



Rowland Hill Nursery School &
Children's Centre



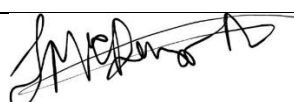
HEYSA

Haringey Early Years
School Alliance



Woodlands Park Nursery School &
Children's Centre

Allergy Policy

Date Adopted	September 26
Next Review	September 28
Status	Reviewed by the resources committee
Headteacher Signature	
Chair of Governors Signature	<i>J A Perryman</i>



1. Policy Statement

The Haringey Early Years Schools Alliance (HEYSA) is committed to providing a safe, inclusive and healthy environment for all children, staff, volunteers, students and visitors.

We recognise that allergies can present significant risks to health and wellbeing and that allergic reactions, including anaphylaxis, may occur rapidly and require immediate treatment. We are committed to minimising the risk of exposure to known allergens while ensuring that children with allergies are fully included in all aspects of nursery life.

Medical and allergy needs form part of safeguarding. Staff will share relevant health information with the DSL/DDSL, and patterns of illness or repeated medical incidents will be monitored as potential safeguarding indicators.

This policy applies across all schools within HEYSA and should be read alongside:

- Supporting Children with Medical Conditions Policy (Including administering medication in the long term)
- Safeguarding and Child Protection Policy,
- First Aid Policy
- Educational Visits Policy.

[Haringey Early Years School Alliance - Our HEYSA Policies](#)

2. Aims

The aims of this policy are to:

- Keep children with allergies safe whilst attending nursery.
 - Ensure staff understand allergy management and emergency procedures.
 - Minimise the risk of exposure to known allergens.
 - Promote children's wellbeing and inclusion.
 - Ensure effective communication between families, staff and healthcare professionals.
 - Provide clear procedures for responding to allergic reactions and anaphylaxis.
 - Support compliance with statutory guidance and health and safety responsibilities.
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3. Roles and Responsibilities

Executive Headteacher

The Executive Headteacher is responsible for ensuring:

- Effective implementation of this policy.
- Appropriate staff training.
- Safe storage and accessibility of emergency medication.
- Maintenance of allergy records.
- Investigation of allergy incidents and near misses.
- Annual review of this policy.

Designated Allergy Lead

Each nursery school will identify a designated member of the senior leadership team to oversee allergy safety.

- Bernadette McGee – Head of School at Rowland Hill Nursery School & Children's Centre
- Zurine Anllo – Deputy Headteacher at Pembury House Nursery School & Children's Centre
- Tara Stuber – Deputy Headteacher at Woodlands Park Nursery School & Children's Centre

Responsibilities include:

- Leading the medical team – see First Aid poster in each school
- Maintaining the allergy register.
- Monitoring Individual Healthcare Plans (IHPs).
- Coordinating staff training.
- Ensuring emergency medication is available and in date.
- Supporting communication with families and health professionals.
- Leading reviews following incidents.

All Staff

All staff must:

- Attend allergy awareness training.
- Familiarise themselves with children who have allergies. Registers and posters are displayed around each school.
- Follow individual healthcare plans.
- Take reasonable steps to minimise allergen exposure.
- Respond appropriately during emergencies.

- Report incidents and near misses immediately.
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4. Identification of Children with Allergies

Information regarding allergies will be obtained:

- During admission procedures.
- Through medical and registration forms.
- Through discussions with parents and carers.
- Through information shared by health professionals.

Each school will maintain an up-to-date register of children with:

- Food allergies.
- Environmental allergies.
- Insect sting allergies.
- Medication allergies.
- Asthma associated with allergy.
- Any history of anaphylaxis.

Data Privacy & Medical Display Procedures

To balance emergency accessibility with data protection compliance (UK GDPR and KCSIE):

- **Secure Display:** Visual allergy profiles—including child photographs, specific triggers, and emergency action plans—will **not** be displayed in public corridors, main entrance halls, or areas accessible to visitors or non-staff members.
- **Learning Environment and Staff-Only Operational Areas:** Allergy photo registers and dietary requirement notices will be placed strictly in specific areas. These include the learning environment, food preparation areas, staff room and offices.

Parents are responsible for notifying the nursery promptly of any changes to their child's medical needs.

5. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed where a child's allergy:

- Has the potential to impact their participation in nursery activities.

- Requires additional precautions or reasonable adjustments.
- Requires prescribed medication.
- Places the child at risk of significant harm if exposed to an allergen.

The IHP will include:

- Details of the child's allergy.
- Known triggers.
- Early warning signs.
- Emergency procedures.
- Medication requirements.
- Staff responsibilities.
- Reasonable adjustments (as required)

Allergy Action Plans supplied by healthcare professionals will be attached to and form part of the IHP.

6. Staff Training

All staff working with children will receive annual allergy awareness and emergency response training.

Training will include:

- Understanding allergies and allergic reactions.
- Recognition of signs and symptoms.
- Recognition of anaphylaxis.
- Use of adrenaline auto-injectors (AAIs).
- Emergency response procedures.
- Understanding Individual Healthcare Plans and Allergy Action Plans.
- Reporting procedures for incidents and near misses.

New employees, temporary staff, students and volunteers will receive appropriate induction before working with children.

7. Reducing the Risk of Exposure to Allergens

HEYSA nurseries recognise that it is not always possible to create a completely allergen-free environment. However, all reasonable measures will be taken to reduce risk.

Measures may include:

Food Provided by the Nursery

- Nut Free schools & Children's Centres
- Obtaining allergen information from suppliers.
- Careful scrutiny of ingredients.
- Sharing allergen information with relevant staff.
- Preventing cross-contamination where reasonably practicable.

[Haringey Early Years School Alliance - School Meals @ Rowland Hill](#)

[Haringey Early Years School Alliance - School Meals @ Woodlands Park](#)

Food Brought from Home

Parents will be informed of any specific precautions necessary to protect children with severe allergies.

Learning Activities

Staff will consider allergen risks when planning:

- Cooking activities.
- Sensory play.
- Creative activities.
- Science activities.
- Gardening projects.
- Animal visits and encounters.

Appropriate alternatives will be provided wherever possible.

8. Medication and Emergency Equipment

Parents are responsible for providing prescribed medication, including adrenaline auto-injectors (AAIs) where required, in the original container labelled with the child's name, dosage, and expiry date.

Each school will:

- **Accessibility:** Ensure emergency medication and accompanying Allergy Action Plans are immediately accessible to staff at all times—never locked in cupboards or rooms to which staff do not have instant access.

- **Secure Storage Location:** Store medication in clearly marked, secure locations in accordance with manufacturer guidance and school risk assessments (e.g., designated, unlocked first aid areas in staff-monitored spaces).
 - **Location Signage & Privacy:** Display generic First Aid and emergency medicine location notices in public and learning areas. Detailed medical profiles listing individual children's names, photos, and prescribed medications will be kept inside the designated medicine storage kits/containers. Medical needs register will be kept in the learning environment and in staff-only reference areas to uphold child privacy.
 - **Spare AAls:** Maintain a supply of unprescribed emergency AAls (Kitt Medical) on-site for emergency use in accordance with Department for Education guidance and alliance protocols. Kitt Medical AAls have instructions with the kit and all staff access annual training for use AAI in addition to paediatric first aid training qualification.
 - **Checks & Records:** Check expiry dates regularly, maintain accurate records of medication held on site, and ensure medication accompanies children during outdoor activities and off-site educational visits.
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9. Emergency Response

If a child experiences an allergic reaction:

Mild to Moderate Reaction

Staff will:

- Follow the child's Allergy Action Plan.
- Monitor the child closely.
- Contact parents where appropriate.

Suspected Anaphylaxis

Staff will:

1. Administer adrenaline immediately in accordance with the child's Action Plan.
2. Call 999 and request an ambulance.
3. State clearly that the child is experiencing anaphylaxis.
4. Contact parents or carers.
5. Continue monitoring the child until emergency services arrive.
6. Administer a second adrenaline auto-injector if directed by the Action Plan or emergency services and symptoms persist.

All episodes of anaphylaxis will be treated as medical emergencies.

10. Educational Visits and Outdoor Learning

Children with allergies will be supported to participate fully in outings, educational visits and outdoor learning activities.

Risk assessments will consider:

- Exposure to known allergens.
- Availability of emergency medication.
- Staff training requirements.
- Access to emergency medical assistance.

Emergency medication must accompany the child at all times.

11. Recording and Reporting Incidents

All allergy-related incidents, reactions and near misses will be recorded using each school's procedures.

Following an incident, the nursery will:

- Inform parents promptly.
- Review circumstances leading to the event.
- Identify lessons learned.
- Update risk assessments and healthcare plans where necessary.

The purpose of reviewing incidents is to continually improve allergy safety practices across HEYSA settings.

12. Wellbeing and Inclusion

HEYSA nursery schools recognise that allergies can affect a child's emotional wellbeing and may cause anxiety for children and families.

We will:

- Promote understanding and awareness of allergies.
- Support children's confidence and independence where appropriate.

- Prevent discrimination related to medical conditions.
 - Address any teasing, exclusion or bullying promptly.
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13. Information Sharing and Confidentiality

Information about children's allergies will be shared with staff on a need-to-know basis to ensure safety while maintaining confidentiality.

All health information will be managed in accordance with UK GDPR and data protection requirements.

14. Monitoring and Review

This policy will be reviewed annually by HEYSA maintained nursery schools, or sooner following:

- Changes in legislation or guidance.
- A significant allergy-related incident.
- Identification of new risks or concerns.

The review process will include consideration of allergy incidents and near misses to ensure continuous improvement in allergy safety practices.

Haringey Early Years Schools Alliance (HEYSA) is committed to working in partnership with children, families, staff, governors and health professionals to create a safe environment in which every child can thrive regardless of medical need.

Appendix 1: HEYSA Governance, Roles and Responsibilities for Allergy Safety

Purpose

This appendix clarifies the responsibilities of the Haringey Early Years Schools Alliance (HEYSA): Executive Headteacher, governing body, leadership teams, staff, parents and carers in maintaining effective allergy safety arrangements across all maintained nursery schools within the alliance. The requirement for a named senior leader with responsibility for allergy safety, annual training, policy review, and incident monitoring is reflected in this appendix.

1. Executive Headteacher

The Executive Headteacher will:

- Promote a consistent approach to allergy safety across the federation.
- Lead the development, implementation, and review of allergy-related policies and procedures.
- Have overall responsibility for allergy safety across the federation.
- Ensure a named member of the Senior Leadership Team acts as the Allergy Lead in each school.
- Ensure allergy risks are considered as part of safeguarding, health and safety and inclusion arrangements.
- Report significant concerns to governors and relevant authorities where appropriate.
- Facilitate opportunities for sharing best practice and lessons learned from incidents and near misses.
- Promote access to appropriate allergy awareness and emergency response training.
- Ensures schools across the federation maintain compliance with statutory and local authority requirements relating to allergy safety.
- Monitor emerging guidance and share relevant updates across the federation.

2. Governing Body

The Governing Body of each maintained nursery school is responsible for:

- Ensuring that an Allergy Safety Policy is in place, reviewed annually and implemented effectively.
 - Ensuring adequate resources are available to support allergy safety arrangements.
 - Monitoring compliance with statutory requirements.
 - Receiving information regarding significant allergy-related incidents where appropriate.
 - Seeking assurance that staff training and emergency procedures are effective and regularly reviewed.
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3. Headship team

The Head of School for each Nursery School will:

- Ensure all staff receive appropriate allergy awareness and emergency response training.
 - Ensure sufficient first aid and emergency procedures are in place.
 - Ensure all incidents and near misses are investigated and reviewed.
 - Report significant concerns to the Executive Headteacher
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4. Designated Allergy Lead & Medical team

The Designated Allergy Lead will work with the medical team:

- Maintain an accurate register of children with allergies.
- Ensure Individual Healthcare Plans and Allergy Action Plans are in place, reviewed and accessible.
- Share updates for specific children in team meetings and weekly briefings
- Coordinate staff training and induction arrangements.
- Monitor the storage, accessibility and expiry dates of emergency medication.
- Liaise with parents, carers and healthcare professionals.
- Lead reviews following allergy-related incidents or near misses.
- Promote awareness and understanding of allergy safety throughout the school and Children's Centre community.

5. Teaching and Early Years Staff

Teaching staff, practitioners and key persons will:

- Familiarise themselves with children's Individual Healthcare Plans and Allergy Action Plans.
 - Follow agreed procedures to minimise exposure to allergens.
 - Consider allergy risks when planning learning experiences, celebrations, food-related activities and visits.
 - Monitor children for signs of allergic reactions.
 - Respond quickly and appropriately in an emergency.
 - Record and report incidents in accordance with school procedures.
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6. First Aiders

Qualified First Aiders will:

- Maintain competency in recognising allergic reactions and anaphylaxis.
- Respond to allergic reactions in accordance with training and medical guidance.
- Administer emergency medication where required.
- Ensure emergency services are contacted without delay when anaphylaxis is suspected.
- Complete required incident records following emergency treatment.

All staff have Paediatric First Aid training – see first aid posters around the school and Children's Centre

7. Catering Staff and Food Providers

Where food is provided on site, catering staff and food providers will:

- Comply with food allergen legislation and food safety procedures.
- Provide accurate allergen information.
- Minimise the risk of allergen cross-contamination where reasonably practicable.
- Communicate ingredient changes to relevant staff promptly.
- Participate in allergy awareness training as required.

8. Parents and Carers

Parents and carers are expected to:

- Inform the school of any diagnosed allergy or suspected allergy.
 - Provide relevant medical information and supporting healthcare documentation.
 - Supply prescribed medication in date and in the original packaging.
 - Provide updated Allergy Action Plans when issued.
 - Notify the school immediately of any changes to their child's medical condition, treatment or emergency procedures.
 - Work in partnership with the nursery to support agreed risk-reduction measures.
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9. Health Professionals

Health professionals may support the school by:

- Providing medical advice regarding allergy management.
 - Issuing and updating Allergy Action Plans.
 - Advising on Individual Healthcare Plans where appropriate.
 - Supporting staff understanding of specific medical needs where necessary.
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10. Children

In an age-appropriate way, children will be encouraged to:

- Learn about healthy and safe practices.
 - Tell an adult if they feel unwell or think they have come into contact with an allergen.
 - Develop self-help skills and awareness of their own medical needs where appropriate.
 - Show respect and consideration for the medical needs of others.
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