

## LITTLE COUNTRY LOVERS

### Procedure for sharing information re children's allergies

At LCL we believe it is essential that **all staff** who are in contact with children are made aware of any allergies that they may have, in order to ensure the highest levels of health and safety at all times. Children at LCL may come into contact with foodstuffs frequently during sessions, for instance through breakfast, lunch and snack times. Therefore, to ensure best practice, the following procedures will apply:

- When a child first registers at LCL, parents will be asked to give full details of any allergies.
- This information is made available to all staff.
- If a new allergy is identified or there are changes to existing allergies, this information must immediately be sent either by e-mail to LCL. This information will be stored electronically.
- All new and temporary staff will be given information on children's allergies when they arrive.
- It is the **responsibility of all staff**, most importantly if working with children they are unfamiliar with, to be vigilant in checking allergy information when foodstuffs are going to be handled.