



Maeda Gakuen

Awareness & Control of Allergies & Intolerances

Policy statement

We take allergies very seriously and gather details from carers/parents about a child's allergy as soon as they start at Maeda Gakuen Yochien. We then take a number of measures to prevent the child coming in to contact with the allergen and ensure all staff are aware of this. If the child does have an allergic reaction, our procedures also cover what should be done and the steps that must be taken.

Procedures

- When a child starts at the nursery, the parent/carer must complete an 'allergy form' stating exactly what the child is allergic to, what the reaction would be and the necessary treatment. This form is contained in the child's contract and information is also displayed in their room for staff reference.
 - Maeda Gakuen Yochien provides specific labelled lunch boxes
 - A regular member of staff sits near children with allergies to supervise the meal. All members of staff will be trained in our allergy policy when they start and made aware of the children's needs.
 - When a child moves to a different classroom, all staff in the new classroom are made aware of the child's specific allergies.
 - An allergy list is displayed in each room for staff to refer to.
 - Food for children with allergies is prepared separately from other foods by our food suppliers.
 - Maeda Gakuen Yochien is a nut free environment and parents are asked to follow these guidelines when bringing in food.
 - In case a child eats food he/she is allergic to, then the steps laid out in that child's allergy form must be followed immediately.
 - Parents are contacted if a child is suspected of eating something they may be allergic to, even if there is no obvious reaction. Staff should inform a member of management immediately.
 - If medication is administered, e.g. Antihistamines, our normal procedures for completing forms should be followed.
 - All changes relating to a child's allergies should be made in writing from the parent or carer.
 - Ofsted have specifically asked that children with allergies are not sitting at a separate table as they feel that this would be in breach of our inclusion and equality policy. To that end, the member of staff supervising the table the child sits at will pay close attention to a child or children with allergies.
 - Red chair covers are used to further indicate where a child with an allergy is sat. A member of staff is assigned to each table to ensure that children do not move around unnecessarily during meal times (i.e. switching seats).
- Awareness & Control of Allergies & Intolerances
- Any medication that forms part of a health care plan (i.e. antihistamines or Epi-pens) are stored in the medicine cabinet of the appropriate room.

This policy was revised in August 2017 by Nikita Phadnavis (Manager) of Maeda Gakuen Yochien.