Allergy Safety Policy



Signed by Chair of Governors: On paper copy

Date ratified by Governing Body: September 2026

Date of Review: September 2027

Policy Statement

The Primrose Centre is committed to providing a safe, inclusive and supportive environment for every child, including pupils living with allergies.

The school recognises that allergic reactions can be unpredictable and that anaphylaxis can be life-threatening. We will take reasonable and proportionate steps to reduce the risk of exposure to known allergens, ensure that staff understand how to recognise and respond to allergic reactions, and ensure that pupils with allergies are able to participate fully in school life.

This policy has been developed in accordance with the Department for Education's **Allergy Safety in Schools statutory guidance**, published in July 2026, and the statutory duties introduced through the **Children's Wellbeing and Schools Act 2026**, commonly referred to as Benedict's Law.

The school will have regard to **Keeping Children Safe in Education (KCSIE)** and will ensure that allergy management forms part of the school's wider safeguarding arrangements where appropriate.

Aims

The aims of this policy are to:

1. Protect pupils and staff with allergies from avoidable exposure to known allergens.
2. Ensure that pupils with allergies are identified promptly and appropriately supported.
3. Ensure that relevant pupils have an up-to-date Individual Healthcare Plan (IHP), where required.
4. Ensure staff have appropriate allergy awareness and anaphylaxis training.
5. Ensure emergency medication, including adrenaline auto-injectors (AAIs), is available when required.

6. Ensure staff know how to recognise and respond promptly to an allergic reaction.
7. Ensure allergy risks are considered in classrooms, the dining hall, clubs, sports, practical activities, celebrations, trips and educational visits.
8. Enable pupils with allergies to participate fully in education and school activities without unnecessary or discriminatory restrictions.
9. Work collaboratively with parents/carers, pupils, healthcare professionals, catering providers and other relevant agencies.
10. Record, investigate and learn from serious allergic reactions and near misses.
11. Promote an allergy-aware and inclusive culture throughout the school.

Scope

This policy applies throughout the school day and to all activities organised or supervised by the school.

The policy applies to food allergies, medication allergies, insect-sting allergies and other clinically diagnosed allergies notified to the school by parents on the pre admissions paperwork or via Dojo.

Responsibilities

Governing Body

The Governing Body will:

- ensure that the school has a published allergy safety policy;
- ensure that appropriate arrangements are in place to support pupils with allergies;
- monitor implementation of this policy;
- ensure that allergy safety is considered within the school's wider safeguarding, health and safety and medical needs arrangements;

- ensure appropriate resources are made available to implement the policy;
- review relevant incidents and lessons learned.

Headteacher

The Headteacher has overall responsibility for ensuring that this policy is implemented effectively.

The Headteacher will:

- appoint a suitable Allergy Lead;
- ensure staff receive appropriate training;
- ensure appropriate emergency equipment is available and maintained;
- ensure appropriate risk assessments are completed;
- ensure pupils with allergies are supported through appropriate IHPs;
- ensure parents/carers are involved in allergy management;
- ensure educational visits adequately consider allergy risks;
- ensure incidents and near misses are recorded and reviewed;
- ensure appropriate action is taken where this policy is not followed.

Allergy Lead

The school's Allergy Lead is:

Name: Sam Ellis, Cassie Dunn, Callum Mahon
Job title: First Aiders

The Allergy Lead will coordinate the school's allergy arrangements and will:

- maintain the school's allergy register;
- coordinate the development and review of IHPs;
- liaise with parents/carers and healthcare professionals;

- coordinate allergy and anaphylaxis training;
- maintain records of staff training;
- oversee the storage and checking of emergency AAIs;
- ensure relevant staff know which pupils have allergies and how those allergies are managed;
- coordinate allergy risk assessments;
- support staff following an allergic reaction;
- review serious incidents and near misses;
- promote allergy awareness across the school.

The Allergy Lead will not be expected to provide medical advice beyond their training or professional competence.

All Staff

All staff are responsible for:

- following this policy and relevant IHPs;
- completing required allergy awareness and anaphylaxis training;
- taking reasonable steps to prevent exposure to known allergens;
- knowing how to recognise the signs of an allergic reaction;
- knowing how to summon emergency assistance;
- knowing where emergency AAIs and other relevant medication are stored;
- responding promptly to suspected anaphylaxis in accordance with training and the pupil's IHP;
- reporting incidents and near misses immediately;
- maintaining pupil confidentiality.

Identification and Registration of Pupils with Allergies

When a pupil is admitted to the school, parents/carers will be asked to provide information about:

- diagnosed allergies;
- known triggers/allergens;
- previous allergic reactions;
- symptoms experienced;
- prescribed medication;
- adrenaline auto-injectors;
- emergency treatment;
- healthcare professional advice;
- dietary requirements;
- relevant environmental risks.

The school will maintain an up-to-date confidential allergy register and display on the safeguarding board in the staffroom.

Relevant information will be shared with staff who need it to keep the child safe. Information will be handled in accordance with data protection requirements and the school's privacy arrangements.

Where appropriate, information will be available to staff supervising the pupil during lessons, lunchtime, clubs, trips and other activities.

Individual Healthcare Plans

Where required, the school will work with the pupil, parents/carers and relevant healthcare professionals to develop an Individual Healthcare Plan.

The IHP will contain appropriate information, which may include:

- the child's allergy/allergies;
- known triggers;
- symptoms and signs of an allergic reaction;
- emergency treatment;

- details of prescribed AAIs and other medication;
- instructions for use;
- where medication is stored;
- who should administer medication;
- emergency procedures;
- arrangements for school trips;
- arrangements for sports and physical activity;
- arrangements for meals and food;
- relevant psychosocial or wellbeing considerations.

IHPs will be reviewed:

- at least annually;
- following a significant allergic reaction;
- following a change in medical advice;
- following a change in medication;
- following a significant change in the pupil's circumstances;
- where the school, pupil or parent/carer considers a review necessary.

Allergy Risk Assessment

The school will undertake proportionate risk assessments for pupils at risk of allergic reactions.

Risk assessments will seek to reduce risk without unnecessarily restricting the pupil's participation.

The school will avoid blanket restrictions where a more proportionate approach can safely manage the risk.

Food Allergies

Food allergies will be taken seriously by the school and its catering providers.

The school will:

- obtain accurate information about pupils' food allergies;
- ensure allergen information is available for food provided by the school;
- work with parents/carers to identify safe food options;
- take reasonable steps to prevent cross-contact with allergens;
- ensure staff do not make assumptions about whether a food is safe;
- ensure pupils are not pressured to eat food they believe may be unsafe;
- consider food allergies when organising parties, celebrations and fundraising activities;
- ensure food brought into school is managed appropriately where an allergy risk has been identified.

The school will comply with applicable food allergen and food safety requirements.

Where food is provided by an external caterer, the school will ensure the caterer is aware of this policy and its responsibilities.

Food Sharing

Pupils should not routinely share food.

Staff will explain age-appropriate allergy safety rules to pupils, including:

- not sharing food;
- not swapping packed lunches;
- not touching another pupil's food without permission;
- washing hands after eating where appropriate;
- telling an adult if they think another pupil has eaten or touched something that may cause an allergic reaction.

The school will promote these measures without singling out or stigmatising pupils with allergies.

Cleaning and Hand Hygiene

The school will maintain appropriate cleaning and hygiene arrangements to reduce the risk of allergen exposure.

Where appropriate:

- tables and food preparation areas will be cleaned after use;
- pupils will be encouraged to wash their hands before and after eating;
- shared equipment will be cleaned where an allergen exposure risk has been identified;
- staff will consider allergen contamination when planning practical activities.

The school recognises that routine cleaning and hand hygiene are risk-reduction measures and do not eliminate all allergy risk.

Medication and Adrenaline Auto-Injectors

Where a pupil has been prescribed an AAI, the school will follow the pupil's IHP and relevant medical advice.

The school will ensure that:

- prescribed medication is accessible when required;
- staff know where the pupil's medication is kept;
- medication is stored appropriately;
- medication is checked regularly;

- expiry dates are monitored;
- parents/carers are contacted when replacement medication is required;
- medication accompanies the pupil on relevant educational visits;
- appropriate records are maintained.

The school will maintain spare/emergency adrenaline auto-injectors in accordance with the statutory guidance and its risk assessment.

Spare AAIs will be:

- stored securely but readily accessible in an emergency;
- clearly identifiable;
- checked regularly;
- monitored for expiry;
- recorded appropriately;
- available for use in accordance with statutory guidance and the school's emergency procedures.

Staff will not delay emergency treatment while attempting to contact parents/carers.

Recognising and Responding to Anaphylaxis

All staff must understand that anaphylaxis is a medical emergency.

Symptoms may include, but are not limited to:

- difficulty breathing or wheezing;
- swelling of the lips, mouth, tongue or throat;
- difficulty swallowing or speaking;
- sudden hoarseness;

- persistent cough;
- dizziness, collapse or loss of consciousness;
- pale, floppy or unusually sleepy appearance in a young child;
- widespread allergic symptoms combined with breathing or circulation problems.

A reaction may occur rapidly and may not always involve obvious skin symptoms.

If anaphylaxis is suspected, staff will follow the pupil's IHP and their allergy/anaphylaxis training.

The emergency response will include, as appropriate:

1. Give the pupil's prescribed adrenaline immediately where indicated.
2. Call 999 and state that the child is experiencing anaphylaxis.
3. Follow the emergency instructions in the pupil's IHP.
4. Use a second AAI where indicated by the emergency guidance and circumstances.
5. Do not allow the pupil to stand or walk unnecessarily.
6. Stay with the pupil until emergency services take over.
7. Notify the Headteacher or senior member of staff.
8. Contact parents/carers as soon as practicable.
9. Record and report the incident in accordance with this policy.

Staff should never assume that a reaction is mild if there is a possibility of anaphylaxis.

Staff Allergy Training

The school will ensure that staff receive appropriate allergy awareness and anaphylaxis training in accordance with the statutory guidance.

Relevant staff will receive additional training where their role requires it.

Training records will be maintained by the school.

New staff will receive appropriate allergy information as part of their induction.

Educational Visits and Off-Site Activities

The school will ensure that pupils with allergies are not unnecessarily prevented from participating in educational visits.

Before a visit, the school will consider:

- the pupil's allergy and IHP;
- known allergens and potential exposures;
- access to emergency medication;
- access to emergency medical services;
- food arrangements;
- transport arrangements;
- accommodation where applicable;
- staffing and supervision;
- staff allergy training;
- location-specific risks;
- arrangements for responding to an emergency.

An appropriate risk assessment will be completed for a pupil at risk of anaphylaxis participating in an educational visit.

Emergency medication must accompany the pupil as required by their IHP and risk assessment.

Where necessary, staff supervising the pupil will have access to the relevant allergy information and emergency medication.

Curriculum and Classroom Activities

Teachers will consider allergy risks when planning lessons and practical activities.

Where an allergen is required for an educational activity, staff will assess whether the activity can be adapted or whether additional precautions are necessary.

Pupils with allergies should be enabled to access the curriculum wherever reasonably possible.

School Events, Parties and Celebrations

The school will consider allergies when organising:

- birthdays;
- class parties;
- Christmas events;
- fairs;
- bake sales;
- cultural celebrations;
- fundraising events;
- reward activities;
- shared food activities

Parents/carers will be given appropriate information where food is being brought into school.

Staff will ensure that pupils with known allergies are not placed under pressure to participate in food-related activities where the food may pose a risk.

Alternative activities or safe food options will be considered where appropriate.

Inclusion and Pupil Wellbeing

The school recognises that living with an allergy can affect a child's confidence, independence and emotional wellbeing.

The school will:

- avoid unnecessary exclusion of pupils with allergies;
- support age-appropriate independence;
- avoid unnecessary embarrassment or stigma;

- listen to pupils' concerns;
- encourage pupils to tell an adult when they feel unwell or believe they have been exposed to an allergen;
- address bullying or teasing related to allergies in accordance with the Behaviour and Anti-Bullying Policies;
- consider the pupil's emotional wellbeing when reviewing their IHP.

Pupils will be taught age-appropriate allergy awareness so that the whole school community understands how to keep one another safe.

Safeguarding

Allergy management forms part of the school's wider duty to safeguard and promote children's welfare.

Where staff identify concerns such as:

- repeated failure to provide essential medication;
- deliberate exposure of a pupil to a known allergen;
- bullying or harassment related to an allergy;
- unsafe practices that place a child at significant risk;
- concerns about neglect of a child's medical needs;

these must be reported through the school's safeguarding procedures where appropriate.

The Designated Safeguarding Lead will be involved where an allergy-related concern meets the school's safeguarding threshold.

Incidents and Near Misses

The school will record and review:

- serious allergic reactions;
- suspected anaphylaxis;
- administration of emergency adrenaline;
- medication errors;
- significant allergen exposures;
- near misses;
- failures in allergy procedures.

Following a significant incident or near miss, the school will consider:

- what happened;
- why it happened;
- whether procedures were followed;
- whether the risk assessment remains adequate;
- whether the IHP needs updating;
- whether staff require additional training;
- whether environmental controls need changing;
- whether catering arrangements need reviewing;
- whether information sharing needs improvement.

The school will seek to learn from incidents rather than simply identify individual blame.

Parents/carers will be informed of significant incidents involving their child.

Visitors, Volunteers and Temporary Staff

Visitors, volunteers and temporary staff who may have responsibility for pupils with allergies will receive appropriate information about relevant emergency procedures.

Supply staff and temporary staff must be informed of:

- relevant pupils with serious allergies;

- where emergency medication is stored;
- how to summon assistance;
- the school's emergency procedures.

The level of information provided will be proportionate to the person's role.

Equality and Accessibility

The school will make reasonable and proportionate arrangements to ensure that pupils with allergies can access education on an equal basis.

The school will consider allergy-related needs alongside its duties under the Equality Act 2010 and its wider inclusion and SEND arrangements where applicable.

An allergy must not automatically be treated as a reason to exclude a pupil from:

- school trips;
- clubs;
- sports;
- practical lessons;
- celebrations;
- residential activities;
- leadership opportunities;
- other aspects of school life.

Monitoring and Review

The Headteacher and Governing Body will monitor the implementation and effectiveness of this policy.

Monitoring may include:

- reviewing allergy incidents and near misses;
- checking staff training records;
- checking AAI stocks and expiry dates;
- reviewing IHPs;
- auditing risk assessments;
- reviewing catering arrangements;
- seeking feedback from pupils and parents/carers;
- reviewing educational visit arrangements.

This policy will be reviewed at least annually and sooner where legislation, statutory guidance or school circumstances change.