



Allergy, Anaphylaxis and Allergen Management Policy

Policy Statement

Toddington Childcare and Forest School is committed to providing a safe, inclusive and healthy environment for all children, staff, students, volunteers and visitors. We recognise that allergies, including severe allergies that may lead to anaphylaxis, can be life-threatening and require careful management.

We work in partnership with parents, carers and healthcare professionals to minimise the risk of exposure to allergens whilst ensuring that children with allergies are able to participate fully in all activities and experiences offered by the setting.

Whilst it is impossible to guarantee a completely allergen-free environment, Toddington Childcare and Forest School will take all reasonable steps to identify, assess and reduce risks.

Purpose

This policy aims to:

- Promote awareness and understanding of allergies and anaphylaxis.
- Provide a safe environment for children, staff and visitors with allergies.
- Minimise the risk of exposure to known allergens.
- Ensure clear procedures are in place for prevention, management and emergency response.
- Ensure all staff understand their roles and responsibilities.
- Meet statutory requirements under the Early Years Foundation Stage (EYFS).

Definition of Allergy and Anaphylaxis

An allergy occurs when the body's immune system reacts to a substance (allergen) that is normally harmless.

Common allergens include:

- Peanuts
- Tree nuts
- Milk
- Eggs
- Fish
- Shellfish
- Wheat
- Soya
- Sesame
- Insect stings
- Latex
- Certain medications

Anaphylaxis is a severe and potentially life-threatening allergic reaction which requires immediate medical treatment.

Symptoms may include:

- Swelling of the lips, tongue or throat
- Difficulty breathing or wheezing
- Difficulty swallowing
- Persistent coughing
- Hives, rash or itching
- Flushed skin
- Abdominal pain, vomiting or diarrhoea
- Dizziness or collapse
- Pale or floppy appearance
- Loss of consciousness

Symptoms can develop rapidly and should always be treated as a medical emergency.

Responsibilities

The Setting Manager will:

- Ensure this policy is implemented and reviewed annually.
- Maintain records of children's allergies and medical needs.
- Ensure Individual Care Plans are in place where required.
- Ensure medication is stored safely and is readily accessible in an emergency.
- Arrange staff training and refresher training.
- Ensure risk assessments are completed where necessary.
- Inform all relevant staff of children with allergies.

Staff will:

- Familiarise themselves with children's allergies and Care Plans.
- Follow procedures for food preparation, serving and cleaning.
- Prevent food sharing between children.
- Attend and complete necessary training.
- Recognise signs and symptoms of allergic reactions.
- Respond promptly and appropriately in an emergency.
- Record and report incidents accurately.

Parents and carers must:

- Inform the setting of any allergy, intolerance or medical condition before the child starts or immediately following diagnosis.
- Provide up-to-date medical information and emergency contact details.
- Supply prescribed medication, including adrenaline auto-injectors where required.
- Ensure medication remains in date and is replaced before expiry.
- Provide an Individual Care Plan or medical care plan where recommended by healthcare professionals.
- Inform the setting immediately of any changes to their child's condition.

Individual Care Plans

For children with significant allergies, an Individual Care Plan will be developed in partnership with parents and healthcare professionals.

The plan will include:

- Details of allergens.
- Known triggers.
- Signs and symptoms of a reaction.
- Medication requirements.
- Emergency procedures.
- Emergency contact details.
- Consent for administration of medication.

Care plans will be reviewed at least annually or sooner if circumstances change.

Managing Food Allergies

Toddington Childcare and Forest School aims to minimise exposure to allergens through careful management of food and eating environments.

Parents are requested:

- Not to send foods containing nuts or nut products into the setting.
- To provide clear information regarding any allergens in food sent from home.
- To follow any additional restrictions communicated by the setting.

Children:

- Must not share food or drinks.
- Will be supervised during snack and meal times.
- Will be encouraged to wash hands before and after eating.

Staff:

- Will check ingredient labels where appropriate.
- Will be vigilant regarding cross-contamination.
- Will clean tables and food preparation areas thoroughly.
- Will ensure dietary requirements are considered when serving food.

Dietary Requirements

Toddington Childcare and Forest School will make reasonable adjustments for children with:

- Food allergies.
- Food intolerances.
- Medical dietary requirements.
- Religious dietary requirements.
- Cultural dietary requirements.
- Vegetarian diets.
- Vegan diets.

All dietary requirements must be recorded on registration forms and updated whenever changes occur.

Relevant information will be shared confidentially with staff responsible for food preparation and supervision.

Risk Reduction Measures

The setting will:

- Maintain an up-to-date allergy register.
- Display allergy information discreetly for staff reference.
- Conduct risk assessments for children with severe allergies.
- Monitor ingredients used in cooking, sensory and craft activities.
- Avoid using food products that present an identified risk.
- Consider allergy risks when planning the delivery of our curriculum.
- Ensure emergency medication accompanies children on outings and trips.
- Include allergy management within staff induction procedures.

Medication

Prescribed medication must:

- Be clearly labelled with the child's name.
- Be supplied in the original packaging.
- Include clear instructions for administration.
- Be stored safely but remain readily accessible in an emergency.
- Be accompanied by written parental consent on our Administering Medicine Form.

Only medication prescribed for the individual child may be administered.

Medication administration will be recorded on the appropriate Administering Medicine Form and shared with parents.

Staff Training

Toddington Childcare and Forest School will ensure that:

- Appropriate staff hold current paediatric first aid qualifications.
- Staff receive training in allergy awareness and anaphylaxis management.
- Staff are trained in the use of adrenaline auto-injectors where required.
- New staff receive allergy management information during induction.
- Refresher training is undertaken regularly.

Procedure for Suspected Anaphylaxis

If a child is suspected of experiencing an anaphylactic reaction:

1. Stay with the child and call for assistance immediately.
2. A colleague must call 999 and state "Anaphylaxis".
3. Administer the prescribed adrenaline auto-injector without delay if indicated in the child's Care Plan.
4. Note the time the medication was administered.
5. If symptoms continue and a second prescribed auto-injector is available, administer it in accordance with medical guidance.
6. Contact the child's parents or carers.
7. If unconscious but breathing, place the child in the recovery position.
8. If breathing stops, commence CPR and continue until emergency services arrive.
9. Give any used auto-injectors to paramedics.
10. A member of staff will accompany the child to hospital if a parent has not arrived.
11. Complete an incident report and medication record.
12. Inform Ofsted and other relevant agencies if required.
13. Conduct a review of the incident and risk assessments.

The child must always be taken to hospital following administration of an adrenaline auto-injector, even if symptoms improve.

Outings and Visits

Before any outing:

- Risk assessments will be in place.
- Emergency medication will accompany the child.
- At least one trained member of staff will attend.
- Care Plans and emergency contact details will be taken.
- Staff will consider food and environmental allergy risks throughout the outing.

Confidentiality

Information regarding children's medical needs will be treated confidentially and shared only with those who need the information to ensure the child's safety and wellbeing.

Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
- Guidance changes.
- An allergy-related incident occurs.
- A significant change in the needs of children attending the setting occurs.

Related Policies

- Medicines Administration Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy

Policy Review

Date Adopted: May 2026 and will be reviewed at least annually.

Signed on behalf of Toddington Childcare and Forest School

Sarah Malcolm

Chair of the Parent Management Committee