



Allergy Safety Policy

Policy oversight: Headteacher and SENDCo

Approved by: Governing Body

Date approved: September 2026

Review date: September 2027

Review frequency: Annually, or sooner following an allergy-related incident or near miss

1. Purpose and statutory context

The Grange Primary School is committed to providing a safe, inclusive environment in which children with allergies are supported to participate fully in school life.

This policy is overseen by the SENDCo and Headteacher and aligns with Section 34 of the Children's Wellbeing and Schools Act 2026, which requires local-authority maintained schools, academies and pupil referral units to have an allergy safety policy.

This policy should be read alongside the school's policies and procedures relating to:

- Supporting Pupils with Medical Conditions
- First Aid
- Health and Safety
- Educational Visits
- Safeguarding and Child Protection
- Special Educational Needs and Disabilities (SEND)
- Data Protection
- Behaviour and Anti-Bullying

The school recognises that allergy safety is a whole-school responsibility and that effective allergy management relies upon appropriate identification, communication, risk reduction, emergency preparedness and staff awareness.

2. Leadership and governance

The Headteacher and SENDCo have oversight of allergy safety within school.

They are responsible for ensuring that:

- this policy is implemented effectively;
- appropriate systems are in place to identify and support pupils with known allergies;
- relevant information is shared appropriately with staff;
- Individual Healthcare Plans (IHPs) are in place where required;
- staff receive appropriate allergy awareness and emergency-response training;
- appropriate emergency arrangements are in place;
- allergy-related incidents and near misses are reviewed; and
- lessons identified through incidents, near misses or changes in guidance are incorporated into school practice.

The Governing Body is responsible for ensuring that the school has an appropriate allergy safety policy and that it is readily accessible to parents, carers and staff.

The policy is published on the school website and is available in hard copy on request.

3. Review of the policy

This policy will be reviewed at least annually.

It may be reviewed more frequently where:

- there has been a serious allergic reaction;
- an allergy-related incident or near miss has occurred;
- a concern has been identified about existing procedures;
- there has been a significant change in the needs of pupils attending the school;
or
- national legislation or guidance changes.

Any review will take account of incidents and near misses and will seek to identify and learn lessons from them. Where an incident indicates that existing arrangements may leave a child or other individual at risk, appropriate action will be taken promptly.

Culture and awareness

4. Allergy awareness and anaphylaxis training

The school recognises that effective allergy safety depends upon staff understanding allergies and knowing how to respond appropriately in an emergency.

All staff will undertake allergy awareness and anaphylaxis training annually during the autumn term through The National College.

Training will include, as appropriate:

- understanding allergies and the risks they can pose;
- recognising the signs and symptoms of an allergic reaction;
- recognising anaphylaxis;
- understanding the difference between food allergy, food intolerance and coeliac disease;
- knowing where to find information about a pupil's known allergens;
- knowing how to respond to an allergic reaction or anaphylaxis;
- knowing how and when to call the emergency services;

- knowing where emergency medication is located;
- understanding how and when to administer an adrenaline auto-injector (AAI/EpiPen);
- understanding individual pupils' healthcare arrangements where relevant;
- reducing the risk of exposure to known allergens; and
- knowing how to report an allergic reaction, serious incident or near miss.

All school staff will be trained in how to administer emergency adrenaline medication and will be expected to respond appropriately in an emergency.

Allergy awareness, recognition of anaphylaxis, emergency procedures and the administration of AAI's will also form part of the school's induction arrangements for new staff. This ensures that staff joining the school after the annual autumn training understand the school's procedures from the outset.

Appropriate information and instruction will also be provided to temporary, supply, peripatetic and other relevant pupil-facing staff so that they understand the school's allergy safety and emergency arrangements.

Relevant catering, wraparound and regular volunteer staff will also be expected to have appropriate allergy awareness.

5. Wellbeing and inclusion

The school recognises that living with an allergy, particularly where there is a risk of anaphylaxis, can affect a child's emotional wellbeing and may cause anxiety for both children and their families.

Children with allergies will be supported to participate as fully as possible in school life.

Reasonable adjustments will be considered where required, and staff will seek to avoid unnecessarily excluding a pupil from activities because of their allergy.

The school will not tolerate bullying, teasing, intimidation or deliberate exposure to an allergen.

Any bullying associated with a child's allergy will be addressed in accordance with the school's Behaviour and Anti-Bullying procedures.

Staff will also be mindful of children's privacy and dignity when communicating information about their allergies.

Minimising risk

6. Reducing exposure to allergens

The school will take reasonable steps to reduce the risk of individuals with known allergies coming into contact with their allergens.

However, the school recognises that it is not generally possible to guarantee an entirely allergen-free environment. Our approach therefore focuses upon understanding individual risks, reducing avoidable exposure and ensuring an effective emergency response.

Measures may include:

- ensuring relevant staff are aware of known allergies;
- communicating relevant dietary information to catering staff;
- considering allergens when food is brought into school;
- promoting appropriate handwashing and cleaning;
- avoiding unnecessary sharing of food;
- considering allergy risks when planning classroom activities;
- ensuring staff check ingredients and materials where appropriate;
- considering contact and airborne allergens where these are relevant to an individual pupil; and
- making reasonable adjustments in response to individual needs.

Staff planning activities involving food, cooking, baking, craft materials, science activities, animals or other potential allergens must consider whether these present a risk to any child with a known allergy.

7. Food and catering

The school will work with its catering provider to manage the risks associated with food allergies.

Information about pupils' known food allergies will be communicated appropriately to catering staff.

Parents and carers are responsible for providing the school with accurate and up-to-date information about their child's diagnosed allergies and for informing the school promptly of any changes.

Where food is provided as part of a classroom activity, celebration, enrichment activity or other school event, staff must consider known allergies before the activity takes place.

Food brought into school by pupils, families or staff must not be shared with a child known to have an allergy unless it has been established that it is safe for that child.

Individual pupils

8. Identifying pupils with allergies

Parents and carers are asked to inform the school of any known allergy when their child joins the school and to notify the school promptly if a new allergy is identified or an existing allergy changes.

Known pupil allergies are recorded through the school's Arbor management system and through class/medical information lists accessible to relevant staff.

Where appropriate, pupils will also have an Individual Healthcare Plan (IHP).

Information may be gathered from:

- parents and carers;
- the child, where appropriate;
- healthcare professionals;
- previous educational settings; and
- existing medical documentation.

Information will be reviewed and updated where the school is notified of a change.

9. Individual Healthcare Plans

A pupil will have an Individual Healthcare Plan where their allergy:

- has a functional impact upon them in school;
- places them at risk of harm; and
- requires arrangements which are additional to or different from those ordinarily available within school.

The IHP will describe the specific arrangements necessary to support the pupil safely, including emergency arrangements where relevant.

Where a healthcare professional has provided an Allergy Action Plan and/or Asthma Action Plan, this should be referred to or attached to the pupil's IHP.

Parents and carers have a responsibility to provide school with relevant and current medical information.

10. Prescribed adrenaline auto-injectors

Where a pupil has been prescribed an adrenaline auto-injector (AAI), arrangements will be agreed with parents/carers and documented within the child's healthcare arrangements.

Children at risk of anaphylaxis must have rapid access to their prescribed adrenaline.

Medication must be stored so that it can be accessed quickly in an emergency while remaining appropriately managed.

Individual arrangements will consider:

- the child's age and ability to manage their own medication;
- where prescribed AAI's will be kept;
- arrangements during lessons, lunchtimes and outdoor activities;
- arrangements for PE and use of outdoor areas;
- educational visits and off-site activities;
- checking expiry dates; and
- arrangements for medication travelling between home and school where applicable.

The school will work with parents/carers to ensure that prescribed medication held by school is replaced before it expires.

School emergency arrangements

11. Spare adrenaline auto-injectors

The Grange Primary School maintains a pair of spare adrenaline auto-injectors (EpiPens) for emergency use in accordance with current statutory guidance and legal requirements.

The school's pair of spare EpiPens is stored in the main school office.

The main school office has been selected as the central location for the emergency AAls because it enables rapid and easy access at all times during the school day.

The EpiPens are:

- stored together as a pair;
- clearly identified as emergency medication;
- readily accessible and not locked away;
- known to all staff;
- regularly checked to ensure they remain in date; and
- replaced following use or before expiry.

All staff are trained in the administration of adrenaline auto-injectors and know the location of the school's spare EpiPens.

The Headteacher and SENDCo will periodically review whether the location and number of AAls remain appropriate, including whether emergency adrenaline can be accessed sufficiently quickly from all areas routinely used by pupils.

12. Responding to suspected anaphylaxis

Anaphylaxis is a medical emergency.

Where anaphylaxis is suspected, staff will follow the child's Allergy Action Plan/IHP where one is available and the school's emergency procedures.

The response will include:

1. Administer adrenaline immediately where anaphylaxis is suspected. Treatment should not be delayed.
2. Call 999 and state that anaphylaxis is suspected.
3. Follow instructions provided by the emergency call handler.
4. Ensure the child remains appropriately supervised and monitored.
5. Administer a second dose of adrenaline where required and in accordance with emergency guidance.
6. Inform the child's parents/carers as soon as practicable.
7. Ensure an appropriate handover to ambulance and healthcare professionals.

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

All staff receive training so that they understand their responsibility to respond promptly in an emergency rather than waiting for a designated member of staff to become available.

Following any administration of an AAI, the incident will be recorded and reviewed.

Educational visits and wider activities

13. Trips and visits

Children with allergies will be supported to participate safely in educational visits and off-site activities.

The risk assessment for a visit will consider the needs of pupils with known allergies.

For a pupil at risk of anaphylaxis, this will include consideration of:

- potential exposure to known allergens;
- food arrangements;
- access to the pupil's prescribed medication;
- emergency arrangements;
- proximity/access to emergency medical assistance where relevant; and
- ensuring staff accompanying the visit understand the pupil's emergency arrangements.

Children at risk of anaphylaxis must have access to their prescribed adrenaline during the visit.

Allergy should not in itself prevent a child participating in an educational visit. Reasonable steps and adjustments will be taken to enable safe participation wherever possible.

Incidents and near misses

14. Recording and learning from incidents

The school will record and appropriately review serious allergy-related incidents and near misses.

This includes circumstances where:

- a child experiences an allergic reaction;
- an AAI is administered;
- emergency services are contacted because of an allergy;
- a child is accidentally exposed to a known allergen;

- emergency medication cannot be accessed as expected;
- incorrect food or information is provided; or
- an incident occurs which could reasonably have resulted in harm.

The Headteacher and/or SENDCo will review significant incidents and near misses to determine:

- what happened;
- whether existing procedures were followed;
- whether the incident could have been prevented;
- what can be learned;
- whether changes to an IHP, risk assessment or school procedure are required; and
- whether this policy needs to be reviewed.

Parents/carers will be able to report allergy-related incidents which become apparent after their child has left school.

Information sharing

15. Sharing allergy information

The school recognises that information about a child's health is special category personal data and must be handled appropriately.

Information about a child's allergy will therefore be shared on a need-to-know basis with staff who require the information to keep the child safe and provide appropriate support.

This may include:

- teaching staff;
- teaching assistants;
- lunchtime staff;
- office staff;
- senior leaders;
- catering staff;
- wraparound staff;
- staff accompanying educational visits; and
- temporary or supply staff responsible for the pupil.

Information will be shared sensitively and with regard to the child's dignity and privacy.

16. Responsibilities of parents and carers

Parents and carers are expected to:

- tell the school about their child's allergies;
- provide accurate and current medical information;
- inform school promptly of any changes;
- provide prescribed medication required in school;
- ensure prescribed medication is in date;
- replace medication before it expires or following use;
- provide relevant Allergy Action Plans or other healthcare information supplied by medical professionals; and
- work collaboratively with school when an IHP or individual risk-management arrangements are required.

17. Responsibilities of staff

All staff are expected to:

- complete the school's required allergy awareness and anaphylaxis training;
- understand how to administer an adrenaline auto-injector;
- familiarise themselves with this policy;
- know how to access information about pupils with known allergies;
- understand their role in reducing avoidable exposure to allergens;
- consider allergy risks when planning activities;
- know how to summon emergency assistance;
- know that the school's pair of spare EpiPens is located in the main school office;
- follow individual healthcare arrangements;
- respond promptly to suspected anaphylaxis;
- report allergy-related incidents and near misses; and
- raise any concerns about allergy safety promptly with the Headteacher or SENDCo.

Staff should never assume that another adult will respond to an emergency.

Policy awareness

18. Communicating this policy

This policy will be:

- published on the school website;
- available in hard copy on request;
- brought to the attention of staff;
- included within annual allergy awareness training;
- incorporated into new staff induction;
- made available to parents and carers; and
- communicated appropriately to pupils.

Allergy awareness amongst pupils will be promoted in an age-appropriate way which supports inclusion and helps children understand how to seek adult help.

Where it would support an individual pupil's safety, age-appropriate information may be shared with their peers following discussion with the pupil and their parents/carers.

19. Monitoring and review

The Headteacher and SENDCo will monitor the implementation of this policy.

The Governing Body will maintain oversight of the school's arrangements for allergy safety and seek appropriate assurance that statutory requirements are being met.

The policy will be formally reviewed annually, or sooner where an incident, near miss, change in legislation or other significant development indicates that a review is required.