

# Speen Church of England School



## *Allergy Policy*

**Issued: September 2026**

**Next Review: September 2027**

THEN CHRIST WILL MAKE HIS HOME IN YOUR HEARTS  
AS YOU TRUST IN HIM. YOUR ROOTS WILL GROW  
DOWN INTO GOD'S LOVE AND KEEP YOU STRONG.

- EPHESIANS 3:17 (NLT)

Responsible Person: Lisa Davies / Robyn Moore

## Policy Statement

Our school is committed to providing a safe, inclusive environment for all children, including those with food allergies, intolerances and other allergic conditions. We recognise that allergies can be life-threatening and take all reasonable steps to minimise the risk of exposure whilst promoting children's wellbeing, inclusion and independence.

All staff understand their responsibilities in preventing allergic reactions and responding promptly and appropriately in an emergency.

## Aims

We aim to:

- Protect children with allergies from exposure to allergens.
- Ensure all staff understand allergy management procedures.
- Work closely with parents and healthcare professionals.
- Promote safe food practices throughout the setting.
- Ensure emergency medication is readily available and staff know how to administer it.

## Responsibilities

### Manager

The Manager will:

- Maintain an up-to-date register of children with allergies.
- Ensure Individual Healthcare Plans (IHPs) are in place.
- Ensure all staff receive allergy awareness and anaphylaxis training.
- Ensure emergency medication is stored safely and is accessible.
- Review procedures annually and following any allergic incident.

### Staff

Staff will:

- Read and understand children's Individual Healthcare Plans.
- Check ingredients before serving food.
- Follow infection control and food hygiene procedures.
- Prevent cross-contamination.
- Recognise symptoms of allergic reactions.
- Administer emergency medication when required.
- Contact emergency services immediately following administration of an adrenaline auto-injector (AAI).

## Parents

Parents are responsible for:

- Informing the school of all allergies before admission.
- Providing medical evidence where appropriate.
- Supplying in-date prescribed medication.
- Updating the preschool if medical needs change.
- Completing and reviewing Individual Healthcare Plans annually or sooner if required.

## Identification of Children with Allergies

Before a child starts the setting:

Parents will complete:

- Registration forms
- Medical information forms
- Allergy information
- Consent for emergency treatment

Where appropriate, an Individual Healthcare Plan will include:

- Known allergens
- Signs and symptoms
- Emergency procedures
- Medication required
- Emergency contacts
- Photograph (with parental consent)

## Food Management

The school will:

- Record all dietary requirements.
- Display allergy information discreetly within food preparation areas.
- Read ingredient labels every time products are used.
- Never assume recipes remain unchanged.
- Avoid unnecessary food sharing.
- Supervise meal and snack times.
- Clean tables before and after eating.
- Wash children's hands before and after meals.

## Cross Contamination

To reduce risks:

- Separate preparation areas will be used where practical.
- Utensils and chopping boards will be cleaned thoroughly.

- Hands will be washed before handling food.
- Surfaces will be sanitised.
- Staff will supervise food preparation activities.

## Birthday Treats and Celebrations

To reduce allergy risks:

- Parents should discuss any food brought into the setting with staff beforehand.
- Staff may recommend non-food celebrations where appropriate.
- Children will never be excluded from celebrations due to allergies.

## Activities

Before sensory or cooking activities staff will:

- Check ingredients.
- Consider hidden allergens.
- Adapt activities where necessary.
- Use allergy-safe alternatives.

Potential allergens include:

- Flour
- Milk
- Eggs
- Nuts
- Seeds
- Playdough containing wheat
- Bird seed
- Natural materials

## Staff Training

All staff will receive training on:

- Allergy awareness
- Recognising allergic reactions
- Anaphylaxis
- Administration of adrenaline auto-injectors
- Individual Healthcare Plans
- Emergency procedures

Training will be refreshed regularly.

## Signs of an Allergic Reaction

**Mild to Moderate**

- Rash
- Itching
- Hives
- Swollen lips
- Red eyes
- Sneezing
- Vomiting
- Tummy pain

### **Severe (Anaphylaxis)**

- Difficulty breathing
- Wheezing
- Persistent cough
- Swollen tongue
- Difficulty swallowing
- Hoarse voice
- Pale or floppy child
- Collapse
- Loss of consciousness

### **Emergency Procedure**

If a child develops signs of anaphylaxis:

- Stay with the child.
- Administer the prescribed adrenaline auto-injector immediately.
- Call 999 and state:
- "Child experiencing anaphylaxis."
- Contact parents.

If symptoms continue and a second prescribed auto-injector is available, administer it after 5 minutes if advised or if symptoms persist.

- Record the incident.
- Review procedures following the incident.
- Children must always be taken to hospital following administration of adrenaline.

### **Medication**

Emergency medication will:

- Be clearly labelled.
- Be easily accessible but secure.
- Never be locked away if this delays access.
- Be checked regularly for expiry dates.
- Travel with the child on outings.

- Medication will only be administered by trained members of staff (or in an emergency where acting to preserve life).

## Outings

Before trips staff will:

- Review healthcare plans.
- Carry emergency medication.
- Ensure a trained member of staff is present.
- Know the nearest medical facilities.
- Carry emergency contact details.

## Confidentiality

Information about children's allergies will be shared only with staff who need to know in order to safeguard the child, while respecting confidentiality.

## Recording and Reporting

Following any allergic incident the preschool will:

- Complete an accident/incident record.
- Inform parents immediately.
- Review risk assessments.
- Review the child's Healthcare Plan.
- Consider whether additional staff training is required.

## Monitoring

This policy will be:

- Reviewed annually.
- Reviewed following any serious allergic reaction.
- Updated in line with changes to legislation or guidance.

## Related Policies

- Supporting Children with Medical Conditions Policy
- Administering Medication Policy
- Health and Safety Policy
- Food and Nutrition Policy
- Risk Assessment Policy
- First Aid Policy
- Safeguarding and Child Protection Policy

