**Allergies and Allergic Reactions**

At The Montessori School we are aware that children can have allergies which may cause allergic reactions. We will follow this policy to ensure allergic reactions are minimised or where possible prevented and staff are fully aware of how to support a child who may be having an allergic reaction.

• Staff will be made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis

• Information will be passed on by parents from the registration form regarding allergic reactions and allergies and must be shared with all staff in the nursery

• An allergy register will be kept in the Office and the Kitchen, as well as in each classroom

•The nursery manager must conduct a full Allergy Risk Assessment Procedure with the parent prior to the child starting the nursery. The information must then be shared with all staff

• All food prepared for a child with a specific allergy will be prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type. The school does not allow nuts.

• The manager, nursery chef and parents will work together to ensure a child with specific food allergies receives no food at nursery that may harm them. This may include designing an appropriate menu or substituting specific meals on the current nursery menu

• If a child has an allergic reaction to food, a bee sting, plant etc. a first aid trained member of staff will act quickly and administer the appropriate treatment. Parents must be informed, and it must be recorded in the incident book

• If this treatment requires specialist treatment, e.g., an EpiPen, then at least two members of staff working directly with the child will receive specific medical training to be able to administer the treatment to each individual child

• A sick child needs their family; therefore, every effort should be made to contact a family member as soon as possible

• If the allergic reaction is severe a member of staff will summon an ambulance immediately. We WILL NOT attempt to transport the sick/injured child in our own vehicles

• Whilst waiting for the ambulance, we will contact the emergency contact and arrange to meet them at the hospital

• A senior member of staff must accompany the child and collect registration forms, relevant medication sheets, medication, and child’s comforter

• Staff must remain calm at all times; children who witness an allergic reaction may well be affected by it and may need lots of cuddles and reassurance

• All incidents will be recorded, shared, and signed by parents at the earliest opportunity

• Food brought in from a child’s home will be discarded, to ensure no allergens enter the school without our knowledge

**Arrivals and Departures Policy**

It is our policy at The Montessori School to give a warm welcome to each child on their arrival. Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure their safety and that their attendance is recorded in the register. Parents are required to sign their child in and the person who collects the child must sign the child out. If this person does not have a Family PIN, the child will not be allowed to leave the premises until permission is granted (by telephone) from the person who made the collection arrangement. They will be asked to sign the child out using our Visitors Book. Electronic signing in and out can be done using the School Kindle or the parent’s/carer’s mobile phone. PIN numbers must not be shared under any circumstances. A member of staff must always acknowledge departure of a child.

Any child who is not collected at the appointed time will be kept with their key teacher or a teacher they are familiar with (when the key teacher is on a break or has finished for the day). The school office staff, or person in charge, will try to make contact with both parents by telephone. If there is no response, the emergency contact person will be called. If no contact can be made within forty-five minutes the person in charge will contact the out of hours Social Care Team to ask for advice. The School and Social Care Team will arrange a place of safety for the child until the parents can be contacted. Children who are due to be collected after the morning or early afternoon session, will be kept at school until 6.30pm, in agreement with the Social Care team. After 6.30pm, the above procedure will be followed.

Parents who are late collecting their child from the morning or afternoon sessions will be charged the current Late Collection Fee.