

Article 24 - Children have the right to the best health care possible, clean water to drink, healthy food and a clean and safe environment



## Largs Early Years Centre

### FOOD ALLERGY AND INTOLERANCES POLICY

#### Aim

Largs Early Years Centre staff are aware that children who attend may suffer from food allergies or food intolerances and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

The intent of this policy is to ensure a minimized risk environment to prevent a child suffering allergy-induced anaphylaxis, taking an allergic reaction or being unwell following eating foods they have an intolerance to.

As well as food allergies and intolerances there may be children who do not eat certain foods due to a lifestyle choice (e.g. vegetarians, vegans) or for religious reasons, or are neuro divergent and it is important that all staff are aware of this, respect this and put appropriate measures in place to prevent this from happening.

#### Procedures

- Largs Early Years Centre cannot offer a completely allergen free environment, however will put appropriate measures in place to minimise the risk of exposure to children who suffer allergies/intolerances and plan for effective response to possible medical emergencies.
- Largs Early Years Centre will obtain information from parents about any dietary requirements/allergies through enrolment form and through child's Pre Admission Visit. This is before the child begins attending.
- The catering staff on Largs Campus will provide Largs Early Years Centre's children with a two course hot meal each day. It is the responsibility of the head/depute of Largs Early Years Centre to ensure that it is communicated to the catering staff if a child has an allergy/intolerance. This is done formally through North Ayrshire Councils 'Dietary and Medical Needs Request form'. Staff will issue this to parents who will note the allergy/intolerance. When this is returned it will be sent to the head of catering staff at the campus and a copy will be stored in child's 7 part file. Largs Early Years Centre also send a table of children who stay are in for lunch/light tea each day who have an allergy/intolerance.
- The Depute Head of Centre will devise a Medical Action Plan for any child who has an allergy and requires medical action and/or the administration of medicine if they take a reaction. (e.g. piriton, epipen). This plan will include the child's name, DOB, photo, emergency contacts, and will state the condition/allergy they have, the symptoms to look out for and the action that should to minimise the risk environment and medical action to be taken if they have a reaction.
- This Medical Action plan will be created along with the parent, both the depute and parent will sign this to clarify all information is accurate, this will be shared with all staff and also displayed within the medical cupboard, and within a medical box along with documents 11.2 and 11.6 already completed by parents to give permission to administer

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medicine along with the correct amounts and procedure which should be taken. The medical box will have the child's name clearly labelled along with a photograph of the children. This measure ensures that staff can clearly identify the child with their medical action plan and medical box.

- The depute will review these medical action plans with parents every 3 months to ensure no medical information has changed.
- The keyworker will seek updated review of information via child's care plan each year at the commencement of each calendar year. This includes if child has a food allergy or intolerance. Furthermore staff inform parents that any medical changes throughout the year must be reported to the centre.
- Largs Early Years Centre also keep a record of all medication stored within the centre, when it was prescribed, when it goes out of date and where it will be found. Only medicine that is prescribed to a child (including a chemist label) will be administered by staff.
- There will be a display up in the lunch room with all children who have an allergy or food intolerance or follow a certain diet. This will include a photo of the child and clearly outline their allergy/intolerance/lifestyle choice. There will also be a display in the snack area with child's photo and their allergy/intolerance. Snack is mostly fruit, however at special parties and during baking activities there may be a wider variety of foods and ingredients on offer.
- Also in the lunch room a table of all the meals provided will be displayed, with all allergens within the different meals highlighted.
- The catering staff who bring the children's lunch and tea will clearly identify the foods that have been sent as a substitute for the children who have an intolerance or allergy. The containers will be labelled to identify the food which they contain e.g. gluten free, vegetarian option, lactose free. They will also attach a 'Allergens: Chef Recipe Cards' provided by Food Standards Agency. This includes the dish the child will receive as a substitute and will include the allergens it contains.
- All children's allergies and food intolerances will be shared with all staff, staff will sign document to say they understand and have been notified. This ensures that staff can manage this at lunch and tea times, along with the catering staff, to ensure no children are given foods they are allergic to or intolerant to.
- If a parent chooses to provide a lunch/tea for child, this will be stored in the fridge, staff will clearly label who this belongs to and note the date this was brought into the centre. They will be taken out their own lunch boxes and put in to sterile tubs, to prevent cross contamination.
- We have designated First Aiders within the centre, who have completed the relevant first aid training. Included within this training is anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency. As part of this training emergency medication use and storage has been covered e.g. Epipen. Emergency medication should be easily accessible, especially at times of high risk.
- When a child attends an excursion out with the centre, it is recorded in the excursions risk assessment that staff should take child's medical action plan and medication.
- The wearing of a medic-alert bracelet is allowed within Largs Early Years Centre

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- Within the playroom risk assessment it includes that precautions should be taken during activities involving food e.g. crafts using food packaging/ messy play using food to ensure child with allergy is not exposed to risk e.g. peanut chocolate wrappers, egg cartons.
- Staff support age appropriate education of the children with severe food allergies. Developing their understanding of how to keep themselves safe from foods there are allergic/or have an intolerance to.
- All staff are to promote hand washing before and after eating.
- All tables are cleaned with an approved solution.
- Children are not permitted to share food.

### **The underlying principles of this policy include:**

- The establishment of effective risk management practices to minimise the pupils, staff and students exposure to known trigger foods.
- Staff understanding and knowledge of how to make the appropriate measures and follow procedures to ensure child is safe from exposure to known trigger foods.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

**This policy applies to all members of Largs Early Years Centre including: Pupils, Staff and Students**

### **PARENT'S ROLE**

- Parents are responsible for providing, in writing via action plan and enrolment information, ongoing accurate and current medical information to the school.
- Parents to contact medical professional e.g. GP to complete a Dietary and Medical Needs form confirming and detailing the nature of the allergy.
- Provide information of the allergen (the substance the child is allergic to) and the nature of the allergic reaction (from rash, breathing problems to anaphylactic shock) and previous medical information.
- If a child has an allergy requiring medicine, or the risk assessment deems it necessary, a "medical action plan" must be completed and signed by the parents. In the case of life saving medication like Epi-pens the child will not be allowed to attend without it.
- Parents are also required to provide up to date emergency contact information.

### **EMERGENCY ACTION**

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

- We will delegate someone to contact the child's Parents.
- If a child becomes distressed or symptoms become more serious telephone 999
- Keep calm, make the child feel comfortable and give the child space.
- If medication is available, it will be administered as per training and in conjunction with the "Medication Policy" and child's 'Medical Action Plan'
- If Parents have not arrived by the time ambulance arrives, a member of Staff will accompany the child to hospital.

It's important that staff have a good understanding of allergy management and special dietary requirements, so that children's choices, beliefs and safety are respected and protected.

It's essential that staff know the warning signs to look out for, for example: difficulty breathing, swollen lips or mouth, or collapsing. If practitioners notice any of the above they should call 999 immediately and explain that the child may be having a serious allergic reaction or anaphylaxis.

For more information on signs and symptoms of food allergies, visit [NHS](#) or [Allergy UK](#).

Appendix A - Medical Definitions

Appendix B - Individual Food Intolerance Form

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Appendix A

## DEFINITIONS

**Allergy** - A condition in which the body has an exaggerated response to a substance (eg. 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.

**Minimized Risk Environment**- An environment where risk management practices (eg. Risk assessment forms) have minimised the risk of (allergen) exposure.

**Medical Action Plan**- A detailed document outlining an individual child's allergy/medical condition, symptoms to look out for, triggers, and action to be taken if require medication or first aid.

**Care Plan** - A detailed document which contains all relevant information on a child, and outlines and medical conditions or food allergies/intolerances

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Appendix B