

Allergy Safety Policy



Schools and Education

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Signed:
Headteacher

Signed:
Chair of Governors:

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1. Purpose

Wroxall Primary School is committed to providing a safe, inclusive and supportive environment for all pupils with allergies.

The purpose of this policy is to ensure that:

- pupils with allergies are identified and supported appropriately;
- staff understand how to prevent, recognise and respond to allergic reactions, including anaphylaxis;
- appropriate Individual Healthcare Plans (IHPs) and allergy management arrangements are in place;
- prescribed adrenaline auto-injectors (AAIs) are available and administered safely when required;
- the school maintains a supply of spare emergency AAIs in accordance with statutory requirements;
- appropriate arrangements are in place for school trips, activities, clubs, catering and other situations where pupils may be exposed to allergens;
- allergy incidents and near misses are recorded, investigated and used to improve school practice; and
- pupils with allergies are included fully in school life without unnecessary or inappropriate restrictions.

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

2. Legal and statutory framework

This policy has been developed with regard to:

- the Children and Families Act 2014, as amended by the Children's Wellbeing and Schools Act 2026;
- Department for Education statutory guidance Allergy Safety in Schools;
- statutory guidance on Supporting Pupils with Medical Conditions;
- the Food Information Regulations 2014, including requirements relating to allergen information;
- applicable food safety legislation and guidance, including requirements commonly referred to as Natasha's Law;
- the Equality Act 2010; and
- relevant guidance from health professionals, the NHS, the Food Standards Agency and local authority services.

The school will have regard to current Department for Education statutory guidance when implementing and reviewing this policy.

3. Scope

This policy applies to:

- all pupils;
- all teaching and support staff;
- supply and temporary staff;
- volunteers and trainees;
- lunchtime and wraparound-care staff;
- catering staff and external catering providers;
- contractors working with pupils; and
- school trips, educational visits, residential activities, sporting activities and other school-organised events.

4. Responsibilities

4.1 Governing Body

The Governing Body will:

- ensure that the school has an appropriate allergy safety policy;
- ensure that the policy is reviewed at least annually;
- ensure that appropriate resources and arrangements are available to implement the policy;
- monitor the effectiveness of allergy safety arrangements; and
- ensure that the school has regard to relevant statutory guidance.

4.2 Headteacher

The Headteacher has overall responsibility for implementation of this policy and will:

- ensure that effective allergy management arrangements are in place;
- appoint a named member of staff to coordinate allergy safety;
- ensure appropriate staff training is provided;
- ensure emergency medication arrangements are maintained;
- ensure that incidents and near misses are appropriately recorded and reviewed;
- ensure parents/carers receive appropriate information about the school's allergy arrangements; and
- ensure the policy is published and accessible.

4.3 Named Allergy Lead

The school's named Allergy Lead is:

Name: Jessica Steele

Role: School Business Manager

The Allergy Lead will:

- maintain the school's allergy register;
- coordinate Individual Healthcare Plans and allergy management arrangements;
- liaise with parents/carers and relevant healthcare professionals;
- ensure staff have access to appropriate allergy information;
- coordinate allergy awareness and anaphylaxis training;
- monitor the storage, expiry dates and accessibility of emergency AAls;
- coordinate reviews following incidents and near misses; and
- report significant concerns to the Headteacher.

4.4 All staff

All staff are expected to:

- familiarise themselves with this policy;
- know which pupils in their care have allergies and understand the arrangements relevant to those pupils;
- complete required allergy awareness training;
- recognise the signs and symptoms of an allergic reaction;
- know how to respond to suspected anaphylaxis;
- know where emergency medication is stored and how it can be accessed;
- follow individual healthcare plans;
- take reasonable precautions to minimise exposure to known allergens; and
- report incidents and near misses promptly.

Staff must never assume that another member of staff is responsible for responding to an allergic reaction.

5. Identification and registration of pupils with allergies

Wroxall Primary School routinely collects children's medical information as part of the admissions process. Parents/carers are required to provide medical information on a new entrant's admissions form. This is reviewed by office staff and consideration given to the need for an Individual Healthcare Plan and/or any further adaptations that may be required. This is developed in liaison with parents/carers. Parents/carers are asked to inform the school as

soon as possible if their child has an allergy identified after admission, or if there are any changes to a child's medical needs.

The school will obtain relevant information about the allergy, including, where appropriate:

- the allergen(s);
- previous reactions;
- symptoms and severity;
- prescribed medication;
- whether the pupil has been prescribed an AAI;
- emergency treatment arrangements;
- known triggers and avoidance measures; and
- advice from the pupil's healthcare professional.

Parents/carers will be asked to complete an Individual Health Care Plan for any child with an allergy.

The school will maintain an up-to-date allergy register and ensure relevant information is communicated appropriately to staff who need it to keep the pupil safe. Medical information, including allergies, are recorded on the school's Medical Tracker system. Relevant staff will be updated of any changes regarding an individual child. Children with allergies will also have information cards stored in an allergy folder kept in the office for easy reference.

Information will be handled in accordance with the school's data protection and confidentiality requirements.

6. Individual Healthcare Plans

Where appropriate, the school will develop an **Individual Healthcare Plan (IHP)** for a pupil with an allergy. Children should have an IHP if they have an allergy which has a functional impact on them, they are at risk of harm as a result of their allergy and they require arrangements which are additional to or different from those made generally.

The IHP will set out the additional and/or different arrangements that will be in place in the school for supporting the child with their medical condition or allergy including in emergency situations. This will include:

- the pupil's diagnosed allergy;
- known allergens and triggers;
- signs and symptoms of an allergic reaction;
- emergency treatment;
- details of prescribed AAIs or other medication;

- arrangements for storage and access to medication;
- who is responsible for administering medication;
- emergency contact information;
- if the child has an Allergy Action Plan and/or an Asthma Action Plan issued by a healthcare professional, the IHP should refer to or attach it; and
- any other advice provided by the pupil's healthcare professional.

Whenever a child has an Allergy Action Plan or Asthma Action Plan updated, the IHP should be reviewed.

IHP's will be uploaded onto the school's online system Medical Tracker and the original copy will be kept with the child's medication. IHPs will be reviewed annually and whenever there is a significant change in the pupil's circumstances, treatment or allergy.

Information cards for children with allergies will be kept in an allergy folder in the school office for easy reference.

7. Emergency Adrenaline Auto-Injectors (AAIs)

The school will maintain arrangements for emergency AAIs in accordance with current statutory requirements and Department for Education guidance.

Individual AAIs

Where a pupil has been prescribed an AAI, the school will ensure that the required medication is available, in date and accessible with the pupil **at all times**. This includes in the lunch area, playground, sports field and on visits and trips. This will be stored in a named bag to be kept in the classroom. The responsible adult will ensure this follows the child through school.

The school recognises the importance of ensuring easy access to a child's AAI since administration in the event of anaphylaxis should be carried out within 5 minutes.

Schools will work with the parent to ensure there are a minimum of two AAIs in school for that child. One AAI will be kept with the child, the second AAI will be stored in the office. A copy of the child's IHP will be kept with the AAIs and also stored on Medical Tracker.

Allergy information cards will be provided to the kitchen and kept in the office allergy folder, including a photograph, a summary of allergens, medication required and actions to be taken in an emergency.

Parents/carers are responsible for providing replacement medication before prescribed AAls expire or are used.

Spare emergency AAls

The school will maintain an appropriate supply of spare emergency AAls for use in accordance with statutory requirements.

Spare AAls will:

- be stored safely and securely in a clearly marked box the office;
- remain readily accessible (not locked away) in case of an emergency;
- have their expiry dates recorded in the school calendar with a reminder set a month before expiry;
- be checked monthly by the allergy lead for condition;
- be recorded on the school's medication register;
- be accessible to staff when pupils are on school premises or participating in relevant school activities;
- be kept no more than 5 minutes away from any young person at any time (the office is accessible to any area of school within 5 minutes)

The school will ensure that spare AAls are replaced following use or when they expire.

8. Recognising and responding to anaphylaxis

Anaphylaxis is a potentially life-threatening allergic reaction and must be treated as a medical emergency.

Staff will be trained to recognise the signs and symptoms of anaphylaxis and to follow the emergency procedures set out in the relevant pupil's IHP and school emergency protocol. This is provided via online training.

Where anaphylaxis is suspected:

1. **Administer adrenaline without delay** using the pupil's prescribed AAI, where available and appropriate.
2. If the pupil's own AAI is unavailable, inaccessible or unsuitable, use a spare emergency AAI in accordance with the school's procedures and current guidance.
3. **Call 999 immediately** and state that the pupil is suffering from anaphylaxis.
4. Follow the instructions of the emergency services.
5. A second dose of adrenaline may be required where symptoms persist or worsen, in accordance with current guidance and available medication.

6. The pupil must receive emergency medical assessment even if symptoms appear to improve.
7. Inform the Headteacher or designated senior member of staff.
8. Inform the parent/carer as soon as practicable.
9. Record the incident and conduct an appropriate review afterwards.

Staff should not delay the administration of adrenaline while waiting for confirmation of the pupil's diagnosis where anaphylaxis is suspected.

9. Staff Training

The school will ensure that all relevant staff have received appropriate allergy awareness training. This includes permanent staff, temporary staff, supply teachers, peripatetic staff and agency workers. This does not include contractors carrying out work with no pupil-facing role such as builders, electricians or ad-hoc maintenance personnel. Training will be delivered via online learning.

Training will ensure all staff:

- Have an awareness of allergy, the risks they pose, how allergic reactions can occur and how to manage it.
- Understand that allergy includes multiple conditions (food, asthma, eczema, hay fever and others) which can co-exist.
- Understand the difference between a food allergy and food intolerance
- Know where to find information on allergy triggers
- Identify the range of symptoms of allergic reactions
- Understand and can recognise anaphylaxis
- Knows how to respond in an emergency, including:
 - Calling emergency services and informing parents
 - How to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack)
 - Training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline device)
- Understand the impact the allergy can have on a child or young person's wellbeing
- Understand the school's allergy safety policy
- Know how to check whether an individual is on the record of those with a known allergy and how to use an allergy or asthma action plan.
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or "near miss").

Training will be refreshed in accordance with current statutory guidance and whenever there is a significant change in requirements or school arrangements.

New staff will routinely receive appropriate allergy information and training as part of their induction and this will be recorded on their induction checklist. Training for all staff will be recorded and monitored by the School Business Manager using the school's training record spreadsheet.

10. Food, catering and allergens

The school will work with its catering provider to ensure that appropriate allergen information is available and that known allergies are properly communicated and managed.

The school will:

- maintain accurate information about pupils' food allergies;
- ensure catering staff are aware of relevant pupil requirements by providing individual allergy cards including a photo of the pupil and details of their allergy;
- obtain accurate ingredient and allergen information;
- provide parents/carers with the appropriate medical diet forms provided by our catering provider for completion;
- ensure children with allergies have access to the medical diet menu;
- take reasonable steps to prevent accidental exposure and cross-contact;
- work with kitchen staff to ensure that food supplied to pupils with allergies is appropriately identified; and
- ensure that relevant staff understand the difference between food intolerance and food allergy and the potentially life-threatening nature of anaphylaxis.

Where the school produces or provides prepacked for direct sale (PPDS) food, it will comply with applicable allergen labelling requirements, including the requirements commonly known as Natasha's Law.

The school will not rely solely on a general statement such as "may contain" or a blanket ban on particular foods as a substitute for appropriate individual allergy management.

11. Mealtimes and Inclusion

Pupils with allergies will be included in normal school activities and mealtimes wherever reasonably possible.

The school will avoid unnecessary segregation of pupils with allergies.

Reasonable measures will be taken to reduce the risk of accidental exposure, taking account of the individual pupil's allergy and professional medical advice.

Children will be encouraged, in an age-appropriate way, to understand allergy safety, including not sharing food and not eating food that has not been provided or approved for them.

12. Curriculum, celebrations and classroom activities

Staff will consider allergy risks when planning:

- cooking and food technology;
- science experiments;
- art and craft activities;
- gardening;
- sensory activities;
- classroom rewards;
- parties and celebrations; and
- other activities involving food or potential allergens.

Parents/carers will be given appropriate information where their child's participation requires specific arrangements.

The school will seek to ensure that pupils with allergies can participate fully without unnecessary exclusion. This can be achieved by:

- identifying allergies in advance;
- planning inclusive recipes;
- checking ingredient lists carefully;
- preventing cross-contact;
- providing safe alternatives;
- assessing the risk of the whole activity; and
- ensuring appropriate supervision.

13. Educational Visits and Trips

Allergy safety will be considered as part of the school's educational visit risk assessment.

Before a trip, staff will check:

- which pupils have allergies and/or other medical needs;
- that relevant IHPs and emergency information are available;
- that prescribed and spare emergency medication is available and in date;

- that appropriate trained staff are attending;
- catering and food arrangements;
- access to emergency medical services; and
- any additional risks associated with the destination or activity.

Children at risk of anaphylaxis must have their own adrenaline device with them and they must be accompanied by staff trained to administer adrenaline in an emergency.

14. Communication with parents and carers

The school will communicate its allergy arrangements clearly to parents/carers.

Parents/carers must inform the school promptly about:

- a new diagnosis;
- changes to an allergy;
- changes to prescribed medication;
- replacement or expired AAls;
- changes to emergency treatment arrangements; or
- any significant allergic reaction occurring outside school that may affect school arrangements.

The school will work collaboratively with parents/carers and healthcare professionals to ensure arrangements remain appropriate.

The school will publish its Allergy Awareness Policy on the school website for parents/carers to access. Parent/carers can also request a paper copy from the school office.

15. Pupil education and awareness

The school will promote age-appropriate understanding of allergies and allergy safety.

Pupils will be encouraged to:

- understand that allergies can be serious;
- avoid sharing food;
- follow instructions relating to food and medication;
- tell an adult if they think someone is having an allergic reaction; and
- treat pupils with allergies respectfully and inclusively.

The school will not permit bullying, teasing or deliberate exposure of a pupil to an allergen. Such behaviour will be dealt with under the school's Behaviour Policy and Anti-Bullying Policy.

16. Serious incident and near-miss reporting

All significant allergy incidents and relevant near misses will be recorded on the schools Medical Tracker system utilising the separate "near miss" reporting option. The incident report will also be linked to a child's CPOMS record. After any serious incident or near miss, the policy will be reviewed and updated if needed. The school's complaints process can be used following any allergy-related incident or near miss, if parents feel this is appropriate.

In some cases, the impact of exposure to an allergen may not be recognised until the child is back home. In this instance, parents/carers can notify the school as soon as possible by phone, email or in person to report the incident. If the exposure took place at school, this must be reported by the staff member receiving the information, as detailed above.

Examples include:

- accidental exposure to a known allergen;
- an allergic reaction;
- administration of an AAI;
- failure or delay in accessing emergency medication;
- incorrect medication or dose;
- an expired or unavailable AAI;
- food supplied contrary to a pupil's documented allergy;
- cross-contact involving an allergen; or
- any other event that identifies a weakness in the school's allergy arrangements.

Following an incident, the school will:

- ensure the pupil receives appropriate medical care;
- inform parents/carers;
- review the near miss incident report;
- notify relevant authorities where required;
- investigate the circumstances;
- identify any contributing factors;
- consider whether the pupil's IHP requires review;
- identify corrective actions;
- update any actions on CPOMS; and
- share lessons learned with relevant staff.

The purpose of incident reporting is to improve safety and prevent recurrence.

17. Emergency Procedures

The school will maintain clear emergency procedures for allergic reactions. Emergency contact information and relevant medication arrangements will be readily accessible to appropriate staff.

Emergency services will always be contacted where anaphylaxis is suspected. The school will ensure that arrangements remain effective during:

- break and lunchtime;
- breakfast and after-school clubs;
- school assemblies;
- sports activities;
- educational visits;
- school events; and
- periods when normal staffing arrangements change.

18. Contractors and external providers

External caterers, clubs, activity providers and other organisations working with pupils will be informed of relevant allergy safety requirements.

Where appropriate, contract and service-level arrangements will require providers to:

- comply with applicable allergen legislation;
- provide accurate allergen information;
- follow the school's relevant procedures;
- ensure appropriately trained staff are available; and
- report allergy incidents or concerns to the school promptly.

19. Monitoring and review

The Headteacher and School Business Manager will monitor the implementation of this policy.

The school will review:

- the allergy register;
- IHPs;
- staff training;
- AAI availability and expiry dates;

- incidents and near misses;
- catering arrangements;
- educational visit arrangements;
- communication with parents/carers; and
- any changes to legislation or statutory guidance.

This policy will be formally reviewed **at least annually** by the full Governing Body and sooner if there is a significant incident, change in legislation, change in statutory guidance or other reason to do so.

The latest version of the policy will be made available on the school's website and communicated appropriately to staff, pupils and parents/carers.

Risks relating to allergies will be included in the school's risk register and reviewed by Governors.

20. Information Sharing

This policy should be read in conjunction with the school's Data Protection Policy.

A child's health information is considered special category data under UK GDPR, which means it is highly sensitive and has additional legal protections. Wroxall Primary School has a lawful basis to hold, use and share a child's special category health data when this is necessary, however, this should always be done in a controlled and respectful way. Unnecessary sharing can reduce children's and family's confidence in practitioners and can be embarrassing for children who do not want to be singled out.

20. Key Contacts

Headteacher: Tara Hopkinson (Headteacher)

Named Allergy Lead: Jessica Steele (School Business Manager)

School office: 01983 852290

Catering provider: Chartwells 0800 9176818

Emergency: 999