Allergy Safety Policy

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1. Policy Statement

At Broadheath Primary School, we are committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors with allergies. We recognise that allergies can have a significant impact on an individual's health, wellbeing and participation in school life. Allergic reactions can vary from mild symptoms to life-threatening anaphylaxis, requiring immediate and effective intervention. The school is committed to promoting an allergy-aware culture, reducing risks where reasonably possible, and ensuring that all members of the school community understand their role in keeping children safe.

The school will:

- Promote a culture of awareness, inclusion and shared responsibility.
- Support pupils with allergies to participate fully in all aspects of school life.
- Take reasonable steps to reduce the risk of exposure to known allergens.
- Ensure effective systems are in place for prevention, identification and emergency response.
- Work in partnership with parents, carers, healthcare professionals and catering providers.
- Regularly review allergy arrangements and learn from incidents and near misses.

2. Scope

This policy applies to the whole school community. Allergy management is not solely the responsibility of healthcare professionals or designated staff; it requires a coordinated whole-school approach. All adults working in school have a role to play in ensuring pupils with allergies are kept safe and supported.

This policy applies to:

- All pupils.
- Teaching and support staff.
- Supply and agency staff.
- Volunteers.
- Governors.
- Contractors working with pupils.
- Visitors attending school activities or events.

3. Roles and Responsibilities

Effective allergy management depends upon clear responsibilities across the school. All staff must understand their role in promoting safety, preventing exposure to allergens and responding appropriately in an emergency. School leaders are responsible for ensuring systems are in place and monitored effectively.

Governing Board

The Governing Board will:

- Ensure the school has an effective Allergy Safety Policy.
- Monitor implementation and compliance.
- Ensure appropriate resources are available for training and emergency medication.
- Review significant allergy-related incidents and lessons learned.

Headteacher

The Headteacher will:

- Oversee implementation of this policy.
- Ensure statutory duties are met.
- Appoint a Designated Allergy Lead.
- Ensure appropriate staff training takes place.
- Monitor incidents and policy effectiveness.

Designated Allergy Leads

The Designated Allergy Leads will:

- Maintain allergy records and healthcare plans.
- Coordinate training and awareness activities.
- Liaise with families and healthcare professionals.
- Monitor emergency medication arrangements.
- Review incidents, near misses and risk assessments.

The Designated Allergy Leads at Broadheath Primary School are: Jordan Donnelly and Ceri Boyer

Staff

All staff will:

- Follow this policy and associated procedures.
- Attend required training.
- Be aware of pupils with significant allergies.
- Take appropriate steps to minimise allergen exposure.
- Act promptly in emergencies.
- Report incidents and concerns.

Parents and Carers

Parents and carers are vital partners in supporting pupils with allergies. The school relies on up-to-date information and cooperation to ensure effective arrangements are in place.

Parents and carers should:

- Inform the school of any allergy diagnosis and ensure that this is up-to-date on the Arbor system
- Provide prescribed medication and ensure it remains in date.
- Provide relevant medical documentation and allergy action plans.
- Notify the school of any changes in medical circumstances.
- Attend healthcare plan meetings when required.

4. Training and Awareness

The school recognises that effective allergy management depends upon staff knowledge, confidence and vigilance. Regular training helps ensure that staff understand allergy risks, can identify symptoms quickly and can provide an appropriate emergency response. Training also helps to develop a consistent whole-school approach to allergy safety.

The school will:

- Provide annual allergy awareness and emergency response training for all staff.
- Include recognition of allergic reactions and anaphylaxis.
- Provide training on the use of different types of adrenaline auto-injectors (AAIs).
- Ensure staff understand the link between allergies and asthma.
- Include allergy awareness within induction programmes.

- Ensure temporary and supply staff are informed of procedures.
- Maintain records of staff training and updates.

5. Identification of Pupils with Allergies

Early identification of pupils with allergies is essential to ensuring appropriate support and reducing the risk of exposure to allergens. The school will gather and maintain accurate information to ensure pupils receive the support they require and staff can respond appropriately when needed.

The school will:

- Maintain an up-to-date allergy register.
- Record known allergens and medical requirements.
- Keep emergency contact information current.
- Ensure relevant staff are informed of significant allergies.
- Review records when changes occur.
- Store information securely and appropriately.

6. Individual Healthcare Plans (IHPs)

Individual Healthcare Plans provide a clear and consistent framework for supporting pupils whose allergy requires adjustments beyond normal school arrangements. The school recognises that each child's needs may differ and that plans should reflect their individual circumstances.

Individual Healthcare Plans will:

- Be developed in partnership with parents and relevant professionals.
- Identify known allergens and risks.
- Detail symptoms and emergency procedures.
- Specify medication requirements.
- Outline arrangements for educational visits and extra-curricular activities.
- Identify key contacts and responsibilities.
- Be reviewed at least annually or sooner when required.

7. Reducing Exposure to Allergens

Whilst it is not possible to eliminate all allergens from the school environment, the school will take reasonable and proportionate measures to minimise risk. Staff will consider allergy risks when planning lessons, activities and events, ensuring that pupils with allergies can participate safely and inclusively.

The school will:

- Consider allergy risks during curriculum planning.
- Use allergen-safe alternatives where practical.
- Promote effective handwashing and hygiene practices.
- Implement procedures to reduce cross-contamination.
- Discourage the sharing of food, drinks and utensils.
- Take reasonable precautions regarding airborne and contact allergens.
- Conduct appropriate risk assessments where necessary.
- Promote an allergy-aware culture throughout the school.
- Consider allergy risks when planning practical food-based learning, including food technology, cooking and nutrition activities.
- Ensure that tables, food preparation areas, equipment and shared resources are cleaned appropriately following activities involving allergens in order to minimise the risk of cross-contamination

8. Food Provision

The school recognises that mealtimes can be a significant source of anxiety for pupils with allergies and their families. We are committed to ensuring that food provision is managed safely, that allergen information is accessible and that pupils with allergies are able to enjoy meals alongside their peers wherever possible.

The school will:

- Ensure allergen information is available and accessible.
- Ensure that the catering team have access to all allergy information.
- Make reasonable adjustments for pupils with allergies.
- Support safe food preparation and service.
- Promote inclusion during mealtimes.
- Ensure staff understand allergen management procedures.
- Communicate with families regarding dietary requirements.
- Ensure practical food activities are appropriately risk assessed, with suitable ingredient substitutions, allergen checks and cleaning procedures implemented to minimise the risk of cross-contamination.

9. Food Brought into School

The school recognises that food brought from home, including packed lunches and party food and food used in curriculum activities, may present additional risks. The school will work with families to ensure these risks are managed appropriately while maintaining an inclusive environment.

The school will:

- Encourage parents to be mindful of allergy risks.

- Communicate guidance relating to food-based celebrations.
- Risk-assess curriculum activities involving food.
- Ensure ingredients are checked before use.
- Discourage food sharing between pupils.
- Seek alternative arrangements where necessary to ensure participation and safety.

Wraparound Care

The school's allergy management arrangements apply equally during breakfast and after-school club provision. Staff working within these services will have access to relevant Individual Healthcare Plans, be trained in recognising and responding to allergic reactions, understand local emergency procedures and ensure emergency medication remains readily accessible throughout the session.

10. Medication and Adrenaline Auto-Injectors

Access to emergency medication is a crucial part of allergy safety. Pupils who have been prescribed adrenaline auto-injectors must be able to access them quickly in line with their age, understanding and healthcare plan. Staff must know where medication is stored and how to access it in an emergency.

The school will:

- Ensure prescribed medication is readily accessible.
- Store medication safely and appropriately.
- Monitor medication expiry dates.
- Notify parents when replacement medication is needed.
- Ensure medication accompanies pupils on visits and off-site activities.
- Maintain records of medication administration.

11. Spare Adrenaline Auto-Injectors

The school will maintain spare adrenaline auto-injectors in line with current national guidance. Spare devices provide an additional safeguard in situations where a pupil's prescribed medication is unavailable, has malfunctioned or a second dose is required.

The school will:

- Hold spare adrenaline auto-injectors where permitted.
- Store spare medication securely but accessibly.
- Monitor stock levels and expiry dates.
- Train staff in their use.
- Maintain records of use and replacement.
- Follow national guidance regarding consent and usage.

The school will obtain written parental consent for the administration of a spare adrenaline auto-injector to pupils who are known to be at risk of anaphylaxis and for whom a spare device may be used in an emergency.

12. Emergency Response

The school understands that anaphylaxis is a medical emergency. Staff will always take concerns seriously and act immediately if an allergic reaction is suspected. Rapid intervention is essential and pupils will never be left unattended during a suspected allergic reaction.

In the event of a suspected anaphylactic reaction, staff will:

- Remain calm and stay with the pupil.
- Follow the Allergy Action Plan or Individual Healthcare Plan.
- Administer adrenaline without delay if anaphylaxis is suspected.
- Call 999 and state that anaphylaxis is suspected.
- Inform parents or carers as soon as possible.
- Monitor the pupil continuously until emergency services arrive.
- Administer a second dose if required and available.
- Record and report the incident afterwards.

13. Educational Visits and Residential Trips

The school is committed to ensuring that pupils with allergies are able to participate fully in educational visits, residential experiences and extracurricular activities. Exclusion from activities solely because of an allergy will be avoided wherever possible through careful planning and risk management.

The school will:

- Assess allergy risks during visit planning.
- Ensure emergency medication is available.
- Brief staff accompanying visits.
- Liaise with venues and providers where necessary.
- Consider catering arrangements in advance.
- Ensure appropriate emergency procedures are in place.

External Providers and Organisations Using School Premises

Where external organisations deliver activities for children on the school site, or where school facilities are hired for childcare or holiday provision, the school will take reasonable steps to ensure providers are aware of relevant site-specific allergy procedures. Providers remain responsible for the health and safety of children in their care and should have appropriate arrangements in place for allergy management,

emergency response, staff training and access to emergency medical assistance. Expectations relating to safeguarding and allergy safety will be reflected within hire agreements or other contractual arrangements where appropriate.

14. Wellbeing and Anti-Bullying

The school recognises that allergies can affect emotional wellbeing as well as physical health. Some pupils may experience anxiety about accidental exposure to allergens or feel different from their peers. The school is committed to creating a culture where pupils feel safe, valued and understood. Allergy-related bullying, teasing or intimidation is unacceptable and will be addressed promptly.

The school will:

- Promote understanding and awareness of allergies.
- Support pupils experiencing anxiety related to allergy.
- Encourage pupils to share concerns with trusted adults.
- Address misconceptions sensitively and accurately.
- Investigate reports of allergy-related bullying.
- Work with families and external agencies where necessary.
- Promote inclusion in all aspects of school life.

15. Reporting Incidents and Near Misses

The school recognises that analysing incidents and near misses is crucial to improving practice and reducing future risk. All concerns will be taken seriously and reviewed in order to identify lessons learned and opportunities for improvement.

The school will:

- Record all significant allergic reactions.
- Record and review near misses.
- Inform parents and carers appropriately.
- Review procedures following incidents.
- Update risk assessments where necessary.
- Share lessons learned with relevant staff.
- Meet reporting requirements where applicable.

16. Communication and Information Sharing

Clear communication is essential for maintaining allergy safety. The school will ensure that relevant information is shared appropriately while respecting confidentiality and

data protection requirements. Staff must have access to the information they need to safeguard pupils effectively.

The school will:

- Maintain accurate allergy records.
- Share information with relevant staff on a need-to-know basis.
- Inform supply staff of essential information.
- Work collaboratively with parents and healthcare professionals.
- Ensure appropriate information is available during trips and activities.
- Review communication arrangements regularly.

17. Monitoring, Review and Publication

This policy will be reviewed annually, or sooner if there are changes to legislation, guidance or school procedures. The Governing Board and school leaders will monitor implementation to ensure arrangements remain effective and responsive to the needs of pupils and staff.

The school will:

- Publish the policy on the school website.
- Make the policy available to parents and carers on request.
- Review the policy annually.
- Update procedures following incidents, audits or changes in guidance.
- Monitor compliance through routine school procedures and leadership oversight.

Related Documents

This policy should be read alongside the following school policies and procedures:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Attendance Policy
- Behaviour Policy
- Intimate Care Policy (where applicable)
- Administration of Medication Procedures
- Emergency Procedures and Critical Incident Plan

This policy has been developed with reference to:

- Department for Education: *Allergy Safety in Schools: Statutory Guidance* (July 2026)
- National College and Anaphylaxis UK: *Certificate in Allergy and Anaphylaxis Awareness*
- Supporting Pupils with Medical Conditions at School (DfE)
- Guidance from Anaphylaxis UK
- Food Standards Agency guidance on allergen management

Appendix 1 - IHP

NAME – Individual Healthcare Plan for allergy

Date of birth:	Current photo
Year / class:	
Emergency contacts:	
Staff who need to be aware:	

Allergy:

Note what allergy the child or young person has.

Note any known allergens.

Note whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others.

How the allergy is managed:

Note any care or action plans or prescribed medication issued by healthcare professionals.

If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.

Note the extent to which the child or young person is able to take responsibility for managing their allergy.

Impact on education:

Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.

Indicate how the allergy may impact on the child or young person's learning.

Indicate how the allergy may impact on the child or young person's emotional wellbeing.

If relevant, note any interaction between allergy and SEN.

Arrangements for support:

Give details of the specific support or adaptations which the school, college or early years setting will put in place, within its educational remit.

Outline measures to reduce the risk of contact with known allergens.

Give details of the specific support or adaptations to manage food allergy at meal and snack times.

Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.

Visits and trips:

Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.
Note any requirement for a risk assessment and prompts for specific issues which should be considered.

Emergency response: *Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.* *Otherwise summarise the signs or symptoms which would indicate an emergency.* *Set out what to do in an emergency, including whom to contact.* *If relevant, note where "spare" adrenaline devices are located.*
I give permission for Broadheath Primary School to administer a school's spare adrenaline auto-injector to my child in the event of a suspected anaphylactic reaction when it is considered necessary by trained staff. **Signed**_____ **Date:**_____

Last discussed with parents:	**Date**
Issued by:	**Date**:
Next planned review:	**Date**:

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Appendix 2 - Emergency Anaphylaxis Response Procedure

ANAPHYLAXIS EMERGENCY PROCEDURE

ACT IMMEDIATELY - ANAPHYLAXIS IS A MEDICAL EMERGENCY

RECOGNISE THE SIGNS

AIRWAY: Swollen tongue, throat, difficulty swallowing

BREATHING: Wheezing, persistent cough, breathing difficulty

CIRCULATION: Pale appearance, dizziness, collapse

WHEN IN DOUBT, TREAT AS ANAPHYLAXIS

1 GIVE ADRENALINE NOW

Use prescribed or spare AAI immediately. Do not delay.

2 CALL 999

State: ANAPHYLAXIS. Give location and time adrenaline was given.

3 SEND FOR HELP

Notify first aider, senior leader and allergy lead.

4 STAY WITH THE PUPIL

Reassure them and never leave them alone.

5 MONITOR CAREFULLY

Keep lying flat where possible. Consider second AAI after 5 minutes if symptoms continue.

ADRENALINE FIRST -> CALL 999 -> STAY WITH THE PUPIL

Prompt action saves lives

Appendix 3 - Allergy Register Template

Name	Class	Allergy	Medication	IHP	Action Plan	Review Date

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Appendix 3 - Educational Visits Allergy Risk Assessment

Location	Recommended Control Measure	Y/N	Additional Control Measure	Risk Rating
All visit locations	Visit leader to identify pupils with allergies and review Individual Healthcare Plans and Allergy Action Plans prior to the visit. Ensure all supervising staff are aware of allergens, symptoms and control measures. Check food provision, activities and environments for potential allergen exposure.			Medium
All visit locations	Ensure prescribed medication (including adrenaline auto-injectors) accompanies the pupil at all times and is readily accessible. At least one accompanying adult must be trained in recognising and responding to anaphylaxis and know emergency procedures, including contacting emergency services and parents/carers.			High

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Appendix 4 – Incidents and Near Miss Recording Form

Date & Time	Location	Person Involved	Allergen Involved	What Happened?	Action Taken	Medication Administered	Follow-up actions	Lessons learned

Appendix 5: Allergy Awareness Information for Parents and Carers

Working Together to Keep Children Safe

At Broadheath Primary School, we are committed to creating an allergy-aware environment where pupils with allergies can learn, play and participate safely in all aspects of school life. We recognise that allergies can have a significant impact on a child's health and wellbeing, and we work closely with families to reduce risks and ensure appropriate support is in place.

Successful allergy management relies on effective partnership between parents, carers and the school. We ask all families to support our approach to keeping children safe.

Our Allergy-Aware Approach

The school operates an **allergy-aware** approach rather than claiming to be "allergen-free" or "nut-free". Whilst we take reasonable steps to minimise risks, we cannot guarantee that specific allergens will never be present on the school site. This is in line with the most up to date research from the DfE, which has been advised by medical specialists in this field. Blanket bans often create a dangerous false sense of security, can be practically impossible to enforce (especially with packed lunches), and overlook the hundreds of other life-threatening allergens like dairy, wheat, and soy.

Instead of attempting to eliminate a single allergen from an environment, modern allergy management focuses on risk mitigation, education, and emergency preparedness.

We therefore focus on:

- Raising awareness of allergies across the school community.
- Taking reasonable measures to reduce the risk of allergen exposure.
- Promoting good hygiene practices.
- Ensuring staff are trained to recognise and respond to allergic reactions.
- Maintaining robust emergency procedures and access to emergency medication.
- Supporting pupils with allergies to participate fully in school life.

Information for Parents of Children with Allergies

If your child has an allergy, please inform the school as soon as possible and provide:

- Details of diagnosed allergies and known triggers.
- Any prescribed medication, including adrenaline auto-injectors.
- An up-to-date Allergy Action Plan from a healthcare professional where available.
- Emergency contact details.
- Information about any changes to your child's condition.

Parents and carers are responsible for ensuring that prescribed medication provided to school remains in date and is replaced when necessary.

Food Provision in School

The school's food policy promotes healthy eating and inclusive mealtimes. We work closely with our catering provider to ensure allergen information is available and that reasonable adjustments can be made for pupils with medical dietary requirements. Therefore, accurate information regarding allergies is particularly important. Where a pupil has a food allergy, parents should discuss requirements with the school so that appropriate arrangements can be agreed.

Packed Lunches

Parents who provide packed lunches are encouraged to support both the school's healthy eating and allergy safety expectations.

Packed lunches should:

- Be clearly labelled with the child's name.
- Contain a balanced, healthy selection of food.
- Be prepared and stored safely.
- Not be shared with other pupils.

The school asks parents to be mindful of pupils with serious allergies when selecting foods for packed lunches and school events.

Birthday Treats and Celebrations

Birthday cakes and food-based celebrations during the school day are discouraged.If parents wish to send their child in with birthday gifts for the class, we encourage these to be non-food items.

This approach helps reduce the risk of accidental allergen exposure and supports inclusion for all pupils.

Food Sharing

To reduce the risk of allergic reactions:

- Children must not share food, drinks, cutlery or food containers.
- Parents should remind children only to eat food provided by their own family or the school.
- Children should avoid swapping snacks or packed lunch items with friends.

Educational Visits and School Activities

The school is committed to ensuring that pupils with allergies can participate fully in educational visits, clubs and extracurricular activities.

Before visits, staff will:

- Review relevant healthcare plans.
- Consider allergy risks during planning.
- Ensure emergency medication is available.
- Put appropriate control measures in place where required.

Parents may be contacted in advance to discuss specific arrangements.

Supporting an Inclusive Environment

Children with allergies should never feel excluded or different because of their medical needs.

Parents can support this by:

- Encouraging understanding and respect for others.
- Helping children understand why food sharing is not allowed.
- Reinforcing messages about allergy safety at home.
- Informing the school of any concerns regarding bullying or wellbeing.

The school will not tolerate allergy-related bullying, teasing or intimidation.

Communication with School

Please contact the school immediately if:

- Your child receives a new allergy diagnosis.
- Medical advice changes.
- Medication changes.
- Emergency contact details change.
- You have concerns regarding allergy arrangements.

By working together, we can help ensure that all pupils are safe, included and able to enjoy all aspects of school life.