



Policy Document

Policy Area:	Allergy and Allergic Reactions Policy		
Date:	February 2016		
Review:	August 2017	Reviewed by: Esma Izzidien	
Next Review:	August 2018		

At Cardiff Montessori we are aware that children can have allergies which may cause allergic reactions. We will follow this policy to ensure allergic reactions are minimised or, where possible, prevented and staff are fully aware of how to support a child who may be having an allergic reaction.

- Staff will be 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 or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis
- Information will be passed on by parents from the registration form regarding allergic reactions and allergies and must be shared with all staff in the nursery / primary.
- An allergy register will be kept in the Management office and a summary sheet in each of the snack and lunch areas. As well as in the fire evacuation bag and trips bag.
- **Lead teachers must carry out a full Allergy Risk Assessment Procedure with the parent prior to the child starting the in the nursery or school.** The information must then be shared with all staff
- All food prepared for a child with a specific allergy will be 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
- The Director and lead teacher and parents will work together to ensure a child with specific food allergies receives no food at nursery / school that may harm them. This may include designing an appropriate menu or substituting specific meals on the current snack menu
- Seating will be monitored for children with allergies. Where deemed appropriate staff will sit with children who have allergies and where age/stage appropriate staff will discuss food allergies and the potential risks
- If a child has an allergic reaction to food, a bee or wasp sting, plant etc. a first aid trained member of staff will act quickly and administer the appropriate treatment, if appropriate. Parents must be informed and it must be recorded in the incident book
- If this treatment requires specialist treatment, e.g. an EpiPen, then at least two members of staff working directly with the child and will receive specific medical training to be able to administer the treatment to each individual child
- If the allergic reaction is severe a member of staff will summon an ambulance immediately. We WILL NOT attempt to transport the sick/injured child in our own vehicles
- Whilst waiting for the ambulance, we will contact the parent/carer and arrange to meet them at the hospital



- The most appropriate member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's comforter
- Staff must remain calm at all times; children who witness an allergic reaction may well be affected by it and may need lots of cuddles and reassurance
- All incidents will be recorded, shared and signed by parents at the earliest opportunity
- Staff may also require support following the accident.

Staff should refer to the internal operational procedure: "Meal and Snack times" for operational details that aim to reduce risks from allergy.