



Busy Fingers Preschool

Main Street, Little Downham, Ely, Cambridgeshire, CB6 2ST Tel: 01353 698633

Email: manager@busyfingerspreschool.org

Registered Charity Number: 308133

Allergy and Anaphylaxis Policy

Setting: Busy Fingers Pre-School

Date: September 2026

Review date: September 2027

1. Purpose

Busy Fingers Pre-School is committed to keeping children with allergies safe and ensuring that all staff understand how to prevent, recognise and respond to an allergic reaction or anaphylaxis.

We work closely with parents/carers to identify known allergies and agree appropriate measures to reduce the risk of exposure.

2. Food and Cooking Activities

Children bring their own snacks and lunches from home. The setting does not prepare or provide food as part of normal snack or mealtimes.

The setting does, however, occasionally carry out cooking, baking or food-related activities as part of the children's learning and play experiences.

Before a cooking or food-related activity takes place, staff will consider the allergies of all children participating. Ingredients will be checked carefully, including food labels where applicable, and suitable alternatives will be provided where necessary.

Where an ingredient contains a known allergen that could pose a risk to a child, the activity will be adapted and an alternative ingredient will be used.

Staff will take reasonable precautions to prevent cross-contamination during cooking activities, including:

- Washing hands before handling ingredients.
- Cleaning work surfaces and equipment before use.
- Using clean utensils and equipment.



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- Keeping ingredients separate where necessary.
- Preventing children from sharing or tasting food unless this has been specifically planned and is considered safe.
- Cleaning the area and equipment thoroughly after the activity.

Parents/carers will be informed of any relevant cooking or food-related activities where this is necessary to manage their child's allergy safely.

The setting will consider individual allergy risk assessments and any allergy/anaphylaxis action plans when planning cooking activities.

3. Allergy Information

Parents/carers must provide accurate and up-to-date information about their child's allergy, including:

- The known allergen(s).
- Previous reactions, where applicable.
- Signs and symptoms of an allergic reaction.
- Any prescribed medication.
- The child's individual allergy/anaphylaxis action plan, where available.
- Instructions provided by healthcare professionals.

Where a child is awaiting an allergy assessment, the setting will work with the parents/carers to put reasonable precautions in place based on the information available.

4. Risk Assessments

An individual allergy risk assessment will be completed with the child's parents/carers where appropriate.



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The risk assessment will consider:

- Food and drink brought into the setting.
- Accidental sharing of food.
- Hand hygiene before and after eating.
- Cleaning of tables and eating areas.
- Contact with allergens through surfaces, toys or equipment.
- Staff awareness and supervision.
- Outdoor activities and trips.
- Emergency medication and emergency procedures.

The risk assessment will be reviewed if the child's circumstances or medical advice changes.

5. Preventing Allergic Reactions

Staff will take reasonable steps to reduce the risk of exposure to known allergens.

Children will be encouraged not to share food or drinks.

Children and staff will wash or clean their hands before and after eating.

Eating areas will be cleaned appropriately after meals and snacks.

Staff will supervise children during eating times and remain alert to food sharing or accidental exposure.

Where an allergen is known to pose a significant risk, additional precautions may be agreed with the child's parents/carers and recorded in the individual risk assessment.



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6. Medication

Where a child has prescribed emergency medication, such as an adrenaline auto-injector (AAI), parents/carers must provide the medication to the setting in accordance with the setting's medication procedures.

Emergency medication must:

- Be clearly labelled with the child's name.
- Be in date and regularly checked.
- Be stored safely but remain readily accessible to staff.
- Be accompanied by appropriate instructions or an allergy/anaphylaxis action plan where available.

Staff responsible for the child will be made aware of the location of emergency medication and the procedure to follow.

Staff will receive appropriate training where they are required to administer emergency medication.

7. Recognising an Allergic Reaction

Symptoms of an allergic reaction can include:

- Rash, hives or itching.
- Swelling of the lips, face, mouth or tongue.
- Tingling or itching in the mouth.
- Vomiting or abdominal pain.
- Coughing, wheezing or difficulty breathing.
- Hoarse voice or difficulty speaking.



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- Dizziness, collapse or becoming unusually pale.
- Sudden changes in behaviour or becoming very sleepy.

A severe allergic reaction can develop quickly and may become life-threatening.

8. Anaphylaxis – Emergency Procedure

If a child is suspected of experiencing anaphylaxis:

1. **Stay with the child and remain calm.**
2. **Administer the child's adrenaline auto-injector immediately** if anaphylaxis is suspected and the child has a prescribed AAI, following the child's emergency plan and staff training.
3. **Call 999** and state that the child is experiencing **anaphylaxis**.
4. Follow the emergency operator's instructions.
5. Keep the child with the setting's staff member and monitor their condition.
6. If there is no improvement after 5 minutes, or symptoms return, administer a second AAI if one is available and the child's emergency plan/training indicates this.
7. If the child becomes unconscious but is breathing, place them in the recovery position.
8. If the child is not breathing normally, begin CPR and follow the 999 operator's instructions.
9. Ensure the child's parent/carer is contacted as soon as reasonably practicable.
10. Send all used medication and the child's allergy information with the child if they are taken to hospital.



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Anaphylaxis is a medical emergency. Staff should not wait for symptoms to become severe before using prescribed emergency adrenaline where anaphylaxis is suspected.

9. Staff Responsibilities

All staff must:

- Be aware of children with known allergies.
- Know where allergy information and emergency medication are kept.
- Follow individual allergy risk assessments and emergency plans.
- Prevent children from sharing food.
- Take allergic reactions seriously and act promptly.
- Complete relevant allergy/anaphylaxis training where required.
- Report and record any allergic reaction or suspected exposure.
- Inform the manager of any concerns relating to a child's allergy.

10. Parents/Carers Responsibilities

Parents/carers must:

- Provide accurate information about their child's allergy.
- Inform the setting of any changes.
- Provide prescribed emergency medication where required.
- Ensure medication is in date.
- Provide updated allergy plans or medical information when available.
- Provide food that is suitable for their child.



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- Work with the setting to complete and review the child's individual allergy risk assessment.

11. Emergency Services

In an emergency, staff will always prioritise the child's safety and contact **999** where anaphylaxis or a serious allergic reaction is suspected.

Parents/carers will be contacted as soon as reasonably practicable, but contacting parents must **not delay calling 999 or administering emergency medication**.

12. Recording and Reviewing Incidents

Any allergic reaction, suspected exposure or administration of emergency medication will be recorded and reported to the setting manager.

The incident and risk assessment will be reviewed afterwards to identify whether any additional precautions are required.

13. Policy Review

This policy will be reviewed annually or sooner if:

- A child with a significant allergy joins the setting.
- There is an allergic reaction or anaphylaxis incident.
- Medical advice or guidance changes.
- The setting's procedures change.