

Vernon Park Primary School

Whole-School Allergy Policy

Implementation Date: 1 September 2026 | **Review Cycle:** Annual

Designated Allergy Lead (SLT): Clare Cheetham/Claire Lee (Co-HT)

Designated Allergy Governor: Professor Stephen Campbell

1. Policy Statement

Vernon Park Primary School is committed to providing a safe, inclusive environment for all pupils, staff, and visitors. This policy outlines a whole-school approach to managing severe allergies and minimizing the risk of exposure to known allergens, in strict accordance with the DfE statutory guidance *Allergy Safety in Schools (2026)*.

This is a standalone policy and is distinct from the school's Supporting Pupils with Medical Conditions Policy.

2. Roles and Responsibilities

- **The Governing Body:** Will maintain formal oversight of allergy safety compliance and ensure a budget is allocated for spare emergency medication and training.
- **The Designated Allergy Lead (SLT):** Coordinates the collection of medical data, manages risk assessments, and oversees the procurement and storage of emergency Adrenaline Auto-Injectors (AAIs).
- **All School Staff:** Must complete annual allergy awareness training, be capable of recognising signs of an allergic reaction/anaphylaxis and know how to administer an AAI.

3. Individual Healthcare Plans (IHPs)

- Every pupil with a diagnosed allergy must have a comprehensive Individual Healthcare Plan (IHP) paired with an Allergy Action Plan.
- IHPs will be reviewed at least annually, or immediately following any change in a pupil's medical status.
- A copy of the pupil's IHP, including a recent photograph and clear allergen triggers, will be securely accessible to all teaching, supply, and lunchtime staff.

4. Medication and Emergency Spare AAIs

- **Prescribed AAIs:** Parents are responsible for providing the school with two in-date AAIs prescribed to their child. These are kept in a secure, unlocked, and easily accessible location (e.g., School Office).
- **School Spare Emergency AAIs:** In line with statutory guidelines, the school holds back-up, unprescribed AAIs on site. These will be explicitly deployed by trained staff for any pupil or adult exhibiting signs of sudden anaphylaxis, including individuals with no prior history of allergies.
- **Expiry Tracking:** The Designated Allergy Lead will conduct monthly checks to verify that all on-site medication is in-date.

5. Risk Minimisation Framework

- **Catering and Dining Areas:** The school kitchen team will review all ingredients against the 14 major food allergens. Food boxes are labelled with the children's names to ensure the children are only served safe foods.
- **Classrooms and Curriculum:** Tree nuts and peanuts are prohibited from being brought into school as snacks or in packed lunches. Food will not be used as visual aids or rewards in standard lessons (e.g., science, art, or maths) unless explicitly vetted by the Allergy Lead.
- **Off-site Trips and Sports Fixtures:** A specific risk assessment must be completed for every educational visit. The trip lead is responsible for ensuring the pupil's prescribed AAIs travel with them and that a trained staff member accompanies the group.

6. Training Schedule

- All permanent school staff (including teaching assistants, administrative teams, facilities staff, and lunchtime supervisors) must complete certified allergy awareness and anaphylaxis training before the start of the academic year.
- New staff joining mid-year will undergo training as part of their standard day-one induction process.

7. Incident Management and Recording

- In the event of an allergic reaction, emergency procedures detailed in the school's **Anaphylaxis Emergency Response Flowchart** will be executed immediately. 999 must be called whenever an AAI is administered.
- All allergic incidents, treatments, and "near misses" must be formally recorded using the school's accident reporting portal.
- Following any incident, the Senior Leadership Team will conduct a "lessons learned" review to identify how exposure occurred and update this policy if necessary.