



Early Years Allergy Policy

Definition of Allergy

An allergy is the body's immune system response to normally harmless substances such as certain foods, pollen, or dust mites. These substances (known as *allergens*) may not affect most people, but in allergic individuals, the immune system identifies them as a threat and reacts inappropriately. This reaction can range from mild symptoms (such as localised itching) to severe and life-threatening reactions (*anaphylaxis*), which may cause breathing difficulties and collapse.

Common allergy triggers include nuts, certain foods, insect stings, medications, latex, and hair dye. Symptoms often appear quickly. The first-line emergency treatment for anaphylaxis is adrenaline, administered via an Adrenaline Auto-Injector (AAI) (e.g. EpiPen).

Aim

At the British School of Tenerife, we recognise that some children and adults have allergies that can cause serious reactions. This policy aims to:

- Prevent allergic reactions wherever possible and minimise risk.
- Ensure all staff are aware of individual allergies and trained to respond appropriately.
- Promote an inclusive environment where no individual is stigmatised or excluded due to their allergy.

Children will not be separated at mealtimes or excluded from activities unless specified in their Individual Healthcare Plan (IHP). Inclusivity and awareness across the school community are essential to prevent "allergy bullying" and ensure everyone feels safe and supported.

The school is committed to ensuring that all relevant staff receive appropriate training in allergy awareness and management, including the use of AAIs, delivered by qualified professionals or through approved online platforms such as Optimus.

Working in Partnership with Parents

We value open communication and collaboration with families to support children's safety and wellbeing.

- Before starting in Early Years, parents must complete all registration and health forms. The Administration Department will share relevant allergy information with Early Years Lead and staff, as well as Kitchen staff.
- Parents must also complete the "All About Me" questionnaire and give it to the class teacher at the start of the school year.
- Parents will be informed of any allergies present in the Early Years environment. Parents providing packed lunches must strictly adhere to the list of allergens to avoid bringing restricted foods. Any foods containing allergens will be removed and returned home.

- The Early Years Lead and staff, Kitchen Staff, and Parents will work together to ensure children with food allergies receive safe, appropriate meals. Adjustments may include alternative menus or specific substitutions.
- If a child is prescribed an AAI, parents must provide a clearly labelled, in-date device and written instructions for storage and administration (see Early Years Medicine Policy).
- Parents are responsible for informing the Early Years Lead and staff of medication expiry dates; staff will also monitor this and ensure expired medication is promptly returned to parents for safe disposal.

School Responsibilities

- The Administration Department will provide an up-to-date allergy list to the Early Years Lead and staff, who will ensure copies are securely stored in each classroom, the EY Lead's office, and the kitchen.
- The Early Years Lead and staff will work with parents to develop each child's Individual Healthcare Plan (IHP), including whether "may contain" ingredients are permitted.
- Written parental consent will be obtained for the administration of medication.
- The Early Years Lead and staff will ensure all updates or changes regarding allergies are communicated promptly.
- Staff will be trained to recognise the signs of allergic reactions, which may include rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling (mouth, tongue, or airways), wheezing, or anaphylaxis.
- Staff will be made aware of any associated conditions (e.g. asthma).
- At least one Paediatric First Aid (PFA) trained member of staff will always be on-site, and a list of PFA-trained staff will be displayed.
- At least two staff members will be trained in allergy management, including AAI use.
- All staff will receive guidance on allergy avoidance and risk reduction strategies.
- Staff with allergies must inform the Early Years Lead and staff, ensure their medication is labelled, stored correctly, and in date.

Staff Responsibilities

- Keep the Early Years Lead and staff and Administration Department informed of any updates from parents regarding children's allergies.
- Ensure medication, including AAIs, is readily accessible during all activities and excursions. At least one trained adult must accompany any trip involving a child with prescribed AAIs.
- For insect sting allergies, staff will encourage children to wear shoes outdoors and cover food and drinks to reduce risk.
- Inform colleagues and the Early Years Lead and staff if they have personal allergies requiring medication, ensuring correct labelling and storage.
- Staff must ensure every child's care plan is tailored to meet their individual needs.

Procedure in the Event of an Allergic Reaction

- If a child has an allergic reaction (to food, insect sting, or other allergen), a trained first aider will respond immediately and administer the appropriate treatment. The incident will be recorded and parents informed promptly.
- If an EpiPen or AAI is required, at least two staff members (including the Early Years Lead and staff) will have been trained to administer it.
- In the case of a severe reaction, an ambulance must be called immediately. Staff must not transport the child in a private vehicle.

- The Administration Office will contact the child's parents or emergency contacts and arrange to meet them at the hospital.
- Staff will remain calm and reassure other children who may have witnessed the incident.
- A staff member will accompany the child to hospital, taking relevant medical records, medication, and contact forms.
- All incidents will be documented, signed by parents, and reviewed by the Early Years Lead and staff.
- If an adult experiences an allergic reaction, they should inform the nearest colleague and self-administer their medication if able. An ambulance will be called, and next of kin notified.

Policy Review: █

This policy will be reviewed every, or more frequently if required by changes in legislation, guidance, or school operational needs. █

Written by:	Jenni Garnett		
Agreed Date:	October 2025		
Board of Governors			
	Print Name:	Signed:	Date:
Academic Director:			
	Print Name:	Signed:	Date:
Review Date:	October 2027		