

Allergy Management and Response Policy



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Review Date	September 2027
Reviewer	Alison Lapihuska / Liam Donovan

This policy is used in conjunction with the Food & Nutrition Policy

At Longwood School and Nursery, we recognise that allergies can pose serious health risks to children in our care. This policy outlines our commitment to preventing allergic reactions wherever possible and ensuring all staff are fully trained and prepared to respond swiftly and safely in the event of an emergency.

Staff Awareness and Training

- All staff will be trained to recognise the signs and symptoms of allergic reactions, including rash, hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, airway restriction, wheezing, and anaphylaxis.
- Specific medical training will be provided for staff responsible for administering emergency medication, including auto-injectors.
- All staff working directly with the child, along with the nursery manager, must be trained in administering specialist treatment.

Parent Communication and Documentation

- Allergy information must be provided by parents during registration and updated immediately if circumstances change.
- A Health Care Plan will be completed in partnership with parents before the child starts nursery/school.
- Care plans will be stored securely in the child's playroom (in a sealed, labelled plastic wallet with the child's name, photo, and allergy details) and in the child's personnel file.
- An allergy register will be maintained in each playroom, the kitchen, and the office, and reviewed regularly.

Food Preparation and Mealtime Safety

- Dietary requirements and allergy information must be clearly displayed in kitchen and available and accessible in dining areas.
- Food for children with allergies must be prepared in a designated area to prevent cross-contamination and served using equipment that has not come into contact with allergens.
- If safe food preparation cannot be guaranteed for a child with specific dietary needs or allergies, parents must provide the child's meals. In such cases, a risk assessment must be completed in partnership with the parents to ensure all safety measures are in place and clearly understood by staff.
- The nursery manager, headteacher, cook, and parents will collaborate to ensure the child receives safe, appropriate meals- including tailored menus or substitutions as needed.

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- A paediatric first aid trained staff member must be present and actively supervising during all mealtimes.

Emergency Response Protocol

- In the event of an allergic reaction (e.g. food, insect sting, environmental trigger), a first aid trained staff member will respond immediately and administer appropriate treatment.
- If the child does not have prescribed medication, a non-prescribed antihistamine may be administered in line with school/nursery policy.
- In the event of first time or severe reaction an ambulance will be called immediately. Staff will not transport children in personal or company vehicles or public transport.
- A senior staff member will accompany the child to hospital if they are taken in an ambulance. Registration forms, medication records, and a comfort item must be taken with the child.
- Parents or emergency contacts will be notified without delay and arrangements made to meet at the hospital.
- All incidents will be recorded in the incident book and shared with parents for signature at the earliest opportunity.
- Staff must remain calm and provide reassurance to other children who may witness the event.

Care Plans and Risk Assessments

- Any child with a diagnosed allergy requiring regular or emergency medication must have a care plan and risk assessment in place before attending nursery/school.
- Staff must not accept responsibility for a child requiring medication until appropriate training has been completed.
- Children will only be accepted into nursery/school if emergency medication is with them at all times. Failure to bring the correct medication with the child will result in them being refused admission until the medication is present. Where possible children will have a supply of medication left on site.
- Staff will ensure that medication left on site is within date and communicate this with parents within reasonable time to be provided with a replacement.
- All allergy-related documentation must be kept up to date and accessible to relevant staff.

Further Guidance

- Food Standards agency- <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses>

Linked Policies

Food And Nutrition Policy

Bottle Feeding Policy