



Lochgoilhead Primary School and ELC

Allergies and Intolerances Policy

This policy was adopted by:

Lochgoilhead Primary School and ELC

On Monday 20th October 2025

Signed: Louise Blair Designation: Head Teacher

Articles of the UNCRC (the UN Convention on the Rights of the Child)



Article 3 Best interests of the child

Article 6 Life, survival, and development

Article 12 Respect for the child's views.

Article 24 Health, water, food, and the environment

Health and Care Standards (Health and Social Care Standards - My support, my life.)

1.15 My Personal Plan (Health Plan from the NHS) is right for me and sets out how my needs will be met, as well as my wishes and choices.

1.24 Any treatment or intervention that I experience is safe and effective.

1.37 My meals and snacks meet my cultural and dietary needs, beliefs and preferences.

3.14 I have confidence in people because they are trained, competent and skilled, can reflect on their practice and follow professional and organisational codes.

4.11 I experience high quality care and support based on relevant evidence, guidance, and best practice.

4.14 My care and support are provided in a planned and safe way, including if there is an emergency or unexpected event.

Statement of Purpose

It is important that all members of staff have a clear understanding of their role ensuring the safety of all children in their care within the ELC and Primary settings. Safe practices are vital to eradicate all risk of children's health specific to allergies within this policy.

Staff are aware that children can have allergies which may cause allergic reactions which vary from mild, moderate to life threatening. We follow this policy to ensure allergic reactions are prevented and staff receive regular and updated training when needed of how to support a child who may be having an allergic reaction.

This guidance is also relevant when children are within our setting and out with our setting whilst on trips or outings.

Throughout this guidance the term **parents** is used to include all main caregivers.

Responsibilities

Staff should ensure children feel safe and secure throughout day. Staff know where children are all times of the day. Staff should inform Head Teacher (Mrs Blair) immediately if they know or have been made aware a child is missing.

The chances of finding a missing child are increased if the child's absence is reported as soon as possible.

All staff involved in these procedures will have a full disclosure check as part of the Protection of Vulnerable Groups (PVG) scheme.

Prevention of allergic reactions:

- All parents/carers will be required to give information on the child registration form regarding their child's allergies and allergic reactions and complete a Health Care Plan clearly outlining the allergen and the procedure to follow, if necessary.
- All staff will be made aware of the child's allergies and aware of the treatment procedures in the event of an allergic reaction.
- This information will be transferred to the allergies list for each child which is displayed in the kitchen/snack area. Information relating to allergies is stored securely in the child's file.
- Regular risk assessments will be carried out regarding the child's allergies in connection with the ELC and Primary menu and activities. Risk assessments are reviewed if children experience an allergic reaction and preventative

measures are put in place to ensure appropriate action has been taken to prevent a reoccurrence.

- The ELC, Primary and catering staff and parents/carers will work together to ensure a child with specific food allergies receives no food in the ELC/Primary that may harm them. This will include designing an appropriate menu or substituting specific meals on the current menu. ELC/Primary staff will be aware of safe food and drink which can be given if children have a known allergy.
- ELC, Primary and catering staff will ensure that all information pertaining to a child's allergies are shared with each other and updated where necessary.

Actions in the event of a suspected allergic reaction:

- If a child has an allergic reaction to food, a bee sting, plant, etc, a first aid trained member of staff will administer the appropriate treatment and parents/carers must be informed and it must be recorded on the incident form.
- If this treatment requires specialist treatment, e.g. an EpiPen, then at least two members of staff working directly with the child will receive specific medical training to be able to administer the treatment. The first aider will be immediately to assess, decide treatment and monitor symptoms. The Head Teacher should be alerted immediately to provide support.
- A sick child above all needs their family therefore every effort should be made to contact a family member as soon as possible.
- If the allergic reaction is severe a member of staff will summon an ambulance immediately. We WILL NOT attempt to transport the sick/injured child in our own vehicles.
- Whilst waiting for the ambulance, the ELC/Primary staff or a designated member of school staff will contact the parents/carers using the emergency contact list and arrange to meet them at the hospital.
- The ELC/Primary staff or a designated member of school staff will accompany the child and collect the child's personal file including their Health Care Plan and any medication.
- Staff must remain calm at all times. Children who witness an allergic reaction may well be affected by it and may need lots of cuddles and reassurance. They should be supported by other staff members who are not involved in supporting the child with the allergic reaction. Staff can vacate their class with the other children so full and appropriate support can be given to the child who is having an allergic reaction.
- Head Teacher to meet with staff who witnessed and supported the allergic reaction to find out specific detail regarding the allergic reaction and an action plan created to prevent a reoccurrence. Updated training to be provided for staff if this is necessary.
- All incidents will be recorded using pers100 form and sent to Argyll and Bute Health and Safety.
- All incidents will be shared with the Care Inspectorate with a detailed action plan of how to prevent a reoccurrence.
- Head Teacher should contact parents/carers to go over the details of the allergic reaction and share actions as to how to prevent a reoccurrence.

Monitoring of this Policy

It will be the responsibility of Louise Blair (Head Teacher) to ensure that all staff, including new or temporary staff, are familiar with this policy and to monitor that it is being implemented. All staff should know and implement this policy within their practice. Parents and carers will be made aware of this policy through the parents' handbook and the enrolment procedure.

The policy will be reviewed annually to ensure that all records are relevant and up to date.