



## Allergy Policy

At Old Rayne Preschool we are aware that children and staff may have allergies / intolerances to certain food / bee or wasp sting / nuts / latex and plasters. We believe that this must be taken seriously and staff make every effort to minimise the risk of a child / staff member coming into contact with their allergens, which could trigger a reaction.

Old Rayne Preschool is committed to ensuring a safe environment is created for our children and staff who work in the setting. We understand it is impossible to create an allergy free environment however all our staff are aware of the plans in place should an emergency occur.

We have a no nuts policy in the hall and do not have any products for snack that contain nuts.

### Procedure

When the children start at the setting, parents are given an enrolment form on which they are asked if their child has any allergies. If there are any known allergies parents are given a care plan to fill out which we can then turn into a risk assessment.

- Any qualified member of staff can administer medication or an epi-pen. Staff have access to a dummy epi-pen from the hospital to familiarise themselves with the pen.
- Medication is kept in a high cupboard in the kitchen of the hall (this cupboard is locked).  
Contact information for staff is kept in staff files, children's in emergency contact in their files.

Staff are required to have the parents sign off a sheet each month to confirm that the medication held is in date and is the correct medication required. This sheet will be kept with the medication.

[See Administering Medication Policy](#)