

Charlton Kings Infants School and KDG

Allergies Policy 2026-27

Governor Committee Responsible:	FGB	Governor Lead:	Chair of Governors
Status	Statutory	Review Cycle	Annual
Last Review	September 2026	Next Review Date	September 2027

Designation	Name	Date	Signature
Chair of Governors	Alan Waller	September 2026	
Head Teacher	Katie James	September 2026	

1. Policy Statement

CKIS is committed to providing a safe, inclusive and supportive environment for all children, including those with allergies and those at risk of anaphylaxis.

We recognise that allergies can range from mild reactions to life-threatening anaphylaxis and that effective management requires a whole-school approach involving staff, parents/carers, healthcare professionals and pupils/children. Our school will take reasonable steps to reduce allergen risks while ensuring that children with allergies are able to participate fully in pre-school and school life.

2. Aims

The aims of this policy are to:

- Protect the health, safety and wellbeing of children with allergies.
- Ensure compliance with statutory guidance and relevant legislation.
- Promote allergy awareness throughout the pre-school and school community.
- Minimise the risk of exposure to known allergens.
- Ensure staff can recognise and respond appropriately to allergic reactions and anaphylaxis.
- Ensure appropriate healthcare plans and emergency procedures are in place.
- Support children to manage their allergies safely and confidently according to their age and understanding.

3. Scope

This policy applies to:

- All pupils attending Charlton Kings Infants School and Kindergarten.
- All staff, volunteers, students and contractors.
- Visitors attending school premises.
- School activities, clubs, educational visits and off-site learning activities.

4. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure appropriate allergy management arrangements are in place.
- Appoint a Governor lead.
- Review the effectiveness of this policy.
- Ensure sufficient resources are available to implement the policy

Headteacher

The Headteacher will:

- Ensure this policy is implemented.
- Appoint an Allergy Lead. The Allergy lead is the Jess Thomas.
- Ensure staff receive appropriate training.
- Monitor compliance and incident reporting.

Allergy Lead

The Allergy Lead will:

- Maintain the allergy register.
- Coordinate healthcare plans.
- Organise staff training.
- Monitor emergency medication arrangements.
- Liaise with families and healthcare professionals.

Staff

All staff will:

- Be familiar with children/pupils' allergies where relevant to their role.
- Follow healthcare plans and risk assessments.
- Attend allergy awareness training.
- Act promptly in an emergency.
- Report incidents and near misses.

Parents and Carers

Parents and carers are expected to:

- Inform the pre-school/school of allergies and medical diagnoses.
- Provide prescribed medication in date and clearly labelled.
- Supply current medical advice and action plans where available.
- Notify the pre-school/school immediately of any changes in their child's condition.

5. Identification of children with Allergies

The kdg/school will:

- Obtain allergy information during admission and enrolment.
- Maintain an up-to-date allergy register.
- Record known allergens, symptoms, medications and emergency contacts.
- Share relevant information with staff on a need-to-know basis.

6. Individual Healthcare Plans (IHPs)

Where appropriate, children/pupils with allergies will have an Individual Healthcare Plan.

Healthcare plans will include:

- Details of the allergy.
- Known triggers.
- Signs and symptoms.
- Emergency procedures.
- Medication requirements.
- Storage arrangements.
- Contact details.
- Staff responsibilities.

Healthcare plans will be reviewed:

- At least annually.
- Following a medical review.
- After any significant allergic reaction.
- When circumstances change.

7. Minimising exposure to allergens

The kdg/school will take proportionate steps to reduce allergen exposure by:

- Maintaining good hygiene practices.
- Encouraging hand washing before and after eating.
- Cleaning tables and eating areas appropriately.
- Supervising younger children during meal and snack times.
- Considering allergy risks when planning activities, celebrations and curriculum activities.
- Conducting risk assessments where allergen exposure may occur.

The pre-school/school will not describe itself as completely "allergen free" or "nut free", as it cannot guarantee the total absence of allergens. Instead, reasonable risk-reduction measures will be implemented.

8. Food management

The kdg/school will:

- Take reasonable steps to identify allergen risks in food provision.
- Work with our catering provider, Caterlink; to obtain allergen information.
- Ensure relevant staff understand food allergen procedures.
- Consider individual dietary needs where reasonably practicable.
- Promote safer eating practices during school meals, snacks and celebrations.

Parents may be asked not to send specific foods where a risk assessment identifies a significant risk to a child. Food sharing between pupils will be discouraged.

9. Early Years Provision

For children in the pre-school and Reception classes, staff will follow the requirements of the Early Years Foundation Stage [EYFS statutory framework for group and school-based providers](#) alongside this policy.

Children will be appropriately supervised during eating and drinking activities, and individual allergy needs will be considered in all aspects of care and learning.

10. Medication and emergency equipment

The pre-school/school will:

- Store prescribed medication safely and accessibly.
- Ensure medication is clearly labelled and in date.
- Allow children/pupils to have access to medication where appropriate and agreed.
- Maintain emergency medication arrangements in accordance with healthcare plans.

The school will maintain "spare" adrenaline auto-injectors and use them in accordance with statutory guidance and parental consent arrangements.

11. Responding to allergic reactions

All staff will be trained to:

- Recognise signs of allergic reactions.
- Recognise signs of anaphylaxis.
- Follow the individual's healthcare plan.
- Administer prescribed adrenaline auto-injectors where required.
- Call emergency services without delay when anaphylaxis is suspected.
- Inform parents/carers as soon as possible.

In the event of suspected anaphylaxis:

1. Administer adrenaline immediately if indicated.
2. Call 999 and state "anaphylaxis".
3. Follow healthcare plan instructions.
4. Monitor the child continuously.
5. Contact parents/carers.
6. Record and review the incident.
7. Report incidents to the Governing body as part of the Headteachers Governor reports.

12. Staff training

The pre-school/school will provide:

- General allergy awareness training for all staff.
- Specific training for staff responsible for children/pupils with allergies.
- Training for the use of adrenaline auto-injectors.
- Refresher training as required.
- Training for new starters as part of induction.

Training records will be maintained by the school.

13. School visits and activities

All educational visits and off-site activities will include consideration of allergy-related risks.

Visit leaders will:

- Review healthcare plans.
- Ensure medication is available.
- Identify trained staff attending.
- Consider food arrangements and emergency procedures.
- Complete risk assessments where necessary.

Children with allergies will be enabled to participate fully wherever it is safe to do so.

14. Record keeping, incidents and near misses

The pre-school/school will record:

- Allergic reactions.
- Administration of medication.
- Near misses.
- Significant allergen exposure incidents.

Incidents will be reviewed to identify lessons learned and improve procedures where necessary.

15. Wellbeing and Inclusion

The pre-school/school will promote an inclusive environment in which children/pupils with allergies:

- Feel safe and supported.
- Are not excluded from activities unnecessarily.
- Are helped to understand and manage their condition appropriately.
- Are protected from bullying or discrimination relating to their allergy.

16. Communication

This policy will be:

- Published on the school website.
- Available on request.
- Shared with staff and volunteers.
- Referenced during induction for new staff.
- Reviewed with relevant parents/carers where necessary.

17. Monitoring and Review

This policy will be reviewed:

- Annually;
- Following any significant allergic incident;
- Following changes in legislation or statutory guidance.