



Allergy Policy and Procedure

Objective: Learning Ladder Nursery strives to provide a safe and healthy environment to all children attending the nursery by having a robust Allergy Policy and Procedure in place at all times.

Policy: Learning Ladder Nursery aims to keep children safe and healthy at the setting and takes utmost care to document all allergies of the children to ensure that they are not exposed to such allergens at the Nursery.

Procedure:

To facilitate better of children with food allergies, we must ensure the following:

- Learning Ladder Nursery is to be kept as a "NUT FREE ZONE" at all times and nuts or any products containing nuts are not allowed on the premises. This includes (but may not be limited to) the following:
 - Nuts of any kind
 - Dry fruit containing nuts
 - Peanut Butter
 - Nutella
 - Sweets/cakes containing nuts
- If a child brings any food item containing nuts, the food is to be removed from the classroom and handed over to the Nursery Manager
- When a child is first enrolled into the nursery parents are required to provide full details of any allergies in the registration form. Learning Ladder Nursery requests full details of any allergy and whether this is a severe allergy and the course of action required
- Children CANNOT start attending nursery without a completed registration form
- Complete Allergy List to be posted in all classrooms and common areas
- Allergy list to be updated by the Nursery nurse on a regular basis
- Information about a child's allergic reactions and allergies must be shared with all nursery staff, including volunteers
- 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, diarrhea, 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.
- Nursery to keep Anti-histamine and/or EpiPen at the Nursery with proper instructions from the parents for administration in the event of an allergic reaction
- If a child has an allergic reaction to food, a bee sting, plant etc. the Nursery Nurse or another first aid trained member of staff will act quickly and administer the appropriate treatment. Parents must be informed IMMEDIATELY and it must be recorded in the incident book
- If the allergic reaction is severe, the Nursery Manager will summon an ambulance immediately. We SHOULD NOT attempt to transport the sick/injured child in our own vehicles or public transport
- Whilst waiting for the ambulance, Nursery Manager to contact the parents and arrange to meet them at the hospital. Emergency contact to be used in case parents are not accessible

- A senior member of staff such as the Manger or Nurser must accompany the child and collect together registration forms, relevant medication sheets, medication and child's comforter
- Staff must remain calm at all times; children who witness an allergic reaction may well be affected by it and may need lots of cuddles and reassurance
- All allergic incidents to be recorded, shared and signed by parents at the earliest opportunity