

King's Cliffe Endowed Primary School

Allergy Safety Policy

Policy Updated – September 2026

Review Date – June 2027



Chair of Governors: Lee O'Connor

Governor Responsible for First Aid/Medical Needs: Chris Rackham

Purpose and statutory basis

This policy sets out the school's arrangements for allergy safety. It aims to reduce the risk of exposure to known allergens, ensure an effective response to allergic reactions and anaphylaxis, support the wellbeing and inclusion of people with allergy, and maintain a whole-school culture of allergy awareness.

The policy has been prepared to reflect the Department for Education allergy safety policy template and the statutory requirement in section 34 of the Children's Wellbeing and Schools Act 2026 for maintained schools, academies and pupil referral units to have an allergy safety policy.

It should be read alongside the school's Supporting Pupils with Medical Needs Policy, First Aid Policy, Educational Visits Policy, Safeguarding Policy, Behaviour Policy, Anti-Bullying Policy, Data Protection Policy and our relevant food/catering procedures.

Aims

- Identify children, staff and relevant visitors with known allergies and record the information needed to keep them safe.
- Minimise avoidable exposure to known allergens while supporting full participation in school life.
- Ensure allergic reactions and anaphylaxis are recognised promptly and treated as medical emergencies.
- Ensure emergency medication can be located and administered without avoidable delay.
- Provide appropriate Individual Healthcare Plans (IHPs) and use Allergy/Asthma Action Plans issued by healthcare professionals.
- Provide allergy awareness and emergency-response training to relevant staff at least annually.
- Promote the wellbeing, dignity and inclusion of children with allergy and prevent allergy-related bullying.
- Learn from allergy incidents and near misses and review practice accordingly.

Leadership, governance and review

The school's named Allergy Lead is Katy Evans (School Business Manager). The Allergy Lead will be a member of the senior leadership team with responsibility for driving implementation and review of this policy.

The Allergy Lead will:

- promote and maintain allergy awareness across the school community;
- ensure allergy information is current, accurate and accessible to staff who need it;
- ensure appropriate IHPs and Allergy/Asthma Action Plans are in place;
- coordinate staff training and induction arrangements;
- oversee arrangements for prescribed and spare adrenaline auto-injectors (AAIs);
- ensure allergy risks are considered in activities, visits and trips;
- ensure allergy incidents and near misses are recorded, reviewed and acted upon;
- review this policy at least annually and sooner where an incident, near miss or other change indicates that improvement is needed.

The governing body will assure itself that the policy is implemented effectively, reviewed at least annually and readily accessible to parents and staff. The Governor Responsible for First Aid, Medical Needs and Allergy Safety is Chris Rackham. The policy will be published on the school website and made available in hard copy on request.

Allergy awareness and emergency-response 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 via The National College. This includes permanent staff, temporary and supply staff, peripatetic staff, agency workers, regular volunteers, catering staff and staff supervising breakfast or after-school provision. Contractors with no pupil-facing role are not expected to receive this training.

Training will ensure staff:

- understand allergy, how allergic reactions can occur and the risks allergy poses;
- understand that allergy can include food allergy, asthma, eczema, hay fever and other conditions which may co-exist;
- understand the difference between food allergy, coeliac disease and food intolerance;
- know where to find information about an individual's known allergy triggers;
- can recognise the range of symptoms of allergic reactions and recognise anaphylaxis;
- know how to summon emergency help, inform parents/carers and follow the individual's Action Plan;
- know where emergency medication is located and how to administer an AAI and emergency asthma reliever inhaler/spacer where appropriate;
- understand the impact allergy may have on wellbeing;

- understand this policy and their responsibilities for reducing exposure to known allergens;
- know how to report an allergic reaction, anaphylaxis, allergy-safety incident or near miss.

New staff will receive allergy-safety information and appropriate training as part of induction. The school will have arrangements to ensure supply and cover staff have received the information and training they need before taking responsibility for pupils. Records of staff training are maintained on The National College training platform, and overseen by the Allergy Lead/School Business Manager.

Identification, records and information sharing

The school will gather information about known allergies when a child joins the school and whenever new information is provided by a child, parent/carer, healthcare professional or previous setting. Parents/carers are expected to notify the school promptly of a new diagnosis, changed trigger, changed medication, updated Action Plan or other material change.

The school will maintain an up-to-date record of individuals with known allergies. For pupils this will include, as appropriate, known allergens, medication carried or held, emergency arrangements, and whether an IHP and/or Allergy/Asthma Action Plan is in place.

The school will also have proportionate arrangements for identifying relevant allergies affecting staff and visitors where this information is necessary for allergy safety.

Health information is special-category personal data. Allergy information will therefore be shared only where there is a lawful basis and a genuine need to know, in a controlled and respectful manner which protects the individual's dignity and privacy.

The allergy register is maintained by the Allergy Lead, both electronically using the school's MIS and in paper form, accessible in the school office and medical room; each classroom also has a summary copy of the allergy register in the teacher cupboard. This ensures that all staff who need to access the information can do so, while ensuring that data is only shared with those who need it. Visitors are shown the paper copy upon entry, as and when appropriate.

Individual Healthcare Plans and Action Plans

A child or young person will have an Individual Healthcare Plan where their allergy has a functional impact in school, places them at risk of harm, and requires arrangements additional to or different from those made generally.

The IHP will describe the individual arrangements required, including emergency arrangements, reasonable adjustments and medication. Where a healthcare professional has issued an Allergy Action Plan and/or Asthma Action Plan, the IHP will refer to or attach that

plan. Whenever an updated Action Plan becomes available, the IHP will be reviewed and updated as necessary.

IHPs will be developed with the pupil, where appropriate, as well as with parents/carers, relevant school staff and healthcare professionals. They will be readily available to staff who need them, while preserving confidentiality. IHPs are coordinated by the Allergy Lead, who may delegate certain administrative tasks to other members of staff. IHPs will be reviewed annually.

Minimising exposure to allergens

The school cannot guarantee an allergen-free environment. Its approach is to identify known risks and put reasonable, proportionate controls in place while avoiding unnecessary exclusion of pupils with allergy.

Food provided by the school

The school will work with its catering provider and relevant staff to manage food-allergy risk and provide clear allergen information for food supplied by the school. Information about a pupil's known food allergy will be communicated to those preparing and serving food where necessary. The school works with LoveFood to provide school lunches. Meals are ordered and paid for online, helping to ensure that children with known allergies can select only appropriate dietary options. Representatives from LoveFood work with the school office and Allergy Lead to regularly review the Allergy Register, menus and cross-contact controls.

Food brought into school

Parents/carers, pupils and staff will be given clear expectations about food brought into school, including packed lunches, snacks, celebrations, curriculum activities and food intended for sharing. The school will use proportionate controls based on the known allergies present and will communicate any specific restrictions or arrangements.

Contact and airborne allergens

Where an individual has a known contact or airborne allergy, the school will assess the circumstances and put reasonable measures in place to reduce the likelihood of exposure. These measures will be recorded in the individual's IHP/risk assessment where appropriate.

Lessons and activities

Staff planning lessons and activities will consider possible allergen exposure, including in cooking, craft, science and musical activities and activities involving animals. Where a known

allergy creates a material risk, staff will adapt the activity or complete an appropriate risk assessment.

Prescribed adrenaline auto-injectors (AAIs)

Children prescribed adrenaline must have rapid access to their devices at all times, including in classrooms, dining areas, playgrounds, sports areas and on visits and trips. In anaphylaxis, adrenaline should be administered as soon as possible and in practice within five minutes.

The school will record which pupils have been prescribed AAIs and whether an Allergy Action Plan is held. Arrangements will ensure prescribed devices remain in date and are available when the pupil needs them, including arrangements for taking devices home where appropriate.

Pupils prescribed AAIs have one kept in their classroom, and one kept in the medical room throughout the school day. At break and lunchtime, AAIs for wasp sting allergies are carried by a named member of staff. The Allergy Lead checks expiry dates and ensures that these are recorded on the Allergy Register. Children leave their devices in school permanently.

School 'spare' adrenaline devices

The school will maintain spare AAIs in accordance with current requirements and guidance. Spare devices will be readily accessible, not locked away, clearly distinguished from devices prescribed to named individuals and stored in pairs so that a second dose is immediately available if required.

The school will organise storage so that adrenaline can be brought to a person experiencing anaphylaxis within five minutes. The suitability and number of locations will reflect the size and layout of the school site and the places where pupils may be. At KCEPS, we store our spare AAIs in the medical room.

Spare AAIs will be checked annually to ensure they remain in date by the Allergy Lead. Expiry dates of the spare AAIs are also recorded on the paper Allergy Register. There will be a process for prompt replacement after use or expiry and for safe disposal of used/expired devices.

Emergency response to allergic reaction or anaphylaxis

If anaphylaxis is suspected, staff will treat the situation as a medical emergency and follow the individual's Allergy Action Plan where available. Staff will:

- send for the pupil's prescribed AAI and/or the school's appropriate spare AAI immediately;
- administer adrenaline without avoidable delay in accordance with training and the Action Plan;
- call 999 and state that anaphylaxis is suspected;

- follow emergency-service instructions and give a second dose of adrenaline if required in accordance with the Action Plan/training;
- ensure the pupil is supervised continuously and is not left alone;
- inform the pupil's parents/carers as soon as practicable;
- ensure relevant information and medication accompany the pupil if they are transferred to hospital;
- record the incident and complete the school's post-incident review process.

A member of the Senior Leadership Team, usually the Headteacher or School Business Manager, would meet the ambulance at the front of the school. The field gate would be opened in advance, if required.

Visits, trips, sport and off-site activities

Pupils with allergies will be enabled to participate safely and inclusively in visits, residentials, sport and other off-site activities. For a pupil at risk of anaphylaxis, an allergy-specific risk assessment will be completed alongside the school's usual risk assessment procedures. All risk assessments for visits, trips and off-site activities must be signed off by the Headteacher, who will seek advice from the Allergy Lead regarding pupils with allergies. The pupil's own adrenaline will accompany them, and appropriately trained staff will be available to respond in an emergency.

Planning will consider food, travel, accommodation, activity-specific exposures, access to medication, emergency communications and the location of medical assistance. Relevant IHPs/Action Plans will be available to staff who need them.

Wellbeing, inclusion and bullying

The school recognises that living with allergy and the possibility of anaphylaxis can cause anxiety and affect a pupil's wellbeing. Staff will support pupils to participate fully in school life, make reasonable adjustments where needed, listen to the pupil's views and avoid practices which unnecessarily single them out.

Allergy-related teasing, intimidation, deliberate exposure to an allergen, interference with medication or other allergy-related bullying will be treated seriously under the school's behaviour and anti-bullying arrangements. Any deliberate act which places another person at risk will be addressed promptly as per our Behaviour and Anti-Bullying Policies, and safeguarding considerations will be applied where appropriate.

Pupils' understanding and responsibilities

Age-appropriate allergy awareness will be promoted among pupils. Pupils with allergies will be supported to understand their triggers, symptoms, medication and how to seek help. Where appropriate and agreed with the pupil and parents/carers, friends or peers may be

made aware of how to summon help in an emergency. Pupil awareness does not replace staff emergency-response arrangements.

Pupils without allergies will be expected to follow school rules intended to keep others safe and to report immediately if another pupil appears unwell or may have been exposed to an allergen.

Parents and carers

Parents/carers are expected to:

- provide accurate, current information about their child's allergies, triggers, reactions and medical needs;
- provide current healthcare-professional Action Plans and notify the school when these are updated;
- provide prescribed medication in accordance with school arrangements and ensure it is replaced before expiry;
- notify the school promptly of any change in diagnosis, treatment, medication or risk;
- follow the school's arrangements for food brought into school and other allergy-safety measures;
- inform the school of an allergy incident linked to school which only becomes apparent after the child has returned home.

Serious incidents and near misses

All serious allergy incidents and relevant near misses will be recorded and reported through the school's first aid systems. A near miss includes an event which could reasonably have resulted in allergen exposure, delayed treatment or harm but did not.

The Allergy Lead will ensure incidents and near misses are reviewed to identify learning, required actions and any necessary change to an individual plan, risk assessment, staff training, catering arrangement or this policy. Parents/carers and others, including healthcare professionals, may report an incident which only becomes apparent after the pupil has left school.

Awareness and publication

This policy will be published on the school website, made available in hard copy on request and brought to the attention of all staff through annual allergy-awareness training. Relevant information will also be communicated to parents/carers, pupils, volunteers, visitors and contractors where proportionate to their role and the identified risk.

Monitoring and review

The Allergy Lead will review this policy at least annually. It will also be reviewed sooner where legislation or guidance changes, a significant allergy incident or near miss occurs, an individual's circumstances expose a weakness in current arrangements, or changes to the school site/catering/operating arrangements affect allergy risk.

Review will take account of incidents and near misses and will seek to identify lessons and improvements. The governing body will approve or oversee review in accordance with the school's policy-governance arrangements.