Allergy Safety Policy

The Willows Primary School

Explore - Dream - Discover

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1. Purpose

The Willows Primary School is committed to ensuring that children with allergies are safe, included and able to participate fully in school life.

Allergies can range from mild symptoms to a life-threatening reaction known as anaphylaxis. Anaphylaxis can develop rapidly and requires an immediate emergency response.

This policy explains how The Willows Primary School will:

- identify pupils with allergies
- reduce the risk of exposure to known allergens
- ensure staff understand allergy and know how to respond to an allergic reaction
- ensure pupils have appropriate access to their prescribed medication
- maintain an appropriate supply of spare adrenaline devices for emergency use
- ensure pupils with allergies can participate safely in educational visits, trips, clubs and activities
- develop and maintain Individual Healthcare Plans (IHPs) where required
- work in partnership with parents/carers and healthcare professionals
- protect the wellbeing, dignity and inclusion of pupils with allergies
- record and learn from serious incidents and near misses

This policy should be read alongside the school's Supporting Pupils with Medical Conditions/Medication Policy, First Aid Policy, Safeguarding and Child Protection Policy, Food Policy, Educational Visits Policy, Anti-bullying Policy, Equality Policy and Data Protection Policy.

The Allergy Safety Policy is a separate policy from the school's Medication Policy, although the two policies are closely linked.

2. Legislation and guidance

This policy has been developed with regard to Section 100 of the Children and Families Act 2014; Section 34 of the Children's Wellbeing and Schools Act 2026; Department for Education Allergy Safety in Schools – Statutory Guidance, July 2026; Department for Education guidance on supporting pupils with medical conditions; Keeping Children Safe in Education; the Equality Act 2010; the Health and Safety at Work etc. Act 1974; the Early Years Foundation Stage statutory framework, where applicable; and relevant food safety and allergen legislation.

The Governing Body will have regard to the DfE statutory guidance when fulfilling its duty to have an allergy safety policy. The policy will be reviewed at least annually and sooner where there are changes to legislation, statutory guidance, school arrangements or an individual pupil's needs.

3. Scope

This policy applies to all pupils, teaching and support staff, supply and agency staff, peripatetic and visiting staff who work with pupils, catering staff, staff supervising breakfast and after-school provision, and regular volunteers.

Contractors who have no pupil-facing role are not normally expected to undertake allergy awareness training, although appropriate information will be provided where their work could create a risk.

4. Roles and responsibilities

The Governing Board will:

- ensure the school has a dedicated Allergy Safety Policy
- ensure the policy is reviewed at least annually
- ensure appropriate resources are available
- monitor arrangements for supporting pupils with allergies
- receive information about serious allergy-related incidents and near misses
- ensure lessons are learned and improvements made

The Headteacher will:

- oversee implementation
- ensure staff receive appropriate allergy awareness training
- ensure records are maintained
- ensure IHPs are in place where required
- ensure prescribed medication and spare adrenaline are appropriately stored and accessible
- ensure arrangements are in place for trips and visits
- ensure incidents and near misses are recorded, investigated and acted upon
- ensure parents/carers are informed appropriately
- ensure the policy is published on the school website

All staff will:

- understand this policy
- complete required allergy awareness training
- know which pupils they are responsible for who have known allergies
- understand how to access relevant allergy and emergency information
- take reasonable steps to minimise exposure to known allergens
- recognise symptoms of an allergic reaction and anaphylaxis
- know how to obtain and administer emergency medication where trained and authorised
- call emergency services when required
- report incidents and near misses promptly

5. Understanding allergy

An allergy occurs when the body's immune system reacts to a normally harmless substance.

Allergies may relate to food, insect stings, medicines, contact allergens, airborne allergens or other substances. Some pupils may have more than one allergic condition.

6. Identifying pupils with allergies

The school will actively seek information about allergies when pupils join the school, during admissions and transition, when a pupil develops a new allergy, when an existing allergy changes, when parents/carers notify the school of a diagnosis, and when information is received from healthcare professionals.

Parents/carers will be asked to provide relevant information about the diagnosed allergy, known triggers, symptoms, prescribed and emergency medication, Allergy Action Plans, restrictions or adjustments, food arrangements and trips/activities.

Where a pupil requires additional or different arrangements because of their allergy, an Individual Healthcare Plan (IHP) will be developed.

7. Individual Healthcare Plans

A pupil should have an IHP where their allergy has a functional impact in school, they are at risk of harm as a result of their allergy, and they require arrangements which are additional to or different from the school's general arrangements.

The IHP will set out the pupil's allergy and known triggers; signs and symptoms; preventative measures; food and snack arrangements; medication; storage; who is responsible for administration; emergency arrangements; trips and visits; risk assessments where required; missed-learning arrangements where appropriate; and wellbeing and inclusion arrangements.

The IHP will be developed in partnership with the pupil where appropriate, parents/carers, relevant school staff and healthcare professionals where advice is available.

IHPs will be reviewed at least annually and whenever the pupil's condition, medication or healthcare advice changes, following a serious incident or near miss, or when school arrangements change significantly.

8. Allergy Action Plans

Where a pupil has a known food or insect-sting allergy, parents/carers will be asked to provide an Allergy Action Plan issued by an appropriate healthcare professional.

The plan should identify the pupil, known allergen(s), symptoms, when adrenaline should be administered, emergency action and relevant medication. It will be attached to the IHP where applicable and made available to staff who need access to it.

9. Reducing the risk of exposure

The school will take reasonable and proportionate steps to reduce exposure to known allergens. This includes identifying pupils with known allergies, communicating information appropriately, maintaining appropriate cleaning arrangements, taking care when food is prepared/served/handled, checking ingredients where food is provided by the school, preventing food sharing where this could create risk, considering allergens in practical curriculum activities, and considering allergies in trips and visits.

The school does not consider a blanket 'nut-free school' policy to be a substitute for effective allergy management. A blanket ban cannot guarantee that an allergen will never enter school and may create a false sense of security. The school will focus on individual needs, reducing avoidable exposure and ensuring staff can respond effectively.

10. Food and catering

The school will work with its catering provider to ensure pupils with diagnosed food allergies can eat safely.

Where food is provided by or on behalf of the school, allergen information will be available; food staff will understand allergen risks; ingredients will remain identifiable where necessary; reasonable steps will be taken to avoid cross-contact; menus and substitutions will take account of known allergies; and changes will be communicated where necessary.

The school will not assume a food is safe because it appears to contain no obvious allergen. Pupils will be encouraged not to share food. Particular care will be taken during lunches, breakfast provision, after-school clubs, parties, celebrations, cooking activities and residential visits.

11. Allergy awareness training

All staff who are present when pupils are on site will receive allergy awareness and emergency response training at least annually. This includes permanent staff, temporary staff, supply teachers, agency workers, regular volunteers, catering staff, staff supervising breakfast and after-school provision and relevant peripatetic staff.

First aid training alone is not sufficient as allergy awareness training.

Training will cover allergy, common allergic conditions, food allergy, coeliac disease, food intolerance, symptoms of allergic reactions, recognition of anaphylaxis, asthma and allergy, risk reduction, the school's arrangements, individual pupils' arrangements, Allergy Action Plans, locating and using adrenaline devices, calling 999, communication with parents/carers, wellbeing and bullying.

Training records will be maintained. New staff will receive appropriate allergy information as part of induction and will complete required training as soon as practicable.

12. Prescribed adrenaline devices

Pupils who are prescribed adrenaline devices must have access to them whenever they are on school premises or participating in school activities.

Where appropriate, pupils should have two prescribed adrenaline devices available, reflecting current clinical advice that two doses may be required.

The school will agree with parents/carers how many devices are provided, where they are stored, who has access, classroom/PE/trip arrangements and expiry-date checks.

Medication must never be locked away in a location which prevents rapid access in an emergency. The IHP will record the agreed arrangements.

13. Spare adrenaline devices

The Willows Primary School will maintain an appropriate supply of spare adrenaline devices for emergency use.

Spare devices provide an additional safeguard where a pupil's own device is unavailable or inaccessible, where a pupil experiences a first allergic reaction at school without a prescribed device, where a second dose is required, or where a pupil's device has been used or is otherwise unavailable.

Spare devices will be stored in a clearly identified designated location, accessible to trained staff, available quickly in an emergency, stored in accordance with manufacturer instructions, checked regularly and replaced before expiry. The school will maintain procurement and checking records.

Parents/carers will be asked to provide consent for administration of spare adrenaline where required. The location will be known to all relevant staff.

14. Emergency response

All staff must understand that anaphylaxis is a medical emergency.

Where a pupil is suspected to be experiencing anaphylaxis: follow the pupil's Allergy Action Plan immediately; administer adrenaline without delay where indicated and where the appropriate device is available; call 999 and state that the pupil is experiencing anaphylaxis; obtain a second prescribed or spare device where appropriate; keep the pupil with an adult and monitor continuously; administer a further dose where indicated by the Action Plan/emergency guidance if symptoms have not improved after approximately 5 minutes and a second device is available; ensure emergency medical attention even if symptoms improve; contact parents/carers; record the incident; inform the Headteacher/designated senior leader; and review the IHP and arrangements afterwards.

Staff should not delay administration of adrenaline while waiting for a parent/carer or medical professional. Where there is uncertainty, staff should follow the pupil's individual Allergy Action Plan and emergency training.

15. Asthma and allergy

The school recognises that asthma and allergy can be closely linked. Staff will be trained to recognise allergic reactions, anaphylaxis and acute asthma attacks.

Where a pupil has both asthma and allergy, the IHP will bring together relevant information from the Allergy Action Plan and Asthma Action Plan. Prescribed reliever inhalers must remain accessible in accordance with the Medication Policy and individual arrangements.

16. Educational visits, trips and activities

Pupils with allergies must not be unnecessarily excluded from trips, visits, clubs, sporting activities or other aspects of school life.

Before a trip or activity, staff will consider the IHP, known allergens, food arrangements, emergency medication, spare medication where appropriate, staff knowledge and training, transport, accommodation, activities involving animals/food/plants, access to emergency services and any required risk assessment.

Emergency medication must accompany the pupil whenever required. Staff supervising the pupil must know the allergy, signs of reaction, medication location and emergency arrangements. Parents/carers will be consulted where necessary.

17. Inclusion and wellbeing

The school recognises that living with an allergy can affect confidence, independence, friendships and emotional wellbeing.

The school will promote understanding of allergy; avoid unnecessarily singling out pupils; support age-appropriate independence; encourage pupils to seek help; address inappropriate comments and bullying; enable full participation where possible; consider absence and missed learning; and provide appropriate support following a serious reaction.

Concerns about bullying or discrimination will be managed under the school's safeguarding, behaviour and anti-bullying procedures.

18. Information sharing and confidentiality

Information about a pupil's allergy is health information and sensitive personal information. The school will share information on a need-to-know basis so staff can keep the pupil safe.

Relevant information may be shared with class teachers, teaching assistants, lunchtime supervisors, first aiders, catering staff, club staff, trip staff and relevant senior leaders. Information will not be displayed publicly or shared more widely than necessary.

Where appropriate, information may include the pupil's photograph, allergen(s), symptoms, emergency arrangements and medication location. The school will comply with UK GDPR and its Data Protection Policy.

19. Serious incidents and near misses

The school will record serious allergy-related incidents and near misses, including accidental exposure, eating a known allergen, failure to provide allergen information, unavailable or inaccessible medication, delayed emergency response, out-of-date adrenaline devices and reactions requiring emergency treatment.

Following an incident or near miss, the school will ensure medical care, inform parents/carers, record and investigate the incident, consider governance reporting, review the IHP, review relevant risk assessments and procedures, implement improvements and share relevant learning with staff.

The purpose of reporting is to learn lessons and reduce recurrence.

20. First allergic reaction at school

The school recognises that some children will experience their first allergic reaction at school. Staff must therefore not rely solely on the allergy register.

All staff must be able to recognise anaphylaxis, call 999, obtain and administer appropriate emergency medication, use a spare adrenaline device where appropriate and authorised, and follow emergency procedures.

21. Contractors and visitors

Where appropriate, visitors involved in providing or consuming food at school may be asked whether they have an allergy the school needs to know about. Relevant allergy information may be provided to visitors or external providers where necessary to keep pupils safe.

22. Monitoring and review

The Headteacher will monitor effectiveness through annual review of allergy records, IHPs, staff training, medication checks, spare adrenaline checks, incidents and near misses, feedback from pupils and parents/carers, educational visit arrangements and food provision.

The policy will be formally reviewed annually and following any significant incident or change in statutory requirements.

23. Publication and awareness

This policy will be approved by the Governing Board, published on the school's website, made available to parents/carers and staff, included within relevant induction and training, and referred to when developing individual healthcare arrangements.

24. Equality

The Willows Primary School is committed to ensuring pupils with allergies are treated fairly and are not disadvantaged because of their medical condition. Reasonable adjustments will be considered where required.

The school will seek to ensure pupils with allergies can access the curriculum, school meals, play, PE, clubs, trips, residential visits, enrichment activities, celebrations and social activities.

APPENDIX 1 – REQUEST FOR SPARE ADRENALINE DEVICES

The Willows Primary School
[School address]
[Telephone number]
[Email address]

Date: _____

To: The Pharmacist

Re: Request for spare adrenaline devices for use in school

Dear Pharmacist,

The Willows Primary School is writing to request the supply of spare adrenaline devices for emergency use in school.

The Department for Education's statutory guidance Allergy Safety in Schools recommends that schools maintain spare adrenaline devices as an additional safeguard for pupils who may experience anaphylaxis.

The devices will be stored securely but in a location which allows immediate access in an emergency. The school will maintain appropriate records and regularly check expiry dates and storage arrangements.

The spare devices will only be used in an emergency and in accordance with the school's Allergy Safety Policy, relevant training and emergency procedures.

We would be grateful if you could advise us of the appropriate process for obtaining the required devices.

Please contact the school if you require any further information.

Yours sincerely,

Sarah Thursfield
Headteacher
The Willows Primary School

APPENDIX 2 – SPARE ADRENALINE DEVICE REGISTER

Location of spare devices: _____

Date	Device type	Dose	Expiry	Condition OK?	Checked by	Action required

Checks should confirm that devices are present, in date, intact, correctly stored and accessible. Expired or damaged devices must be replaced promptly.

APPENDIX 3 – ALLERGY INCIDENT / NEAR-MISS RECORD

Pupil: _____ Class: _____

Date: _____ Time: _____ Location: _____

What happened? _____

_____

Known/suspected allergen: _____

Symptoms observed: _____

Medication: ☐ Prescribed adrenaline ☐ Second device ☐ Spare adrenaline ☐ Other ☐ None

Time administered: _____ 999 called: ☐ Yes ☐ No

Ambulance attended: ☐ Yes ☐ No Hospital attendance: ☐ Yes ☐ No

Parent/carer contacted: _____ By: _____

Staff involved: _____

Near miss? ☐ Yes ☐ No

Immediate actions: _____
_____

Contributing factors: _____
_____

Actions required: ☐ IHP review ☐ Action Plan review ☐ Risk assessment ☐ Training ☐ Catering ☐ Medication ☐ Trip/visit ☐ Policy/procedure ☐ Other

Completed by: _____ Date: _____

Headteacher review: _____ Date: _____

APPENDIX 4 – ALLERGY INFORMATION: STAFF QUICK CHECK

Pupil: _____

Allergen(s): _____

Main symptoms: _____

Prescribed medication location: _____

Spare adrenaline location: _____

Who should be contacted? _____

IHP/Allergy Action Plan location: _____

IN AN EMERGENCY – FOLLOW THE CHILD'S ALLERGY ACTION PLAN.

Recognise symptoms

Do not delay emergency treatment

Administer adrenaline where indicated

Call 999 and state that the child is experiencing anaphylaxis

Obtain a second device where appropriate

Stay with the child

Inform the Headteacher/designated senior leader

Contact parents/carers

Record the incident

APPENDIX 5 – ALLERGY CHECKLIST FOR SCHOOL TRIPS AND VISITS

Pupil: _____

Trip/visit: _____

Date: _____

☐ IHP checked

☐ Allergy Action Plan checked

☐ Parent/carer information checked

☐ Prescribed medication available

☐ Spare medication considered/available

☐ Staff accompanying pupil know about allergy

☐ Staff know medication location

☐ Catering arrangements checked

☐ Food allergens considered

☐ Transport arrangements considered

☐ Venue/activity checked

☐ Emergency arrangements considered

☐ Risk assessment completed where required

☐ Emergency contacts available

☐ Parent/carer informed where appropriate

Medication lead: _____ Emergency response lead: _____

Additional arrangements:

_____

_____

Checked by: _____ Date: _____

APPENDIX 6 – PARENT/CARER ALLERGY INFORMATION REQUEST

Dear Parent/Carer,

The Willows Primary School is committed to keeping children with allergies safe and ensuring that they can participate fully in school life.

Following the introduction of the Department for Education's statutory requirements concerning

allergy safety, we are reviewing our allergy information and individual arrangements.

Please inform school immediately if your child has a diagnosed allergy, food allergy, allergy to insect stings or medication, another allergy which may affect them in school, or asthma which may be triggered by an allergy.

Where appropriate, please provide your child's Allergy Action Plan, details of prescribed medication, adrenaline devices, relevant asthma action plans and information provided by a healthcare professional.

If your child requires arrangements which are additional to or different from those normally provided by the school, we will work with you to develop an Individual Healthcare Plan.

Please ensure that the school is informed whenever your child's allergy, medication or healthcare advice changes.

Thank you for helping us to keep your child safe and included.

Yours sincerely,

Sarah Thursfield
Headteacher
The Willows Primary School

APPENDIX 7 – ANNUAL ALLERGY SAFETY REVIEW

POLICY: ☐ Reviewed ☐ Governing Body approval ☐ Website updated

PUPILS: ☐ Allergy register reviewed ☐ New allergies identified ☐ IHPs reviewed ☐ Action Plans checked ☐ Parent/carer information reviewed

MEDICATION: ☐ Prescribed medication checked ☐ Spare adrenaline checked ☐ Expiry dates checked ☐ Storage checked ☐ Staff know locations

STAFF: ☐ Annual allergy training completed ☐ New staff trained ☐ Supply/agency arrangements considered ☐ Catering staff trained ☐ Club/breakfast/after-school staff included

FOOD: ☐ Catering arrangements reviewed ☐ Allergen information available ☐ Menu/substitution arrangements checked ☐ Food preparation reviewed

TRIPS: ☐ Visit arrangements reviewed ☐ Emergency medication checked ☐ Risk assessment arrangements reviewed

INCIDENTS: ☐ Serious incidents reviewed ☐ Near misses reviewed ☐ Lessons identified ☐ Changes implemented

WELLBEING: ☐ Bullying/discrimination considered ☐ Inclusion reviewed ☐ Pupil voice considered where appropriate

Completed by: _____ Date: _____

Actions arising:

_____

_____