



Early Years Allergy Policy

Policy Information

Date of last review:	January 2026	Review period:	2 years
Date ratified by Local Governors:	January 2026	Policy owner:	EY Lead

Reviews/revisions

Review date	Changes made	By whom
January 2028		

Purpose:

This policy outlines our approach at Princefield to identifying, managing, and responding to allergies to ensure the health and safety of all children in our Early Years.

We are committed to creating a safe environment where all dietary, medical, and environmental allergies are taken seriously and managed effectively.

“Allergy is the response of the body’s immune system to normally harmless substances such as foods, pollen and house dust mites. Whilst these substances (allergens) may not cause any problems in most people, in allergic individuals their immune system identifies them as a ‘threat’ and produces an inappropriate response. This can be relatively minor, such as localised itching, but it can be much more severe causing anaphylaxis which can lead to upper respiratory obstruction and collapse. Common triggers are nuts and other foods, venom (bee and wasp stings), drugs, latex and hair dye. Symptoms often appear quickly and the ‘first line’ emergency treatment for anaphylaxis is adrenaline which is administered with an Adrenaline Auto-Injector (AAI)” (www.allergyuk.org).

Aim

At Princefield Early Years, we are aware that children and adults can have allergies which may cause allergic reactions. This policy has been created to ensure allergic reactions are prevented where possible and minimised.

As part of our transition to Princefield Early Years we will ask parents to inform us of any allergies and intolerances. This information will be stored securely in our school office in each child’s personal file. All Early Years staff will ensure that they are aware of any allergies/intolerances and how to manage them. This information will be shared with all staff who come into contact with the child, including lunchtime supervisors, kitchen staff and before and after school club staff.

All Early Years staff will be aware of any individual (child or staff member) with an allergy and how to support them if they have an allergic reaction.

This Policy recognises that it is important that individuals are not stigmatised or discriminated against in any way in our Early years due to their allergy. For example, they should not be separated at mealtimes or excluded from activities (unless this has been specified in an Individual Healthcare Plan). Drawing attention to the allergy in this way could result in allergy bullying from others, so inclusivity and overall awareness amongst individuals is vital.

Working in Partnership with Parents

- Information will be passed on by parents in writing during our transition process, regarding allergic reactions and allergies and must be shared with all staff in our Early Years by class teachers and managers.
- Where allergies are severe a full Allergy Risk Assessment will be carried out with parents, prior to a child starting with us in Nursery or Reception. This individual health care plan will be updated yearly, when a child moves from Nursery to Reception and from Reception to Year One. It is the responsibility of parents to inform us if there are changes needed to the plan during the academic year. Individual Health Care Plans will then be adapted/changed as needed with parents.
- Parents providing their child’s food must adhere to a list of allergies which will be shared with parents upon start of the academic year (eg nut allergies). If staff notice any of these foods, then they will be removed from the child’s lunch box/snack box and returned to the parents. Staff will clearly explain the reasons for removal.

- All Early Years staff, kitchen staff and parents will work together to ensure a child with specific food allergies receives no food at Princefield that may harm them. This may include designing an appropriate menu or substituting specific meals on the current menu. Parents may be asked to sign an individual menu to ensure that foods which may start allergies are not given.
- Children who need an AAI (adrenaline auto injector) such as an epipen will have an individual health care plan, agreed and signed by parents.
- AAI's will be stored in Nursery or Reception in a secure place away from children and all staff will be trained in how and when to use them. If used, staff will inform parents via a phone call home immediately.
- It is the parents' responsibility to inform Princefield school of any medication expiry date, however school staff will ensure they are aware of the expiry date on any medications, by checking this before giving to a child
- Princefield will return all expired allergy medication to parents for safe disposal

Manager/Class teacher responsibilities

- Create and invite parents to contribute to a child's Individual Healthcare Plan where severe allergies are identified on child's entry to Nursery or Reception. Discuss whether children can have ingredients such as "May Contain" and include this on the plan.
- Liaise with setting manager on any updates or changes to an allergy communicated from parents
- Ensure children are supervised while eating with a member of staff within sight and hearing at all times
- Ask for parental written agreement for administering medication in school. Only doctor prescribed medication will be given
- Liaise with all staff who come into contact with the child about allergies and inform on any updates or changes to an allergy communicated from parents, or the Individual Healthcare Plan
- Ensure staff are made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child or individual. 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
- Ensure all staff are aware of any associated conditions of the allergy, e.g. asthma
- Ensure more than one staff member is Paediatric First Aid trained and that there is always a PFA trained member of staff on-site. A list of PFA trained staff is displayed in Nursery and Reception classrooms
- Keep a record of all medications administered, including inhalers on school record forms
- Ensure all food prepared for an individual 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, e.g. nuts
- Adults supervising activities must ensure that suitable medication, including AAIs, is always on hand for the management of anaphylaxis. This includes activities within Princefield Nursery and Reception indoor and Outdoor areas, wider school environment, trips and excursions outside of Princefield. If the child has been

prescribed AAls, at least one person trained in administering the device must accompany the child on visits outside of school.

- Insect sting allergy causes a lot of anxiety and needs careful management. Children need to take special care outdoors, wearing shoes at all times and making sure any food or drink is covered.
- All staff must inform SLT and EY Lead if they have an allergy that will cause an allergic reaction, or require medication and ensure that any medication staff require is labelled, stored correctly and in-date

Procedure in the event of an allergic reaction

- If a child has an allergic reaction to food, a bee sting, plant etc a first aid trained member of staff will act promptly and administer the appropriate treatment. Parents will be informed by phone call home, 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 and the manager will receive specific medical training to be able to administer the treatment to each individual child
- If the allergic reaction is severe a member of staff will summon an ambulance immediately. (An ambulance should always be called if an EpiPen, or similar has been administered). Staff WILL NOT attempt to transport the sick child in their own vehicles.
- A sick child needs their family; therefore, every effort should be made to contact an emergency parental contact as soon as possible and arrange to meet them at the hospital
- Staff must remain calm always; other children who witness an allergic reaction may be affected by it and may need lots of reassurance and comfort
- A member of staff must accompany the child and take the relevant registration/medication forms, medication to the hospital
- All incidents will be recorded, shared and signed by parents as soon as possible
- If an adult has an allergic reaction they must inform the nearest colleague where their medication is and administer it themselves where necessary. An ambulance will need to be called and next of kin informed. All other staff must remain calm and offer reassurance

Links with other Policies

- Medicine and Illness Policy
- Safeguarding Policy
- Child Protection Policy
- Health and Safety Policy
- Sun Safe Policy

This policy will be reviewed every 2 years, or earlier if necessary.

