



Allergy and Allergic Reactions Policy and Procedures

Introduction

At Putnoe Woods Preschool we are aware that children who attend our preschool and the staff who work in the preschool may suffer from food, bee/wasp stings, animal or nut allergies. We believe that all allergies must be taken seriously and that every effort to minimise the risk of exposure must be made to prevent an allergic child / member of staff encountering the allergens which could trigger a reaction.

Putnoe Woods Preschool is committed to creating a safe environment for the children in our care and the staff who work with us, however, we understand that it is impossible to create an 'allergen free' environment; a robust plan for the effective response to possible emergencies is in place in the event that a child or member of staff suffers a serious allergic reaction.

3.64 Before a child is admitted to the setting the provider must obtain information about any special dietary requirements, preferences, food allergies and intolerances that the child has, and any special health requirements. This information must be shared by the provider with all staff involved in the preparing and handling of food. At each mealtime and snack time providers must be clear about who is responsible for checking that the food being provided meets all the requirements for each child.

The Statutory Framework for the Early Years Foundation Stage 2025

Putnoe Woods Preschool is committed to children not sharing food and drink.

Putnoe Woods Preschool operates a nut free preschool.

Definitions

Allergy - A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

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 - Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.

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

Procedures and Responsibilities for Allergy Management

General

- 1.1 Putnoe Woods Preschool will require the involvement of parents / carers and staff in establishing individual Risk Assessments/ Health Care Plans
- 1.2 Putnoe Woods Preschool will establish and maintain practices for effective communication regarding a child's healthcare plans to all relevant staff
- 1.3 Putnoe Woods Preschool will establish and maintain practices for effective communication regarding a member of staff and their individual healthcare plan to all relevant staff
- 1.4 Putnoe Woods Preschool will ensure staff receive training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency. This will be provided by staff attending Paediatric First Aid Training
- 1.5 Putnoe Woods Preschool 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

Medical Information

- 2.1 Putnoe Woods Preschool will ask parents / carers to share all information about allergic reactions and allergies on their child's registration form before starting preschool and will inform staff of any allergies discovered after registration
- 2.2 Putnoe Woods Preschool will ask future employees to share all information about allergic reactions and allergies on their health declaration form before starting preschool and will inform staff of any allergies discovered
- 2.3 Information regarding children's allergic reactions and allergies are also recorded on the individuals file on IConnect
- 2.4 Where a child has a known allergy, the Preschool Manager / Deputy Manager will carry out a full Allergy Risk Assessment and Health care Plan (if required) with the parent / carer and keyperson prior to the child starting the preschool. This will enable parents to explain the condition, define any allergy triggers and any required medication. If needed, additional written or oral advice will be obtained from a doctor or allergy nurse.
- 2.5 Where an employee has a known allergy, the Preschool Manager / Deputy Manager will carry out a full Allergy Risk Assessment and Health care Plan for

- that member of staff. This will enable the member of staff to explain the condition, define any allergy triggers and any required medication. If needed, additional written or oral advice will be obtained from a doctor or allergy nurse.
- 2.6 Putnoe Woods Preschool will share all information with all staff and the preschool cook
 - 2.7 All allergies will be recorded on red cards with a photograph of the child and their needs detailed and sessions attended. These will be displayed within the preschool play rooms and kitchen
 - 2.8 Red cards will be transferred as children transition to new rooms
 - 2.9 Any change in a child's medical condition during the year must be reported to the preschool
 - 2.10 The Preschool Manager / Deputy Manager / Room Leader will ensure that Health Care Plans and Risk Assessments are established and updated for children with allergies
 - 2.11 The Preschool Manager / Deputy Manager will ensure that Health Care Plan's and Risk Assessments are established and updated for employees with allergies

Medical Information (EpiPen's)

Where EpiPen's (Adrenalin) are required in the Health Care Plan:

- 3.1 Parents/carers are responsible for the provision and timely replacement of the EpiPen's
- 3.2 EpiPen's are located in individually labelled boxes with the child's photograph and initials within the cupboard or on a shelf in the playrooms and are out of reach of children but quickly accessible for staff
- 3.3 EpiPen training will be provided for all staff when we have a child that requires an EpiPen. EpiPen training is inclusive within Paediatric First Aid Training
- 3.4 Parents / carers are responsible for providing medical information about their child's allergy and recording the information on a Health Care Plan
- 3.5 Members of staff will be responsible for the storage of their own EpiPen
- 3.6 If a child has an allergy requiring an EpiPen, or the risk assessment deems it necessary, a Health Care Plan must be completed and signed by the parents
- 3.7 The Health Care Plan includes:
 - Personal information, name, date of birth
 - The allergen (the substance the child is allergic to)
 - The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
 - What to do in 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 coming into contact with the allergen

- Further information regarding Health Care Plans are detailed in Putnoe Woods Health Care Plan Policy and procedures
- 3.8 It is the responsibility of the parent / carer / employee to provide the preschool with up to date medication/ equipment clearly labelled in a suitable container.
- 3.9 In the case of life saving medication like EpiPen's the child will not be allowed to attend preschool without it
- 3.10 Parents and employees are also required to provide up to date emergency contact information

Lunches - Parent Responsibility

- 4.1 Lunches brought into preschool are provided by each child's parents / carers
- 4.2 It is their responsibility to ensure that the contents are safe for the child to consume
- 4.3 Parents should liaise with preschool staff about appropriateness of snacks and any food-related activities (e.g. cooking)

Food Preparation – Preschool Responsibility

Putnoe Woods Preschool offers home cooked teas, cooked lunches in the Snowdrop room, cooked lunches for those children whose parents / carers request them, breakfast and afternoon snack.

- 5.1 All food prepared for a child with a specific allergy is 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, e.g. nuts
- 5.2 Children with allergies / food intolerances /religious preferences or ingredients that they cannot have whatever the reason, will have their food served on red plates, wrapped and labelled irrespective of whether the dish includes the item to which they are allergic or not allowed to have
- 5.3 Children with food allergies are also recorded on the daily meal numbers
- 5.4 The Preschool Manager, Preschool cook 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
- 5.5 Seating will be monitored for children with allergies. Where deemed appropriate a member of staff will sit with children who have allergies and where age/stage appropriate staff will discuss food allergies and the potential risks
- 5.6 If a child has an allergic reaction to food, a first-aid trained member of staff will act quickly and administer the appropriate treatment, where necessary
- 5.7 Parents /carers will be informed and the information will be recorded on an incident form
- 5.8 If an allergic reaction requires specialist treatment, e.g. an EpiPen, at least two members of staff working directly with the child and the Preschool Manager and

Deputy Manager will have specific medical training during the Paediatric First Aid course to be able to administer the treatment to each individual child.

Food Information Regulations 2014

From 13 December 2014, we will incorporate additional procedures in line with the Food Information Regulations 2014 (FIR).

- We will display our weekly menus on the Putnoe Woods Preschool website and will identify when the 14 allergens are used as ingredients in any of our dishes.

Staff Responsibility

- 6.1 Staff will be responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink
- 6.2 Upon determining that a child attending nursery has a severe allergy, a room and / or staff meeting will be set up as soon as possible where all staff concerned attend to update knowledge and awareness of child's needs
- 6.3 All Staff who come into contact with the child will be made aware of what treatment/medication is required by the Preschool Manager / Deputy Manager / Room Leader, and where any medication is stored
- 6.4 Emergency medication will be made easily accessible at times of high risk
- 6.5 Staff will promote hand washing before and after eating
- 6.6 Snack times and meal times will be monitored for children with allergies. Where deemed appropriate a member of staff will sit with children who have allergies and where age/stage appropriate staff will discuss food allergies and the potential risks
- 6.7 All tables are cleaned with an approved solution

Actions In the event of a child suffering an allergic reaction:

If a child becomes distressed or symptoms become more serious telephone 999

Transporting children to hospital procedures

- 7.1 If it is deemed necessary, the person in charge will initially call for medical and help and the parents will be informed
- 7.2 If the incident is significant and a child needs to go to hospital, an ambulance MUST be called by the Preschool Manager / Deputy Manager / Business and Finance Manager and the parent contacted
- 7.3 We WILL NOT attempt to transport the child in our own vehicles

- 7.4 The person in charge will ensure the safety and well-being of all other children present is maintained by ensuring the necessary staff deployment. If necessary, an additional staff member will be provided in order to provide support in an emergency situation
- 7.5 The Preschool Manager / Deputy Manager or Keyperson will ensure that the injured party will be kept as comfortable as possible as dictated by medical advice until medical help arrives
- 7.6 The parent may meet at the preschool or at the hospital
- 7.7 The member of staff who witnessed the incident must accompany the child in the ambulance, or the child's keyperson
- 7.8 The member of staff must take the child's registration details as to ensure all personal details that may be required are correct
- 7.9 An Incident Form will be completed by the person who witnessed the accident as soon as possible
- 7.10 At the earliest convenience, when the parent/carer arrives they MUST be asked to sign the Incident form to show that they have been made aware of the incident, or if they have gone straight to the hospital MUST be asked to sign it the next day
- 7.11 The Preschool Manager / Deputy Manager will ensure that all details of the injury are recorded (as above) and that any follow up action, such as phone calls to the parents
- 7.12 Ofsted will be notified in writing of any serious incident as soon as is reasonable but in any event within 14 days of the injury occurring
- 7.13 Parents are required to consent to emergency medical treatment on their child's registration form prior to their child attending the nursery
- 7.14 The above applies should a member of staff require emergency medical treatment

Reactions to bee stings, plants etc

- 8.1 If a child has an allergic reaction to food, a bee sting, plant etc. a first aid trained member of staff will act quickly and administer the appropriate treatment
- 8.2 Parents will be informed and it must be recorded in the incident book
- 8.3 If the allergic reaction is severe we will immediately call 999 for an ambulance and inform the child's parents

Celebrations

- 9.1 Birthdays are special to children and parents / carers are encouraged to bring in items that are not food related to share with their friends i.e stickers
- 9.2 We do not allow children to eat sweets whilst at preschool

**This policy is in compliance with the Data Protection Act 2018
Putnoe Woods is committed to safeguarding and promoting the welfare of
children and young people, employees, students, volunteers, trustees and
parents and expects all staff and volunteers to share this commitment.**

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
December 2015	Jo Skelton	
September 2016	Jo Skelton	IConnect added
September 2017	Jo Skelton	
May 2018	Jo Skelton	GDPR statement

January 2019		
November 2019	Nikki Adams	New email address
November 2021	Jo Skelton	Update to current Statutory Framework 2021
January 2022	Jo Skelton	Encouraged to bring non-food related items 9.1
November 2022	Nikki Adams	GDPR changed to Data Protection
Sept 2023	Jo Skelton	Ref to EYFS 23
Jan 2024	Jo Skelton	Update EYFS 2024
April 2025	Jo Skelton	
October 2025	Jo Skelton	Update EYFS 2025
July 2026	Nikki Adams	New logo added

