

Allergy Safety Policy

Stepping Stones Nursery, Y-Kidz and Key College

Approval Route: YSS Board & LLL Committee

Department: LLL/YSS

Policy Owner: Angelina Brett & Gary Lambert

Frequency of Revision: Annual

Version	Date Approved	Reason for Update
1	September 2026	New Policy in line with new legislation.

Policy Statement

YMCAD is committed to providing a safe, inclusive and supportive environment for all children, young people, learners, staff, volunteers and visitors with allergies and related medical conditions.

We recognise that allergies can range from mild reactions to severe and potentially life-threatening anaphylaxis. We are committed to reducing the risk of exposure to known allergens, ensuring effective management of allergies, promoting inclusion and wellbeing, and ensuring all staff are appropriately trained to respond to allergic reactions and emergencies.

This policy applies to all YMCAD childcare, education and learning provision, including:

- Early Years provision (0-5 years)
- School-age children and young people
- College and post-16 learners
- Apprentices and trainees where applicable
- Educational visits and off-site activities

Designated senior leads for allergy safety, with responsibility for coordinating implementation, monitoring compliance and leading the annual review of this policy are

Gary Lambert – Head of Training and Education

Angelina Brett – Head of Early Years and Childcare Development
Jenny Seagrave – Senior Nursery Manager

Creating an Allergy Aware Culture

YMCAD promotes an allergy-aware culture where the safety, wellbeing and inclusion of individuals with allergies is everyone's responsibility.

We will:

- Work in partnership with children, young people, learners and families.
- Encourage openness and understanding about allergies.
- Promote an environment where individuals with allergies feel safe and supported.
- Ensure allergy management is integrated into everyday practice.
- Encourage age-appropriate understanding and self-management skills.
- Foster inclusion in all activities wherever reasonably possible.

Allergy Awareness Training

YMCAD will ensure all staff who may supervise, teach, care for or support children and young people receive allergy awareness and emergency response training and/or updates at annually.

This includes:

- Tutors
- Nursery practitioners
- Support staff
- Catering and food preparation staff
- Temporary and agency staff
- Apprentices
- Work experience students
- Breakfast and After-school club staff
- Holiday Club and HAF staff
- Educational visit leaders

Training Content

Staff will all receive Allergy and Anaphylaxis Training via Natasha's Law Allergy School (High Speed Training). This will be completed annually.
Staff training will ensure that all relevant personnel:

Understand Allergy

- Have an awareness of allergy and the risks it presents.
- Understand how allergic reactions can occur.

- Understand the relationship between allergy, asthma, eczema and hay fever.
- Understand the difference between:
 - Food allergy
 - Food intolerance
 - Coeliac disease

Recognise Allergic Reactions

- Know where to find information on individuals' allergens.
- Can identify mild, moderate and severe allergic reactions.
- Can recognise symptoms of anaphylaxis.

Respond to Emergencies

Know how to:

- Call emergency services.
- Contact parents/carers where appropriate.
- Locate emergency medication.
- Administer adrenaline auto-injectors (AAIs).
- Administer emergency asthma medication where appropriate.
- Follow Allergy Action Plans and Individual Healthcare Plans.

Understand Responsibilities

- Understand this Allergy Safety Policy.
- Know how to access records relating to allergies.
- Understand measures to reduce allergen exposure.
- Understand procedures for reporting incidents and near misses.
- Recognise the impact allergies can have on wellbeing and participation.

Induction Arrangements

All new staff will receive allergy safety information as part of induction before working unsupervised with children, young people or learners.

Supply, agency and temporary staff will receive relevant allergy information before commencing duties.

Wellbeing and Inclusion

YMCAD recognises that living with allergies can create anxiety and affect emotional wellbeing.

We will:

- Promote inclusion and participation in all aspects of YMCAD life.
- Support individuals who may experience anxiety relating to allergies.
- Work closely with families and learners to build confidence.

- Ensure risk management approaches are proportionate and inclusive.
- Promote age-appropriate independence and self-management skills.

For older children and college learners, support may include:

- Developing confidence in self-management.
- Understanding allergen information.
- Safe participation in social activities, trips and community experiences.
- Support during transitions between provisions or educational settings.

Bullying and Discrimination

YMCAD has a zero-tolerance approach to bullying, discrimination or exclusion relating to allergies.

Examples include teasing about allergies, deliberate exposure to allergens, excluding individuals from activities because of allergies and misuse of allergy-related information.

Any concerns will be addressed through safeguarding, behaviour and anti-bullying procedures.

Minimising the Risk of Allergen Exposure

YMCAD will take reasonable and practical steps to minimise exposure to known allergens.

Food Provided by YMCAD

Where food is provided, YMCAD will:

- Maintain accurate records of dietary requirements and allergies.
- Ensure catering and food preparation staff are informed of allergen requirements.
- Clearly identify allergens contained within food provided.
- Implement procedures to minimise cross-contamination.
- Use separate utensils, preparation methods or serving arrangements where required.
- Provide suitable alternatives where necessary.

Food Brought onto Site

To manage risks associated with food brought in by children, families, learners, staff or visitors:

- Food sharing will be discouraged.
- Parents and carers may be asked to provide ingredient information.
- Celebration foods must be approved in advance where required.

- Unlabelled foods may not be accepted if allergen information cannot be verified.
- Staff will supervise meal and snack times appropriately.
- YMCAD sites may restrict particular food items as we respond to need.

Airborne and Contact Allergens

Where an individual has identified airborne or contact allergens, YMCAD will implement reasonable measures to reduce exposure. These may include environmental controls, enhanced cleaning procedures, adaptations to activities and restricted use of specific materials where necessary.

Curriculum, Enrichment and Learning Activities

Staff planning activities must consider allergen risks, including arts and crafts, sensory activities, cooking sessions, enterprise projects, animal encounters and forest school and outdoor learning.

Appropriate alternative arrangements will be provided whenever necessary.

Educational Visits and Trips

Specific risk assessments will be completed where an individual has a known allergy.

Food Allergy Management

YMCAD is committed to providing clear allergen information and managing food allergies safely.

We will:

- Obtain allergy information before admission/enrolment/recruitment.
- Keep allergy records up to date.
- Clearly communicate dietary requirements to relevant staff.
- Maintain allergen information for foods provided.
- Ensure children, young people and learners can participate safely in meals and food-related activities.
- Avoid claiming to be "allergen free" unless this can be absolutely guaranteed.

Meal and snack supervision arrangements will ensure that food provided is checked against known dietary and allergy requirements.

Identification of Individuals with Allergies

YMCAD will maintain an accurate record of individuals – children, learners, staff (where disclosed), work placement students with known allergies. Known allergies will be shared with the wider organisation.

Anyone identifying as having an allergy must provide an Allergy Action Plan from a healthcare professional.

These records will include:

- Known allergens
- Allergy severity
- Prescribed medication
- Adrenaline auto-injectors
- Individual Healthcare Plans
- Asthma Action Plans

Gathering Information

Other information may be obtained from parents and carers, learners, healthcare professionals, previous educational settings and/or admission and enrolment documentation.

Records will be reviewed regularly and updated whenever new information becomes available.

Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan (IHP) will be developed when:

- An allergy has a significant impact on education, learning or daily participation.
- There is a risk of harm associated with the allergy.
- Additional or different arrangements are required beyond normal provision.

The IHP will outline:

- Allergy information.
- Known triggers.
- Risk reduction measures.
- Required adjustments.
- Medication arrangements and expiry dates of medication.
- Emergency procedures.
- Responsibilities of staff and learners.

IHPs will be reviewed at least annually, following any incident or near miss, following changes in medical advice or when circumstances change.

Prescribed Adrenaline Auto-Injectors (AAIs)

Children, young people and learners who are prescribed AAIs must have rapid access to them at all times.

YMCAD will ensure:

- Medication is appropriately labelled.
- Staff know where medication is stored or if it is carried on the person.
- Medication is available at all times.
- Copies of Action Plans are readily accessible.

Parents, carers and learners (where appropriate) are responsible for ensuring medication remains in date and replacing expired medication.

Records will be maintained of:

- Individuals prescribed AAIs.
- Medication locations.
- Expiry dates.
- Associated Action Plans.

Independence and Self-Carry Arrangements

Where appropriate and agreed through an Individual Healthcare Plan:

- Older children and learners may carry their own medication.
- College learners may self-manage medication.
- The level of independence will reflect age, maturity, capacity and medical advice.

Spare Adrenaline Devices

Where YMCAD holds legally permitted spare adrenaline devices, arrangements will include:

- Clear procedures for use.
- Storage in clearly marked emergency kits.
- Readily accessible locations.
- Storage in pairs whenever possible.
- Regular expiry-date checks.
- Safe replacement and disposal procedures.

Emergency kits may also include emergency asthma inhalers, spacers, instructions for use and emergency contact information.

All staff must know where emergency equipment is located.

Visits, Trips and Off-Site Activities

YMCAD is committed to ensuring individuals with allergies can safely participate in all educational visits and activities.

Planning arrangements will include:

- Individual risk assessments.
- Review of medical information.
- Access to emergency medication.

- Availability of trained staff.
- Communication with venues where appropriate.

Individuals prescribed adrenaline should have immediate access to their medication during visits.

For older learners, opportunities to develop independence and self-management will be encouraged where appropriate.

Serious Incidents and Near Misses

YMCAD will maintain procedures for recording and responding to allergy-related incidents and near misses.

Incident Recording

Records will include:

- Date and time.
- Person involved.
- Circumstances.
- Symptoms observed.
- Action taken.
- Outcome.
- Follow-up actions.

Reporting

Parents, carers and learners will be informed as appropriate.

Incidents will be reported in accordance with internal reporting procedures, safeguarding requirements and regulatory reporting duties where applicable.
Learning and Improvement

Following incidents or near misses YMCAD will review contributing factors, evaluate risk assessments, review healthcare plans, identify training needs and implement improvements where required.

Information Sharing and Confidentiality

Information relating to allergies is special category data under UK GDPR. YMCAD will ensure information is collected lawfully, stored securely, shared only where necessary and accessible to those responsible for providing safe care and education.

Health information will be treated sensitively and respectfully while ensuring safety is not compromised.

Raising Awareness of Allergy Safety

This policy will be published on the YMCAD Stepping Stones Nursery, Y-Kidz and Key College website, be available on request, shared with staff during induction and included within annual staff training.

YMCAD may also promote age-appropriate allergy awareness among children and young people to encourage inclusive and supportive communities. Where appropriate, peers may be taught how to seek help if someone is experiencing an allergic reaction, though this will never replace staff responsibilities or emergency procedures.

Monitoring and Review

This policy will be reviewed annually or sooner following any allergy-related incident, near miss or changes to legislation or guidance.

