MUST NOT** return to nursery until EPIPEN medication has been replaced and there are 2 EPIPENS for the child on site.

Preventative measures to avoid anaphylaxis or allergic reactions should be taken in the nursery including

- > Staff at nursery and the kitchen should be made clearly aware of the child's allergies.
- > All food should be checked for possible allergens and avoided.

- > Cooking recipes should be adapted accordingly to avoid the allergens.
- > Food packaging used for junk modelling etc. should be carefully checked and avoided if necessary.

All necessary paperwork, medication and a telephone should be taken on any occasion when leaving the nursery for a walk or trip.

Guidance for a child that has been prescribed EPIPEN.

1. Identify possible signs of an allergic reaction (these could include coughing and wheezing, shortness of breath, nettle rash, excess salivating, swelling of face and lips, difficulty swallowing, clamminess).

Keep calm and instruct assisting adult to obtain the necessary paperwork and medication. The other adult should then stay close by you and the child to offer assistance as necessary. Move the child to a calm place away from other children and noise as they may be frightened (ensure that other children are safe and supervised).

Check ABC, check child's breathing, can they say more than 4 words in one breath – if not they are having breathing difficulties.

2. If the child is showing any of the above signs -

CHECK AND FOLLOW INDIVIDUAL CARE PLAN

- > IF prescribed, administer PIRITON immediately as per care plan.
- > Talk to the child – try to ascertain what they may have eaten/touched.
- > Look for evidence of what could have caused the reaction.
- > Assisting adult should document as appropriate.

3. If child appears to improve, contact adult immediately for further advice.

4. If signs and symptoms persist

GET HELP IMMEDIATELY – Dial 999, tell them that it is anaphylaxis and EPIPEN may be needed.

Emergency services will stay on the line and ask questions and offer support (the ambulance will already be on its way).

To administer EPIPEN –

1. Check that EPIPEN is in box clearly prescribed for the child in question. The pen should be in a yellow tube (check it contains the clear liquid).
2. Remove safety catch and hold pen in fist
3. Locate the child's middle 3rd of thigh above seam line
4. Push EPIPEN firmly into thigh – MUST CLICK – count 10 seconds.
5. Hold flesh either side of pen with two fingers and gently pull pen out.
6. Massage area.
7. Carefully replace pen in tube with lid and retain for ambulance crew.
8. Ensure airway is clear and remain with child.

9. If you are scratched by the needle, hold under water for 5 mins and squeeze to make it bleed. Obtain medical assistance (you will need to go to A & E).

Assisting adult should document as appropriate.

Sitting child up and leaning forwards on table (as for asthmatic) may help breathing.

5. Continue to observe child and assess ABC until ambulance arrives.

The ambulance crew will want to know what has happened, times and care plan followed etc.

If the parents have not arrived, a staff member must accompany the child to the hospital and stay with the child until the parents arrive.

6. If signs and symptoms persist after 5-10 mins.

If prescribed, administer second EPIPEN as per care plan.

Let the emergency services know what is happening and ask for further assistance.

Red Plate System Protocol

To ensure the safety and wellbeing of **CHILD'S NAME** who has a diagnosed allergy tothe following red plate system has been implemented:

Food Preparation and Service

- All meals and snacks for **CHILD'S NAME** must be served on red plates/bowls with a red drinking cup.
- Only a designated member of staff with Level 3 qualification or above is authorised to plate up food for **CHILD'S NAME**. This must preferably be Room Lead, or in their absence, another Level 3+ practitioner
- Before serving, the designated staff member must verify that the meal is safe and free from her allergies.
- The designated staff member must complete and sign the Red Plate Sign-Off Form for each meal/snack, documenting:
 - Date and time
 - Meal description
 - Confirmation that the meal is allergen-free
 - Staff member name and signature

Supervision During Mealtimes

- The Level 3+ staff member who has served the food must wear a red apron during mealtimes
- The designated staff member must always sit directly next to **CHILD'S NAME** whilst food is present in the room
- This close supervision is essential to prevent cross-contamination from other children's food
- The designated staff member must remain vigilant throughout the entire mealtime

Post-Mealtime Protocol

Once CHILD'S NAME has finished eating, the designated staff member must escort them away from the eating area if:

- The child needs to sleep
- The child wishes to leave the table
- Other children are still eating

CHILD'S NAME may only return to the room once all food has been:

- Completely removed from the room, OR
- Placed securely out of the child's reach

This protocol minimises the risk of accidental exposure to allergens.

Record Keeping

- The Red Plate Sign-Off Form must be kept in a designated folder within **CHILD'S ROOM**
- This folder must be easily accessible to all Level 3+ staff for reference
- Forms should be retained in accordance with the setting's record retention policy
- The SENDCo will review these records regularly as part of IHCP monitoring

Staff Responsibilities

- All staff must be aware of **CHILD'S NAME** allergy and the red plate system
- Only staff members with Level 3 qualifications above are authorised to serve food to CHILD'S NAME
- The Room Lead should take primary responsibility for this task wherever possible
- All staff must support the designated Level 3+ staff member in maintaining this protocol
- Any concerns or near-miss incidents must be reported immediately to the SENDCo and/or Nursery Manager

This protocol is a critical safety measure and must be followed at all times without exception.