



Byley Primary School and Nursery

Allergy Safety Policy

Date of policy	Date for renewal	Signed	
September 2026	September 2027	Elizabeth Whittingham (Headteacher)	Andrew Gibson (Chair of Governors)

1.0 Document Information and Approval

1.1 Policy Details

- **Policy title:** Allergy Safety Policy
- **School:** Byley Primary School and Nursery
- **Type of school:** Maintained school
- **Version:** 1
- **Date of issue:** September 2026
- **Date of next review:** September 2027
- **Policy coordinator:** Elizabeth Whittingham
- **Named allergy lead:** Elizabeth Whittingham

1.2 Approval and Governance

- **Approved by:** Governing body
- **Responsible governor or trustee:** Debbie Brain (safeguarding)

1.3 Publication and Availability

This policy is published on the school website and is available from the school office on request. It is shared with parents and carers on admission, included in relevant school handbooks and provided to staff as part of induction and ongoing training. Relevant parts of the policy are also shared with contractors, volunteers, external providers and others who need the information to keep pupils safe.

2.0 Policy Purpose and Aims

2.1 Purpose of the Policy

This policy explains how Byley Primary School and Nursery identifies, manages and reduces allergy-related risks, including the risk of anaphylaxis, across all aspects of school life. It sets out the responsibilities of staff, parents, carers, pupils, governors and others, and describes the arrangements for prevention, emergency response, record keeping and review.

2.2 Aims

The aims of this policy are to:

- safeguard the health, safety and welfare of pupils, staff and visitors
- support pupils with allergies to attend, participate and achieve as fully as possible
- reduce exposure to known allergens through safe and careful practice
- ensure prompt and effective response to allergic reactions and anaphylaxis
- make sure that relevant staff have the information, training and confidence they need
- promote a caring, inclusive and respectful school culture
- meet statutory duties and follow relevant guidance and best practice

- support good communication between home and school
- learn from incidents and near misses so that practice continues to improve

2.3 Whole-School Allergy-Aware Approach

Byley Primary School and Nursery follows a whole-school allergy-aware approach. This means that allergy safety is built into everyday routines, curriculum planning, catering, supervision, trips, clubs and communication. The school does not rely on blanket bans alone. Instead, it uses a combination of information sharing, risk assessment, training, supervision, reasonable adjustments and emergency readiness.

2.4 Links to Safety, Inclusion and Wellbeing

This policy supports the school's wider commitments to safeguarding, inclusion, attendance, behaviour, wellbeing and personal development. It helps ensure that pupils with allergies are not unfairly excluded from lessons, meals, trips, rewards, celebrations or other opportunities. It also supports a positive culture in which pupils understand the importance of looking after one another.

3.0 Scope, Definitions and Principles

3.1 Scope

This policy applies to:

- all pupils at Byley Primary School and Nursery
- all staff, including teaching, support, office, catering, cleaning, midday and pastoral staff
- governors
- volunteers, supply staff and trainees
- contractors, visitors and external providers
- breakfast clubs, after-school clubs, holiday provision and wraparound care
- trips, visits, residentials, sports fixtures and off-site activities
- school transport and any transport arranged by the school
- any other activity organised on behalf of the school

3.2 Definitions

For the purpose of this policy:

- **Allergy** means the body's immune response to a substance that is normally harmless but which causes symptoms in a person who is allergic to it.
- **Allergen** means a substance that can trigger an allergic reaction. Common allergens include some foods, insect stings, latex and some medicines.
- **Anaphylaxis** means a severe, potentially life-threatening allergic reaction that requires immediate emergency treatment.
- **Adrenaline auto-injector** means a device used to give adrenaline quickly in an emergency.
- **Individual Healthcare Plan** means a written plan that sets out a pupil's health needs, routine support and emergency arrangements.
- **Allergy action plan** means a clear summary of the signs of a reaction and the actions to take in an emergency.
- **Near miss** means an event where a pupil was exposed to risk or may have been exposed to an allergen, even if no reaction occurred.
- **Reasonable adjustments** means changes the school makes to avoid disadvantage and support access, participation and safety.

3.3 Core Principles

Byley Primary School and Nursery is guided by the following principles:

- prevention of exposure wherever reasonably possible
- prompt recognition and emergency response where a reaction occurs
- individual planning based on each pupil's needs
- confidentiality and respectful handling of personal health information
- inclusion and participation in all appropriate aspects of school life
- shared responsibility between home and school
- clear communication, regular training and continuous improvement

3.4 Equalities and Accessibility

Severe allergies may amount to a disability where the legal test is met. The school will consider reasonable adjustments where required under equality law. The school will not treat a pupil unfavourably because of a disability, medical condition or allergy-related need, and will take steps to remove barriers to access and participation.

4.0 Roles and Responsibilities

4.1 Governing Body

The governing body is responsible for:

- approving and reviewing this policy
- ensuring appropriate oversight of allergy safety arrangements
- monitoring implementation and impact
- holding leaders to account for compliance and effectiveness

- ensuring that allergy safety is considered in wider safeguarding, health and safety and inclusion work
- reviewing serious incidents, themes and action plans

4.2 Headteacher

The headteacher is responsible for:

- ensuring the policy is implemented across the school
- appointing a named allergy lead
- making sure staff receive suitable induction, training and refreshers
- ensuring allergy information is shared appropriately and securely
- overseeing risk assessments and emergency arrangements
- checking that procedures are followed in lessons, meals, clubs, trips and events
- making sure incidents are recorded, reviewed and acted upon
- promoting a positive culture of inclusion and safety

4.3 Named Allergy Lead

The named allergy lead is the Headteacher – Elizabeth Whittingham. This person will:

- coordinate allergy safety across the school
- maintain oversight of allergy registers and relevant records
- support the completion and review of Individual Healthcare Plans
- liaise with parents, carers, staff and external professionals as needed
- oversee staff training and refreshers
- monitor expiry dates and checks for emergency medication, where applicable
- review incidents, near misses and concerns
- ensure allergy safety is considered in risk assessments and planning
- report to senior leaders and governors or trustees as required

4.4 Class Teachers and Support Staff

Class teachers and support staff are responsible for:

- reading and following relevant allergy information
- knowing which pupils in their care have allergies and what action to take
- supporting safe routines in the classroom and during practical activities
- checking ingredients and materials when required
- ensuring pupils follow agreed safety arrangements
- supervising pupils appropriately
- acting quickly if a reaction is suspected
- reporting incidents, concerns and near misses promptly

4.5 Office Staff and Midday Supervisors

Office staff and midday supervisors are responsible for:

- helping to maintain accurate records and contact details
- supporting communication with families
- ensuring meal-time and break-time supervision arrangements are followed
- helping to direct emergency response procedures when needed
- ensuring relevant staff are informed of changes or concerns
- supporting pupils who may feel anxious or worried about their allergy

4.6 Catering and Food Service Staff

Catering and food service staff are responsible for:

- providing accurate allergen information for food offered by the school
- following safe food handling procedures
- reducing the risk of cross-contamination
- labelling food clearly where required
- checking ingredients and supplier information
- following agreed arrangements for serving pupils with allergies
- working with the school to respond to special dietary needs safely

4.7 Trip, Club and Activity Leaders

Trip, club and activity leaders are responsible for:

- completing relevant risk assessments before the activity
- checking allergy information and medication arrangements
- ensuring emergency contact details are available
- making sure staff know the emergency response procedure
- planning food, transport, venue and supervision arrangements safely
- ensuring pupils with allergies are included wherever reasonably possible

4.8 Parents and Carers

Parents and carers are expected to:

- inform the school of any allergy as early as possible
- provide accurate and up-to-date medical information
- complete required forms and plans
- provide prescribed medication, including any auto-injectors, in date and as requested
- notify the school of any changes in diagnosis, treatment or emergency advice
- work with the school to support agreed safety arrangements
- ensure emergency contact details remain current
- discuss with the school any concerns about attendance, participation or school activities

4.9 Pupils

Where appropriate to age and stage, pupils are expected to:

- follow instructions given to keep themselves and others safe
- not share food, drinks or utensils unless staff say it is safe
- tell a trusted adult if they feel unwell or notice symptoms
- avoid teasing or excluding others because of allergy needs
- take responsibility for their own safety in line with their age, maturity and agreed plan

5.0 Identification, Communication and Record Keeping

5.1 Allergy Information Gathering

Allergy information is collected at admission and again at key points of transition, including:

- on entry to nursery, reception or the school
- when a pupil joins from another setting
- when a pupil moves year group or key stage
- after a medical diagnosis or change in allergy status
- during annual updates or review meetings
- after any incident, reaction or near miss

Parents and carers are asked to provide full and accurate information about known allergies, symptoms, triggers, prescribed treatment, hospital plans, emergency contacts and any advice from health professionals.

5.2 Registers and Secure Records

The school maintains secure and up-to-date records of:

- pupils with allergies
- relevant medical information
- emergency medication and locations
- Individual Healthcare Plans
- allergy action plans
- staff training and competence
- incidents, reactions and near misses
- checks of expiry dates and replacement arrangements

These records are kept securely and are accessible only to staff who need the information to carry out their duties.

5.3 Sharing Information on a Need-to-Know Basis

Information is shared promptly with staff who need it to protect a pupil's safety, including class staff, lunchtime staff, office staff, catering staff, club leaders, trip leaders and relevant senior leaders. Information is shared on a need-to-know basis and in line with data protection law.

5.4 Individual Healthcare Plans and Allergy Action Plans

An Individual Healthcare Plan will be used where a pupil's allergy requires ongoing management or emergency support. The plan will normally include:

- the allergy or allergies identified
- symptoms to watch for
- known triggers and avoidance measures
- routine support needs
- medication details and storage arrangements
- emergency procedures
- names of trained staff
- parent and carer contact details
- review arrangements

Where appropriate, an allergy action plan will provide a quick reference for staff in the event of a reaction. Plans are reviewed:

- at least annually
- after any significant change in medical advice
- after a reaction or near miss
- when the pupil changes class, key stage or setting

5.5 Transition Arrangements

During transitions, the school will ensure that relevant allergy information is passed on securely and in good time. This includes transition between settings, year groups and key stages, and also covers pupils joining part way through the school year. The school will make sure new staff are informed before taking responsibility for a pupil with allergy needs.

5.6 Data Protection and Confidentiality

All allergy-related information is personal health data and will be processed lawfully, fairly and securely. Access is limited to those who need the information. Records are stored safely, retained in line with the school's retention schedule and shared only where there is a lawful and necessary reason to do so.

6.0 Prevention, Risk Assessment and Safe Practice

6.1 School-Wide Risk Assessment

The school uses a risk-based approach to reduce allergy exposure across the site and in all activities. Where appropriate, risk assessments will consider:

- the individual pupil's needs
- the likely exposure to allergens
- supervision arrangements
- food and drink controls
- venue and transport risks
- emergency response arrangements
- staff training and communication needs

6.2 Classroom and Curriculum Activities

Staff will plan curriculum activities carefully to reduce allergen risks. This includes:

- science experiments
- design and technology
- art and craft materials
- food preparation and tasting
- celebrations and themed activities
- rewards, treats and special events
- sensory, practical and outdoor learning

Where an activity may involve an allergen, staff must assess the risk in advance and put suitable controls in place. Alternative materials or activities will be provided where needed so that pupils are not unfairly excluded.

6.3 Catering, Meals and Snacks

The school will take reasonable steps to manage food safely. This includes:

- obtaining and checking allergen information for food provided by the school
- ensuring food labels and ingredient information are accurate and accessible
- preventing cross-contamination as far as reasonably possible
- keeping serving arrangements clear and consistent
- identifying pupils with dietary needs at the point of service where needed
- managing packed lunches, snacks and shared food carefully
- responding to queries from families promptly and accurately

Parents and carers will be informed of the school's expectations around snacks, lunches and food brought into school. Pupils should not share food unless this is clearly safe and agreed.

6.4 Events, Celebrations and Fund-Raising

The school will manage birthday treats, class celebrations, seasonal events, rewards and fund-raising food carefully to reduce risk and support inclusion. Staff should not assume that food shared informally is safe. Where food is used, it should be planned in advance, checked appropriately and managed so that pupils with allergies are not put at risk or excluded.

6.5 Trips, Visits, Sports and Residential Activities

All trips, visits, sports fixtures and residential activities must include allergy considerations. The leader will:

- check the allergy needs of participating pupils
- ensure medication and emergency contact details are available
- brief all accompanying adults
- identify access to emergency services and the fastest route to help
- consider food, travel and venue risks
- include emergency response arrangements in the visit plan
- make reasonable adjustments so that pupils can take part safely

6.6 Wraparound Care, Clubs and Extracurricular Provision

Breakfast clubs, after-school clubs and extracurricular activities must follow the same allergy safety expectations as the school day. Staff running these activities must know which pupils have allergies, what controls are in place and what to do in an emergency.

6.7 Visitors, Contractors and External Providers

Visitors, contractors, agency staff and external providers will be informed of relevant allergy arrangements where necessary. The school will ensure that:

- external food provision is appropriately controlled
- visitors understand not to give food or drink to pupils unless agreed
- contractors are briefed where work or materials may affect allergy safety
- event organisers follow the school's expectations for risk reduction and inclusion

Serious Incidents and "Near Misses":

Byley Primary School and Nursery approaches serious incidents and “near misses” in a “no blame” spirit, seeking to learn lessons and address any issues which the incident identified, so that students are better protected in the future.

Byley Primary School and Nursery is aware, when an incident occurs that materials such as residues of food consumed or handled or samples of fluids may constitute evidence, which may need to be seized and retained.

Byley Primary School and Nursery uses CPOMS to record allergic reactions (incidents) and near misses (e.g., accidental exposure without reaction, or labelling errors) immediately. The incident or near miss will be reviewed and a report written.

Byley Primary School and Nursery will share the report with the student’s parents/carers, the student and the individual involved. They should be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review.

Byley Primary School and Nursery will confirm what it has learned from the incident and outline any actions it is taking as a result. The student’s IHP will be updated if necessary

7.0 Medicines, Emergency Response and Anaphylaxis Management

7.1 Individual Medication Arrangements

The school will support the safe storage, access and administration of prescribed medication in line with the pupil’s needs and the school’s medicines arrangements. Where a pupil has their own adrenaline auto-injector, it should be accessible as agreed in the Individual Healthcare Plan. Staff must know where the medication is kept and how to access it quickly.

7.2 Spare Adrenaline Auto-Injectors

Where permitted and considered appropriate, the school may hold spare adrenaline auto-injectors in line with the law and current guidance. Arrangements will include:

- secure but accessible storage
- clear identification of the location
- monthly checks of expiry dates and condition
- replacement before expiry where possible
- recording of checks, use and disposal
- staff awareness of who is authorised to access the spare devices

The school will follow any specific legal or professional requirements relating to the use, storage and disposal of spare devices.

7.3 Recognition of Allergic Reactions

Staff will be trained to recognise possible allergic reactions, including:

- mild symptoms such as itching, rash, sneezing, swelling or tummy discomfort
- worsening symptoms such as widespread rash, vomiting, coughing, wheezing or difficulty breathing
- signs of anaphylaxis, which may include breathing difficulty, swelling of the tongue or throat, collapse, dizziness, severe anxiety or a rapid deterioration

Where there is any doubt, staff should treat the situation seriously and seek urgent help.

7.4 Emergency Response Procedure

If a pupil is suspected to be having an anaphylactic reaction, staff must act immediately:

- stay with the pupil and send for help
- use the pupil's own adrenaline auto-injector without delay if available and appropriate, or use a spare device where this is part of the agreed arrangement
- call 999 immediately and state that anaphylaxis is suspected
- follow the instructions from the emergency services
- keep the pupil under close observation
- give a second dose if advised by emergency services or if symptoms worsen and another device is available, in line with training and the emergency advice received
- contact parents or carers as soon as practicable
- record the incident fully after the emergency has passed

Staff will not wait for symptoms to become severe before taking action if anaphylaxis is suspected.

7.5 Recording Emergency Incidents

All emergency incidents will be recorded, including:

- date, time and place
- suspected trigger if known
- symptoms observed
- medication used and by whom
- emergency services response
- parent or carer contact
- any follow-up actions

7.6 Follow-Up After an Incident

After any allergic reaction or emergency, the school will:

- review what happened and why
- update the Individual Healthcare Plan or risk assessment if needed
- check whether staff training or procedures need improvement

- support the pupil, family and staff involved
- ensure replacement medication or equipment is arranged where needed
- share learning with relevant staff while respecting confidentiality

8.0 Staff Training, Competence and Induction

8.1 Induction for New Staff

New staff will receive allergy safety information as part of induction, including:

- the school's policy and procedures
- relevant pupils and their support arrangements
- the location of emergency medication
- signs of allergic reaction and anaphylaxis
- emergency response steps
- reporting routes for concerns, incidents and near misses

8.2 Whole-Staff Training

All staff, including temporary, supply, lunchtime, office, catering, pastoral, cleaning and wraparound care staff, will receive suitable allergy safety training. Training will be proportionate to role and will include:

- allergy awareness
- prevention and avoidance measures
- recognising symptoms
- emergency response
- medication awareness
- communication and reporting expectations
- practical arrangements in the school setting

8.3 Practical Emergency Practice

Staff will have opportunities to practise the emergency response procedure, including the use of trainer devices where available. The school will ensure that staff know how to respond quickly and confidently in an emergency.

8.4 Refresher Training and Records

Training will be refreshed at appropriate intervals and whenever there is a significant change in procedure or staffing. Records of training will be maintained by Colleen Evans.

8.5 Training for Off-Site and High-Risk Activities

Additional briefing or training will be provided where activities carry increased risk, such as food technology lessons, school visits, residentials, sports fixtures and events involving food. Staff leading such activities must confirm that they understand the allergy arrangements before the activity takes place.

9.0 Safeguarding, Inclusion, Behaviour and Wellbeing

9.1 Safeguarding Considerations

Failure to provide prescribed medication, repeated disregard for agreed safety arrangements, or evidence that a pupil's health needs are not being met may raise safeguarding concerns. Staff must report such concerns through the school's safeguarding procedures where appropriate.

Byley Primary School and Nursery recognises that a safeguarding referral may be needed if an incident highlighted concern that the child or young person might be at an increased risk of being neglected, abused or exploited by persons inside or outside of their family unit because of their medical condition. This might occur where relevant information about a child or young person's medical condition is not provided to a school, college or setting, or where they are repeatedly sent without essential medication, thereby putting the individual at risk.

9.2 Inclusion and Reasonable Adjustments

The school will take reasonable steps to ensure that pupils with allergies can take part in school life. This may include:

- alternative food or activity arrangements
- adapted seating or supervision
- adjusted curriculum resources
- accessible emergency planning
- support during transitions or visits
- flexible arrangements to reduce anxiety or risk

9.3 Anti-Bullying and Respectful Culture

The school expects all pupils and staff to treat allergy-related needs with respect. Allergy-related bullying, teasing, exclusion or stigma will not be tolerated. Concerns will be dealt with under the school's behaviour and anti-bullying procedures.

9.4 Pupil Wellbeing and Support

At Byley Primary School and Nursery, allergy safety is a priority and actions to ensure that students are included and safe are embedded into the school's culture. Students with allergy become anxious as a result of the risk of exposure to allergens and the potential for anaphylaxis, which may be compounded by living with difficult-to-control asthma or eczema.

Byley Primary School and Nursery:

- regularly communicate to students, parents and staff about allergies, ensuring ongoing awareness and appreciation of the severity of the potential risks
- plans school celebrations, rewards, and communal events inclusively from the outset to eliminate social isolation
- understands that allergy bullying is extremely serious and actively monitors, prevents, and addresses any stigmatisation or bullying directed at individuals due to their allergies or dietary constraints
- has proactive engagement with new joiners with known allergies, setting out the school setting's policies and the support available

Unacceptable practice

Byley Primary School and Nursery staff are clear about what constitutes unacceptable practice and are committed to ensuring that only good practice occurs. Should unacceptable practice occur the school will follow its own procedures to identify and address this using staff conduct policies.

Examples of unacceptable practice include (but are not limited to):

- preventing children and young people from easily accessing and administering their medication in line with what is agreed in their Individual Healthcare Plan (for example prescribed adrenaline devices and asthma reliever inhalers) when and where necessary;
- assuming that every child with the same condition requires the same support;
- assuming that older children and young people do not require support related to their allergy, even if they are able to take increasing responsibility for its management;
- ignoring the views of the child or young person or their parents or carer;
- ignoring medical evidence or the opinion and advice of healthcare professionals;
- assuming that a child or young person does not have an allergy because they do not yet have a diagnosis, for example while medical investigation is under way;
- sending a child or young person who becomes unwell to a school office or medical room without suitable supervision. In the case of an emergency or suspected emergency (for example anaphylaxis) help should come to the child or young person;
- penalising children or young people for their attendance record if their absences are related to their medical condition, e.g. hospital appointments and health management. This includes excluding children and young people from rewards for 100% attendance where their non-attendance is the result of a medical condition. This should be reflected in attendance policies;

- requiring parents / carers (or otherwise making them feel obliged) to attend the school, college or setting to administer medication or provide medical support to their child; or
- preventing children and young people from participating or creating unnecessary barriers to them participating in any aspect of school, college or setting life, including external visits and trips, e.g. by requiring parents to accompany the child.

Policy Review and Publication

This policy is published openly on the school website and is reviewed at least annually, or more frequently in response to local incident trends or updated statutory guidelines.