



Allergy Management Policy

At Teddy Bears Childcare, we are committed to creating a safe environment for the children in our care. We are aware that children and staff may have or develop an allergy, and we ensure that possible allergic reactions are minimized or, where possible, prevented. We cannot guarantee a completely allergen-free environment, but we make every effort to minimize the risk of exposure and plan for an effective response to an allergic reaction or possible emergency.

We have worked in partnership with parents, carers and staff to develop this policy and adopt the following best practice to keep children and staff healthy and safe in our nursery.

- We ask parents to share any relevant information about allergies and intolerances on their child's registration form and to inform staff of any allergies discovered after registration.
- Staff are also required to share all information about their own allergic reactions and allergies.
- All relevant allergy information is recorded and shared with staff. We keep an allergy register in the kitchen and the room in which the child is based.
- Our staff are trained to recognise the signs and symptoms of a possible allergic reaction, know how to administer treatment and what to do in an emergency.
- Where a child has a known allergy, we work in partnership with parents, carers and healthcare professionals to write an [allergy management plan](#) for each individual.
- We ensure cross-contamination is avoided by maintaining good food hygiene standards at all times and ensure there is clear separation and labelling of ingredients.
- Our nursery is a nut-free environment, and we ask parents to support this commitment by not sending in any food or snacks that may contain nuts.
- Food sharing between children is not permitted.
- If necessary, we will create a separate menu for children with severe food allergies and will plan for seating arrangements during mealtimes.
- We ensure all staff and children maintain [effective handwashing](#).
- Staff are made aware of all prescribed medication, and it is stored safely while being easily accessible. EpiPens are stored with the child's name and photograph on it along with a copy of their individual allergy management plan.

- We require written consent from parents or carers before staff can administer medication.
- Staff are trained in administering adrenaline auto-injectors, such as EpiPens.
- Parents are responsible for replacing out-of-date medication.
- If a child has a mild allergic reaction to food, a bee or wasp sting, etc., a trained member of staff will act quickly to administer the appropriate treatment, where necessary. We will inform parents and record the information in the incident book and on the allergy register.
- If a child has a severe allergic reaction, a trained member of staff will administer the relevant specialist treatment, such as an EpiPen, and call for an ambulance immediately. While waiting for the ambulance, we will contact the parents and arrange to meet them at the hospital.
- We comply with the Food Information Regulations and check all recipes and labelling for allergens when preparing meals and snacks. We display our weekly menus on our website as well as the parent information board and identify when the 14 allergens are used as ingredients in any of our dishes.
- We ensure children are not excluded from activities or trips due to an allergy. Where children with known allergies are participating in outings, the risk assessment must include this information. We take extra care with the ingredients and materials we use when cooking, baking and doing craft activities to ensure all children can participate.

This policy will be reviewed and updated annually.

This policy was adopted by	Teddy Bears Childcare
Policy Created	31/05/2024
Last Reviewed	31/05/2024
Name and role of signatory	Melissa Simpson (Manager)