



## **NORTH STAR NURSERY AND HOLIDAY CLUB ALLERGY INCLUSION POLICY**

“Early years settings and their caterers should work closely with families to support children with allergies or intolerances.” (Public Health England *Example Menus for Early Years Settings Part 1: Guidance November 2017*)

This policy sets out how North Star Nursery will meet the needs of any child with an allergy or special dietary requirement. We aim for all children with allergies to take a full and active part in nursery life by the careful monitoring of materials and substances used in play and by making necessary adjustments to activities. (*paraphrased from Under Five March 2004*)

### **1. How do we at North Star Nursery and Holiday Club support the inclusion of children with allergies?**

We follow the steps outlined to ensure the protection of children in our care:

- Seek information from parents about any known allergies before the child starts.
- Clarify what the allergy is, what this means for the child, what are the signs of a reaction, what procedures the setting needs to follow if an allergic reaction occurs, what steps need to be taken to avoid contact with identified causes of an allergic reaction.
- Build up effective communication with parents and carers for discussions of all issues.
- Seek more information from reputable sources and other childcare settings on inclusion strategies.
- Record accurate information about child's allergy and inform all Nursery Practitioners
- Check all foods, materials and products for substances known to cause a reaction (if in doubt contact parents utilising contact numbers as provided or supply a different activity to match the learning intention that is known to be safe.)
- Substitute where possible known allergy triggers e.g. fibre flour to replace grain flour in playdough.
- Regular updates and training for all practitioners, in particular Key Person, Room Leaders, Senco and Nursery Cook.
- Respect the dignity of the child, the confidentiality of the information and the diversity of their needs.
- Have in place verbal and written procedures for practitioners and volunteers to follow.

Much of this is already included throughout North Star Nursery policies and procedures but this Allergy Inclusion Policy draws together those elements into a specific document.

### **2. Personalised Care**

North Star Nursery will create a warm, loving atmosphere for all of the children in our care.

The highest priority will be given to providing a caring environment, which recognises and fulfils the needs of each child as an individual.

Individual diets will be catered for.

### **3. Food Policy**

Staff are very aware of the importance of respecting individual requirements without making children feel awkward or embarrassed; where children have to be given something different it is done without fuss, but our preference is all children to eat the same food as far as possible.

Individual requests are listed within each child's development folder, on dietary information boards within the rooms for all practitioners and students to view and on the kitchen board for the cook to access daily.

Special diets are respected and catered for, in consultation with parents.

The nursery cook will meet with parents to discuss in detail alternatives and, if a child is able to be introduced to a food product at what pace and quantity.

**ALLERGENS - ALL DISHES MAY CONTAIN ALLERGENS.** North Star Nursery operates a Food Safety Management System and all our dishes are subject to a Risk Assessment whereby all ingredients are listed and any allergens identified. These are available to view in the children's rooms.

Should parents or carers wish to bring in cakes or other treats to celebrate a child's birthday or other special occasion, we ask that any homemade birthday cakes, biscuits, etc. are brought into nursery in a sealed container with a list of ingredients and the date they were made, and shop-bought cakes in their original unopened box. This follows advice from Environmental Health with regard to allergens.

### **4. Educational Programme**

Social development of the children is supported by encouraging them to be sensitive to the feelings, interests, needs and backgrounds of others.

By our respect for their individuality we encourage their independence, and by listening to them with kindness we help them to value themselves.

### **5. Consent Forms**

We ask parents and carers to advise us of any known or suspected allergies or intolerances at the time of their child's registration with the nursery on the consent forms. It is the responsibility of parents and carers to advise the nursery and keep us updated of any allergies or intolerances their child may have or are suspected of having. We may ask to see any medical documentation in order that we can best support your child. Parents and carers may be asked to attend a care plan review to ensure the safe management of their child's allergies or intolerances whilst in our care.

### **6. Equality and Diversity Policy**

At North Star Nursery we aim to welcome all children and adults within the community into our setting without discriminating against sex, race, religion, culture, language, disability and individual need.

We will work in partnership with parents, carers, the local community, and professionals from Education, Health and Social Services in order to promote equality of opportunity.

North Star Nursery is supported by the Health Visitor Locality Team where support and information can be sought for general health issues and to access staff training and guidance for those children with dietary or health issues with parental permission in order to ensure correct practice.

## **7. Communication Policy**

It is a parent's or carer's right

- to acquire information about the care environment.
- to express their views on the care environment.
- to alter the care environment of their child.
- to contribute to their child's care environment.

North Star Nursery aims to create a group in which:-

- everyone feels they have a part to play.
- their views and opinions are considered and accepted or rejected courteously and thoughtfully.
- their values, language and culture are respected and welcomed.

Parents and practitioners must be encouraged to share as much information as possible with each other.

Practitioners must pass on verbal messages from parents and carers to those in immediate care of the child.

Parents and practitioners will discuss changes to diets and activities to support the inclusion of the child with an allergy.

## **8. Behaviour Management Policy**

Adults will be aware that some kinds of behaviour may arise from a child's special needs. North Star Nursery will endeavour to seek support and guidance for any child, their family, the practitioners and peers to ensure quality of care.

Such triggers of unacceptable behaviour may be due to an allergy such as to food colourings. Where necessary, practitioners will work with parents to try and identify or confirm the possibility of an allergic reaction.

## **9. Special Educational Needs Policy**

North Star Nursery aim to provide a broad and balanced curriculum that is accessible to all children and recognises individual need.

We will liaise with and work alongside outside agencies and key professionals as necessary.

We recognise and value the needs of all children and are therefore keen to ensure that all individuals have the opportunity to become an integral part of North Star Nursery life. All children are admitted following full consultation with parents/carers and any outside agencies that may be involved. In this way we aim to consider both staffing levels and the physical environment to ensure that we are able to support the child to the best of our ability.

## **10. Complaints Procedure**

On a day to day basis parents should bring complaints to the attention of the key person. If this were then not satisfactory it would be dealt with by the unit leader or line manager. The Manager may become involved if necessary but is always informed.

## **11. Individual Care Plans**

Practitioners will be made aware, via the child's key person or Nursery Manager of "*appropriate care of a reaction.*"

In consultation with parents and other professionals, it may be necessary to set up an individual care plan for the child depending on the severity of the allergy, the frequency of possible contact and the actions needed to alleviate the symptoms of allergic reaction. In the case of severe allergies where medication may need to be administered (e.g. epipen), a letter from the child's GP or hospital consultant confirming the identified allergens must be provided to the Nursery, in line with our insurance requirements, so that an individual care plan can be drawn up in consultation with parents and other professionals. This would include known triggers (foods, materials and substances) and how to avoid them, the severity of a reaction, how the reaction is triggered e.g. ingestion, skin contact, inhalation, how to administer appropriate medication or first aid and which practitioners are appropriately trained to do so. This will be paramount in the early months and possibly years as parents don't know what all the triggers are.

Changes may then be accommodated, such as which substitutes can safely be utilised with all children and how to alter the room planning or layout to accommodate this.

This will be reviewed regularly, initially frequently, and prior to the child moving rooms.

## **12. Insurance and Training**

**Our insurance terms state:**

*"For oral medication:*

- a) It is prescribed by the child's GP and has the manufacturers' instructions clearly written on it.*
- b) AND the group has the parent's/guardian's written consent and clear instructions on how to administer such medication.*

*ASTHMA inhalers and nebulisers are treated as "oral medication" for the purpose of this insurance.*

*For life saving medication (e.g. adrenaline injections/epipens for anaphylactic shock caused by reaction to substances such as nuts) to extend your group's cover you will need to send copies of the following to the Insurers,*

- a) A letter from the child's GP/Consultant stating the child's condition and the treatment required.*
- b) Parents'/guardians' written consent to allow staff to administer medication.*
- c) Proof of practitioners training in administration of such medication by a qualified nurse or GP."*

We will ensure that, where possible, all practitioners will attend the relevant training so that at any given time there will be staff qualified to support the child's medical needs. Parents will be invited to attend, where possible, the training. This will enable them to pass on first hand experience of any known triggers, symptoms and care required. Parents will also be fully aware of the training and knowledge that the practitioners have access to and the practitioners are able to learn from the primary carer, being mutually beneficial.

We will ensure that all key persons are aware of the "*appropriate care of a reaction.*" Annual refresher training will be provided and information cascaded to the rest of the nursery team.

