

Tittensor First School



Allergy Safety Policy

Policy Owner: Headteacher

Approval Body: Governing Board

Review Frequency: Annually (or sooner following any significant incident or change in statutory guidance)

1. Policy Statement

Tittensor First School is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors with allergies. We recognise that allergies, including severe allergic reactions (anaphylaxis), can be life-threatening and require effective planning, awareness and prompt emergency response.

This policy outlines the school's arrangements for preventing exposure to known allergens, supporting pupils with allergies, responding appropriately to allergic reactions, and meeting the requirements of the Children's Wellbeing and Schools Act 2026 and associated statutory guidance.

2. Responsibilities

The Governing Board is responsible for ensuring that:

- this policy is implemented and reviewed annually;
- adequate resources are available to support allergy safety;
- policies are accessible to parents, carers and staff.

The Headteacher will ensure:

- effective implementation of this policy;
- appointment of a named senior leader responsible for allergy safety;
- appropriate staff training;
- regular review following incidents or near misses.

The Designated Senior Leader for Allergy Safety will:

- oversee implementation of this policy;
- maintain allergy records;
- coordinate staff training;
- monitor emergency medication;
- review incidents and identify improvements.

All staff are responsible for:

- understanding this policy;
- completing annual allergy awareness training;
- following Individual Healthcare Plans (IHPs) and Allergy Action Plans;
- responding appropriately to allergic reactions;
- reporting incidents and near misses.

Parents and carers are responsible for:

- informing the school of their child's allergies;
- providing accurate medical information;
- supplying prescribed medication in date;
- informing the school immediately of any changes.

Pupils are encouraged, where age appropriate, to:

- understand their allergies;
- carry medication where agreed;
- report concerns immediately to staff.

3. Allergy Awareness Training

All staff who work with pupils, including:

- teachers;
- teaching assistants;
- office staff;
- lunchtime supervisors;
- breakfast and after-school club staff;
- regular volunteers;

will receive allergy awareness and emergency response training at least annually.

New staff will receive allergy awareness training as part of their induction before assuming responsibility for pupils.

Training includes:

- understanding allergies and associated conditions;
- recognising allergic reactions and anaphylaxis;
- understanding food allergy, coeliac disease and food intolerance;
- recognising allergy triggers;
- emergency procedures;
- administering adrenaline auto-injectors (AAIs);
- administering emergency asthma medication where appropriate;
- understanding Individual Healthcare Plans and Allergy Action Plans;
- reducing exposure to allergens;
- reporting incidents and near misses.

4. Promoting Wellbeing

Tittensor First School recognises that living with allergies can cause anxiety for pupils and families.

We will:

- foster an inclusive culture;
- encourage pupils to participate fully in school life;
- support emotional wellbeing;
- ensure pupils are never excluded because of allergies where reasonable adjustments can be made.

Bullying or teasing relating to allergies will not be tolerated and will be managed in accordance with the school's Behaviour and Anti-Bullying Policies.

5. Minimising Risk

The school will take reasonable steps to minimise exposure to known allergens.

These include:

- careful management of food prepared and served on site;
- obtaining allergen information from catering providers;
- communicating food allergens where appropriate;
- discouraging food sharing between pupils;
- managing food brought into school for celebrations or events;
- considering allergens during curriculum activities including cooking, science, art, crafts and sensory play;
- considering allergens when animals visit the school;
- implementing risk assessments for pupils with airborne or contact allergies;
- undertaking individual risk assessments for educational visits and residential trips.

6. Food Allergy Management

The school works with catering providers to ensure food allergen information is available.

Reasonable adjustments will be made where required to reduce risks for pupils with diagnosed food allergies.

Staff supervising meal and snack times will be aware of pupils with severe allergies and the location of emergency medication.

7. Identification of Individuals with Allergies

The school will maintain an up-to-date register of pupils with allergies.

Information will include:

- known allergens;
- prescribed medication;
- Individual Healthcare Plan;
- Allergy Action Plan;
- Asthma Action Plan where relevant.

Information is obtained from:

- parents/carers;
- healthcare professionals;
- previous schools or settings where appropriate.

The register will be reviewed regularly and updated whenever changes occur.

8. Individual Healthcare Plans

An Individual Healthcare Plan (IHP) will be developed for pupils whose allergy:

- significantly impacts school life;
- places them at risk of harm;
- requires arrangements beyond normal school procedures.

The IHP will include:

- allergens;
- symptoms;
- emergency procedures;
- medication;
- reasonable adjustments;
- responsibilities of staff.

Healthcare professional Allergy Action Plans and Asthma Action Plans will be attached where available and reviewed whenever updated.

9. Prescribed Adrenaline Auto-Injectors (AAIs)

Pupils prescribed adrenaline auto-injectors must have rapid access to them at all times.

This includes:

- classrooms;
- playgrounds;
- dining areas;
- sports facilities;
- educational visits.

Parents are responsible for ensuring medication remains in date and replacing expired devices promptly.

The school will maintain records of:

- prescribed AAIs;
- expiry dates;
- Allergy Action Plans.

10. Spare Adrenaline Auto-Injectors

Where permitted, Tittensor First School will maintain spare adrenaline auto-injectors.

The school will ensure:

- spare devices are clearly labelled;
- devices are stored securely but are immediately accessible;
- devices are never locked away;
- spare devices are stored in pairs;
- expiry dates are checked regularly;
- used or expired devices are replaced promptly and disposed of safely.

The school aims to ensure adrenaline can reach any pupil experiencing anaphylaxis within five minutes.

11. Educational Visits

Pupils with allergies will be fully included in educational visits wherever possible.

Risk assessments will consider:

- allergens;
- meals;
- transport;
- accommodation;
- emergency response arrangements;
- location of medication;
- trained staff accompanying visits.

Pupils prescribed AAls will take their medication on all visits.

12. Emergency Response

In the event of an allergic reaction staff will:

- remain with the pupil;
- follow the pupil's Allergy Action Plan;
- administer medication immediately if indicated;
- call 999 without delay if anaphylaxis is suspected;
- contact parents/carers;
- monitor the pupil until emergency services arrive;
- record the incident.

All suspected anaphylaxis will be treated as a medical emergency.

13. Recording Incidents and Near Misses

The school will record:

- allergic reactions;
- use of emergency medication;
- anaphylaxis;
- near misses involving allergens.

Incidents will be reviewed to identify lessons learned and improvements required.

Policy reviews may be brought forward following serious incidents.

14. Information Sharing

Information regarding allergies will be shared only with staff who require it to keep pupils safe.

The school will comply with UK GDPR and data protection legislation when handling medical information.

Information will be shared respectfully and only where necessary to protect health and safety.

15. Raising Awareness

This policy will be:

- published on the school website;
- available in hard copy on request;
- included within staff induction;
- reinforced through annual training.

Age-appropriate allergy awareness may also be promoted amongst pupils to encourage understanding, inclusion and knowing how to seek help during an emergency.

16. Monitoring and Review

This policy will be reviewed:

- annually;
- following significant allergy incidents;
- following statutory changes;
- where lessons learned identify improvements.

Related Policies

This policy should be read alongside:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Educational Visits Policy

- Behaviour Policy
- Anti-Bullying Policy
- Data Protection Policy
- Safeguarding and Child Protection Policy

Approved by: Governing Board

Date Approved: July 2026

Review Date: July 2027