



Allergies Policy and Procedures

Introduction

Allergies can cause life threatening conditions and is thought to affect approximately 8% of children.

It is generally accepted that children under the age of six do not have the skills and ability to recognise and manage their own allergies effectively.

With this in mind, the management recognises the need to educate the staff and parents/carers about allergies and to promote responsible allergy management strategies.

Aims of the Policy

Fizzy Fish considers the welfare, safety and protection of all children as of paramount importance, therefore we will:

- Ensure all children, with known allergies, receive the appropriate treatment as required.
- Respond to the needs of children who have not been diagnosed with allergies and who have an allergic attack whilst in the setting.
- Raise awareness about allergies among the management, staff, parents/carers of children attending the setting.
- Provide a safe and healthy environment for all children enrolled at the setting.
- Provide an environment in which all children with allergies can participate to realise their full potential.
- Provide a clear set of guidelines and expectations to be followed with the regard to the management of allergies.

Procedures for the Management of Allergies

We will:

- Where appropriate, provide Allergy treatment training for staff.
- Where appropriate, hold Allergy management information meetings with the parents/carers of children with known allergies. This meeting will be held on starting at the setting, on a change of symptoms, on allergies being newly diagnosed and at the beginning of each year to review the *Allergy Action Plan*. The *Allergy Card* will be completed at this meeting. The Medication section of the form need only be completed if medication is to be left at the setting.



- Encourage open and honest communication between parents/carers and staff regarding the up to date status and impact of a child's allergies.
- Provide families whose child has known allergies, an appropriate *Allergy Plan* to complete. This will be stored in the child's personal file and a copy will be kept with the child's medication.
- Store all the children's allergy medication and paperwork in a secure and accessible location out of the reach of children.
- Ensure that a child's allergy medication is taken on any outings they may participate in.
- Identify, record and minimise known allergy triggers for known children. The trigger information will be recorded on the *Known Allergies and Prohibited Foods* form.
- Promptly communicate any concerns to parents/carers if it is considered that a child's allergies is limiting their ability to participate fully in the all activities.
- Record all allergy medication administered on a *Permission to Administer Medicine or Treatment over Extended Period* form.
- Refuse a child entry to the setting if allergy medication has not been provided for those children with known allergies or who have had a recent allergy attack. If prescribed, named *Antihistamine* and two *Adrenalin* pens must be available for each identified child at the beginning of each session.

Parents/carers must:

- Inform staff, either on enrolment or on initial diagnosis, that their child has a history of allergic reactions.
- Provide all relevant information regarding the child's allergies via the appropriate *Allergy Plan*.
- Review and update the *Allergy Plan* throughout the year as required and at the beginning of each year. A new form should be completed if a change is needed and identified with the Issue number and date, ie Issue n/month year. Old forms will be stored in the child's personal file.

Plan of Action for a Child with known Allergies

The staff, together with the parents/carers of a child, will discuss and agree on a plan of action for the emergency treatment of an allergy attack. The information will be recoded on the *Allergy Plan* and will be stored in the child's personally file and with the medication.



The parent will ensure that named *Antihistamine* and two *Adrenalin* pens are always in the setting at the beginning of each session if their child has been prescribed with medication.

If appropriate, staff will be trained in the procedure for administering the medication.

Action to be taken if a Child Collapses or has Difficulty in Breathing with a Suspected Allergy Attack

Children with known allergies

Staff will follow the agreed *Allergy Plan*. If this is NOT available, the following steps will be taken for mild to moderate allergic reaction (swollen lips, face or eyes, itchy or tingling mouth, hives or itchy skin rash, abdominal pain or vomiting or sudden change in behavior):

1. Stay with the child and remain calm to reassure them.
2. Call for help in locating the allergy medication.
3. Give Antihistamine if this has been prescribed for the child.
4. Phone the parent and an ambulance if needed. A location and symptoms will be required when phoning for an ambulance.

Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction)

ALWAYS consider anaphylaxis in someone with known food allergy who has
SUDDEN BREATHING DIFFICULTIES

Airway: Persistent cough, hoarse voice, difficulty swallowing, swollen tongue

Breathing: Difficult or noisy breathing, wheeze or persistent cough

Consciousness: Persistent dizziness/pale or floppy, suddenly sleepy, collapse, unconscious

If **ANY ONE** (or more) of the above are present:

1. Lie the child flat or in a sitting position if breathing is difficult.
2. Use the Adrenaline auto injector **without delay**.
3. Call 999 and tell them the children is ANAPHYLAXIC.
4. Stay with the child, keeping them lying down or in the sitting position until the ambulance arrives.
5. Commence CPR if there are no signs of life.
6. Phone the parent again if they haven't arrived.



7. If no improvement after 5 minutes, administer the second Adrenaline auto injector.

Children without known allergies

1. Stay with the child and remain calm to reassure them.
2. Phone the parent and an ambulance if needed. A location and symptoms will be required when phoning for an ambulance.

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ALWAYS consider anaphylaxis in someone with known food allergy who has
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Airway: Persistent cough, hoarse voice, difficulty swallowing, swollen tongue

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If **ANY ONE** (or more) of the above are present:

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2. Call 999 and tell them the children is ANAPHYLAXIC.
3. Stay with the child, keeping them lying down or in the sitting position until the ambulance arrives.
4. Commence CPR if there are no signs of life.
5. Phone the parent again if they haven't arrived.

Associated forms:

Allergy Action Plan - Emerade

Allergy Action Plan - Epipen

Allergy Action Plan - Jext

Generic Allergy Action Plan

Permission to Administer Medicine or Treatment over Extended Period

Known Allergies and Prohibited Foods

Allergy Card