



### Early Years Allergy Policy

“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)”

#### Aim

At the British School of Tenerife, 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. All 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 at the BST 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. At The British School of Tenerife, we are committed to making sure that appropriate training is undertaken in relation to the management of allergies by, for instance, utilising qualified professionals or the use online training platforms such as Noodle.

#### Working in Partnership with Parents

- Before starting in Early Years, the correct registration forms with relevant Information should be completed and given to the administration department who will then pass on allergic reactions and allergies with all staff in Early Years and the kitchen staff.
- Parents **MUST** also fill in “**All About me questionnaire**” and hand this to the class teacher as soon as the child starts.
- Parents will be informed of allergies in Early Years and parents providing their child’s food must adhere to a list of allergies, they must not bring in any foods listed. This is to prevent children encountering their allergens. If staff do notice any of these foods, then they will be removed from the child’s lunch box and returned to the parents.
- The Early Years Lead, kitchen staff and parents will work together to ensure a child with specific food allergies receives no food at the BST that may harm them. This may include designing an appropriate menu or substituting specific meals on the current menu.
- If the child is prescribed a Adrenaline Auto-Injectors parents will need to provide a labelled, in-date AAIs and details of how this medication should be stored. (See Early Years Medicine policy)
- It is the parents’ responsibility to inform the Early Years Lead of any medication expiry date, however staff will ensure they are aware of the expiry date.
- Staff at the BST will return all expired allergy medication to parents for safe disposal.

### **School Responsibilities**

- An allergy list will be given to the Early Years Lead from the administration department who will then distribute to the classroom and the list must be kept in the locked cupboard. A list is also kept in the Early Years Leads office and kitchen and updated accordingly.
- Staff and Early Years lead will create and invite parents to contribute to a child's Individual Healthcare Plan. Discuss whether children can have ingredients such as "May Contain" and include this on the plan.
- Ask for parental written agreement in administering medication.
- Early Years Lead will liaise with staff 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 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 should be displayed.
- Ensure at least two staff members have Allergy training (in AAI)
- Communicate to staff on measures to reduce the risk of an allergic reaction (allergy avoidance)
- Inform staff if you have an allergy that will cause an allergic reaction, or require medication and that any medication you require is labelled, stored correctly and in-date

### **Staff responsibilities**

- Liaise with the Early Years Lead and the administration staff on any updates or changes to an allergy communicated from parents
- Staff supervising activities must ensure that suitable medication, including AAIs, is always on hand for the management of anaphylaxis. This includes activities excursions outside of Early Years. If the child has been prescribed AAIs, at least one person trained in administering the device must accompany the setting party.
- 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.
- Inform other staff and the Early Years Lead if you have an allergy that will cause an allergic reaction, or require medication and that any medication you require is labelled, stored correctly and in-date
- The key person must ensure that every child's care is tailored to meet their individual needs

### **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 must be informed, 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

Early Years Lead 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, the administration staff will make 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 and medication.
- 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.

**April 2024**

**To be reviewed April 2026**