



Create ★ Connect ★ Celebrate

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Version: 2

ALLERGY POLICY AND PROCEDURE

AIMS

To ensure all the team are aware of any child or family member who has a food, drink allergy or any other allergies and/or dietary requirements including religious requests.

To ensure all children or family member with allergies and dietary requirements have a separate meal and/or drink that is safe and appropriate for them to consume and that this is managed effectively.

THE FOLLOWING PRINCIPLES APPLY

A clear procedure for the team detailing the child's allergies or dietary requirements to be followed in the setting and in the kitchen.

Written documentation of each child's allergy or special dietary requirements is gathered, maintained and updated as appropriate.

WE WILL PROVIDE THIS THROUGH

The booking process - Parents will be asked to confirm in writing any allergy a child or family member may have. They will complete a Food Allergy Form, stating the food and/or drink the child cannot have and reaction if that food or drink was consumed. Other food and drink the child cannot have and related food they can have even if this includes the allergy food, for example: allergy is egg but can have cooked eggs in cakes.

The Food Allergy Form must be read and signed by the Lead Playworker and the Cook. This will be displayed in the kitchen including allergy information, emergency details and child's name and photo (if available). The Cook will refer to this before giving any food or drink to anyone.

The Cook and Lead Playworker will check ingredients for lunch against the allergies list and dietary plans. Alternative meals will then be organised and written up in a daily food log.

Page 1 of 7



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The meal must be placed on a clearly marked and separated plate, aside from other meals. The Cook to communicate clearly to team what that child's meal is. The team member will sign the allergy sheet with the Cook when collecting the food from the kitchen.

Information must be shared regarding lunch with the Parent and the team member sitting with that child, particularly if there is substitution. Check you are giving right food to right person.

If children with an allergy are able to eat the lunch of the day, they will be given an empty plate and allowed to serve themselves with everyone else.

The Lead Playworker will ask families to update allergies regularly.

All team, including the Cook to be 'allergy' trained as part of their induction.



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FOOD ALLERGY FORM

Please display discreetly in the kitchen and refer to this each and every day.

Please ensure that all food given is recorded and signed for by cook and playworker in food log.

Always double check that the right food is given to the right person. Verbal check and measure from parent/carer in attendance.

| NAME AND PHOTO | ALLERGY TO | EMERGENCY DETAIL – REACTION/ TREATMENT | SIGNATURE |
|----------------|------------|--|---|
| | | | Lead Playworker sign: Cook sign: |
| | | | Lead Playworker sign: Cook sign: |



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FOOD LOG

Please display discreetly in the kitchen with the Allergy Form

| DATE | NAME OF PERSON WITH ALLERGY | FOOD GIVEN | SIGNED: COOK AND PLAYWORKER |
|------|-----------------------------|------------|-----------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |



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