

# *Mad Hatters*

## **Allergies Policy**

When a new child starts, Allergy information from the Record Cards and Care Information must be added to the Allergy List. Each room must be given a new list to be kept within the room, accessible to all staff members and every member of staff informed verbally.

If a child develops an allergy after starting nursery, then a new allergy form will be completed, and the allergy list will be updated, and staff informed verbally of any changes.

Allergy information must be updated before the child starts where possible, or immediately on starting. A management plan is then devised for each individual child with an allergy as soon as possible, and the staff informed of the plan once completed.

Allergy information on all menu items can be found in the kitchen, in the allergy folder.

Food being prepared for children with allergies must be prepared separate in accordance with the Food Safety Guidelines, and when serving food down into the rooms, it must be clearly displayed by using orange supplies such as plate, bowl, cup and all staff made aware.