Allergy Safety Policy

School: Swanton Morley VC Primary School
Policy owner: Matt Richards
Approved by: Ruth Robinson
Effective date: 01.09.2026
Review date:
Version: 1

Date policy last reviewed: _____

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

1. Purpose and Scope

Swanton Morley VC Primary School is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors who have allergies.

This policy sets out the arrangements the school will use to reduce the risk of exposure to known allergens, identify and support individuals with allergies, respond effectively to allergic reactions and anaphylaxis, and promote the wellbeing and inclusion of children and young people with allergies.

The policy applies to all pupils, staff, volunteers, visitors and other individuals who may be present on school premises or participating in school activities, including educational visits and trips.

The school recognises that allergy can include food allergy, asthma, eczema, hay fever and other conditions, and that these conditions can coexist. The school will distinguish appropriately between food allergy, coeliac disease and food intolerance when making support and safety arrangements.

2. Legal and Policy Framework

At Swanton Morley VC Primary School, we will operate our allergy safety arrangements in accordance with applicable statutory guidance and relevant legislation.

Section 34 of the Children's Wellbeing and Schools Act 2026 requires local authority maintained schools, academies and pupil referral units to have an allergy safety policy.

The Governing Body will ensure that this policy is readily accessible to parents and staff. The current policy will be published on our website and a hard copy will be provided on request.

3. Roles and Responsibilities

3.1 Governing Body

The Governing Body will:

- ensure that an appropriate allergy safety policy is in place;
- ensure that the policy is implemented and reviewed;
- ensure that appropriate resources and arrangements are available to support allergy safety;
- ensure that the policy is accessible to parents, pupils and staff.

3.2 Headteacher

The Headteacher will:

- oversee implementation of this policy;
- promote allergy awareness across the school;
- coordinate staff training;
- ensure appropriate records are maintained;
- oversee arrangements for prescribed and spare emergency medication;
- ensure incidents and near misses are recorded and reviewed;
- contribute to or lead the annual review of this policy.

3.3 All Staff

All staff are responsible for:

- following this policy and relevant individual healthcare arrangements;
- understanding the risks associated with allergy;
- taking reasonable steps to prevent exposure to known allergens;
- knowing how to identify an allergic reaction and anaphylaxis;
- knowing where emergency medication is located and how to access it;
- responding promptly to emergencies;
- reporting incidents and near misses.

4. Allergy Awareness Training

All staff who are present when pupils are scheduled to be on site will receive allergy awareness and emergency response training at least annually.

This includes permanent staff, temporary and supply staff, peripatetic staff, agency workers, regular volunteers, catering staff and staff overseeing pupils during breakfast or after-school clubs. Contractors who have no pupil-facing role, such as builders or electricians undertaking ad hoc maintenance, are not ordinarily included.

New staff will receive appropriate allergy awareness information as part of their induction. We will ensure that supply and cover staff are made aware of relevant allergy safety arrangements and receive appropriate training.

Training will cover:

- awareness of allergy and the risks it presents;
- how allergic reactions occur and how they should be managed;
- food allergy, asthma, eczema, hay fever and other allergic conditions;

- the distinction between food allergy, coeliac disease and food intolerance;
- how to access information about individual allergy triggers;
- symptoms of allergic reactions;
- recognition of anaphylaxis;
- emergency procedures, including contacting emergency services and parents;
- locating and administering emergency medication;
- appropriate use of adrenaline devices and asthma reliever inhalers;
- the potential impact of allergy on pupil wellbeing;
- this policy and staff responsibilities;
- use of Allergy Action Plans and Asthma Action Plans;
- reducing the risk of exposure to known allergens;
- reporting incidents and near misses.

Allergy awareness training does not replace any separate clinical governance, competency or delegation arrangements required where an individual pupil needs healthcare support beyond school-level allergy safety arrangements.

5. Promoting Wellbeing and Preventing Bullying

The school recognises that living with an allergy, particularly where there is a risk of anaphylaxis, can cause anxiety for children and young people.

The school will:

- provide appropriate reassurance and pastoral support;
- ensure pupils are not unnecessarily excluded from activities because of their allergy;
- promote an inclusive culture in which allergy is understood and respected;
- address anxiety or concerns raised by pupils or parents;
- respond promptly to bullying, teasing, intimidation or discrimination related to allergy;
- work with pupils and parents to identify reasonable adjustments where appropriate.

Bullying related to allergy will be addressed in accordance with the school's behaviour and anti-bullying procedures.

6. Minimising the Risk of Allergen Exposure

The school will take reasonable measures to minimise the risk of pupils, staff and visitors coming into contact with known allergens.

Risk management will include:

- identifying known allergens for individuals on the school's allergy register;
- managing allergens in food provided by the school;
- managing risks associated with food brought into school by pupils, parents or staff;
- considering airborne and contact allergens where relevant;
- considering allergen exposure when planning lessons and activities;
- considering risks associated with craft, science, music, cooking, animals and other practical activities;
- completing specific risk assessments for pupils with allergies participating in educational visits and trips.

The school will take a proportionate approach to risk management. It will not assume that an entire environment must be allergen-free but will put appropriate measures in place to reduce identified risks.

7. Food Allergy and Catering

The school will maintain clear procedures for managing food allergies.

Where food is provided by the school, appropriate information about allergens will be made available to pupils, parents and staff as appropriate.

The school will:

- identify pupils with known food allergies;
- ensure relevant catering staff have access to appropriate allergy information;
- manage food preparation and service to reduce the risk of accidental exposure;
- consider cross-contact risks;
- ensure that staff supervising meals understand relevant allergy arrangements;
- manage food brought into school by others in accordance with identified risks and school procedures.

Parents/carers should provide the school with accurate and up-to-date information about their child's allergies and notify the school promptly of any changes.

8. Identification and Recording of Allergies

The school will maintain an up-to-date record of individuals with known allergies, including pupils, staff and, where relevant, visitors.

The record will include, where appropriate:

- the individual's known allergen(s);
- relevant symptoms or risk information;
- whether the individual carries emergency medication;
- whether an Individual Healthcare Plan (IHP) is in place;
- whether an Allergy Action Plan or Asthma Action Plan is available;
- relevant emergency arrangements.

The school will gather information about allergies from appropriate sources, including the child or young person, parents/carers and, where relevant, the individual's previous educational setting.

Information will be reviewed whenever there is a change in circumstances or new medical information becomes available.

9. Individual Healthcare Plans

A pupil should have an Individual Healthcare Plan where their allergy:

- has a functional impact on them at school;
- places them at risk of harm; and
- requires arrangements additional to or different from those made generally for pupils.

Where required, the IHP will set out the additional or different arrangements that will be provided, including arrangements for emergency situations.

This may include:

- reasonable adjustments;
- avoidance or management measures;
- medication arrangements;
- emergency response procedures;
- arrangements for lessons, activities and educational visits.

Where an Allergy Action Plan or Asthma Action Plan has been issued by a healthcare professional, the IHP will refer to or include the relevant plan.

When an updated Action Plan is received, the IHP will be reviewed and updated as appropriate.

10. Prescribed Adrenaline Devices

Pupils who have been prescribed adrenaline auto-injectors (AAIs) must have rapid access to their devices at all times when they are on school premises or participating in school activities.

This includes:

- classrooms;
- dining areas;
- playgrounds;
- sports fields;
- other areas of the school site;
- educational visits and trips.

In cases of anaphylaxis, adrenaline should be administered within five minutes. The school will therefore organise arrangements so that prescribed adrenaline can be accessed rapidly.

The school will maintain records of pupils who have been provided with prescribed adrenaline devices and relevant Allergy Action Plans.

Arrangements will also be made for prescribed devices to be taken home where appropriate, including at the end of the school day, and for their expiry dates to be checked.

11. Spare Adrenaline Devices

The school will maintain appropriate spare adrenaline devices for use in accordance with applicable guidance and school procedures.

Spare adrenaline devices will:

- be readily accessible and not locked away;
- be clearly labelled as spare/emergency devices;
- be stored in pairs;

- be located so that they can be brought to an individual experiencing anaphylaxis within five minutes;
- be checked regularly to ensure they remain in date;
- be replaced promptly after use or when they expire;
- be disposed of safely where they contain a needle.

The school will consider the size and layout of the site when determining the number and location of spare devices. Large sites may require more than one pair so that a pair is available within five minutes wherever it may be needed. Schools operating across multiple sites will ensure appropriate spare devices are available at each site where required.

Where appropriate, spare adrenaline devices may be stored within a clearly marked emergency anaphylaxis kit, alongside other relevant emergency equipment and instructions.

12. Emergency Response

Where a pupil, staff member or visitor is suspected of experiencing anaphylaxis:

1. Staff will follow the individual's Allergy Action Plan/IHP where available.
2. Emergency services will be contacted immediately.
3. Adrenaline will be administered in accordance with the individual's prescribed arrangements and applicable emergency procedures.
4. Where appropriate and available, a spare adrenaline device will be used in accordance with school procedures.
5. A second adrenaline device will be available where required.
6. Parents/carers will be contacted as soon as practicable.
7. The incident will be recorded and reported in accordance with the school's incident procedures.
8. The school will review the incident and identify any lessons or changes required.

Staff will receive training on locating and administering emergency medication, including prescribed and spare adrenaline devices.

13. Educational Visits and Trips

The school will ensure that pupils with allergies are supported to participate safely in educational visits, trips and other activities away from school.

Before a visit, the school will:

- consider the pupil's individual allergy risks;
- complete an appropriate risk assessment;
- identify potential allergen exposures;
- ensure required medication is available;
- ensure pupils at risk of anaphylaxis have their own adrenaline device with them;
- ensure appropriately trained staff are present and able to administer adrenaline in an emergency;
- make reasonable adjustments where necessary to enable participation.

Risk assessments will consider travel, accommodation, food, activities, location-specific allergens, access to emergency services and access to emergency medication.

14. Incidents and Near Misses

All serious incidents and near misses involving allergy safety will be recorded and reported in accordance with the school's procedures.

A near miss may include an event in which a pupil was exposed, or could have been exposed, to an allergen but did not experience a recognised allergic reaction.

The school recognises that the effects of an allergen exposure may not become apparent until a child or young person has returned home. Pupils, parents/carers and healthcare professionals will therefore be able to report incidents that become known after the individual has left school.

Following a significant incident or near miss, the school will:

- ensure the individual's immediate safety and wellbeing;
- record the circumstances;
- notify parents/carers where appropriate;
- review whether existing procedures were followed;
- identify lessons learned;
- make changes to risk assessments or procedures where necessary;
- consider whether the individual's IHP or Action Plan requires review.

Incident and near-miss information will inform the annual policy review and any interim review considered necessary.

15. Information Sharing and Confidentiality

The school will ensure that relevant allergy information is shared with staff who need it to keep an individual safe.

Health information relating to a child or young person is special category data under UK GDPR and is subject to additional legal protections. The school will ensure that information is held, used and shared lawfully, respectfully and only where necessary.

The school will seek to avoid unnecessary disclosure or practices that could embarrass, stigmatise or unnecessarily single out a pupil.

Information will be shared with relevant staff on a need-to-know basis and in a manner that supports effective safeguarding and emergency response.

16. Awareness of Allergy Safety

The school will promote awareness of allergy safety among staff, pupils and parents.

This policy will be:

- published on the school website;
- made available in hard copy on request;
- included within relevant staff induction and training;
- communicated to staff through annual allergy awareness training.

Where appropriate, the school may provide age-appropriate allergy awareness education to pupils.

Where a pupil carries an adrenaline device, the school may, with appropriate consideration and discussion with the pupil and parents/carers, make relevant friends or classmates aware of how to seek help in an emergency.

Any wider pupil awareness activity will not replace staff emergency response arrangements.

17. Monitoring and Review

This policy will be reviewed at least annually by the headteacher and approved through the school's normal governance arrangements.

The policy may be reviewed more frequently where:

- a serious allergic reaction occurs;
- a near miss identifies a weakness in existing arrangements;
- there is a significant change to an individual's medical needs;
- emergency medication arrangements change;

- legislation or statutory guidance changes;
- monitoring identifies an area requiring improvement.

Reviews will consider incidents and near misses and will seek to identify lessons that could improve the safety of pupils, staff and visitors.

18. Related Policies and Documents

This policy should be read alongside, where applicable:

- Medical Conditions Policy;
- First Aid Policy;
- Supporting Pupils with Medical Conditions Policy;
- Safeguarding and Child Protection Policy;
- Behaviour and Anti-Bullying Policy;
- Educational Visits Policy;
- Food Safety/Catering Policy;
- Data Protection and Privacy Policy;
- Individual Healthcare Plans;