



Allergies & Allergic Reactions Policy & Procedures

Last reviewed: 9 September 2025

Approved by: Nursery Management

Next review due: 8 September 2027

At Crossley Mill Nursery we are aware that children may have or develop an allergy resulting in an allergic reaction.

We aim to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction.

Our Procedures

- All staff 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 and/or tongue, swelling of the airways to the lungs, wheezing and anaphylaxis
- We ask parents to share all information about allergic reactions and allergies on their child's registration form and to inform staff of any allergies discovered after registration and whilst the child is at the setting
- We share all information with all staff and maintain a Child Allergy Register
- Where a child has a known allergy, Nursery Management will carry out an allergy risk assessment via completion of an Allergy Action Plan Form with the parent/carer prior to the child starting the nursery and/or following notification of a known allergy and this assessment is shared with all staff.
- The maintained visual Child Allergy Register is displayed in the Nursery Kitchen and in the relevant Nursery Rooms
- New, additional or amendments to a child's allergy / dietary requirements are communicated to Nursery staff promptly as follows:
 1. Parent/Carer informs a Nursery staff member of a change in allergies / dietary requirements
 2. The staff member receiving the information informs the Nursery Cooks, Nursery Management and all staff in the child's room immediately
 3. Nursery Management updates the Child Allergy Register and prints copies for the Nursery Kitchen and relevant Nursery Rooms (same day). Management ensure Nursery Cooks and Staff in relevant Rooms are aware of the changes.
 4. Nursery considers if a new Allergy Action Plan Form is required to be completed by the parents/carers
- 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, gluten
- The Nursery Manager, Nursery Cooks and parents 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
- Seating is monitored for children with allergies. Where deemed appropriate, staff will sit with children who have allergies and, where appropriate, staff will discuss food allergies with the children and the potential risks
- If a child has an allergic reaction to food, a bee or wasp sting, plant etc. a Paediatric First Aid trained member of staff will act quickly and administer the appropriate treatment, where necessary. We will inform parents and record the information in the incident book and on the Child Allergy Register

- If an allergic reaction requires specialist treatment, e.g. an EpiPen, then at least two members of staff working directly with the child and the Nursery Manager will receive specific medical training to be able to administer the treatment to each individual child.

Food Information Regulations (FIR) 2014

We incorporate additional procedures in line with the FIR, including displaying our weekly menus next to the Nursery kitchen and on our website identifying any of the 14 allergens that are used as ingredients in any of our dishes.

In the Event of a Serious Allergic Reaction and a Child Needing Transporting to Hospital

The Nursery Manager or staff member will:

- Call for an ambulance immediately if the allergic reaction is severe. Staff will not attempt to transport the sick child in their own vehicle
- Ensure someone contacts the parents whilst waiting for the ambulance and arrange to meet them at the hospital
- Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter
- Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
- Inform a member of the Management Team immediately
- Remain calm at all times and continue to comfort and reassure the child experiencing an allergic reaction. Children who witness the incident may also be well affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the incident
- Where a serious incident occurs and a child requires hospital treatment, Ofsted will be informed.