



Riverbank
Nursery
at Teesside High School

Allergy Policy

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Committee:	Education

RIVERBANK NURSERY AT TEESSIDE HIGH SCHOOL

POLICY NAME	Riverbank Allergy Policy
PURPOSE	● To ensure that children in our care, staff and visitors are effectively protected from allergy-related risks through a comprehensive approach to allergy management, including measures to reduce the risk of exposure and clear procedures for responding to allergic reactions. ● To ensure the wellbeing and inclusion of children with allergies. ● To promote and maintain allergy awareness among the nursery and school community.
APPLIES TO	Riverbank Nursery (EYFS provision for ages 0–4)
Read in conjunction with	Safeguarding and Child Protection Policy, Supervision Policy Medicines Policy First Aid Policy EYFS Safer Eating Policy Teesside High School Pupil Allergy Policy Health and Safety policy Risk Assessment Policy Catering & Hygiene Policy Physical Contact with Children Policy <u>Early Years Foundation Stage nutrition guidance - GOV.UK</u> <u>Allergy safety in schools statutory guidance</u> <u>Allergy guidance for schools - GOV.UK</u> <u>Supporting pupils with medical conditions at school - GOV.UK</u> <u>The Food Information Regulations 2014</u> <u>The Food Information (Amendment) (England) Regulations 2019</u> <u>Using emergency adrenaline auto-injectors in schools - GOV.UK</u>

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1. INTRODUCTION

At Riverbank Nursery and Teesside High School we are aware that children may have or may develop an allergy resulting in an allergic reaction. Our aim is to safeguard children from allergy-related risks through a robust management framework that minimises exposure and establishes clear, effective procedures for responding to allergic reactions. We ensure the wellbeing and inclusion of children with allergies while fostering a proactive culture of allergy awareness throughout the nursery and school community.

2. ROLES AND RESPONSIBILITIES

2.1 ALLERGY LEAD

The nominated allergy lead for Riverbank Nursery is the Nursery Manager, Carolyn Williams. The nominated Allergy Governor is Angela Steele.

They are responsible for:

- Promoting and maintaining allergy awareness across our nursery and school community.
- Recording and collating allergy and special dietary information for all relevant pupils before they join Riverbank Nursery, or if they develop an allergy once enrolled. Collecting this information in the nursery may be delegated to Room Leads, members of the Riverbank management team or administrative staff.
- Co-ordinating medication with families, ensuring that the nursery receives this in readiness for the child's first day. This may be delegated to Room Leads, members of the Riverbank management team or administrative staff.
- Ensuring:
 - All children with allergies have an allergy action plan completed and agreed by the parent/carer, nursery and, if possible, a medical practitioner before the children join Riverbank Nursery.
 - All allergy information is up to date and readily available to relevant members of staff.
 - All staff receive an appropriate level of allergy and anaphylaxis training.
 - All staff are aware of the nursery's policy and procedures regarding allergies.
 - Relevant staff are aware of which activities require an allergy risk assessment.

- Keeping stock of the nursery's spare adrenaline auto-injectors (AAIs) and the children's personal AAIs and asthma reliever inhalers.
- Regularly reviewing and updating the allergy policy, at least annually.

2.2 SCHOOL MEDICAL OFFICER (OFFICE MANAGER)

The school medical officer is responsible for:

- Checking spare AAIs are in date.
- Any other appropriate tasks delegated by the nursery allergy lead.

2.3 NURSERY AND SUPPORT STAFF

All nursery and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils.
- Maintaining awareness of our allergy policy and procedures.
- Being able to recognise the signs of severe allergic reactions and anaphylaxis.
- Attending appropriate allergy and anaphylaxis training once a year and ad hoc for new staff.
- Being aware of specific pupils with allergies in their care.
- Carefully considering the use of food or other potential allergens in lesson and activity planning.
- Ensuring the wellbeing and inclusion of pupils with allergies.
- Maintaining safe arrangements for pupils with allergies on trips or outings or activities beyond the classroom.

2.4 PARENTS/CARERS

Parents/carers are responsible for:

- Being aware of Riverbank Nursery's allergy policy.
- Providing the nursery with up-to-date details of their child's medical needs, dietary requirements and history of allergies, reactions and anaphylaxis.
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc, and making sure these are replaced in a timely manner.
- Notifying the nursery immediately of any new medical needs or changes to their child's condition.

2.5 PUPILS WITH ALLERGIES

Given the age range of our children (6 months to 4 years), we focus on supporting them to develop an awareness of their condition. Staff support children by:

- Helping them begin to recognise their allergens.
- Encouraging them to tell an adult immediately if they feel unwell.
- Helping them understand that if they are given an adrenaline auto-injector, it is because an adult is

helping to keep them safe.

2.6 PUPILS WITHOUT ALLERGIES

For children aged 6 months to 4 years, staff support those without allergies to develop an early understanding of their environment and the needs of their peers. Staff do this by:

- Helping them grow an understanding of allergens in an age-appropriate way.
- Emphasising why it is important not to share food with their peers to keep everyone safe.

3. ASSESSING RISK

- The nursery will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:
 - Activities that involve the use of food
 - Crafts using food packaging
 - Off-site trips and outings
 - Any other activities involving animals, such as animal handling experiences

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog or the pupil may be exposed to our School wellbeing dog, George.

4. MANAGING RISK

4.1 HYGIENE PROCEDURES

- Pupils are encouraged to wash their hands before and after eating.
- Sharing of food is not allowed.
- Pupils have their own named water bottles.
- Food is only to be eaten in the Riverbank rooms, dining room or outdoors under close supervision.
- Any surfaces where food has been used is wiped clean immediately after use.

4.2 CATERING

The nursery is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering staff receive appropriate training and are able to identify pupils with allergies; a copy of children's allergy plans will be shared with catering staff before the child joins the setting and are updated as necessary.
- Riverbank menus are available for parents/carers to view with allergens clearly labelled.
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils.
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination including use of specially designated ovens, preparation areas and equipment.

4.3 FOOD RESTRICTIONS

- We strongly recommend that all Riverbank pupils participate in our meal package, which includes breakfast, lunch, tea and snacks. This minimises allergen exposure by eliminating the need to bring food into the nursery. If a parent chooses to provide their child's meals and snacks, they must submit a clear photograph of the ingredient label for every food item, including all individual components, in advance, every day.
- To ensure the safe management of allergens and to support healthy eating practices in line with the EYFS Nutrition Guidance, we do not accept celebratory cakes or sweet treats brought in from home to mark special occasions.
- While we cannot guarantee an allergen-free environment, we prohibit the following high-risk foods in our food offering to minimise reaction risks:
 - **Nuts:** Includes packaged nuts, nut-containing cereal/granola/chocolate bars, peanut butter and nut-based spreads or sauces (e.g. satay).
 - **Sesame:** Includes sesame seeds and any foods containing them.

Any prohibited items brought into the nursery will be removed, stored safely and returned to the parent at the end of the day.

4.4 INSECT BITES/STINGS

When outdoors:

- Shoes should always be worn, unless engaged in sensory play under close supervision..
- Food and drink should be covered, where possible.

4.5 ANIMALS

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact.
- Pupils with animal allergies will not interact with animals.

4.7 SUPPORT FOR MENTAL HEALTH

Pupils with allergies will have additional support through:

- Normalising differences: talking about food and safe choices openly so allergic children do not feel isolated or worried during snack or meal times.
- Ensuring children with specific dietary needs sit with their peers rather than being isolated on a separate table, unless necessary for acute medical safety.
- Using role-play, books and stories to help young children express worries about their health or environment.
- Training staff to spot quiet signs of anxiety, such as a child refusing to eat, clinginess or expressing sudden fears about food.
- Partnering closely with families to align the home and nursery's messaging, ensuring conversations about allergy safety do not inadvertently induce panic in the child.

4.7 EVENTS, OUTINGS AND TRIPS

- For events and activities, including ones that take place in the school grounds, outings and trips, pupils with allergies should not be excluded from taking part.
- The nursery will plan accordingly for all events, outings and trips, and ensure that the staff members are aware of pupils' allergies and to have received adequate training.
- A child-specific risk assessment will be completed for any child with a significant allergy before every visit, including travel, venue food, contact/airborne triggers and emergency access.
- A trained member of staff will be designated to carry the child's two prescribed AAIs where supplied, action plan, emergency contacts and any other medication. Medication must stay with the group and be immediately accessible. The medication will be signed out of the Riverbank kitchen and signed back in upon return.
- Venue and catering arrangements will be checked in advance. Staff will take suitable food where the safety of provision cannot be verified.
- Appropriate measures will be taken in line with the schools AAI (Adrenaline Auto Injector) protocols for off-site trips (see section 6.5).

5. PROCEDURES FOR HANDLING AN ALLERGIC REACTION

5.1 IDENTIFICATION, RECORDS AND INDIVIDUAL PLANS

- Allergy information is gathered upon admission, with ongoing updates should a child develop a new allergy while enrolled.
- The nursery maintains an allergy register covering children; this is securely kept in Google Drive, on the Famly app and in the staff handbook and can be checked quickly by any member of staff as part of initiating an emergency response. These are also displayed in the Riverbank kitchen.
- Each child whose allergy creates a risk of harm, functional impact or need for arrangements additional to ordinary provision will have an IHP. The BSACI Allergy Action Plan or Asthma Action Plan will be attached or clearly referenced.
- The Nursery Manager, Room Lead or key person will review information with parents/carers at least annually and immediately following diagnosis, medication change, reaction, near miss or updated action plan.
- The allergy plan will include:
 - Known allergens.
 - Symptoms.
 - Whether a pupil can/should be given an antihistamine or asthma inhaler (in less severe allergies), the name and dose of these medications.
 - Whether a pupil has been prescribed AAI(s) (and if so, what type and dose).
 - Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI, which may be different to the personal AAI prescribed for the pupil.
 - A photograph of each pupil to allow a visual check to be made (with parental consent).
 - It is the responsibility of the parent/carer to complete the allergy action plan with help from a healthcare professional, where possible, and provide this to the nursery.

5.2 ALLERGIC REACTION PROCEDURES

- As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately.
- Staff are trained in the administration of AAIs to minimise delays in pupil's receiving adrenaline in an emergency.
- If a pupil is suspected of having an anaphylactic reaction, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan.
- If an AAI needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available, a nursery one.
 - Keep the child where they are, call for help and do not leave them unattended.
 - Lie the child flat with legs raised.
 - Use adrenaline auto injector without delay (pupil's own, or if not available a nursery one).
 - Note the time given - follow the instructions on the brand.
 - Call 999 and state ANAPHYLAXIS.
 - If no improvement after 5 minutes, administer a second AAI.
 - If no signs of life - commence CPR.
 - Contact parent/carer as soon as possible.
 - All pupils must go to hospital for observation after anaphylaxis, even if they appear to have recovered.
- If the pupil has no allergy action plan, staff will follow the nursery's procedures on responding to allergy and, if needed, the nursery's normal emergency procedures as above.
- A nursery AAI device will be used instead of the pupil's own AAI device if:
 - Medical authorisation and written parental consent have been provided, or
 - The pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered).
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and follow their allergy plan regarding giving antihistamines, and the parents/carers informed.
- If a child with known asthma and allergies experiences severe breathing difficulties after exposure to an allergen, **an AAI must be administered first**, followed by their reliever inhaler

5.3 HOSPITAL TRANSPORT PROCEDURES

- In the event of a serious allergic reaction, if a child requires hospital treatment, staff will remain with them until a parent/carer arrives or accompany them in the ambulance. Staff must never use their own vehicles for transport.
- The accompanying staff member must take all relevant records (registration forms, medication sheets), necessary medication, and the child's comforter.
- Nursery management must be informed immediately. Staff will be redeployed or children grouped as necessary to maintain safe ratios for those remaining in the setting.
- Staff must remain calm, providing continuous reassurance to the affected child and any peers who witnessed the incident. Post-incident support will be provided for staff and children as needed.
- Ofsted must be notified of any serious incident requiring hospital treatment.

6. ADRENALINE AUTO-INJECTORS (AAIs)

6.1 PURCHASING OF SPARE AAIs

The allergy lead is responsible for buying AAIs and ensuring they are stored according to the guidance.

- Nursery will source AAIs from Pharmacy Express, Eaglescliffe or Eaglescliffe Pharmacy, Durham Lane.
- Quantities: Four 150 micrograms (for 7.5-25kg) Jext Pens.

6.2 STORAGE (OF BOTH SPARE AND PRESCRIBED AAIs)

- As children at Riverbank Nursery are not yet at an age to take responsibility for their own medication, each pupil's two prescribed AAIs are stored in a dedicated drawstring bag, clearly labelled with their name. These bags are kept on a hook rack in the Riverbank kitchen, ensuring they remain immediately accessible to all staff while being securely out of reach of the children.
- An emergency anaphylaxis kit containing spare AAIs is also maintained in the Riverbank kitchen. This kit is kept in a safe, unlocked location to ensure rapid access by staff in the event of an emergency.
- To prevent confusion, spare AAIs are kept separate from pupils' personal prescriptions and are clearly identified with distinct labelling.

The Allergy Lead is responsible for ensuring that all AAIs are:

- Stored at room temperature, in strict accordance with manufacturer guidelines, and protected from direct sunlight or extreme temperature fluctuations.
- Maintained in a central, safe location (the Riverbank kitchen) that is known to all staff and inaccessible to children.
- **Never** locked away, ensuring they are available for immediate use at all times.
- Situated no more than five minutes away from any area where they may be required.

6.3 MAINTENANCE (OF SPARE AAIs)

It is the responsibility of the parents/carers to ensure the anaphylaxis AAI is up to date and clearly labelled. However the Office Manager will check medication at school on a half termly basis and send a reminder to parents if medication is approaching expiry.

6.4 DISPOSAL

AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions. It can be given to paramedics on arrival or disposed of in the sharps bin which is kept in the medical room.

6.5 USE OF AAIs IN THE SCHOOL GROUNDS OR OFF THE NURSERY PREMISES

- A trained member of staff will be designated to carry the child's two prescribed AAIs where supplied, action plan, emergency contacts and any other medication. Medication must stay with the group and be immediately accessible.

- Venue and catering arrangements will be checked in advance. Staff will take suitable food where the safety of provision cannot be verified.
- All the activities on the trip or outing will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.

6.6 EMERGENCY ANAPHYLAXIS KIT

The nursery holds an emergency anaphylaxis kit. This includes:

- Spare AAI's. Four 150 microgram (for 7.5-25kg) Jext Pens.
- Instructions for the use of AAI's.
- Instructions on storage.
- Manufacturer's information.
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded.
- A note of arrangements for replacing injectors.
- A list of pupils to whom the AAI can be administered.
- A record of when AAI's have been administered.

7. TRAINING

- The nursery is committed to training all staff in allergy response. This includes:
 - Understanding that 'allergy' includes multiple conditions (eg food allergy, asthma, eczema, hay fever etc), which can co-exist.
 - Understanding the difference between a food allergy, coeliac disease and a food intolerance.
 - How to reduce and prevent the risk of allergic reactions.
 - How to spot the signs of allergic reactions (including anaphylaxis).
 - The importance of acting quickly in the case of anaphylaxis.
 - Where AAI's are kept on the school site, and how to access them.
 - How to administer AAI's.
 - The wellbeing and inclusion implications of allergies.
 - Understanding how to report an allergic reaction or case of anaphylaxis, whether an incident or a 'near miss'.
- Training will be carried out as part of the induction programme for new staff and then at least annually by the allergy lead using the National College resources.

8. INCIDENTS, NEAR MISSES AND LEARNING

- Every allergic reaction, medication administration, exposure, food error and near miss will be recorded on the same day and reported to the Nursery Manager, or in their absence the Deputy Nursery Manager. Parents/carers may report delayed symptoms or incidents recognised after the child has gone home; these reports will be recorded and reviewed.
- The Head and Nursery Manager will liaise to confirm who will lead a proportionate review within five working days, involving relevant staff, parents/carers and, where appropriate, catering providers or health professionals. Learning will be translated into updated risk assessments, plans, training, supervision, menu controls, equipment or policy review.
- All incidents of serious allergic reactions will be reported to OFSTED as soon as reasonably practicable, and always within 14 days of the incident occurring.

9. STAFF AND VISITORS WITH AN ALLERGY

- The nursery is committed to providing a safe and inclusive environment for everyone on our premises. As such, we support all staff, visitors and contractors with an allergy through robust, site-wide risk management. This includes all permanent staff, temporary or agency workers, volunteers and visitors.
- To ensure effective support and emergency response, all adults are required to disclose their allergy status and confirm whether they carry any prescribed emergency medication, such as an AAI, on their person. Staff must complete a medical disclosure form during their induction or immediately upon receiving a new diagnosis, while visitors and contractors are asked to declare severe allergies upon arrival. They are asked to confirm whether or not they carry any allergy medication. This information allows the nursery to conduct personalised risk assessments and ensure that appropriate safety measures are factored into our daily operations. Should a school AAI be required in an emergency,

Appendix A - INDIVIDUAL ALLERGY PLAN TEMPLATES

Riverbank Nursery Individual Healthcare Plan

Insert Photo Here:

Child's name

Riverbank Room

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

The Nest / The Den / The Lodge

Family Contact Information

(1) Name

Relationship to child

Phone no. (work)

(home)

(mobile)

(2) Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Any of the first aid team

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contraindications

--

Daily care requirements

--

Specific support for the pupil's educational, social and emotional needs

--

Arrangements for nursery visits/trips etc

--

Other information

--

Describe what constitutes an emergency, and the action to take if this occurs

--

Who is responsible in an emergency (*state if different for off-site activities*)

--

Plan developed with

--

Staff training needed/undertaken – who, what, when

--

Signed by parent/carer:

Date: