Allergy Safety Policy

TROTTS HILL PRIMARY SCHOOL AND NURSERY

Reviewed by: ***Headteacher***
Last review: ***Autumn Term 2026***
To be reviewed: ***Autumn Term 2027 (or after any allergy incident/near miss)***

Based on model policy by the DFE 2026

Adopted by Governors: ……

Date:……

Contents

Policy Statement

Trotts Hill Primary School is committed to providing a safe, inclusive and supportive environment for children, staff and visitors with allergies. We will take reasonable and proportionate steps to minimise the risk of allergen exposure and ensure that appropriate emergency arrangements are in place.

1. Introduction

Trotts Hill Primary School recognises that allergies can have a significant impact on the health, safety and wellbeing of children, staff and visitors.

An allergic reaction can range from mild symptoms to a severe, potentially life-threatening reaction known as ***anaphylaxis***. The school is committed to reducing the risk of exposure to known allergens and ensuring that appropriate arrangements are in place to respond quickly and effectively to an allergic reaction.

This policy sets out the arrangements Trotts Hill Primary School has in place to:

- identify children and adults with known allergies;
- reduce the risk of exposure to known allergens;
- ensure appropriate information is shared with relevant staff;
- ensure children with allergies can participate fully in school life;
- provide appropriate support and reasonable adjustments;
- ensure emergency medication is readily accessible;
- ensure staff know how to recognise and respond to an allergic reaction;
- promote the wellbeing and inclusion of children with allergies;
- record and learn from allergic reactions and near misses.

This policy should be read alongside the school's Supporting Pupils with Medical Conditions Policy, First Aid Policy, Educational Visits Policy, Safeguarding and Child Protection Policy, Behaviour Policy and Data Protection Policy***.***

The school's arrangements are based on the Department for Education's allergy safety policy guidance. The DfE states that schools should have a named member of the senior leadership team responsible for allergy safety and that the policy should be reviewed at least annually, with earlier review where an incident or near miss identifies a need for improvement.

2. Aims

Trotts Hill Primary School aims to:

1. provide a safe and inclusive environment for pupils with allergies;
2. minimise the likelihood of accidental exposure to known allergens;
3. ensure that staff understand allergies and know how to respond to an emergency;
4. ensure that children with allergies are not unnecessarily excluded from activities;
5. ensure appropriate emergency medication is available and accessible;
6. ensure parents/carers, pupils and staff understand their responsibilities;
7. maintain accurate and confidential records of allergies and medication;
8. ensure appropriate risk assessments are completed;
9. respond promptly to allergic reactions and anaphylaxis;
10. learn from incidents and near misses to improve school practice.

3. Responsibilities

3.1 Governing Body

The Governing Body will:

- ensure that the school has an effective Allergy Safety Policy;
- ensure that the policy is accessible to parents/carers and staff;
- ensure that the policy is reviewed at least annually;
- monitor the school's arrangements for managing allergies;
- ensure that appropriate resources are available to support allergy safety.

The DfE guidance states that allergy safety policies should be readily accessible to parents and staff and published on the school's website, with a hard copy available on request.

3.2 Headteacher

The Headteacher will:

- have overall responsibility for ensuring that this policy is implemented;
- ensure that a named senior leader has responsibility for allergy safety;
- ensure staff receive appropriate training;
- ensure appropriate records and healthcare plans are maintained;
- ensure emergency procedures are regularly reviewed;
- ensure incidents and near misses are investigated and acted upon.

3.3 Designated Senior Leader for Allergy Safety

The school's named senior leader responsible for allergy safety is:

Name: Hannah Ward
Role: Senco

The Designated Senior Leader will:

- coordinate the implementation of this policy;
- maintain oversight of pupils with known allergies;
- ensure relevant staff are aware of individual pupils' needs;
- coordinate Individual Healthcare Plans (IHPs) with the SENCo;
- ensure Allergy Action Plans are obtained and kept up to date;
- oversee allergy awareness training;
- ensure that there is monitoring of emergency medication and expiry dates;
- ensure incidents and near misses are recorded;
- review procedures following an allergic reaction;
- with the SENCo liaise with parents/carers and relevant healthcare professionals where appropriate.

4. Understanding Allergy

Allergy can include a number of conditions, including:

- food allergy;
- asthma;
- eczema;
- hay fever;
- allergies to medicines;
- allergies to insect stings;
- contact allergies;
- airborne allergies.

These conditions can occur alongside one another.

Staff will understand the difference between:

- ***food allergy*** – an immune system response to a particular food;
- ***food intolerance*** – a different reaction to food which does not involve the immune system in the same way;
- ***coeliac disease*** – an autoimmune condition requiring strict avoidance of gluten.

The DfE guidance expects allergy awareness training to cover these distinctions and ensure staff can recognise the symptoms of an allergic reaction and anaphylaxis.

5. Staff Allergy Awareness Training

All staff who are present when pupils are on the school site will receive appropriate allergy awareness and emergency response training.

This includes, where applicable:

- teachers;
- teaching assistants;
- support staff;
- lunchtime staff;
- office staff;
- breakfast club staff;
- after-school club staff;
- catering staff;
- supply teachers;
- temporary and agency staff;
- peripatetic staff;
- regular volunteers.

Allergy awareness training should be provided at least annually.

Training will include:

- what an allergy is;
- common causes of allergic reactions;
- the risks associated with allergies;
- common allergy symptoms;
- recognising anaphylaxis;

- how allergic reactions can occur;
- how to reduce the risk of exposure;
- where information about individual pupils' allergies is stored;
- how to access and follow an Allergy Action Plan;
- how to locate emergency medication;
- how and when to administer adrenaline;
- how to respond to an asthma emergency where relevant;
- when to call emergency services;
- contacting parents/carers;
- recording and reporting allergic reactions and near misses;
- the potential emotional and social impact of allergies.

Training should enable staff to locate and administer emergency medication, including adrenaline for anaphylaxis, and understand their responsibilities in reducing allergen exposure.

New staff

All new staff will receive allergy safety information as part of their induction.

Where a member of staff begins work after the school's annual allergy training, they will receive appropriate information and training before undertaking pupil-facing duties where possible.

Supply and temporary staff

The school will ensure that supply, agency and temporary staff receive sufficient information about relevant pupils and emergency procedures.

6. Identifying Pupils with Allergies

Parents/carers are responsible for informing the school of any known allergy or significant change to a child's allergy.

Information may be obtained from:

- parents/carers;
- the child;
- previous schools/settings;
- healthcare professionals;
- Allergy Action Plans;
- Individual Healthcare Plans.

The school will maintain an up-to-date record of pupils with known allergies.

The record will include, where relevant:

- pupil's name;
- class;
- known allergen(s);
- symptoms;
- severity of previous reactions;

- emergency medication required;
- location of medication;
- whether the pupil has an Allergy Action Plan;
- whether the pupil has an Individual Healthcare Plan;
- relevant emergency procedures.

7. Individual Healthcare Plans

A pupil will have an ***Individual Healthcare Plan (IHP)*** where their allergy:

- has a functional impact on them in school;
- presents a risk of harm; and
- requires arrangements that are additional to or different from the school's general arrangements.

An IHP will set out the individual arrangements required to support the child, including arrangements for emergency situations.

Where a pupil has an Allergy Action Plan or Asthma Action Plan provided by a healthcare professional, this will be referred to or attached to the IHP.

If an updated Allergy Action Plan is provided, the IHP will be reviewed and updated as necessary.

8. Emergency Medication

8.1 Prescribed adrenaline auto-injectors

Where a pupil has been prescribed an adrenaline auto-injector (AAI), the school will ensure that the pupil has rapid access to it at all times.

This includes:

- classrooms;
- playgrounds;
- dining areas;
- sports fields;
- PE activities;
- school halls;
- educational visits;
- residential visits;
- clubs and wraparound care where applicable.

The DfE guidance states that in cases of anaphylaxis adrenaline should be administered within five minutes and that prescribed devices should be rapidly accessible wherever the pupil is.

Pupils prescribed adrenaline devices should normally have their own device available in accordance with their healthcare arrangements.

Parents/carers are responsible for ensuring that prescribed medication provided to school:

- is in date;
- is clearly labelled;
- is replaced before it expires;
- is suitable for the pupil;
- is provided with the relevant Allergy Action Plan.

The school will maintain a record of pupils who have been provided with prescribed adrenaline devices.

9. Spare Adrenaline Auto-Injectors

Where the school holds spare adrenaline auto-injectors, these will be managed in accordance with current statutory guidance and the school's emergency medication procedures.

Spare AAIs will:

- be clearly labelled;
- be readily accessible;
- not be locked away;
- be stored appropriately;
- be kept in pairs;
- be checked regularly to ensure they are in date;
- be replaced promptly after use or expiry.

The school will ensure that spare adrenaline devices can be accessed within ***five minutes*** of wherever they may be required.

Location(s) of spare AAIs:
The School Office

Person responsible for checking expiry dates:
Laura Mehan

Spare devices will be checked at least termly and following any use.

Expired or used devices will be replaced promptly and disposed of safely.

10. Responding to Anaphylaxis

All staff will be familiar with the school's emergency procedure and the individual pupil's Allergy Action Plan where applicable.

If a pupil is showing signs of anaphylaxis:

1. ***Follow the pupil's Allergy Action Plan immediately.***
2. ***Administer adrenaline without delay*** where indicated.
3. ***Call 999 and request an ambulance.***
4. State that the pupil is experiencing ***anaphylaxis***.

5. Follow the emergency operator's instructions.
6. A second adrenaline auto-injector should be available where required.
7. Contact the pupil's parent/carer.
8. Continue to monitor the pupil until emergency medical assistance arrives.
9. Ensure appropriate adult supervision and support.
10. Record and report the incident in accordance with school procedures.

Staff must not delay administration of emergency medication while attempting to establish the exact cause of the reaction.

11. Minimising the Risk of Allergen Exposure

The school will take reasonable steps to minimise the risk of pupils coming into contact with known allergens.

This will include consideration of:

- food provided by the school;
- food brought into school;
- food shared between pupils;
- cooking and food technology;
- classroom activities;
- science experiments;
- art and craft activities;
- musical activities;
- use of animals;
- school celebrations;
- parties and special events;
- educational visits;
- sports and outdoor activities.

Staff planning activities must consider whether materials, ingredients, animals or other resources could expose a pupil to a known allergen.

Where an identified risk cannot be eliminated, appropriate control measures and reasonable adjustments will be put in place.

12. Food Allergies

Trotts Hill Primary School will take reasonable steps to ensure that pupils with diagnosed food allergies are protected from exposure to their known allergens.

The school will work with:

- parents/carers;
- catering providers;
- lunchtime staff;
- class teachers;

- teaching assistants;
- pupils where appropriate.

Parents/carers should inform the school of diagnosed food allergies and provide relevant medical information.

Where school meals are provided, the school/catering provider will ensure that appropriate allergen information is available.

Staff supervising pupils at lunchtime will be aware of pupils with significant food allergies and know where to access emergency medication.

Food brought into school

Parents/carers will be asked not to send food containing known allergens into school where this could place another child at significant risk.

The school may restrict or prohibit particular foods where an individual pupil's risk assessment or healthcare plan identifies a significant risk.

The school will communicate any specific requirements to parents/carers.

Sharing food

Children should not routinely share food.

Staff will monitor food-sharing and address this sensitively where it presents a risk to a child with an allergy.

13. Classroom Activities

Before planning activities involving food, materials, animals or other potential allergens, staff will consider the needs of pupils with known allergies.

Particular care will be taken with:

- cooking;
- baking;
- food tasting;
- science investigations;
- art and craft materials;
- animal visits;
- gardening;
- outdoor learning.

Where necessary, an alternative resource or activity will be provided.

14. Educational Visits and Trips

Children with allergies should be able to participate fully in educational visits wherever reasonably possible.

Before a visit involving a pupil with a significant allergy, the visit risk assessment will consider:

- the child's known allergen(s);
- how exposure could occur;
- emergency medication;
- access to adrenaline;
- staff trained to administer emergency medication;
- food arrangements;
- transport;
- venue-specific risks;
- proximity to emergency medical assistance;
- arrangements for communicating with parents/carers.

A pupil at risk of anaphylaxis will have their prescribed adrenaline device available during the visit.

Staff accompanying the pupil will know:

- the child's allergy;
- where their medication is kept;
- how to access the Allergy Action Plan;
- how to administer emergency medication where trained/authorised;
- how to call emergency services.

Pupils at risk of anaphylaxis should have their adrenaline device with them on trips and that trained staff should be available to administer adrenaline in an emergency.

15. Breakfast Club and After-School Clubs

All staff responsible for pupils during breakfast clubs and after-school clubs will have access to relevant allergy information.

Where food is provided, appropriate allergen controls will be followed.

Emergency medication must remain accessible during these sessions.

The arrangements in this policy will apply whenever pupils are under the care or supervision of the school.

16. Pupil Wellbeing

Trotts Hill Primary School recognises that living with an allergy can cause anxiety for children.

Staff will seek to ensure that pupils with allergies:

- feel safe and supported;
- are able to participate in school activities;
- are not unnecessarily singled out;
- are treated with dignity and respect;
- understand how to seek help where appropriate;
- are supported in developing age-appropriate independence.

17. Bullying and Inclusion

Allergy-related bullying, teasing or deliberate exposure to allergens will be treated seriously.

The school will not tolerate:

- deliberately exposing another pupil to an allergen;
- threatening a pupil with an allergen;
- taking or interfering with another child's medication;
- mocking or teasing a pupil because of their allergy;
- deliberately sharing food with a child known to have an allergy.

Such behaviour will be dealt with under the school's Behaviour Policy and, where appropriate, Safeguarding and Child Protection procedures.

Pupils will be taught age-appropriate messages about respecting others' medical needs.

18. Information Sharing and Confidentiality

Information about a child's allergy is sensitive medical information.

Relevant information will be shared with staff who need it to keep the child safe.

Information will be shared in a respectful and proportionate manner.

The school will avoid unnecessarily singling out pupils or publicly disclosing their medical information.

Health information is special category data under UK GDPR and therefore requires appropriate protection. Information will be shared in a controlled and respectful way.

Information will be stored and processed in accordance with the school's Data Protection Policy and UK GDPR requirements.

19. Communication with Parents and Carers

Parents/carers are expected to:

- inform the school of any diagnosed allergy;
- provide accurate and up-to-date medical information;
- provide relevant Allergy Action Plans;

- provide prescribed medication where required;
- ensure medication remains in date;
- inform the school of changes to medication or treatment;
- inform the school of any significant change in the child's condition;
- attend meetings regarding Individual Healthcare Plans where appropriate.

The school will:

- communicate relevant allergy safety information to parents/carers;
- involve parents/carers in the development and review of IHPs;
- inform parents/carers following an allergic reaction;
- consider reports of allergic reactions that become apparent after the child has returned home;
- review arrangements where a parent/carer reports a possible incident or near miss.

20. Incidents and Near Misses

All allergic reactions, suspected allergic reactions and significant near misses will be recorded and reported in accordance with school procedures.

A ***near miss*** may include an occasion where:

- a pupil comes into contact with a known allergen but does not develop symptoms;
- food containing an allergen is mistakenly provided;
- emergency medication is unavailable when required;
- a known allergen is accidentally introduced during an activity;
- a pupil's medication is discovered to be out of date.

Following an incident or near miss, the school will consider:

- what happened;
- why it happened;
- whether procedures were followed;
- whether staff training was adequate;
- whether risk assessments were appropriate;
- whether communication was effective;
- whether additional control measures are required.

Where appropriate, the child's IHP and/or risk assessment will be reviewed.

The DfE guidance specifically expects schools to record, report and respond to serious incidents and near misses and to use them to identify areas for improvement.

21. Emergency Review Following an Incident

Following a serious allergic reaction or anaphylactic episode, the school will review the circumstances as soon as reasonably practicable.

The review may involve:

- Headteacher;
- Designated Senior Leader for Allergy Safety;
- relevant staff;
- parents/carers;
- catering staff/provider;
- healthcare professionals where appropriate.

The purpose will be to identify learning and reduce the risk of recurrence.

22. Raising Awareness Among Pupils

Age-appropriate allergy awareness will be promoted across the school.

Pupils may be taught:

- that allergies can be serious;
- that they should never deliberately give another person food they know they cannot eat;
- that medication must not be interfered with;
- how to seek help if someone becomes unwell;
- the importance of respecting others' medical needs.

Where appropriate, and with the agreement of the pupil and parents/carers, classmates may be given age-appropriate information about how to seek help during an emergency.

This will not replace the school's staff emergency arrangements.

23. Visitors and Volunteers

Where visitors or volunteers have a pupil-facing role and may be responsible for children, relevant allergy information will be provided where necessary.

The school will also take reasonable steps to identify allergies among staff or visitors where this information is voluntarily provided and relevant to their safety while on site.

Contractors carrying out work without a pupil-facing role are not normally required to undertake the school's allergy awareness training, in line with the DfE guidance.

24. Staff Allergies

Staff are encouraged to inform the school of any allergy that could affect their safety at work or their ability to respond to an emergency.

Appropriate information will be handled confidentially.

Staff with prescribed emergency medication should ensure that they have appropriate access to it while at work.

25. Monitoring and Review

The Headteacher and Designated Senior Leader for Allergy Safety will monitor the effectiveness of this policy.

The policy will be reviewed:

- at least annually;
- following a serious allergic reaction;
- following a significant near miss;
- following changes to statutory guidance;
- where changes to school arrangements create new risks.

The review will consider:

- incidents and near misses;
- staff training;
- medication checks;
- IHPs;
- risk assessments;
- educational visits;
- catering arrangements;
- parental feedback;
- pupil feedback where appropriate.

26. Policy Awareness

This policy will be:

- published on the school website;
- available to staff;
- available to parents/carers;
- included within relevant staff induction;
- discussed as part of annual allergy awareness training.

All staff are expected to understand their responsibilities under this policy.

27. Related Policies and Documents

This policy should be read alongside:

- Supporting Pupils with Medical Conditions Policy;
- First Aid Policy;
- Food and Nutrition Policy;
- Educational Visits Policy;
- Safeguarding and Child Protection Policy;
- Behaviour Policy;
- Health and Safety Policy;

- Data Protection Policy;
- Individual Healthcare Plans;
- Educational Visit Risk Assessments.

Appendix 1 – Allergy Emergency Information

For every pupil at risk of anaphylaxis, staff must know:

Pupil name: _____

Class: _____

Known allergen(s): _____

Symptoms/signs: _____

Emergency medication: _____

Medication location: _____

Allergy Action Plan location: _____

IHP location: _____

Key staff trained: _____

Appendix 2 – Allergy Medication Checks

The school will check emergency medication regularly.

Checks will include:

- pupil's name is clearly identifiable;
- medication is present;
- medication is in date;
- medication is stored appropriately;
- medication is accessible;
- Allergy Action Plan is available;
- parents/carers have been contacted where medication needs replacing.

Date checked: _____

Checked by: _____

Action required: _____

Appendix 3 – Allergy Incident / Near Miss Record

Date: _____

Pupil: _____

Location: _____

Known allergen: _____

What happened?

_____

_____

Symptoms observed:

_____

_____

Medication administered:

_____

Emergency services contacted: Yes / No

Parent/carer contacted: Yes / No

Was the Allergy Action Plan followed? Yes / No

Was this a near miss? Yes / No

Immediate action taken:

_____

_____

Further investigation required: Yes / No

Changes to risk assessment/IHP required: Yes / No

Lessons learned:

_____

_____

Reviewed by: _____

Date reviewed: _____