



Allergy, Anaphylaxis & Paediatric First Aid Policy

Updated: May 2026 | Review: May 2027 | EYFS 2025 | DfE Nutrition Guidance 2024 Author: Imelda Rylatt, Company Director

At Play Days, every child deserves to eat, play and grow in an environment that is safe for them — not just most children, but every single one. Allergies and dietary needs are not inconveniences; they are part of knowing and caring for each child as an individual. Our job is to be prepared, confident and consistent — so that families can trust us with the children they love.

Imelda Rylatt, Company Director & DSL

1. Purpose & Statutory Basis

This policy sets out how Play Days identifies, records and manages known allergies and dietary requirements, responds to allergic reactions including anaphylaxis, and meets our paediatric first aid obligations under EYFS 2025.

EYFS 2025 (effective Sept 2025):	Providers must have policies on safer eating, safer food preparation, and medication administration. Staff must know about individual children's dietary needs and allergies. Paediatric first aid trained staff must be on the premises at all times.
DfE Nutrition Guidance 2024:	Sets out nutritional standards for early years food provision. Requires that allergen information is available for all food served and that the 14 major allergens are identified and managed.
Food Information Regulations 2014:	Requires providers to identify the 14 major allergens in any food prepared or provided on site.
Human Medicines (Amendment) Regulations 2017:	Permits settings to hold a spare adrenaline autoinjector (AAI) for use in an emergency on a child at risk of anaphylaxis, where an Individual Health Care Plan is in place.

2. Who This Policy Applies To

This policy applies to all children attending Play Days Nursery and Play Days Academy. It also applies to all staff, students, volunteers and anyone involved in the preparation or serving of food at either setting.

Every child with a known allergy, dietary restriction or medical condition affecting food must have an Individual Health Care Plan (IHCP) completed before their start date, reviewed annually and updated whenever their medical needs change. This is a non-negotiable requirement.

3. The 14 Major Allergens — Know Them

Under the Food Information Regulations 2014, these 14 allergens must be identified in all food provided at the setting:

Celery	Cereals containing gluten (wheat, rye, barley, oats)	Crustaceans (e.g. prawns, crab)	Eggs
Fish	Lupin	Milk (including lactose)	Molluscs (e.g. mussels, squid)
Mustard	Nuts (tree nuts)	Peanuts	Sesame
Soya	Sulphur dioxide / sulphites		

4. Allergy & Dietary Need Management

Before a child starts with us, we ask. And we take the answer seriously.

On registration:	All families complete a Health, Allergy & Dietary Needs form. Any allergy, intolerance or dietary requirement is flagged immediately to the room leader and DSL.
Individual Health Care Plan:	Any child with a diagnosed allergy — particularly anaphylaxis risk — must have a completed IHCP signed by a healthcare professional before attending. The IHCP is reviewed annually or whenever medical needs change.
Allergy Action Plan:	Children at risk of anaphylaxis must have a current BSACI Allergy Action Plan completed by their GP or allergy specialist, held on file and accessible to all staff working with the child.
Adrenaline autoinjectors (AAIs):	Where prescribed, two in-date AAIs must be held at the setting at all times. Where a Spare Pen arrangement is in place under the Human Medicines Regulations 2017, this is documented in the IHCP.
Information sharing:	All staff working with the child — including temporary and supply staff — are briefed on that child's allergy and the action to take before they begin work in that room.
Food preparation:	Meals, snacks and food prepared on site must be checked against each child's allergen profile. Cross-contamination controls must be in place at all times.
DfE Nutrition Guidance 2024:	All food served must meet the DfE nutritional standards for early years. Menus must identify the 14 major allergens and be available to parents on request.

5. Recognising an Allergic Reaction

Mild / Moderate Reaction

- Swollen lips, face or eyes
- Itchy or tingling mouth
- Mild throat tightness
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

Anaphylaxis — AIRWAY | BREATHING | CONSCIOUSNESS

- Persistent cough / hoarse voice / difficulty swallowing / swollen tongue
- Difficult or noisy breathing / wheeze
- Persistent dizziness / pale or floppy / suddenly sleepy / collapse

Anaphylaxis can occur WITHOUT skin symptoms. If a child with a known allergy has sudden difficulty breathing — treat as anaphylaxis immediately.

6. Responding — Step by Step

Mild / Moderate Reaction:

1

Stay with the child and call for help

Do not leave the child alone. Send someone for the senior member of staff or DSL on duty.

2

Locate the child's IHCP and medication

Give antihistamine as prescribed. Locate the child's AAI in case the reaction escalates.

3

Contact parent / carer

Inform the parent / carer promptly. Document everything on the Incident Record (PD-IR-001).

⚠ Anaphylaxis — Act Immediately

IF ANY ONE OR MORE SIGNS OF ANAPHYLAXIS ARE PRESENT:

- 1 Lie the child flat with legs raised (allow to sit if breathing is difficult). Do NOT stand them up.
- 2 Use the adrenaline autoinjector (AAI / JEXT®) WITHOUT DELAY — through clothing if necessary.
- 3 Call 999 immediately. Say: ANAPHYLAXIS (ANA-FIL-AX-IS).
- 4 Stay with the child until the ambulance arrives. If no improvement after 5 minutes, give a second AAI if available.

5 Begin CPR if there are no signs of life.

6 Contact parent / carer.

7 All children who receive adrenaline MUST go to hospital for observation.

***** IF IN DOUBT — GIVE ADRENALINE *****

If wheezy due to allergic reaction: give ADRENALINE FIRST, then asthma reliever (blue puffer) via spacer if prescribed.

7. Paediatric First Aid (PFA) — EYFS 2025 Requirements

EYFS 2025 introduced strengthened requirements for paediatric first aid in early years settings. These are not optional — they are a condition of our registration.

PFA trained staff on premises:	At least one member of staff with a current Paediatric First Aid (PFA) certificate must be on the premises at all times the setting is open. This applies to both Play Days Nursery and Play Days Academy.
Students & trainees (EYFS 2025):	Early years students and trainees on placement must have completed PFA training to be included in staff:child ratios at the level below their study. This is an EYFS 2025 update effective September 2025.
Certificate renewal:	PFA certificates must be renewed every 3 years. The DSL and room leaders hold a training log. Renewals are planned before expiry — not after.
First aid kits:	Stocked first aid kits are held in each room and in the outdoor area. Kits are checked monthly. Contents are restocked immediately after use.
AAI training:	All staff working with a child at risk of anaphylaxis must receive specific training in the use of that child's AAI. This training is refreshed annually.
Recording & reporting:	All first aid incidents are recorded on the Incident Record (PD-IR-001). RIDDOR-reportable incidents are reported to the HSE by the DSL or Company Director.

8. Medication Administration

Play Days will administer prescribed medication to a child where:

- A completed, signed Medication Consent Form is held on file for that child.
- The medication is in its original container, clearly labelled with the child's name and dosage.
- The medication is stored safely — AAIs are kept accessible, not locked away.

We do not administer non-prescribed medication (including over-the-counter remedies) without written consent from a parent or carer, except in a life-threatening emergency.

AAIs must NEVER be locked away. They must be immediately accessible to any staff member who may need to administer them. During outings, the child's AAI must travel with the child — in a bag carried by a member of staff, not in a vehicle or rucksack separated from the child.

9. Safer Eating — EYFS 2025

EYFS 2025 introduced specific safer eating requirements for early years settings. At Play Days, our safer eating practice means:

- Children are always supervised by an adult during snack and mealtimes.
- Food is prepared, cut and presented in a way that is appropriate for each child's age and stage — never a choking risk.
- Children with known allergies or dietary restrictions eat from clearly identified meals, prepared to avoid cross-contamination.
- No child is ever given food containing a known allergen, even in error.
- Staff are trained to recognise and respond to choking, including back blows and abdominal thrusts appropriate to age.
- Safer eating guidance is reviewed each September as part of the annual policy review cycle.

10. Training & Awareness

Training	Who	Frequency
Paediatric First Aid (PFA)	At least one member of staff per room at all times; all staff strongly encouraged	Every 3 years — certificate renewal required
Allergy awareness & AAI administration	All staff working with a child at anaphylaxis risk	On IHCP registration and annually thereafter
Safer eating & choking response	All staff and students	Induction and every 2 years as part of safeguarding update
DfE Nutrition Guidance & allergen labelling	Staff involved in food preparation or serving	Induction and on policy update
Medication administration procedures	All staff	Induction and on any change to EYFS medication guidance

11. Related Policies & Record Forms

Safeguarding & Child Protection Policy	DSL Policy	Safer Eating Policy
Health & Safety Policy	Administration of Medication Policy	Individual Health Care Plan (IHCP)
BSACI Allergy Action Plan	Tiered Incident Record — PD-IR-001	Staff Safeguarding Competency Audit

12. Legislation & Statutory Guidance

Statutory Framework for the EYFS 2025 (effective 1 September 2025)	DfE Nutritional Standards & Requirements for Early Years Settings 2024
Food Information Regulations 2014 — 14 Major Allergens	Human Medicines (Amendment) Regulations 2017 — Spare AAIs in settings
Health and Safety at Work Act 1974	Children Act 1989 & 2004
Supporting Pupils with Medical Conditions — DfE 2015 (as amended)	Working Together to Safeguard Children 2026

13. Policy Review & Signatures

Adopted:	May 2026 by Imelda Rylatt, Company Director
Review Date:	May 2027 — or sooner where legislation or EYFS guidance changes
Reviewed Against:	EYFS 2025, DfE Nutrition Guidance 2024, Food Information Regulations 2014, BSACI guidance
Availability:	Available to all staff, parents and carers on request. Posted in both settings.

Imelda Rylatt — Company Director & DSL

Setting Manager — both settings to sign copies held on file

Date: _____

Date: _____

Retention: This policy is reviewed annually and whenever legislation, EYFS guidance or DfE nutritional standards change. Individual Health Care Plans and Allergy Action Plans are held separately in each child’s secure medical file. Staff acknowledgement signatures are held on personnel files.