Allergy Management Policy

Policy Statement

Pavilion Preschool (Aigburth) CIO is committed to providing a safe, inclusive and supportive environment for all children attending our preschool, breakfast club and after-school club. We recognise that allergies can be life-threatening and take all reasonable steps to minimise the risk of allergic reactions while ensuring children with allergies are fully included in all aspects of pre school, breakfast club and after school club life.

This policy applies to all staff, volunteers, students and visitors.

Aims

We aim to:

- Protect children with known allergies from exposure to allergens.
- Ensure all staff understand their responsibilities in managing allergies.
- Promote a safe environment whilst recognising that it is impossible to guarantee an allergen-free setting.
- Work in partnership with parents, carers and healthcare professionals.
- Ensure staff are trained to recognise and respond appropriately to allergic reactions, including anaphylaxis.

Definitions

Allergy

An immune system response to a substance (allergen) that is normally harmless.

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Anaphylaxis
A severe, rapid allergic reaction that requires immediate medical treatment.

Common allergens include:

- Peanuts
- Tree nuts
- Milk
- Eggs
- Fish
- Shellfish
- Soya
- Wheat
- Sesame
- Mustard
- Celery
- Sulphites
- Lupin

Children may also have allergies to:

- Insect stings
- Latex
- Medication
- Animals
- Environmental allergens

Admission Procedures

Before a child starts at Pavilion , whether in our pre school or breakfast and after school clubs, Parents must:

- Declare all known allergies.
- Provide written medical information.
- Supply prescribed medication where required (e.g. adrenaline auto-injectors or antihistamines).
- Complete an Allergy Care Plan.
- Inform the setting immediately of any changes.

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Children with severe allergies must have an Individual Healthcare Plan agreed before their first session.

Individual Allergy Care Plans

Each child with an allergy will have a personalised care plan containing:

- Child's photograph
- Known allergens
- Symptoms of reaction
- Medication required
- Emergency procedures
- Parent contact details
- Medical professional guidance where applicable

Plans will be reviewed:

- At least annually
- Whenever medical advice changes
- Following any allergic reaction

Medication

Parents are responsible for providing:

- In-date medication.
- Medication clearly labelled with the child's name.
- At least two prescribed adrenaline auto-injectors where advised by medical professionals.

Medication will:

- Be stored safely but remain quickly accessible.
- Never be locked away if emergency access would be delayed.
- Accompany the child on outings.

Expiry dates will be checked regularly.

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Staff Training

All staff will receive appropriate training covering:

- Allergy awareness.
- Recognising allergic reactions.
- Recognising anaphylaxis.
- Safe food handling.
- Avoiding cross-contamination.
- Administration of emergency medication where appropriate.
- Emergency procedures.

Refresher training will be undertaken regularly.

Temporary staff, students and volunteers will receive allergy information before working with children.

Food Management

Pavilion Preschool will:

- Obtain ingredient information for all food provided.
- Read food labels every time products are used.
- Never assume recipes remain unchanged.
- Prevent cross-contamination during food preparation.
- Use separate utensils and preparation areas where appropriate.
- Ensure tables and surfaces are cleaned before and after eating.

Where children bring packed lunches:

- Parents remain responsible for ensuring food is suitable for their child.
- Staff will supervise children to reduce food sharing.
- Children will be encouraged not to share food, drinks or utensils.

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Breakfast Club and After-School Club

The same allergy procedures apply during wraparound care.

Where snacks or light meals are provided:

- Allergens will be checked before serving.
- Alternative options will be provided where possible.
- Staff will supervise meal and snack times carefully.

Managing Allergens

Although Pavilion Preschool cannot guarantee an allergen-free environment, we will:

- Complete individual risk assessments.
- Reduce known risks where reasonably practicable.
- Inform parents where restrictions are necessary to protect children with severe allergies.
- Display allergy information discreetly for staff use.
- Ensure confidentiality is maintained.

Where a child's allergy presents a significant risk, we may ask parents not to send specific foods into the setting.

Activities

When planning activities staff will consider:

- Cooking activities
- Sensory play
- Craft materials
- Natural materials
- Animals
- Outdoor activities

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Products containing allergens will be avoided where appropriate.

Parents will be informed of planned activities if additional precautions are required.

Cleaning

Staff will:

- Wash hands before food preparation.
- Encourage children to wash hands before and after eating.
- Clean tables using appropriate cleaning products.
- Clean toys and resources regularly.
- Dispose of food waste safely.

Recognising an Allergic Reaction

Symptoms may include:

Mild to Moderate

- Rash
- Hives
- Itching
- Swollen lips
- Swollen eyes
- Stomach pain
- Vomiting

Severe (Anaphylaxis)

- Difficulty breathing
- Wheezing
- Persistent coughing
- Swollen tongue
- Difficulty swallowing
- Pale or floppy appearance
- Collapse
- Loss of consciousness

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Emergency Procedures

If a child displays symptoms of anaphylaxis:

1. Stay with the child.
2. Send another member of staff to call 999 immediately.
3. Administer the prescribed adrenaline auto-injector without delay if indicated in the child's care plan.
4. Inform parents immediately.
5. If symptoms continue and medical advice indicates, administer a second auto-injector if available.
6. Monitor the child's breathing until emergency services arrive.
7. Record the incident.
8. Review procedures following the incident.

Recording Incidents

Following any allergic reaction staff will:

- Complete an incident record.
- Record medication administered.
- Inform parents immediately.
- Review the child's risk assessment and care plan.
- Consider whether changes to procedures are required.

Roles and Responsibilities

Management

Management will:

- Maintain this policy.
- Ensure staff receive appropriate training.
- Maintain healthcare plans.
- Monitor medication expiry dates.
- Complete risk assessments.

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Staff

Staff will:

- Follow allergy care plans.
- Read food labels.
- Prevent cross-contamination.
- Know where medication is stored.
- Respond promptly to allergic reactions.
- Record incidents accurately.

Parents

Parents will:

- Provide accurate medical information.
- Update the setting regarding changes.
- Supply prescribed medication.
- Replace expired medication promptly.
- Work in partnership with the setting.

Confidentiality

Information regarding children's allergies will only be shared with those who need it to safeguard the child.

Related Policies

This policy should be read alongside:

- Administering Medication Policy
- Health and Safety Policy
- First Aid Policy
- Food and Drink Policy
- Safeguarding and Child Protection Policy
- Risk Assessment Policy
- Inclusion and SEND Policy

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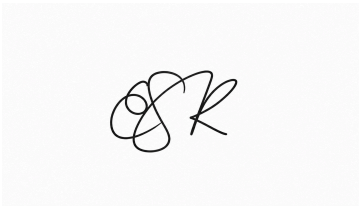
Monitoring and Review

This policy was adopted in July 2026

This policy will be reviewed annually or sooner if legislation, guidance or operational practice changes.

Last updated: 29.09.26

Signed by Chair of Trustees: 

Signed by Operations Manager: