



Allergy Policy

Allergy is used to describe an adverse reaction by the body to a particular substance. A substance that causes an allergic reaction is known as an allergen. In some cases an allergy may not be known until after a person has come into contact with a specific allergen.

Each person is different and therefore treatment may differ if they take an allergic reaction. If a member of staff or child has been identified as having an allergy then an **Allergy Protocol Sheet** will be filled in by the member of staff who has the allergy or the parent of the child who has the allergy. A copy of the **Allergy Protocol Sheet** is kept in the child's file in the office and also in the child's room, along with the **allergy chart**.

Staff Responsibilities

- To ensure they are aware of any allergies a child has or may have in their care and how to respond to this.
- To review Allergy Chart & Allergy Protocol Sheets on a regular basis
- To ensure they do not give a child in their care something which the child is known to have an allergy to
- To double check with the cook or manager/depute before giving something to the child they are unsure of

Manager Responsibilities

- To ensure all children/staff have a completed Allergy Protocol Sheet if required & that a copy is in the child's room and also in the child's file
- To ensure all staff are given updated Allergy Charts on a regular basis
- To ensure staff receive training on a regular basis if required

- To ensure staff are trained in administering medication other than Piriton.

Types of Allergens

There are thousands of allergens, but the most common are;

- Grass & tree pollens
- Food (Milk, Egg, Wheat, Soya, Seafood, Fruit & Nuts)
- Wasp & Bee stings
- Certain Medication
- House & Dust mites

Symptoms

Allergic Reactions can produce a variety of symptoms, such as;

- Sneezing
- Wheezing
- Sinus Pain
- Runny Nose
- Coughing
- Rash/Hives
- Swelling
- Itchiness
- Shortness of Breath
- Sickness
- Vomiting
- Diarrhoea

In some cases, allergic reactions can be very serious and this is known as Anaphylactic Shock. This reaction can happen within minutes and can affect the respiratory and circulatory system.

Responding to an allergic reaction

- Stay Calm & Don't Panic
- Ensure the child/staff member is safe and is not in a position where they can hurt themselves
- Refer to the child's/staff member's Allergy Protocol Sheet
- If the child has medication on the premise send a member of staff to retrieve from the medicine cupboard and inform the manager/depute
- Give the child/staff member the recommended dosage
- Inform the child's parents or the member of staff's next of kin
- If the reaction develops continue to follow the instructions set out in the child's/staff member's Allergy Protocol Sheet and Dial 999

If reaction continues to develop and the child/staff member has difficulty breathing or loses consciousness carry out the following

- Keep them comfortable
- If loses consciousness, lie in the recovery position
- Observe breathing & colour
- Continue to follow the Allergy Protocol Sheet

If a child/staff member is not known to suffer from an allergy, but displays the common symptoms staff must inform the manager/depute who will contact the parent's/emergency contact. If they take a severe reaction an ambulance will be called immediately.

If a child/staff member takes an allergic reaction an Incident form must be completed by the member of staff who was responding to the child/staff member.

(This policy was drafted in line with information from NHS 24 & Greater Glasgow Health Board)