



Food Allergy and

Intolerance policy

This policy represents the agreed principles for Food allergy and Intolerance throughout the Nursery. All Nursery staff, representing Jack in the Box, have agreed this policy.

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Jack in the Box, the professionals this information may be shared with and the retention periods this data is held for alongside our nursery meals, food, drink and nutrition policy and our Health safety and welfare policy.

Statement of Intent:

This policy represents a whole nursery approach to the health, care and management to all members of the nursery community suffering from specific allergies.

Some children or staff who attend may suffer from food, bee/wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

At Jack in the box nursery, we are aware that children may have or develop an allergy resulting in an allergic reaction. Our aims are to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child who may be having an allergic reaction. Our position is not to guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

The Statutory Framework states that the provider must obtain information about any dietary requirements/allergy. As such parents/carers are asked to provide details of allergies in the child's Registration Form, which is submitted before starting nursery. If any staff member has any allergies, they must inform the manager and complete a care plan with the actions that need to be taken if needed.

AIM:

The intent of this policy is to minimize the risk of any child/ staff member suffering allergy-induced anaphylaxis whilst at nursery.

An allergic reaction to nuts is the most common high-risk allergy, and as such demands more rigorous controls throughout the policy.

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise the children, staff, parent/carers and visitors' exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the nursery community:

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- Staff
- Parents / Carers
- Volunteers
- Students
- Visitors

DEFINITIONS

Allergy – A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

Allergen – A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

Anaphylaxis – Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

EpiPen – Brand name for syringe style device containing the drug Adrenalin, - which is ready for immediate inter-muscular administration.

Minimized Risk Environment– An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.

Care Plan– A detailed document outlining an individual child's condition treatment, and action plan for location of EpiPen or other medications which may be administered.

PROCEDURES AND RESPONSIBILITIES FOR ALLERGY MANAGEMENT

General

- Our staff are 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.
- We ask parents/carers to share all information about allergic reactions and allergies on the child's registration form and to inform staff of any allergies discovered after registration.
- We work with parents/carers and staff in establishing individual Care Plans.
- We ensure all information is effectively communicated to all relevant staff regarding a child's/staff members care plan.
- 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, where necessary. We will inform parents/carers and record the information on an incident sheet/ Medicine form. Staff training on anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency. (see health and safety policy)
- If an allergic reaction requires specialist treatment, e.g. an EpiPen, staff will receive specific medical training to be able to administer the treatment to each individual child.
- 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.
- Ensure sufficient staff have a valid paediatric first aid certificate and are present in the room whilst children are eating, children must always be in sight and hearing to minimise the risk of choking and any allergic reaction. If a child chokes at the nursery a Paediatric First Aider will encourage the child to cough, if this does not clear the obstruction then physical intervention may be needed such as back blows or abdominal thrusts, if the obstruction is not clearing a member of

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staff will call the emergency services while the first aid continues. Following any incident of physical intervention the Choking and Physical Intervention log will be completed, and staff must inform parents after the incident or during if the emergency services have been called.

- Staff need to ensure they know the stage a child is at in their weaning process and not make assumptions due to their age and food that they may not have had before.
- Staff must ensure the food being provided meets all the requirements for each child and prepared in a way to prevent choking and cross contamination.

MEDICAL INFORMATION

- The nursery will seek updated information via medical forms at the commencement of each term.
- Furthermore, any change in a child's/staff member medical condition during their time with Jack in the Box must be reported to the nursery.
- For students with an allergic condition, the nursery requires parents/carers to provide written advice from a doctor (GP), or medical professional, which explains the condition, defines the allergy triggers and any required medication.
- The Nursery Manager will ensure that a Care Plan is established and updated for each child/ staff member with a known allergy.
- All practitioners are required to review and familiarise themselves with the medical information.
- We share all information with all staff and keep a recent photograph of any child/ staff member with allergies in the kitchen area with the allergy stated and a brief overview of the process to follow.
- Where children/staff with known allergies are participating in nursery excursions, the risk assessments must include this information.
- The wearing of a medic-alert bracelet is allowed by the nursery.

MEDICAL INFORMATION (EPIPENS)

Where EpiPens (Adrenalin) are required in the Care Plan:

- Parents/carers are responsible for the provision and timely replacement of the EpiPens. Your child will not be allowed admission into the nursery on any given day if their EpiPen is not at the setting or is out of date.
- The EpiPens are located securely in a relevant location approved by the nursery manager (secure kitchen cupboard up high).
- Staff members who require an EpiPen are responsible for the provision and timely replacement of their EpiPens and admission into the nursery will not be allowed if the staff member has forgotten their EpiPen or it is out of date.

ADMINISTERING MEDICINES IN AN EMERGENCY

Jack in the box will only administer medication that has been prescribed by a medical professional such as a doctor, dentist, nurse, pharmacist or ophthalmologist and a medicine permission form is fully completed by the child's parent/ carer. If a child falls ill within the setting or has an allergic reaction from an unknown allergy and parents and carers are some significant time away, then

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with parental/ carer consent managers or level 3 trained staff with paediatric first aid training can administer paracetamol (never Ibuprofen) and antihistamine in an emergency.

EMERGENCY MEDICATION PROTOCOL IF A CHILD FALLS ILL/HAS AN ALLERGIC REACTION AT NURSERY.

Protocol

1. Call parent/carer and explain the situation, e.g. their child has a significantly high temperature or is having an allergic reaction from an unknown allergy.
2. Ask if any medication has been administered already that day and at what time/ what the medication was.
3. Inform the parent/ carer that a photo will be sent and consent is needed before we can administer the medication.
4. Send a photo of the medication you are going to administer (ingredients label and dosage label).
5. Await a written text message with permission from parents/ carers before administration.

Text Protocol

1. Send a photo, including dosage, name and ingredients of the medication you are about to prescribe to check if there are any known allergies to the medication/ or if they have had this medication before.
2. Detail the amount to be given e.g. "I will give your child 7.5ml", ensure the correct dosage is given for the child's age.
3. Ask parents/ carers "Has your child had any medicine today"? If yes, what did they have and at what time.
4. Please reply to give me consent to administer the medication.
5. Once consent is given through a text message, prescribing the amount and above questions answered the manager or level 3 Paediatric First Aider can administer the medicine.

PARENT'S/ CARERS ROLE

Parents/carers are responsible for providing, in writing, ongoing accurate and current medical information to the nursery.

Parents/carers must provide a letter confirming and detailing the nature of the allergy, including:

The allergen (the substance the child is allergic to)

The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)

What to do in case of allergic reaction, including any medication to be used and how it is to be used.

Control measures – such as how the child can be prevented from getting into contact with the allergen.

If a child has an allergy requiring an EpiPen, or the risk assessment deems it necessary, a "care plan" must be completed and signed by the parents/carers.

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It is the responsibility of the Parent/carer to provide the nursery with up to date medication/ equipment clearly labelled in a suitable container with their child's photograph on.

In the case of life saving medication like Epi-pens the child will not be allowed to attend without it.

Parents/carers are also required to provide up to date emergency contact information.

Snacks and lunches brought into nursery are provided by each child 's Parent/carer and must be nut free.

It is their responsibility to ensure that the contents are safe for the child to consume.

Parents/carers should liaise with Staff about appropriateness of snacks and any food-related activities (e.g. cooking)

STAFF'S ROLE

Staff are responsible for familiarising themselves with this policy and to adhere to health & safety regulations regarding food and drink.

If a child's Registration Form states that they have a known allergy, then a "care plan" is needed. It must be in place before the child starts attending sessions. The manager will carry out a full risk assessment through the child's (care plan) with the child's parent/carer and any actions identified must be put in place. The Assessment should be stored with the child's care plan.

Upon determining that a child attending nursery has a severe allergy, a team meeting will be set up as soon as possible where all Staff concerned attend to update knowledge and awareness of the child's needs.

All Staff who come into contact with the child will be made aware of what treatment/ medication is required by the nursery Manager and where any medication is stored.

All staff are to promote hand washing before and after eating.

Snack times are monitored by Staff and are peanut/ nut free and any other allergens depending on the children attending. All staff should know the procedures at snack and lunch time to ensure the safety of children/ staff with allergies.

All food prepared for a child with a specific allergy is 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. The child may have personalised cutlery, bowls and plates to prevent cross contamination.

However, Staff cannot guarantee that foods will not contain traces of nuts from the manufacturing process.

All tables are cleaned with an approved disinfectant solution.

Children are not permitted to share food at any time.

As part of the Staff first aid course, EpiPen use, and storage has been discussed. If further training is required Managers must make sure this has been completed before the child/staff member starts.

We may ask the Parent/carers for a list of food products and food derivatives the child must not come into contact with.

Emergency medication should be easily accessible, especially at times of high risk.

Staff should liaise with Parents/carers about snacks and any food-related activities.

ACTIONS/ TRANSPORTING CHILDREN TO HOSPITAL PROCEDURES

In the event of a child suffering an allergic reaction staff must:

Keep calm, make the child feel comfortable and give the child space around them.

Call for an ambulance immediately if the allergic reaction is severe and the child is becoming distressed. DO NOT attempt to transport the sick child in your own vehicle.

Whilst waiting for the ambulance, contact the parent(s)/carers. If parents/carers have not arrived by the time the ambulance arrives arrange to meet them at the hospital if they are a distance away.

Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child's comforter.

Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together

Inform Zoe or Jenny once it is safe to do so

Always remain calm. Children who witness an incident may well be affected by it and may need support and reassurance. Staff may also require additional support following the accident.

If medication is available, it will be administered as per training and in conjunction with the child's/ staff members "Care Plan".

ROLE OF OTHER PARENTS/ CARERS

Snacks and lunches brought to the nursery by other Parents/carers should be peanut and nut free. The nursery will ensure that parents/carers are regularly reminded and will monitor the contents of lunchboxes and snack.

This policy was adopted by the managers and staff in September 2025

Signed on behalf of Jack in the Box Manager.....

Staff signatures: