

Dietary Requirements Policy

Policy statement

We are committed to providing a safe and inclusive environment for all children in our care. We recognise the importance of understanding and effectively managing dietary requirements such as allergies and preferences to ensure the well-being and safety of every child. We do this through identifying allergies and food preferences and preventing contact with the allergenic substances or food. We have robust procedures in place for dealing with a severe allergic reaction in children and adults (see below).

We use the term **allergy** and **preference** to differentiate between children's dietary requirements.

Where a child has an adverse reaction because of coming into contact or digesting an allergen we use the term **allergy**. This includes children who have intolerances to food that cause symptoms such as an eczema flare up or vomiting and diarrhoea. The nursery manager should complete the care plan with the parents of the child to ensure there is complete understanding of the allergy/intolerance and the potential risks.

Children with an allergy have their food served in a red bowl/plate, with a red placemat.

When using the term **preference**, we are referring to children who are vegetarian, vegan, pescatarian, or have religious food preferences e.g. no beef or pork. This also includes, where families have requested that the child have a reduced sugar diet, so would be offered yoghurt or fruit for pudding in replace of a dessert such as apple crumble.

Children who have a food preference have their food served in a yellow bowl/plate, with a yellow placemat. A care plan is not required.

Children who do not have any dietary requirements who can eat everything have their food served in a green bowl/plate with a green placemat.

The red, yellow and green traffic light system enables staff to quickly identify children who might have an adverse reaction and ensure that the children receive the correct food.

Procedures for children with allergies

When a child is registered at the nursery and before the child attends the parents are asked if their child suffers from any known allergies. This is recorded on eyMan, our Nursery Management software and the child's settling in paperwork.

If a child has an allergy, a **Care Plan for Children with Allergies (Appendix 1)** is completed prior to the child starting to attend the nursery. The Care Plan details the following information:

- The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc).
- The nature of the allergic reactions e.g. anaphylactic shock, rash, reddening of skin, swelling, breathing problems etc.

- What to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen).
- Control measures – such as how the child can be prevented from contact with the allergen.

The Care Plan is kept in the child's personal file and a copy is kept in the child's room in the care plan folder, where staff can see it whilst maintaining the child's privacy / confidentiality. The Care Plan must be typed up and signed by the Manager to ensure that the information legible and easy to understand before being given back to the parent to sign. This should then be re-printed and re-signed each term to check for any updates.

Any changes in a child's dietary requirements must be made in writing, by the parent.

A **Medicine Form** should be completed to ensure that the nursery has written consent from the parent or guardian allowing staff to administer medication in an emergency.

A **Risk Assessment** should be completed for anyone who has an epi pen, to identify potential risks and control measures to minimise the chance of an allergic reaction.

If the allergen is to a food product, which will cause a deterioration to the child's health e.g. anaphylaxis, upset stomach, rash or hives, then the following **MUST** be followed.

Details of the child's allergen or preference must be detailed on EYMan.

The child's name and dietary requirements should be added to the **Dietary Requirements Kitchen Checklist (Appendix 2)** by the Key Person or Room Leader.

All of these documents must be in place before the child starts at nursery.

A **Placemat** is made for all children with their name and a photograph. Children with an allergy are identified on the placemat with a red box highlighting the foods they are allergic to.

All food must be prepared separately avoiding the allergy ingredients and then packed separately with a fully completed red sticker label. (**Appendix 3**)

The kitchen procedure

- 1) A meal is prepared for the child with the allergy from the suggested list of menu substitutes (this is still work in progress)
- 2) The meal is packed into a suitable container for transport to the nursery and is labelled with the approved label detailing the branch name, child's name and known allergens. The container also has a red sticker clearly on display at the top of the container.
- 3) The label is signed by the person preparing and packing the meal
- 4) The label is finally signed by the chef who has witnessed and double checked the contents.

The procedure for serving the food

- 1) One person amongst the room team is designated as the person who will serve, monitor and supervise the allergen child/ children's meal. This person will wear a red apron throughout the entire meal service and will not be involved in any other activities in the room during this time. This person will be someone who is familiar with the children and has been approved by the nursery manager in being competent to undertake this role.

- 2) The red apron team member will check the food received against the list of known allergens on the list on the child's place mat and on the preprinted list taken from the EYMan records that is stored in the room. The label on the food must correspond exactly to both.
- 3) Another member of staff will witness and sign this checking procedure on the label before the food is served.
- 4) Food is then transferred to a red plate or bowl and served to the child.
- 5) Allergy Meals sign off form (**Appendix 4**) is completed once children are served their meal.
- 6) Extra food is kept in the labelled container should the child require seconds.

No food is to be served to the child with the allergen unless all 4 stages of the checking process have been completed. If there is any doubt, contact the nursery manager or the most senior person on duty before serving.

The signatures on the labelling when leaving the kitchen acts as a handover of responsibility from the cook, ensuring that the child receives the correct meal that the cook prepared.

On **NO** occasion are parents able to bring in their own food to nursery, as we need to maintain control at all times. If there is difficulty managing a dietary request/allergy, please consult the Operations Manager

Any allergy medication must be stored in the child's room so that it is available immediately.

Procedures for children with a food preference

When a child is registered at the nursery and before the child attends the parents are asked if their child has any food preferences from the following list - vegetarian, vegan, pescatarian, religious food preferences e.g. no beef or pork or a reduced sugar diet. This is recorded on EYMan, our Nursery Management software and the child's settling in paperwork.

Any changes in a child's dietary requirements must be made in writing, by the parent.

All of these documents must be in place before the child starts at nursery.

A **Placemat** is made for all children with their name and a photograph. Children with a preference are identified on the placemat with a yellow box highlighting their food preference e.g. vegetarian.

All food must be prepared separately (or in small batches depending on the meal that day) avoiding cross contamination between foods the child can and cannot eat and then labelled with a label detailing the foods being avoided and the child / children the food is for. This container has a yellow sticker attached.

Risk Management

- First Aiders are given Epi-pen training.
- No nuts or nut products are used within the setting including Bepanthen nappy cream and Nivea sun cream.
- Parents are made aware so that no nut or nut products are accidentally brought in to nursery.

- Risk Assessments are used to identify control measures and restrict allergens appropriately.

Signs that an allergic reaction is occurring

It is not always clear if someone is having an allergic reaction because other serious conditions can have similar symptoms. However, warning signs to look out for are:

- if they are finding it hard to breathe
- if their lips or mouth are swollen
- if they collapse
- They may also have a rash on their skin

Procedures for Dealing with Severe Allergic Reaction

When someone has an allergic reaction, it is important that all staff should know what to do.

If a child or an adult in the setting has an allergic reaction to something then you should do the following:

- Do not move them, because this could make them worse.
- Call 999 immediately and describe what is happening; explain that you think that the person may be having a serious allergic reaction or anaphylaxis (pronounced anna-fill-axis). It is important to mention the word anaphylaxis to ensure that the urgency of the situation is communicated and that appropriate medication will be available.
- If you have medication such as an Epi-pen for the child or staff member then a trained staff member or first aider should administer this.
- Send someone outside to wait for the ambulance while a first aider stays with the child or adult until help arrives.
- Administer First Aid as necessary.

Transfer to Hospital

Once First Aid has been administered including emergency medication as necessary and the ambulance is on its way staff should:

- Take advice from the Ambulance Control Centre on the telephone and do as they suggest.
- Contact the parents / carers of the child or next of kin / emergency contact for the staff member using the nursery mobile phone if the ambulance control is on the landline.
 - Giving them details about what has happened, what has been done and which hospital the ambulance will take the patient to if known. Try not to alarm them more than can be helped.

- Find out whether the parents/emergency contact will come to nursery or go straight to the hospital.

- While a First Aider remains with the child someone should collect the child's file with address, contact details, care plan together with any medicine forms detailing what medication has been given to take with the child to hospital.
- The child or adult should be accompanied to hospital by either the parent/ carer or emergency contact or a staff member or both if this is necessary.
- The CEO **MUST** be notified that there has been a transfer to hospital.

Ofsted Notification

Ofsted need to be notified about any child who stays in hospital for more than 24 hours or any significant event including where a child loses consciousness or dies.

Appendices

- Appendix 1 Care Plan for a Child with Allergies
- Appendix 2 Dietary Requirements Kitchen Checklist
- Appendix 3 Sticker label template
- Appendix 4 Allergy Meals sign off form

Policy Date	25.07.2024	Approved by	Sinead Johnson CEO	Date of next review	25.07.2025
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