ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL

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Allergy Safety Policy

Approval Date: October 2026
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"Following in God's Way – Learning Day by Day – Caring for One Another – Working for One Another."

Policy Purpose
This policy sets out how St Luke's Church of England Primary School will identify, reduce and manage allergy-related risks, ensuring that every pupil, member of staff and visitor is able to participate safely and fully in school life.The policy reflects the statutory requirements of the **Children and Families Act 2014**, as amended by the **Children's Wellbeing and Schools Act 2026**, together with the Department for Education's **Allergy Safety in Schools: Statutory Guidance (July 2026)**.

Policy Review Cycle
This policy will be reviewed:

- annually;
- following any serious allergy-related incident or near miss;
- whenever statutory guidance changes;
- following changes to school procedures or staffing;
- following recommendations arising from governor monitoring or external review.

The Governing Body recognises that allergy safety is an evolving area of safeguarding and therefore commits to reviewing this policy whenever improvements can be identified through practice or experience.

Vision and Christian Ethos

At St Luke's Church of England Primary School we believe every child is uniquely created and deeply loved by God.Our Christian vision underpins every aspect of school life and is rooted in Jesus' command:

"Love one another as I have loved you."

(John 13:34–35)

Our vision calls us to ensure that every member of our school community is valued, respected, protected and enabled to flourish. Children living with allergies can experience anxiety, isolation and barriers to participation. As a Church of England school, we are committed to removing those barriers wherever reasonably possible, enabling every child to participate safely and confidently in all aspects of school life.

Living out our vision means:

- treating every pupil with dignity and compassion;
- promoting inclusion and equality;
- ensuring no child is disadvantaged because of a medical condition;
- encouraging understanding and kindness amongst pupils;
- creating a culture where everyone takes responsibility for keeping one another safe.

Allergy safety is therefore not simply a medical or health and safety matter; it is an expression of our Christian commitment to love our neighbour, care for the vulnerable and enable all children to flourish academically, socially, emotionally and spiritually.

Policy Statement

St Luke's Church of England Primary School is committed to providing a safe, inclusive and supportive environment for every pupil, member of staff and visitor with allergies. We recognise that allergic conditions affect many children and that severe allergic reactions (anaphylaxis) are medical emergencies requiring immediate treatment. The school will take all reasonable steps to:

- identify pupils with allergies as early as possible;
- minimise exposure to known allergens;
- maintain accurate Individual Healthcare Plans;
- ensure prescribed medication is readily accessible;
- maintain appropriately stocked spare adrenaline auto-injectors (EpiPens);
- ensure staff receive appropriate allergy awareness and emergency response training;
- respond promptly and effectively to allergic reactions;
- support pupils' emotional wellbeing;
- ensure children with allergies are fully included in all aspects of school life;
- continually review procedures through learning from incidents and near misses.

St Luke's is a **Nut Aware School**.

Whilst recognising that no environment can ever be guaranteed to be completely free of allergens, the school actively discourages products containing nuts from being brought onto site and works with parents, pupils and catering providers to minimise risks. Consistent with national guidance, St Luke's does not describe itself as "nut free", recognising that vigilance, education, effective risk management and robust emergency procedures provide greater protection than relying upon blanket bans alone.

The Governing Body expects every member of the school community to contribute towards maintaining a safe environment for those living with allergies.

Legal Framework
This policy has been developed having regard to the following legislation and statutory guidance.

Primary Legislation
- Children and Families Act 2014
- Children's Wellbeing and Schools Act 2026
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Children Act 1989
- Education Act 2002
- Human Medicines Regulations 2012 (as amended)
- Food Information Regulations 2014
- Requirements for School Food Regulations 2014

Statutory Guidance
- **Allergy Safety in Schools – Statutory Guidance (DfE July 2026)**
- Supporting Pupils with Medical Conditions at School
- Keeping Children Safe in Education
- EYFS Statutory Framework
- SEND Code of Practice (0–25)

The Governing Body acknowledges its statutory duty to have regard to the Department for Education's Allergy Safety Guidance and to maintain, publish and review this policy.

Roles and Responsibilities
The Governing Body
The Governing Body is responsible for ensuring that:
- an effective Allergy Safety Policy is in place;
- the policy is reviewed annually;
- sufficient resources are available to implement the policy;
- allergy risks form part of the school's wider risk management arrangements;
- appropriate insurance arrangements are maintained;
- monitoring arrangements provide assurance that procedures are operating
- effectively.

Governors will receive regular reports regarding:
- allergy incidents;
- near misses;

- staff training;
- compliance with statutory guidance;
- policy review outcomes.

The Headteacher (Allergy Safety Lead)
The Headteacher is the school's designated Allergy Safety Lead and has overall responsibility for ensuring this policy is implemented effectively.
The Headteacher will:

- ensure statutory duties are met;
- oversee implementation of this policy;
- maintain an up-to-date Allergy Register;
- ensure Individual Healthcare Plans are completed and reviewed;
- ensure appropriate staff training takes place annually;
- ensure emergency medication is available and in date;
- oversee incident investigations;
- report significant incidents to governors;
- ensure lessons are learned from incidents and near misses;
- ensure appropriate communication with parents.

The Headteacher may delegate operational tasks to appropriate members of staff but retains overall accountability for allergy safety.

Senior Leadership Team
Senior leaders will:

- promote an allergy-aware culture;
- receive annual allergy awareness training;
- support staff in implementing Individual Healthcare Plans;
- ensure educational visits are appropriately risk assessed;
- monitor compliance across the school;
- support staff following any allergy-related incident.

Teaching Staff
Teachers will:

- know which pupils in their class have allergies;
- receive annual allergy awareness training;
- read and understand relevant Individual Healthcare Plans;
- minimise allergen risks during lessons;
- avoid unnecessary use of food where alternatives exist;
- ensure emergency medication accompanies pupils where required;
- promote inclusion at all times;
- respond immediately to concerns regarding allergic reactions.

Teaching Assistants and Support Staff
Support staff will:

- receive annual allergy awareness training;
- know how to recognise allergic reactions;
- understand emergency procedures;
- know the location of emergency medication;
- support pupils in accordance with Individual Healthcare Plans;
- immediately report concerns or incidents.

Parents and Carers
Parents are expected to:

- inform the school immediately of any allergy diagnosis;
- provide up-to-date medical evidence where appropriate;
- provide prescribed medication before expiry;
- contribute to the development and review of Individual Healthcare Plans;
- notify the school promptly of any changes in treatment or medical advice.

Pupils
Where age and understanding allow, pupils are encouraged to:

- understand their allergies and those of their peers;
- recognise symptoms;
- avoid known allergens;
- carry prescribed medication where appropriate and agreed;
- immediately tell an adult if they feel unwell;
- help create an allergy-aware school where everyone looks after one another with kindness and respect.

This shared responsibility reflects St Luke's commitment to ensuring that every child can learn, flourish and participate fully in school life in a safe, caring and inclusive environment.

Named Allergy Safety Lead
In accordance with the Department for Education's *Allergy Safety in Schools* statutory guidance, St Luke's Church of England Primary School has appointed a senior leader with strategic responsibility for allergy safety across the school.
Allergy Safety Lead
Headteacher: Steve Hardaker
The Allergy Safety Lead has overall responsibility for ensuring that effective systems are in place to safeguard pupils, staff and visitors with allergies and that this policy is fully implemented throughout the school.
The Allergy Safety Lead will:

- lead the implementation and annual review of this policy;
- ensure the Governing Body receives regular updates regarding allergy safety;
- maintain strategic oversight of allergy management throughout the school;
- ensure all statutory requirements are met;
- oversee the development and review of Individual Healthcare Plans (IHPs);
- maintain an accurate register of pupils with diagnosed allergies;
- ensure appropriate risk assessments are completed where necessary;
- oversee staff training and induction;
- ensure emergency medication is available, accessible and in date;
- investigate allergy-related incidents and near misses;
- identify lessons learned following incidents;
- ensure appropriate communication with parents, healthcare professionals and external agencies;
- monitor compliance through regular quality assurance activities.

The Headteacher may delegate operational responsibilities to other members of the Senior Leadership Team; however, overall accountability remains with the Headteacher.

Deputy Allergy Safety Leads
In the absence of the Headteacher, responsibility will transfer to the Deputy Headteacher or another appropriately trained senior leader.
Deputy Headteacher: Lorraine Derbyshire
School Business Manager: Kate Vize

The Deputy Allergy Safety Lead will in the absence of the Allergy Safety Lead:

- coordinate emergency arrangements;
- support implementation of Individual Healthcare Plans;
- oversee day-to-day operational arrangements;
- ensure emergency medication remains accessible;
- liaise with parents where required;
- support the investigation of incidents and near misses.

Operational Responsibilities
Day-to-day allergy management is a shared responsibility across the school. Operational responsibilities include:

- maintaining secure yet immediately accessible emergency medication;
- ensuring allergy information is communicated appropriately to staff;
- checking expiry dates of medication;
- arranging replacement medication with parents before expiry;
- ensuring allergy information accompanies educational visits;
- supporting new pupils during transition;
- monitoring compliance with Individual Healthcare Plans.

Identifying Pupils with Allergies
St Luke's Church of England Primary School is committed to identifying pupils with allergies at the earliest possible opportunity to ensure appropriate support and risk management arrangements are established. The school recognises that some children may experience their first allergic reaction whilst attending school. Consequently, all staff are trained to recognise allergic reactions and anaphylaxis, regardless of whether a pupil has a previously diagnosed allergy.

Admission Procedures
Parents and carers are required to provide full medical information when a child joins the school. This includes:

- diagnosed allergies;
- previous allergic reactions;
- risk of anaphylaxis;
- prescribed medication;
- hospital admissions;
- emergency contact details;
- healthcare professional advice;
- Allergy Action Plans.
- Emergency rescue medication kit.

Where appropriate, parents will be asked to provide supporting medical evidence from an appropriate healthcare professional.

Allergy Register
The school maintains a confidential Allergy Register containing details of pupils who have:

- food allergies;
- insect sting allergies;
- medication allergies;
- latex allergies;
- environmental allergies requiring school support;
- allergies associated with asthma;
- any condition requiring emergency medication.

The register includes:

- pupil photograph;
- class;
- allergens;
- symptoms;
- emergency medication;
- location of medication;
- Individual Healthcare Plan review date;
- emergency contacts.

The register is reviewed regularly and updated immediately following notification of any changes.

Staff Awareness
Relevant information regarding pupils with allergies will be shared with staff on a need-to-know basis. Information may include:

- class allergy information;
- photographs where appropriate;
- allergen triggers;
- emergency procedures;
- location of medication;
- educational visit requirements.

Confidentiality will always be maintained in accordance with UK GDPR and Data Protection legislation.Staff and visitors are respobsible for providing the school woth the relevant information and medication emergency arrangements.

Visitors
Where appropriate, contractors, volunteers, sports coaches, peripatetic teachers and regular visitors will receive relevant allergy information necessary to enable them to safeguard pupils.

Staff and Visitors with Allergies
The school recognises that staff, governors, volunteers and visitors may also have allergies. Reasonable adjustments will be considered where appropriate to reduce exposure to known allergens and to support their health, safety and wellbeing whilst on the school site.

9. Individual Healthcare Plans (IHPs)
Every pupil whose allergy requires the school to make specific arrangements will have an Individual Healthcare Plan (IHP) in accordance with statutory guidance. The purpose of the Individual Healthcare Plan is to ensure that everyone involved understands:

- the pupil’s allergy;
- known allergens and triggers;
- symptoms;
- preventative measures;
- emergency treatment;
- responsibilities of staff;
- arrangements for educational visits;
- participation in physical education and extracurricular activities;
- communication arrangements with parents.

Developing an Individual Healthcare Plan
Individual Healthcare Plans will be developed collaboratively by:

- parents/carers;
- the Headteacher or designated senior leader;
- relevant school staff;

- healthcare professionals where appropriate;
- the pupil, where age and understanding allow.

Plans will be based upon current clinical advice and reviewed whenever medical advice changes.

Individual Healthcare Plans will include:

- pupil details;
- photograph;
- diagnosed allergy/allergies;
- known allergens;
- symptoms of allergic reaction;
- symptoms of anaphylaxis;
- prescribed medication;
- location of medication;
- arrangements for self-carrying medication (where appropriate);
- emergency procedures;
- details of spare adrenaline devices where appropriate;
- educational visit arrangements;
- lunchtime arrangements;
- classroom adaptations;
- PE arrangements;
- emergency contact information;
- review date.
- allergy action plan

Reviewing Individual Healthcare Plans

Individual Healthcare Plans will be reviewed:

- at least annually;
- following any allergic reaction;
- following any near miss;
- following changes to medication;
- following advice from healthcare professionals;
- when pupils transfer classes;
- whenever parents request a review.

Parents are responsible for informing the school immediately of any changes to their child’s allergy management.

Accessibility

Relevant staff will have immediate access to Individual Healthcare Plans.

Copies may be securely available:

- in the school office;

- with the class teacher;
- within the educational visit file where appropriate;
- alongside emergency medication where appropriate.

Appropriate confidentiality will always be maintained whilst ensuring staff can respond immediately in an emergency.

This section reflects the statutory expectation that schools identify pupils with allergies, appoint a named senior leader, and maintain effective Individual Healthcare Plans and operational arrangements.

Staff Training Requirements

St Luke's Church of England Primary School recognises that all staff have a responsibility to safeguard pupils with allergies.All staff who work with children, including teachers, teaching assistants, lunchtime supervisors, office staff, site staff, breakfast and after-school club staff, supply staff and regular volunteers, will receive allergy awareness and emergency response training appropriate to their role. This training isin addition to general first aid training.

Annual Training

Whole-school allergy awareness training will be provided at least annually and will include:

- understanding allergic conditions;
- recognising common allergens;
- recognising signs and symptoms of allergic reactions;
- recognising signs of anaphylaxis;
- understanding the relationship between food allergy and asthma;
- responding appropriately during emergencies;
- administering adrenaline auto-injectors (EpiPens);
- using spare adrenaline auto-injectors;
- emergency asthma procedures;
- calling emergency services;
- understanding Individual Healthcare Plans;
- reducing the risk of allergen exposure;
- reporting and recording incidents and near misses.

Training records will be maintained by the school and monitored by the Headteacher.

Induction Training

All new employees, volunteers, supply teachers and long-term contractors working with pupils will receive allergy awareness information as part of their induction before working unsupervised with children. Where appropriate this will include:

- reviewing this policy;
- familiarisation with Individual Healthcare Plans;
- location of emergency medication;
- emergency response procedures;
- reporting procedures.

Practical Training
Staff identified as having responsibility for administering emergency medication will receive practical training in the use of the specific devices used within school.Training may include demonstration devices supplied by healthcare professionals or manufacturers. Staff will be encouraged to refresh their knowledge throughout the year through updates, briefings and simulated emergency scenarios.

Nut Aware Arrangements
St Luke's Church of England Primary School operates as a **Nut Aware School**.The school recognises current Department for Education guidance, which advises that an "allergy aware" or "nut aware" approach is more effective than describing a school as "nut free", as no environment can ever be guaranteed to be completely free from allergens. The school's approach is based upon education, vigilance, risk reduction and effective emergency planning.

Parents and Carers
Parents are requested not to send foods containing nuts into school wherever possible. Examples include:

- peanuts;
- tree nuts;
- peanut butter;
- chocolate spreads containing nuts;
- cereal bars containing nuts;
- mixed nut snacks.

Parents will receive regular reminders through newsletters, the school website and induction information.

School Provision
The school will:

- discourage foods containing nuts from being brought onto site;
- work closely with catering providers to minimise risks;
- ensure robust cleaning procedures are followed;
- promote good handwashing before and after eating;
- discourage sharing of food;
- supervise younger pupils during mealtimes;
- ensure emergency medication is readily available.

The school recognises that many other foods may also cause severe allergic reactions and therefore all allergens are managed appropriately, not simply nuts.

Catering and School Meals
St Luke's Church of England Primary School is committed to ensuring that pupils with food allergies can safely access school meals alongside their peers.The school will work closely with its catering provider to ensure statutory food allergen requirements are met and that pupils with allergies are fully included in school meal provision. The catering provider will:

- provide accurate allergen information;

- comply with all food safety legislation;
- operate effective cross-contamination controls;
- prepare allergen-safe meals where required;
- ensure staff receive appropriate allergen training.

The school will ensure:

- Individual Healthcare Plans are shared appropriately with catering staff;
- pupils with allergies can confidently identify safe meal options;
- menu changes are communicated promptly;
- pupils with allergies are not unnecessarily segregated from their peers;
- dining arrangements promote both safety and inclusion.

Reasonable adjustments will be made to ensure pupils with food allergies are able to participate fully in school life without unnecessary restrictions.

Packed Lunches

Parents choosing to provide packed lunches remain responsible for ensuring that food sent into school is safe for their own child and does not unnecessarily increase the risk to others.To support the school's Nut Aware approach, parents are requested not to include foods containing nuts within packed lunches. The school also expects that:

- lunch boxes are clearly labelled;
- reusable containers are cleaned regularly;
- drinks bottles are clearly named;
- food is stored appropriately.

Pupils will be taught:

- not to share food;
- not to swap lunches;
- not to share drinks;
- to wash hands before and after eating;
- to inform an adult immediately if they believe they have eaten something unsafe.

Staff supervising lunchtime will actively discourage food sharing and monitor pupils appropriately.Where a pupil's Individual Healthcare Plan identifies additional lunchtime arrangements, these will be implemented sensitively and proportionately.

Classroom Activities Involving Food

St Luke's Church of England Primary School recognises that food is frequently usedto enhance learning across the curriculum. However, such activities must never compromise the safety of pupils with allergies.Staff planning activities involving food will undertake a dynamic risk assessment before the activity takes place.This includes activities within:

- Design and Technology;
- Science;
- Early Years Foundation Stage;
- Religious Education;
- cultural celebrations;
- fundraising events;

- cooking activities;
- tasting sessions.

Staff will:

- consider whether food is necessary to achieve the learning objective;
- use non-food alternatives wherever possible;
- consult Individual Healthcare Plans;
- check ingredient labels carefully;
- avoid unidentified or unlabelled foods;
- consider risks of cross-contamination;
- ensure emergency medication is available;
- inform parents where appropriate.

Food containing known allergens affecting pupils within the class will not be used where reasonable alternatives are available.The school also recognises that allergens may be present in products not immediately associated with food. Staff will therefore avoid or risk assess products such as:

- homemade play dough containing wheat flour;
- papier-mâché mixtures;
- food packaging used in craft activities;
- bird seed containing nuts or sesame;
- glues or modelling materials containing food derivatives.

Where food is brought into school for celebrations or special occasions, this will only take place with prior agreement from the class teacher. Food must be clearly labelled with ingredients where appropriate to enable staff to assess any potential allergy risks before it is shared.

Educational Visits

St Luke's Church of England Primary School is committed to ensuring that pupils with allergies are able to participate fully, safely and confidently in all educational visits, residential visits, sporting events and off-site activities. No pupil will be excluded from an educational visit solely because they have an
allergy. Reasonable adjustments and appropriate risk management will be implemented to ensure their safe inclusion.

Planning

When planning an educational visit, the Visit Leader will:

- review the Individual Healthcare Plans of all participating pupils;
- identify any allergy-related risks associated with the venue or activity;
- liaise with parents where necessary;
- consult the Allergy Safety Lead regarding additional control measures;
- ensure appropriate emergency medication accompanies the pupil;
- confirm arrangements for food provision where applicable;
- identify the nearest emergency medical facilities where appropriate;
- Inform the visit venue where appropriate.

Specific allergy risks will form part of the Educational Visit Risk Assessment.

Emergency Medication
For every pupil prescribed an adrenaline auto-injector (AAI):

- prescribed medication must accompany the visit;
- adrenaline devices, should also accompany the visit;
- school should establish where the established venues sopare devices are kept;
- medication must never be locked away or inaccessible;
- a trained member of staff must know its location at all times.

Residential Visits
Additional planning will include:

- discussions with accommodation providers;
- confirmation of catering arrangements;
- allergen information for all meals;
- emergency healthcare arrangements;
- medication storage;
- staff responsibilities throughout the visit.

Transport
Staff will ensure:

- emergency medication travels with the pupil;
- supervising staff know emergency procedures;
- emergency contact details are readily available;
- pupils are supervised appropriately throughout transport.

PE and Outdoor Learning
St Luke's Church of England Primary School believes that pupils with allergies should enjoy the same opportunities for physical activity as their peers. Where adjustments are required, these will be proportionate, based upon medical advice and detailed within the Individual Healthcare Plan.

Physical Education
Teaching staff will:

- understand any allergy-related risks;
- ensure emergency medication is readily available during PE;
- consider asthma alongside allergy management;
- monitor pupils appropriately during strenuous exercise;
- respond immediately to any symptoms of allergic reaction.

Pupils with asthma and allergies will be encouraged to have prompt access to their prescribed inhalers where appropriate.

Outdoor Learning
When planning outdoor activities, staff will consider:

- insect sting risks;
- exposure to pollen where relevant;
- animal contact;
- environmental allergens;
- food consumption outdoors;
- access to emergency services;
- communication arrangements.

Activities involving animals, farms or environmental learning will be appropriately risk assessed to minimise allergen exposure.

Spare EpiPens (Adrenaline Auto-Injectors)
St Luke's Church of England Primary School maintains **spare adrenaline auto-injectors (EpiPens)** in accordance with current legislation and Department for Education guidance. The school recognises that spare adrenaline devices may save lives where:

- a pupil's own device is unavailable;
- a pupil's own device mis-fuctions;
- medication has expired;
- medication has been mislaid;
- a first allergic reaction occurs in school.

The school also recognises that immediate administration of adrenaline is the first-line treatment for anaphylaxis and that delays significantly increase the
risk of serious harm.

Storage
Spare adrenaline auto-injectors will:

- be clearly labelled;
- remain in their original packaging;
- be stored securely but remain immediately accessible;
- never be locked away;
- be protected from excessive heat or cold;
- be checked regularly to ensure they remain within their expiry date.

Monitoring
The Allergy Safety Lead will ensure:

- expiry dates are checked at least termly;
- replacement devices are obtained before expiry;
- records are maintained of stock levels;

- any use of a spare device is recorded and reported.

Access
All trained staff will know:
- where spare EpiPens are stored;
- how to access them immediately;
- how to administer them safely;
- when they should be used.

Emergency Procedures
Every allergic reaction will be treated seriously. All staff are expected to respond promptly and calmly. If there is any doubt whether a pupil is experiencing anaphylaxis, **adrenaline should be administered immediately and 999 called without delay.**

Mild Allergic Reaction
Symptoms may include:
- itchy skin;
- hives;
- swollen lips;
- mild facial swelling;
- stomach pain;
- vomiting;
- itching in the mouth.

Staff will:
- Stay with the pupil.
- Inform a qualified first aider.
- Administer antihistamine if prescribed or authorised.
- Observe the pupil continuously for at least one hour.
- Contact parents.
- Escalate immediately if symptoms worsen.

Suspected Anaphylaxis
Symptoms may include:
- difficulty breathing;
- persistent cough;
- wheezing;
- swelling of the tongue or throat;
- hoarse voice;
- collapse;

- loss of consciousness;
- pale, clammy skin.

Staff will immediately:

- Administer the pupil's adrenaline auto-injector without delay.
- If unavailable, administer the school's spare EpiPen where appropriate.
- Dial **999** immediately, stating **"Anaphylaxis."**
- Keep the pupil lying flat where possible or seated if breathing is difficult.
- Never allow the pupil to stand or walk.
- Send a member of staff to meet the ambulance.
- Contact parents immediately.
- Administer a second dose after five minutes if symptoms persist and another device is available.
- Ensure the pupil is transferred to hospital even if symptoms improve.

Recording Incidents and Near Misses

All allergic reactions, anaphylaxis incidents and significant near misses will be recorded promptly. Recording enables the school to identify patterns, review procedures and improve future practice. Incident records will include:

- date and time;
- location;
- pupil involved;
- allergen (where known);
- symptoms;
- medication administered;
- staff involved;
- emergency services involvement;
- parental communication;
- outcome;
- recommendations.

The Headteacher will investigate all serious incidents and near misses.Following investigation, the school will:

- review Individual Healthcare Plans where necessary;
- amend risk assessments;
- identify training needs;
- update procedures where appropriate;
- report significant incidents to Governors.

Learning from incidents forms an essential part of the school's continuous improvement process.

Monitoring and Review

The Governing Body is responsible for ensuring that effective allergy management arrangements remain in place across the school.This policy will be

reviewed:

- annually;
- following any serious incident;
- following any significant near miss;
- following changes in statutory guidance;
- following recommendations from external agencies.

The Allergy Safety Lead will monitor:

- staff training compliance;
- completion of Individual Healthcare Plans;
- medication expiry dates;
- educational visit procedures;
- incident records;
- allergy register accuracy;
- communication with parents.

Governors will receive an annual report summarising:

- number of pupils with allergies;
- staff training undertaken;
- incidents and near misses;
- lessons learned;
- policy developments;
- compliance with statutory requirements.

The Governing Body will use this information to provide appropriate challenge and support, ensuring that St Luke's Church of England Primary School continues to provide a safe, inclusive and caring environment for every member of the school community.

22. Appendices (Flowcharts, Forms, Checklists and Risk Assessments)

The following appendices form part of this policy:

Appendix A – Emergency Anaphylaxis Flowchart
Appendix B – Individual Healthcare Plan Template
Appendix C – Allergy Register Template
Appendix D – Allergy Risk Assessment Template
Appendix E – Educational Visit Allergy Checklist
Appendix F – Classroom Allergy Checklist
Appendix G – Emergency Medication Record
Appendix H – Allergy Incident and Near Miss Report Form
Appendix I – Allergy Medication Expiry Date Monitoring Log
Appendix J – Annual Governor Monitoring Checklist
Appendix K – Staff Allergy Awareness Training Record
Appendix L – Parent Allergy Information Form

These appendices provide the operational documentation needed to implement the policy consistently and support effective governance, safeguarding and statutory complianc

Appendix A – Emergency Anaphylaxis Flowchart
St Luke's Church of England Primary School
Emergency Response to Suspected Anaphylaxis

STEP 1 – RECOGNISE THE SIGNS
Mild to Moderate Allergic Reaction

- Itchy skin or rash
- Hives (raised red rash)
- Swollen lips, face or eyes
- Tingling or itching in the mouth
- Mild abdominal pain
- Vomiting
- Sudden change in behaviour

➡️ **Stay with the child and monitor closely.**
If symptoms worsen or involve breathing, treat as **ANAPHYLAXIS**.

ANAPHYLAXIS (MEDICAL EMERGENCY)
Treat as anaphylaxis immediately if the child develops **ANY** of the following:
AIRWAY (A)

- Swollen tongue
- Swollen throat
- Difficulty swallowing
- Hoarse voice

BREATHING (B)

- Persistent cough
- Wheezing
- Difficulty breathing
- Noisy breathing
- Shortness of breath

CIRCULATION (C)

- Pale or clammy skin
- Dizziness
- Collapse
- Becoming floppy
- Loss of consciousness
- Appearing suddenly sleepy or confused

IF IN DOUBT, TREAT AS ANAPHYLAXIS. ADRENALINE IS SAFE AND DELAYS IN TREATMENT CAN BE LIFE-THREATENING.

STEP 2 – GIVE ADRENALINE IMMEDIATELY

✔ Use the child's prescribed adrenaline auto-injector (EpiPen/Jext/Emerade or other prescribed device).

If this is unavailable:

✔ Use the school's spare adrenaline auto-injector (where appropriate).

DO NOT WAIT FOR PARENTS.

DO NOT WAIT FOR SYMPTOMS TO GET WORSE.

STEP 3 – CALL 999 IMMEDIATELY

State clearly:

"This is a child suffering suspected ANAPHYLAXIS. Adrenaline has been administered."

Give:

- School name
- Full address
- Exact location within school
- Child's age
- Current condition

STEP 4 – KEEP THE CHILD SAFE

✔ Stay with the child at all times.

✔ Reassure them.

✔ Send another adult to collect emergency medication if needed.

✔ Send a member of staff to direct the ambulance to the child.

Positioning

If breathing is difficult

➡ Sit upright to aid breathing.

If faint or collapsed

➡ Lay flat and raise legs if possible.

If unconscious but breathing

➡ Place in the recovery position.

NEVER

- allow the child to stand
- allow them to walk
- send them to the school office alone

Bring help to the child.

STEP 5 – SECOND DOSE

If:

- symptoms continue, or
- symptoms worsen, or

- there is little or no improvement after **5 minutes**

AND another adrenaline auto-injector is available

➡️ Administer a **second dose**.

Continue to wait for the ambulance.

STEP 6 – INFORM PARENTS

Contact parents or carers immediately.

Inform them:

- adrenaline has been administered;
- an ambulance has been called;
- which hospital the child is being taken to (when known).

STEP 7 – HOSPITAL

Every child who receives adrenaline MUST be taken to hospital, even if they appear fully recovered.

Do not allow parents to take the child home instead of attending hospital.

STEP 8 – AFTER THE INCIDENT

The Headteacher or designated senior leader will:

- complete an Allergy Incident Report;
- inform the Governing Body where appropriate;
- review the Individual Healthcare Plan;
- arrange replacement adrenaline auto-injectors if used;
- review risk assessments;
- identify lessons learned;
- consider whether additional staff training is required;
- record the incident as part of the school's monitoring procedures.

Emergency Reminder for Staff

REMEMBER THE ABCs

A – Airway

Swollen tongue? Swollen throat?

B – Breathing

Persistent cough? Wheezing? Difficulty breathing?

C – Circulation

Collapse? Pale? Floppy? Confused?

IF ANY OF THE ABOVE ARE PRESENT:

✔ **GIVE ADRENALINE IMMEDIATELY**

✔ **CALL 999**

✔ **STAY WITH THE CHILD**

✔ **NEVER ALLOW THEM TO WALK**

✔ **IF IN DOUBT – GIVE ADRENALINE**

This flowchart should be displayed prominently in the school office, medical room, staff room, kitchen, and alongside all emergency adrenaline auto-injector storage locations.

Appendix B – Individual Healthcare Plan (IHP) for Allergy
St Luke's Church of England Primary School

Name of school	**St Luke's C E Primary School**
Child's name	
Group/class/form	
Date of birth	
Child's Address	
Medical Diagnosis or condition	
Date	
Review Date	**As necessary**

Family contact information

Parent 1

Name	
Phone no (work)	
Phone no (home)	
Phone no (mobile)	

Parent 2

Name	
Phone no (work)	
Phone no (home)	
Phone no (mobile)	

Clinic/Hospital Contact

Name and role	
Phone no (mobile)	
Phone no (work)	
email	

Consultant

GP Name and Phone Number

Hospital

Who is responsible for providing support in school
(this should be more than one person)

Medical Needs

Diagnosis

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

If Anaphylaxis is Suspected

- Give adrenaline immediately.
- Call 999.
- Stay with the pupil.
- Never allow the pupil to stand or walk.
- Give a second adrenaline auto-injector after five minutes if required.
- Inform parents immediately.
- Ensure the pupil is taken to hospital.

Daily care requirements (e.g. before sport/at lunchtime)

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

Who is responsible in an emergency
(this should be more than one person)

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Plan developed with

Name	Signature

Form copied to

Name	Role

Staff training needed/undertaken – who, what, when

Parent/Carer Consent for Information Sharing

To help St Luke’s Church of England Primary School meet my/our child's healthcare needs safely and effectively, I/we give permission for the information contained within this Individual Healthcare Plan to be shared, on a need-to-know basis, with relevant third parties involved in my/our child's care, welfare, education, or participation in school activities. This may include, but is not limited to, swimming providers, sports coaches, educational visits staff, supply teachers, wraparound care providers, transport providers, healthcare professionals, and emergency services.

I/we understand that information will only be shared where necessary to safeguard my/our child, enable appropriate support, or ensure their safe participation in school activities, and that all information will be handled in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

I/we consent to the sharing of this information as described above.
Parent/Carer Name: _____
Signature: _____
Date: _____
Relationship to Child: _____

Parent Signature and date	
Headteacher Signature and date	

Appendix C – Allergy Register Template
St Luke's Church of England Primary School

Allergy Register
Academic Year: _____
Last Updated: _____
Maintained by: Headteacher (Allergy Safety Lead)
Next Review Date: _____

Purpose
This register records all pupils with diagnosed allergies or other medically recognised hypersensitivities requiring support within school. It enables staff to identify pupils quickly, understand their needs and respond effectively in the event of an allergic reaction or medical emergency. This register is confidential and must be handled in accordance with UK GDPR and the Data Protection Act 2018. Access is restricted to staff who require the information to fulfil their safeguarding responsibilities.

Allergy Register

Pupil	Photo	Year / Class	Allergy / Trigger	Risk of Anaphylaxis (Y/N)	Associated Conditions (e.g. Asthma)	Medication Held	Medication Location	Self-Carry (Y/N)	Individual Healthcare Plan in Place (Y/N)	Review Date

Emergency Medication Audit

Pupil	Adrenaline Auto-Injector	Antihistamine	Asthma Inhaler	Expiry Date Checked	Replacement Required

Medication Storage Locations
Tick all that apply.

Pupil	Classroom	School Office	Medical Room	Child Carries Own	Educational Visits Bag	Other
☐	☐	☐	☐	☐		
☐	☐	☐	☐	☐		
☐	☐	☐	☐	☐		

Staff Awareness Checklist

Requirement	Completed
Class teacher informed	☐
Teaching assistant informed	☐
Lunchtime supervisors informed	☐
Office staff informed	☐
Catering provider informed (where appropriate)	☐
Breakfast / After School Club informed	☐
Educational Visit Leader informed	☐
Individual Healthcare Plan shared	☐

Allergy Review Log

Date	Pupil	Reason for Update	Updated By
Annual Review			
New Medical Information			
Medication Updated			
Healthcare Plan Reviewed			
Allergy Incident			

New Starter Checklist
For every new pupil with an allergy:
☐ **Parent information received**

☐ **Medical evidence reviewed (where appropriate)**
☐ **Individual Healthcare Plan completed**
☐ **Emergency contacts confirmed**
☐ **Medication received**
☐ **Medication checked for expiry date**
☐ **Medication labelled correctly**
☐ **Pupil added to Allergy Register**
☐ **Staff informed**
☐ **Catering provider informed (if required)**
☐ **Educational Visit arrangements considered**
☐ **Parents informed of the school's Nut Aware approach**
☐ **Review date entered**

Termly Monitoring Checklist (Allergy Safety Lead)

Check	Autumn	Spring	Summer
Allergy Register reviewed	☐	☐	☐
New pupils added	☐	☐	☐
Pupils leaving removed	☐	☐	☐
Medication expiry dates checked	☐	☐	☐
Individual Healthcare Plans reviewed	☐	☐	☐
Staff awareness confirmed	☐	☐	☐
Spare EpiPens checked	☐	☐	☐
Emergency asthma inhalers checked	☐	☐	☐
Catering arrangements reviewed	☐	☐	☐
Educational visit procedures reviewed	☐	☐	☐

Annual Headteacher Assurance
I confirm that this Allergy Register has been reviewed and accurately reflects the pupils requiring allergy support at St Luke's Church of England Primary School.
Headteacher / Allergy Safety Lead: Steve Hardaker
Signature: _____
Date: _____

Governor Monitoring
The Governing Body has received assurance that:
☐ The Allergy Register is current and complete.
☐ Individual Healthcare Plans are in place for all identified pupils.
☐ Emergency medication is available and in date.
☐ Staff have received annual allergy awareness training.
☐ Appropriate safeguarding and emergency arrangements remain in place.
Governor Name: _____
Signature: _____
Date: _____

This template is designed to be a working document, reviewed regularly throughout the year and used alongside Individual Healthcare Plans, medication records and the school's emergency response procedures. It provides a robust audit trail for governors, Ofsted and safeguarding monitoring while ensuring allergy information is accessible to those who need it.

Appendix D – Allergy Risk Assessment Template
Allergy Risk Assessment

Pupil Name
Class
Date
Completed By
Review Date

Known Allergy/Trigger

Activity/Location

Hazards Identified
☐ Food preparation
☐ Packed lunches
☐ Cooking activity
☐ Animal contact
☐ Outdoor environment
☐ Science activity
☐ Art/Craft materials
☐ Other _____
Control Measures

- Review Individual Healthcare Plan.
- Ensure emergency medication is available.
- Brief all supervising staff.
- Avoid identified allergens where reasonably possible.
- Ensure no food sharing.
- Supervise eating.
- Check ingredients before use.
- Inform parents where appropriate.

Residual Risk
☐ Low
☐ Medium
☐ High
Additional Control Measures Required
Completed by: _____
Headteacher Approval: _____

Appendix E – Educational Visit Allergy Checklist

Before the Visit

☐ Individual Healthcare Plans reviewed
☐ Parents consulted
☐ Risk assessment completed
☐ Medication checked
☐ Spare adrenaline available
☐ Staff trained
☐ Catering arrangements confirmed
☐ Emergency contacts available
☐ Nearest hospital identified
☐ Visit Leader briefed

During the Visit

☐ Medication carried by designated adult
☐ Medication immediately accessible
☐ Food checked
☐ No food sharing
☐ Staff aware of allergies
☐ Mobile phone available

After the Visit

☐ Medication returned
☐ Incidents recorded
☐ Parents informed (if required)
☐ Risk assessment reviewed

Appendix F – Classroom Allergy Checklist

☐ Individual Healthcare Plans available
☐ Staff aware of pupils with allergies
☐ Medication accessible
☐ No unidentified food in classroom
☐ No food sharing
☐ Handwashing completed
☐ Classroom activities checked for allergens
☐ Visitors informed where appropriate
☐ Emergency procedure displayed
☐ Emergency telephone available

Teacher Signature _____
Date _____

Appendix G – Emergency Medication Record

Date	Pupil	Medication Given	Dose	Time	Administered By	Ambulance Called	Parent Contacted	Outcome

Medication Used
☐ Prescribed EpiPen
☐ Spare EpiPen
☐ Antihistamine
☐ Asthma Inhaler
☐ Other

Replacement Medication Required
☐ Yes
☐ No

Headteacher Signature _____

Appendix H – Allergy Incident and Near Miss Report Form
Incident Details
Date _____
Time _____
Location _____
Pupil _____
Class _____
Reporting Adult _____

Type
☐ Mild Allergic Reaction
☐ Suspected Anaphylaxis
☐ Confirmed Anaphylaxis
☐ Near Miss

Description

Suspected Allergen

Action Taken
☐ **Antihistamine**
☐ **EpiPen**
☐ **Spare EpiPen**
☐ **999 Called**
☐ **Parent Contacted**
☐ **Hospital**

Outcome

Lessons Learned

Follow-up Required
☐ **IHP Reviewed**
☐ **Risk Assessment Updated**
☐ **Staff Briefing**
☐ **Parent Meeting**
☐ **Governor Notification**
☐ **Additional Training**

Completed By _____
Headteacher _____

Appendix H – Allergy Medication Expiry Date Monitoring Log

Medication Used
☐ **Prescribed EpiPen**
☐ **Spare EpiPen**
☐ **Antihistamine**
☐ **Asthma Inhaler**
☐ **Other**

Replacement Medication Required
☐ **Yes**
☐ **No**

Headteacher Signature _____

Appendix I – Annual Governor Monitoring Checklist

Governance

☐ Allergy Policy approved
☐ Annual review completed
☐ Published on website
☐ Named Allergy Safety Lead appointed

Training

☐ Annual training completed
☐ New staff inducted
☐ Supply staff arrangements effective

Pupils

☐ Allergy Register reviewed
☐ Individual Healthcare Plans current
☐ Parents consulted
☐ Educational visits compliant

Medication

☐ Prescribed medication in date
☐ Spare EpiPens in date
☐ Emergency asthma inhalers checked
☐ Storage arrangements appropriate

Incidents

☐ Incidents reviewed
☐ Near misses analysed
☐ Lessons learned implemented

Governor Comments

Governor Signature _____
Date _____

Appendix J – Staff Allergy Awareness Training Record

Staff Name	Role	Initial Training	Annual Refresher	Practical EpiPen Training	Trainer	Signature

Training Covered

☐ Recognising allergies
☐ Recognising anaphylaxis
☐ EpiPen administration
☐ Spare EpiPens
☐ Emergency asthma inhalers
☐ Individual Healthcare Plans
☐ Incident reporting
☐ Educational visits
☐ Nut Aware procedures

Training Provider _____