

## Allergy Procedures

When a child attends Bell House Nursery with an allergy or intolerance to food, the following procedures will be followed;

- Parents will complete an 'Enrolment Form' detailing any medical and dietary requirements.
- If the child has an allergy then the parents will be asked to fill out a 'Details of Allergy Requirement' which informs us of the foods the child must avoid and the foods that they can eat. e.g. No concentrated egg, Can have cake.
- The Parents will also need to fill out an Allergy Form detailing what will happen if the child comes into contact with the allergen and what action we need to take.
- A member of management will fill out a risk assessment for each child's allergy.
- If the child requires medication, then a doctor's letter will be required about the allergy. The parents will also need to fill in a Long-Term Medication Form.
- An emergency contact form will be completed and attached to the Allergy Form
- These forms will be photocopied and added to the child's file as well as the 'Children's Allergies and Risk Assessment' file that are kept in each room and kitchen.
- Management will review every 6 months and the parents will be required to sign the updated sheet.
- Details of the allergies will also be included on the child's 'All About Me' form.
- Allergy lists are reviewed every six months but they are updated as and when needed. These are displayed in the kitchen and in the nursery play rooms for all staff to be aware of children's allergies
- The staff in the room complete kitchen forms each morning to let the chef know how many children are in that day; including specific children with dietary requirements, separating them into preference or allergy.
- Each child has a placemat which are colour coded; green for normal diet, yellow for preferences and intolerances and red for allergies. These placemats include a picture of the child, their name and a list of foods the child is not allowed to have
- The allergy meals are plated up separately on red plates and labelled with the child's name. This is then handed by the chef/kitchen helper to the child's room to the **Room Leader or 2<sup>nd</sup> in Charge** who will then be able to verify the meal is suitable and sign it over on the child's individual allergy signing sheet, which is kept in the child's individual file in the kitchen.
- All staff must wait for a member of management to be on the premises before serving breakfast
- Breakfast will be completed in the room with a member of management to witness and sign the child's allergy sheet.
- **Room Leader's or 2<sup>nd</sup> in Charge** will sit at the table with the child with allergies to ensure there's no cross-contamination during the meal time.
- We will ensure we have plenty of homemade allergy meals made up in the freezer labelled with the child's name for emergencies.
- Any child that has an allergy will have their meal plated up on a red plate regardless of whether the allergen is present in the food or not, labelled with the child's name on it.