

Allergy procedure

All staff are required to read the allergy policy and procedure and sign to say they have done so as part of their induction. This procedure is to be followed at all times by all staff at Braunston Preschool CIO.

Before the child starts at Braunston Preschool CIO

- Parents/carers will be asked to fill in an allergy form at registration to ensure all allergy information is passed onto the setting. This will be discussed in-depth with the manager and staff.
- The allergy form will be shared with all staff after the initial meeting with the parents. All of which will sign the form to say they have read it and understood it.
- An allergy form must be created with the child's photo, the child's name, DOB, their allergy, the possible reactions and what to do if they have a reaction. This will be displayed in the office, kitchen and each room to ensure all staff are aware of any children with allergies.

Once the child starts at Braunston Preschool CIO

- Each day the manager will check all ingredients in the lunch for allergens the child is allergic to.
- All food prepared for the child with a specific allergy will be prepared by the manager in an area where there is no chance of contamination and served on equipment that has not been in contact with the food type that causes a reaction.
- Where possible, the child will be offered an alternative similar to what is on the menu for that day.
- When food enters the room for the child with an allergy, the team must check it before it is given to ensure it is safe for the child to eat.

If the child has an allergic reaction to something whilst at Braunston Preschool CIO

- If a child has an allergic reaction whilst in the setting, a first aid trained staff member will deal with the incident by following the information on the child's allergy form and giving first aid treatment if necessary. Parents must be informed immediately, and it must be recorded on the app.
- If a child joins the setting who requires an EpiPen, all staff must be trained on administering an EpiPen.
- In the case of an emergency, an ambulance needs to be called immediately and the child's parents contacted.
- A senior member of staff, ideally the child's key person, must accompany the child in the ambulance and take the child's emergency contact details with them.
- A serious incident form needs to be completed on return to the setting and all allergy sheets updated.