

‘Every opportunity to educate everyone forever’

Statement of Intent

At The Federation of Mellers Primary School and Nottingham Nursery School, we believe that mealtimes should be happy, social occasions for children and staff alike. We promote shared, enjoyable positive interactions at these times. This policy is concerned with a whole school approach to the health care and management of those members of the school community suffering from specific allergies. We also need to outline important information regarding general food management and minimising the risk of choking. Mellers Primary School and Nottingham Nursery school are aware that children who attend may suffer with allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

The Federation’s position is not to guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

The EYFS Statutory Framework states that the provider must obtain information about any dietary requirements/allergy. As such parents are asked to provide details of allergies in the child’s admissions form, which is submitted before starting School.

Aim

The aim of this policy is to minimize the risk of any child suffering allergy-induced anaphylaxis whilst at school.

An allergic reaction to nuts is the most common high-risk allergy, and as such demands more rigorous controls throughout the policy. We also want to reduce the risk of choking and promote healthy eating habits.

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise the student, staff, parent and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the school community:

- School Staff
- Parents / Carers
- Volunteers
- Students

Definitions

Allergy – A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

Allergen – A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

Anaphylaxis – Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.

EpiPen – Brand name for syringe style device containing the drug Adrenalin, - which is ready for immediate inter-muscular administration.

Minimized Risk Environment– An environment where risk management practices (e.g., risk assessment forms) have minimised the risk of (allergen) exposure.

Health Care Plan– A detailed document outlining an individual child’s condition treatment, and action plan for location of EpiPen.

General Procedures and responsibilities for allergy management

- The involvement of parents and staff is essential in establishing individual Health Care Plans.
- The establishment and maintains practices for effectively communicating a child’s healthcare plans to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Age-appropriate education of the children with severe food allergies.
- We are a strictly NO NUT setting.

Medical information

- Before the child enters the setting, information must be gathered about special dietary requirements, preferences, food allergies and intolerances and other health requirements. All staff must have access to this information.

- School will seek updated information via medical form at the commencement of each calendar year. Furthermore, any change in a child's medical condition during the year must be reported to the school.
- For students with an allergic condition, the school requires parents / carers to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- The EYFS lead will ensure that a Health Care Plan is established and updated for each child with a known allergy.
- Practitioners of children and key staff are required to review and familiarise themselves with the medical information.
- Action plans with a recent photograph for any students with allergies will be posted in discrete places in relevant rooms.
- Where students with known allergies are participating in school excursions, the risk assessments must include this information.
- The wearing of a medic-alert bracelet or similar is allowed.
- We will let the parent know that all staff will be made aware of which children have allergy, what the triggers are and the medication that they need.

EpiPens

Where EpiPens (Adrenalin) are required in the Health Care Plan:

- Allergy action plans and risk assessments should be developed, reviewed regularly and shared with all staff.
- Parents/ guardians are responsible for the provision and timely replacement of the EpiPens.
- The EpiPens are located securely in relevant locations approved by the school leader.
- We will make sure that parents provide an emergency medical kit for their child containing any medication required.
- We will where necessary have an alert system for expiry dates of each child's adrenaline autoinjector to make sure that it is still in date.
- We will train all relevant staff in allergy and anaphylaxis first aid, which includes the use of adrenaline auto-injectors and make sure that somebody trained in administering emergency medication is on site at all times
- We will make sure that medication's easily accessible and that all staff know where emergency medical kits are kept (not in a locked cupboard)
- If arranging a trip or outing (including trips to forest school), carry out a risk assessment of the venue in advance and ensure medication is available e.g., trips to the farm could trigger reactions due to fur or feathers, a trip to the woods or park during high pollen can exacerbate asthma and trigger allergic rhinitis.

The role of parents

- Parents are responsible for providing, in writing, ongoing accurate and current medical information to the school.

- Parents to provide a doctors letter (or dietician etc) confirming and detailing the nature of the allergy; including the allergen (the substance the child is allergic to) and confirm the nature of the allergic reaction in terms of the symptoms that their child usually exhibits (from rash, breathing problems to anaphylactic shock).
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures – such as how the child can be prevented from getting into contact with the allergen.
- If a child has an allergy requiring an EpiPen, or the risk assessment deems it necessary, a “healthcare plan” must be completed and signed by the parents.
- It is the responsibility of the parent to provide the school with up-to-date medication/ equipment clearly labelled in a suitable container.
- In the case of life saving medication like Epi-pens the child will not be allowed to attend without it.
- Parents are also required to provide up to date emergency contact information.
- If snacks and lunches brought into school are provided by the child’s parent then it is their responsibility to ensure that the contents are safe for the child to consume.
- Parents should liaise with staff about appropriateness of snacks and any food-related activities (e.g., cooking).
- Parents / carers, and healthcare professionals in some circumstances, should be consulted in order to create allergy action plans for children with allergies. As allergies and intolerances can develop at any time, (especially during the introduction of solid food) action plans must be reviewed, updated and shared regularly.

Packed lunches and snacks

To help us keep all children healthy, happy and ready to learn, we ask that packed lunches and snacks brought from home follow our simple healthy-eating guidelines. These are based on the DfE Nutrition Guidance (2025).

Packed lunches and snacks brought from home should:

- Support children’s health, wellbeing and oral health
- Follow the same healthy eating principles used in school meals
- Include items from the four food groups: starchy carbohydrates; fruit/vegetables; protein; dairy/dairy alternatives
- Contain water or milk as drinks
- Avoid foods high in sugar, salt or saturated fat (e.g., sweets, chocolate bars, fizzy drinks)

The role of staff

On admission and working with parents/carers:

- Staff will talk to the parents/carers to find out what their child’s specific needs are, for example what food to avoid, substitutions, whether allergens need to be excluded from

the setting.

- Staff will explain to other parents where necessary the risk and potential consequences of food allergens being brought into the setting.
- We may ask the parent for a list of food products and food derivatives the child must not come into contact with.
- Staff should liaise with parents about snacks and any food-related activities.

Paperwork, medication, first aid and sharing information:

- If a child's admission form states that they have an allergy then a "healthcare plan" is needed. It must be in place before the child starts attending sessions. A risk assessment should be carried and any actions identified to be put in place. The assessment should be stored with the child's healthcare plan.
- Upon determining that a child attending school has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned attend to update knowledge and awareness of child's needs.
- All staff who come into contact with the child will be made aware of what treatment/medication is required by school leaders/office staff and where any medication is stored.
- As part of the staff first aid course, EpiPen use and storage has been discussed. All staff must recognise symptoms of and know the treatments for, allergies and anaphylaxis.
- Emergency medication should be easily accessible, especially at times of high risk.
- There should be ongoing communication between settings, parents, carers and in some cases, healthcare professionals, regarding allergies and intolerances.
- Consideration and assessment of risks needs to be completed as needed in terms of any trips/outings (forest school etc). If arranging a trip or outing, staff must carry out a risk assessment of the venue in advance e.g., trips to the farm could trigger reactions due to fur or feathers, a trip to the woods or park during high pollen can exacerbate asthma and trigger allergic rhinitis.

Food areas and serving:

- At each mealtime and snack time, a specific person must be responsible for checking that food is safe for the child consuming it. Each child should have a nominated staff member responsible for checking any food and drink offered is safe for them to eat. This will be their teacher/keyworker and lunch time staff.
- Teachers/keyworkers are the named person to be aware of children's allergies/intolerances/preferences and should ensure that this is communicated to ensure children are not accidentally given anything that might result in them becoming unwell. The lunch time staff should also be made aware. Extra care should also be taken during times of celebration if food is being given to the children. All labels must be checked for allergens/intolerances.
- Staff will display an up-to-date list of children with their photo and details of their allergy anywhere that food is prepared or served.
- Snack time biscuits and snacks are monitored by staff and are peanut, nut free and other allergens depending on the children attending.
- We will give careful consideration to seating to avoid cross contamination of food from child to child. Where appropriate, an adult will sit with children during meals to ensure

safety and minimise risks. Where appropriate, discussions will also take place with children about allergies and potential risks to make them aware of the dangers of sharing certain foods.

- Staff will label cups, bottles, soothers, plates etc. if they're used for a child with a particular severe food allergy/intolerance.
- We will make sure that any stored food is labelled and containers are thoroughly cleaned before each use.
- We will read all food labels and be extra vigilant at all times when serving food.
- We will ensure that any foods used as part of provision (e.g., continuous provision, cooking, science experiments etc.) are checked by teachers/keyworkers for allergens/intolerances.
- Many teachers and childcare workers have historically used food treats to reward children when they have achieved something or been especially well behaved. If you have a child with food allergies in your room, avoid using food treats where possible. Staff will use non-food rewards to be inclusive of children with food allergy, and to minimise risk.

Lunch boxes and sharing food

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- We may ask the parent for a list of food products and food derivatives the child must not come into contact with.
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General procedures

- Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.

- All staff are to promote hand washing before and after eating. We will make sure hand washing is encouraged for all children before and after meals or snacks to avoid cross contamination.
- All tables should be cleaned with an approved solution.
- All allergens should be displayed alongside the menus to show the contents of each meal.
- Staff will show sensitivity in providing for children's diets and allergies. They do not use a child's diet or allergy as a label for the child, or make a child feel singled out because of her/his diet or allergy.
- We will encourage children with allergies to check with an adult before accepting any food or taking part in activities in which allergens may be present.
- If a child has latex allergy, check art equipment (e.g., rubbers, paints) and balloons for latex content.

Actions

We will make sure all staff are aware of these signs of an allergic reaction, especially the visual signs when caring for a child not yet speaking:

- Swelling of tongue and/or throat
- Difficulty in swallowing or speaking
- Wheeze or persistent cough or severe asthma
- Difficult or noisy breathing
- Stomach cramps or vomiting after eating a food or an insect sting
- Dizziness / collapse / loss of consciousness (due to a drop in blood pressure) / floppiness in babies
- Vocal changes (hoarse voice)

In the event of a child suffering an allergic reaction:

- We will delegate someone to contact the child's parents.
- A trained first aider will assist the child.
- If a child becomes distressed or symptoms become more serious telephone 999
- Keep calm, make the child feel comfortable and give the child space.
- If medication is available, it will be administered as per training and in conjunction with the "Medication Policy".
- If parents have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.

CHOKING:

- No child should ever be left alone when eating or drinking to minimise the risk of choking.
- All staff will be first aid trained to recognise choking and anaphylaxis and are able to take action. All choking incidences must be recorded.
- At any time when early years children are eating, a paediatric first aid (PFA) trained member of staff must be present.

- Food must be suitably prepared in terms of the age and stage of child development in order to prevent choking. For young children food should be cut up (children can be encouraged to have a go at this) in a way that supports children to chew and swallow it safely.
- Where possible, create an environment with minimal distractions to aid safer eating.
- Children must be closely observed and listened to while eating and drinking. Supervising staff should, where possible, face the children during mealtimes; this allows them to react quickly in the case of choking or allergic reactions.
- Children should be seated when eating and should be actively discouraged from walking around with food.

EYFS Nutrition guidance

We are committed to offering children healthy, nutritious and balanced meals and snacks, which meet individual needs and requirements.

We ensure that:

- A balanced and healthy breakfast, midday meal, tea and two daily snacks are provided for children attending a full day at the nursery.
- Menus are planned in advance and in line with example menu and guidance produced by the Department for Education. These are rotated regularly, reflect cultural diversity and variation and are displayed for children and parents to view.
- We provide nutritious food at all snack and mealtimes, avoiding large quantities of fat, sugar, salt and artificial additives, preservatives and colourings.
- Menus try to include at least three servings of fresh fruit and vegetables per day.
- Only milk and water are provided as drinks to promote oral health. Fresh drinking water is always available and accessible. It is frequently offered to children and babies and intake is monitored. In hot weather staff will encourage children to drink more water to keep them hydrated.
- Individual dietary requirements are respected. We gather information from parents regarding their children's dietary needs, including any special dietary requirements, preferences and food allergies that a child has and any special health requirements, before a child starts or joins the nursery. Where appropriate, we will carry out a risk assessment in the case of allergies and work alongside parents to put into place an individual dietary plan for their child
- Where possible, we provide foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- Cultural differences in eating habits are respected.
- Staff set a good example and eat with the children and show good table manners. Meal and snack times are organised so that they are social occasions in which children and staff participate in small groups. During meals and snack times children are encouraged to use their manners and conversation is encouraged.
- Staff use meal and snack times to help children to develop independence through making choices, serving food and drinks and feeding themselves.

- Staff support children to make healthy choices and understand the need for healthy eating.
- Any child who shows signs of distress at being faced with a meal he/she does not like will have his/her food removed without any fuss. If a child does not finish his/her first course, he/she will still be given a helping of dessert.
- Children not on special diets are encouraged to eat a small piece of everything.
- Children should be given time to eat at their own pace and should not be rushed.
- Quantities offered take account of the ages of the children being catered for in line with recommended portion sizes for babies and young children.
- We promote positive attitudes to healthy eating through play opportunities and discussions.
- We discourage parents bringing in cakes on special occasions. To celebrate birthdays, we will use the wooden/plastic birthday cake that is brought out for such events, that the children can decorate. We will still celebrate the child's birthday however not with confectionary or cakes. We ensure that all food brought in from parents meets the above and health and safety requirements and ingredients that are listed within the Food Information for Consumers (FIR) 2014 and detailed in the allergens policy and procedure.
- All staff who prepare and handle food are competent to do so and receive training in food hygiene which is updated every three years.
- In the very unlikely event of any food poisoning affecting two or more children on the premises, whether or not this may arise from food offered at the nursery, we will inform Ofsted as soon as reasonably practical and in all cases within 14 days. We will also inform the relevant health agencies and follow any advice given.
- Whole milk will be given to children over the age of 1 years. Semi skimmed milk will be given to children over the age of 2 years.
- All children in the setting drink from an open beaker unless there is a disability that inhibits this.
- We will serve minimal amounts of cakes and confectionary in the nursery in accordance with the EYFS nutrition guidance.
- It is important that children sit down at a table to eat their snacks and are always supervised. This promotes good eating behaviours/ habits.
- If children are bringing in food to the setting, we ask that it is as similar as what we are serving on the menu that week to avoid upset and disappointed children. We promote mealtimes as a social, happy occasion and do not want children feeling singled out. Please note this is not a requirement but we urge all parents to abide by our nutrition guideline and allergen policy. We will work with families to ensure they are not discriminated against due to financial, personal, cultural, dietary and religious reasons.
- We will ensure that furniture is suitable and secure for eating.

Procedures and documentation in relation to this policy are:

- National Food trust and Food policy in schools.
- Statutory Framework for the Early Years Foundation Stage – Section 3- The Safeguarding and Welfare requirements- Food and Drink.

- Managing Medicines in Schools and Early Years Settings (DfES 2005)
<http://publications.teachernet.gov.uk/eOrderingDownload/1448-2005PDF-EN-02.pdf>
- Early Years Foundation Stage nutrition guidance – [Early Years Foundation Stage nutrition](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/44444/Early_Years_Foundation_Stage_nutrition_guidance.pdf)
- [GOV.UK](http://www.gov.uk)

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