



Senior Nursery Manager and Nominated Individual: Miss C Bates

Initial Policy date	September 2025	Next scheduled review	September 2026
Governor approved	September 2025	Key person/people	NI / Nursery Manager/ Senior Site & Facilities Strategic Lead
Model Policy	Yes	Model localised	Yes
Pupil leadership team review	No		

Statement of Intent: Procedure for Allergies.

1. Introduction. For the safety of all the nursery's children, colleagues and visitors, all colleagues working directly with children are Paediatric First Aid trained. The nursery team endeavour to undertake relevant training such as auto-injector administration for allergies. However, nursery colleagues are not medically trained, and we provide treatment as directed or, in case of emergency, as considered necessary by medical professionals.

2. Allergies. Parents must make the setting aware if their child has any dietary requirements, preferences, food allergies and intolerance, and any special health requirements before the child is admitted to the setting. An Individual Care Plan form must be completed before the child starts at the setting. Parents must make the setting aware of any changes to their child's health or allergy requirements. We will undertake suitable induction processes to ascertain the nature of the child's allergy. Every effort will be made to adapt procedures in order to minimise the risk of an allergic reaction. Each case will be treated in accordance to the needs and medical instructions relevant to the individual child. A full risk assessment will be completed to identify risks, control measures and treatment necessary. Parents, carers, nursery colleagues and medical professionals will be involved in contributing to risk assessments and these will be reviewed at agreed timescales. If a child requires medication as routine or in emergency situations, medication **MUST** be provided and on site. Parents are responsible for ensuring that all medication is in date and replaced as needed. The nursery will not accept expired medication." **The nursery will refuse entry if medication is not available.**

Our procedure

- Our colleagues are 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
- We ask parents to share all information about allergic reactions and allergies on child's registration form and to inform colleagues of any allergies discovered after registration
- We share all information with all colleagues and keep children's Individual Care Plans in all rooms.
- Where a child has a known allergy, the nursery manager will carry out a full Allergy Risk Assessment Procedure with the parent prior to the child starting the nursery and shares this assessment with all colleagues
- All food prepared for a child with a specific allergy is prepared following specific procedures, to reduce any chance of contamination and served on equipment that has not been in contact with this specific food type, e.g. nuts
- The manager, nursery colleagues, kitchen assistant and parents will work together to ensure a child with specific food allergies receives no food at nursery that may harm them. This includes dietary advice from our catering company who design an appropriate menu or substituting specific meals on the current nursery menu
- Seating will be monitored for children with allergies. Where deemed appropriate, colleagues will sit with children who have allergies and where age/stage appropriate colleagues will discuss food allergies and the potential risks. We use a coloured plate system during meal times, all children with an allergy or intolerance will use a red cup and plate, all children who bring packed meals will use a yellow cup and plate and children who are allowed all will use a green cup and plate
- If a child has an allergic reaction to food, a bee or wasp sting, plant etc. a first-aid trained member of colleagues will act quickly and administer the appropriate treatment, where necessary. We will inform parents and record the information on an incident form, record on to the nursery database and on the allergy register
- If an allergic reaction requires specialist treatment, e.g. an Adrenaline Auto-Injector (AAI), then at least two colleagues working directly with the child and the manager will receive specific medical training to be able to administer the treatment to each individual child. We will follow the emergency steps of the child's Individual Healthcare Plan (e.g. call 999, administer AAI, immediately inform parents)

- Each nursery colleague will refresh their knowledge of administering auto-injectors at regular intervals via meetings or additional training sessions.

3. Strict No food to be brought into Rotherly Day Nursery policy, unless this is part of the child's packed meal. We would like to remind parents and carers that we care for some children attending Rotherly Day Nursery, have various allergies. For this reason, we do not allow any food that is not part of a child's packed meal being brought into the nursery. This includes cakes to celebrate a birthday.

4. Allergy Lead. The Senior Nursery Manager is responsible for promoting and maintaining allergy awareness.

They are responsible for:

- Promoting and maintaining allergy awareness across our Nursery community
- Recording and collating allergy and special dietary information for all relevant children.

By ensuring that:

- All allergy information is up to date and readily available to relevant employees.
- All pupils with allergies have an allergy action plan completed by a medical professional.
- All employees receive an appropriate level of allergy training.
- All colleagues are aware of the Nursery's policy and procedures regarding allergies
- Relevant employees are aware of what activities need an allergy risk assessment.
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating our allergy procedures

5. Monitoring and Review: This policy will be reviewed annually or following any incident involving an allergic reaction. Feedback from employees, parents, and medical professionals will be considered."