



Allergy Safety Policy

Governor approval	Next review	Responsible Person
September 2026	September 2027	Assistant Headteacher: Inclusion



1. Policy Statement

Ashdene Primary School is committed to providing a safe, inclusive and supportive environment for all pupils with allergies. We recognise that allergies can be life-threatening and are committed to taking all reasonable steps to reduce the risk of allergen exposure and to respond effectively in an emergency.

The school adopts a whole-school approach to allergy safety and will comply with the requirements of the Department for Education's *Allergy Safety in Schools Statutory Guidance* (2026) and the *Children's Wellbeing and Schools Act 2026*.

The school is committed to ensuring that pupils with allergies are able to participate fully in all aspects of school life, including educational visits, clubs and enrichment activities.

2. Aims

The aims of this policy are to:

- identify pupils with allergies quickly and accurately;
- ensure effective communication between parents, staff and healthcare professionals;
- reduce the risk of allergen exposure;
- ensure all staff can recognise the signs of an allergic reaction and anaphylaxis;
- ensure prompt and appropriate emergency treatment;
- support pupils to participate fully in all aspects of school life;
- promote the wellbeing and inclusion of pupils with allergies.

3. Scope

This policy applies to all pupils, staff, governors, volunteers, wraparound care providers and those involved in educational visits and residential experiences.

4. Roles and Responsibilities

Governing Body

The Governing Body will:

- ensure the school has a published Allergy Safety Policy;
- monitor implementation of the policy;
- review the policy annually and following any significant incident.

Headteacher

The Headteacher will:

- ensure compliance with statutory guidance;
- ensure staff receive annual allergy awareness training;
- ensure spare adrenaline auto-injectors are maintained;



- ensure incidents and near misses are recorded and reviewed;
- ensure allergy information is appropriately shared with staff.

Allergy Lead

The school's named Allergy Lead is Laura O'Brien, Assistant Headteacher (Inclusion).

The Allergy Lead will:

- oversee the allergy register;
- oversee Individual Healthcare Plans;
- monitor staff training;
- oversee risk assessments;
- oversee liaison with parents and health professionals;
- review incidents and near misses;
- oversee the storage and checking of emergency medication.

First Aid Lead

The school's First Aid Lead is Kate Lumsden.

The First Aid Lead will:

- maintain the allergy register;
- complete Individual Healthcare Plans and ensure they are reviewed as required;
- monitor staff training records and arrange refresher training where necessary;
- complete allergy-related risk assessments;
- liaise with parents and healthcare professionals regarding pupils' medical needs;
- oversee the storage, checking and replacement of emergency medication, including spare adrenaline auto-injectors;
- maintain records of incidents and near misses and report these to the Allergy Lead and Headteacher.

Staff

All staff are responsible for:

- completing annual allergy awareness training;
- knowing which pupils have allergies;
- understanding emergency procedures;
- reducing the risk of allergen exposure;
- acting immediately if an allergic reaction is suspected;
- reporting incidents and near misses.

5. Identification of Pupils with Allergies

Parents must inform the school of any diagnosed allergies, changes to medical needs, prescribed medication and emergency procedures.

The school will maintain an allergy register and ensure that Individual Healthcare Plans are in place where required.

Information regarding allergies will be gathered:

- on admission to the school;
- following notification from parents;
- when pupils transfer from another setting.



Where appropriate, the school will also record relevant allergies affecting staff, volunteers and regular visitors.

6. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be in place for pupils:

- at risk of anaphylaxis;
- prescribed an adrenaline auto-injector;
- whose allergy has a significant impact on school life;
- where deemed necessary following discussion with parents and healthcare professionals.

Individual Healthcare Plans will include details of:

- allergens;
- symptoms;
- medication;
- emergency contacts;
- emergency procedures;
- any reasonable adjustments required.

Where available, Allergy Action Plans and Asthma Plans will be attached to the Individual Healthcare Plan.

Individual Healthcare Plans will be reviewed following any allergic reaction and whenever a pupil's needs change.

7. Allergy Awareness Training

All staff will receive annual allergy awareness and emergency response training in line with statutory guidance.

Training will ensure that staff:

- understand different types of allergies, including food allergy, asthma, eczema and hay fever;
- understand the difference between allergy, coeliac disease and food intolerance;
- recognise the signs and symptoms of allergic reactions and anaphylaxis;
- know how to access and use Allergy Action Plans and Individual Healthcare Plans;
- understand the impact allergies can have on a pupil's wellbeing;
- know how to reduce the risk of allergen exposure;
- understand how to report incidents and near misses;
- know how to locate and administer emergency medication.

All new staff, volunteers and regular visitors will receive information about the school's allergy procedures as part of their induction. Supply and temporary staff will be informed of pupils with allergies, the location of emergency medication and emergency procedures before commencing their duties.



8. Wellbeing and Inclusion

The school recognises that allergies can have a significant impact on a pupil's emotional wellbeing and sense of inclusion.

The school will:

- support pupils to participate fully in school life;
- promote understanding of allergies amongst staff and pupils;
- work with families to reduce anxiety and support confidence;
- address any bullying relating to allergies in line with the Behaviour and Anti-Bullying Policies.

9. Emergency Medication

Parents are responsible for providing prescribed medication and ensuring that it remains in date.

The school will maintain spare adrenaline auto-injectors and clearly identified emergency kits.

Medication will be checked regularly and stored safely whilst remaining quickly accessible.

Spare adrenaline auto-injectors will:

- be stored in pairs;
- be clearly labelled;
- be checked regularly;
- be replaced promptly following use or expiry.

Pupils prescribed emergency medication will have rapid access to their medication throughout the school day, including during breaktimes, lunchtime, clubs and educational visits.

10. Emergency Procedures

If anaphylaxis is suspected:

1. Administer an adrenaline auto-injector immediately.
2. Call 999.
3. Inform parents.
4. Administer a second dose if required and available.
5. Ensure a member of staff accompanies the child to hospital if parents are not present.

Any use of an adrenaline auto-injector will always be treated as a medical emergency.

Following any significant incident, the school will record the incident, inform parents and review procedures to identify any lessons learned.

11. Reducing Risk

The school does not operate as a nut-free or allergen-free environment because this cannot be guaranteed. Instead, the school takes reasonable steps to minimise the risk of allergen exposure and to ensure that activities are planned with allergy safety in mind.

The school will:

- reduce avoidable exposure;



- consider allergies when planning activities;
- communicate with catering providers;
- ensure cleaning procedures are robust;
- consider allergens in cooking, science, craft and animal activities;
- take reasonable steps to minimise exposure to known allergens.

12. Food and Classroom Activities

Individual Healthcare Plans will be followed during cooking activities, celebrations, food tasting and curriculum activities.

Parents will be informed where appropriate, and the school will ensure that information regarding allergens in school-provided food is available.

13. Educational Visits and Residential Visits

All educational visits and residential experiences will include:

- individual risk assessments;
- access to medication;
- trained staff;
- arrangements to ensure emergency medication is readily accessible.

Pupils with allergies will not be excluded from educational visits because of their medical condition.

14. Wraparound Care and Clubs

External providers using the school site will be informed of relevant allergies by parents and will be expected to follow their own procedures and ensure appropriate arrangements are in place for emergency medication.

15. Information Sharing

Information relating to pupils' allergies will be shared with relevant staff on a need-to-know basis. This may include class teachers, support staff, lunchtime staff, trip leaders and supply staff where appropriate.

Information will be handled in accordance with data protection legislation and with due regard to pupil confidentiality.

16. Record Keeping

The school will maintain records of allergies, Individual Healthcare Plans and incidents.

17. Learning from Incidents



Following an incident or near miss, the school will review the circumstances, identify lessons learned, amend procedures where necessary and communicate any changes to staff. Additional training will be provided where required.

18. Unacceptable Practice

The school will not:

- prevent pupils from accessing medication;
- require parents to attend school to administer medication;
- send a pupil experiencing an allergic reaction to seek help alone;
- exclude pupils from activities because of their allergy;
- ignore the views of parents or healthcare professionals.

19. Monitoring and Review

This policy will be reviewed annually, following any significant incident and following changes in legislation or guidance.