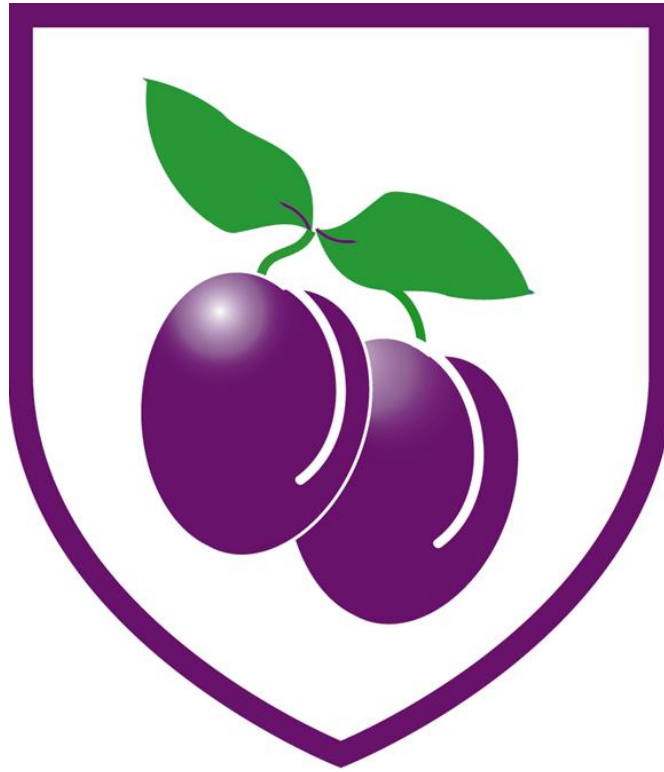


Allergy Safety Policy

Plumcroft Primary School – 2026/27



Approved by:	Dave Witham	Date: 04/09/2026
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Contents

1. Aims	2
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. Identifying individuals at risk	10
5. Assessing risk	16
6. Minimising risk	20
7. Procedures for handling an allergic reaction	27
8. Adrenaline devices (ADs)	33
9. Serious incidents and 'near misses'	41
10. Allergy awareness	48
11. Wellbeing	54
12. Information sharing	55
13. Monitoring arrangements	56
14. Links to other policies	56

1. Aims

This policy aims to:

- Set out our school's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community
- Set out Plumcroft Primary School's approach to allergy safety, including the reasonable steps taken to reduce the risk of exposure to known allergens and the procedures to follow in the event of an allergic reaction.
- Ensure that pupils with allergies are supported to participate fully and safely in school life, including lessons, lunchtimes, trips, events, Breakfast Club and After School Club.
- Promote a consistent approach to the management of allergies across both school sites and all areas of school provision.
- Make clear the responsibilities of staff, parents/carers, pupils, catering staff and other relevant adults in managing allergy risks.
- Ensure appropriate information about pupils' allergies is recorded, communicated and accessible to staff who need it.
- Promote and maintain allergy awareness among staff, pupils, parents/carers and the wider school community.
- Ensure staff understand how to recognise and respond promptly to an allergic reaction, including anaphylaxis.
- Support an inclusive approach that balances the safety of pupils with allergies with their right to participate in school activities.

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on [allergy safety in schools](#) and [supporting pupils with medical conditions at school](#), the Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#), and the following legislation:

- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

3. Roles and responsibilities

Effective allergy management requires a whole-school approach. All members of the school community have a responsibility to support the safety, wellbeing and inclusion of pupils with allergies.

The following responsibilities apply across both Plum Lane and Vincent Road and include the school day, Breakfast Club, After School Club, educational visits, clubs and other school-organised activities.

3.1 The governing board

The governing board is responsible for ensuring that:

- The school has appropriate arrangements in place to manage allergy-related risks.
- Allergy-related risks are considered within the school's risk-management arrangements where appropriate.
- The school has an up-to-date Allergy Safety Policy setting out:
 - Measures to reduce the risk of pupils being exposed to their known allergens.
 - Arrangements for supporting pupils with allergies.
 - Procedures for responding to allergic reactions and anaphylaxis.
 - Arrangements for the storage, accessibility and use of adrenaline auto-injectors (AAIs).
- Appropriate resources and training are available to enable the school to meet its responsibilities.
- Significant allergy-related incidents and concerns are appropriately reviewed.

The governing board delegates the day-to-day management of allergy safety to the Headteacher and the school's nominated Allergy Safety Leads.

3.2 Allergy safety leads

Plumcroft Primary School's nominated Allergy Safety Leads are:

Dave Witham – Headteacher

Jason Nelson – School Business Manager

Both Allergy Safety Leads are members of the Senior Leadership Team and have joint responsibility for providing strategic oversight of allergy safety across the school.

The Allergy Safety Leads are responsible for:

- Ensuring this Allergy Safety Policy is implemented effectively across both school sites.
- Reviewing this policy at least annually and sooner where there are changes to guidance, legislation or school arrangements.
- Ensuring the current policy is published and made available to the school community.
- Promoting a whole-school culture of allergy awareness.
- Ensuring clear systems are in place for identifying pupils with allergies.
- Ensuring allergy information is appropriately recorded and available to staff who need it.
- Ensuring pupils are supported through an Individual Healthcare Plan (IHP) and/or allergy action plan where appropriate.
- Ensuring staff receive appropriate allergy-awareness training and understand the school's emergency procedures.
- Ensuring allergy arrangements are considered when planning educational visits, food-related activities, events and other activities where an increased risk may arise.
- Ensuring appropriate arrangements are in place for the availability, storage and monitoring of adrenaline auto-injectors.
- Ensuring allergy arrangements are applied consistently across the school day and wraparound provision.
- Ensuring allergic reactions, significant incidents and near misses are appropriately recorded, reviewed and acted upon.
- Considering lessons learned following incidents or near misses and whether changes are required to:
 - School procedures.
 - Staff training.
 - Risk assessments.
 - Individual Healthcare Plans.
 - Allergy action plans.
- Reporting significant allergy-safety matters to the governing board where appropriate.

Day-to-day operational responsibilities are delegated to the school's Lead First Aider and Catering Manager, who report to the Allergy Safety Leads.

3.3 Headteacher

The Headteacher, **Dave Witham**, has overall responsibility for ensuring that pupils with medical conditions and allergies are appropriately supported within school.

The Headteacher is responsible for:

- Ensuring this policy is effectively implemented.
- Ensuring sufficient numbers of staff receive appropriate training.
- Ensuring pupils with allergies are not unnecessarily excluded from lessons, educational visits, clubs, wraparound care or other school activities because of their allergy.
- Working with parents/carers, healthcare professionals and school staff to determine the appropriate level of support for individual pupils.
- Ensuring Individual Healthcare Plans are put in place where required.
- Supporting the investigation and review of significant allergy-related incidents or concerns.
- Ensuring appropriate resources are available to support safe allergy management.

Dave Witham also acts jointly as one of the school's nominated Allergy Safety Leads.

3.4 Lead first aider

The school's Lead First Aiders are:

- **Plum Lane Campus – Paula Shujah**
- **Vincent Road Campus – Mandie Frater**

These staff members have day-to-day operational responsibility for the medical aspects of allergy management at their respective sites.

They are responsible for:

- Maintaining appropriate records of pupils with known allergies.
- Ensuring relevant allergy and medical information is kept up to date.
- Supporting the development and review of Individual Healthcare Plans and allergy action plans.
- Ensuring relevant information is communicated to members of staff who need it.
- Liaising with parents/carers regarding pupils' allergies, medication and emergency arrangements.
- Overseeing the receipt, storage and accessibility of pupils' allergy medication.
- Ensuring emergency medication can be accessed quickly when required.
- Supporting arrangements for the storage and accessibility of the school's spare adrenaline auto-injectors.
- Checking allergy medication and AAI expiry dates in accordance with the school's agreed procedures.

- Supporting staff to understand the procedures to follow in the event of an allergic reaction or anaphylaxis.
- Supporting the delivery and monitoring of allergy-awareness and emergency-response training.
- Recording allergic reactions and significant medical incidents.
- Reporting allergic reactions, incidents, concerns and near misses to Dave Witham and Jason Nelson as the school's Allergy Safety Leads.
- Working together to maintain a consistent approach to allergy management across both school sites.

3.5 Catering Manager

The school's Catering Manager is:

- **Signaida Magdalena – Catering Manager**

The Catering Manager has day-to-day operational responsibility for the management of food allergens within the school's catering provision across both sites.

The Catering Manager is responsible for:

- Ensuring appropriate food-allergen procedures are followed within the school's kitchens and food-service areas.
- Maintaining accurate allergen information for food prepared and served by the school.
- Ensuring catering staff receive appropriate food-allergen training.
- Ensuring catering staff understand the procedures for preparing and serving meals to pupils with allergies or medically required special diets.
- Ensuring pupils with identified food allergies and special dietary requirements are clearly identified through the school's agreed procedures.
- Liaising with the Lead First Aiders, parents/carers and other relevant school staff where clarification regarding a pupil's dietary requirements is required.
- Taking appropriate measures to reduce the risk of allergen cross-contact during the storage, preparation, cooking and serving of food.
- Checking allergen information whenever ingredients, recipes, products, menus or suppliers change.
- Ensuring that food is not served to a pupil where there is uncertainty regarding its suitability for that pupil.
- Escalating any uncertainty regarding ingredients, allergen information or a pupil's dietary needs before food is served.
- Ensuring appropriate cleaning and food-handling procedures are followed to minimise allergen risks.
- Recording and reporting catering-related allergy incidents and near misses.
- Reporting significant concerns to Dave Witham and Jason Nelson as the school's Allergy Safety Leads.
- Working closely with Paula Shujah and Mandie Frater where a pupil's medical and dietary needs overlap.

3.6 Spare Adrenaline Auto-Injectors

The school will maintain appropriate arrangements for spare adrenaline auto-injectors at both:

- **Plum Lane**
- **Vincent Road**

The Lead First Aider at each site will oversee the routine checking of the spare AAls at their respective site:

- **Plum Lane – Paula Shujah**
- **Vincent Road – Mandie Frater**

They are responsible for:

- Checking spare AAls every half term.
- Checking that devices remain in date and appear undamaged.
- Ensuring devices are stored appropriately and remain readily accessible in an emergency.
- Maintaining a record of checks.
- Arranging replacement devices before their expiry date.
- Ensuring any spare AAI used during an emergency is replaced as soon as practicable.
- Reporting any concern regarding the availability or condition of spare AAls to the Allergy Safety Leads.

Where the Lead First Aider is absent, another appropriately trained member of staff will undertake these duties.

3.7 Office and Administrative Staff

Relevant office and administrative staff are responsible for:

- Ensuring allergy and medical information supplied by parents/carers is accurately recorded on the school's management information system and other relevant records.
- Updating records promptly when parents/carers notify the school of changes.
- Ensuring changes to allergy information are communicated to the relevant Lead First Aider and other staff as appropriate.
- Supporting arrangements for the receipt and recording of medication brought into school.
- Maintaining appropriate records where medication has been administered.
- Ensuring relevant allergy and medical information is available when pupils attend educational visits or other school-organised activities.
- Escalating missing, unclear or conflicting allergy information to the relevant Lead First Aider.
- Maintaining confidentiality and ensuring medical information is shared only with staff who need it to keep the pupil safe.

3.8 Teaching and Support Staff

All teaching and support staff are responsible for:

- Being familiar with this policy and the school's allergy-safety procedures.
- Completing required allergy-awareness training.
- Being able to recognise the signs and symptoms of an allergic reaction and anaphylaxis.
- Knowing how to respond promptly to an allergy-related emergency.
- Being aware of pupils with known allergies in their care and any relevant IHP or allergy action plan.
- Knowing where pupils' emergency medication can be accessed.
- Taking reasonable steps to reduce the risk of pupils coming into contact with their known allergens.
- Considering allergy risks when planning lessons, cooking activities, celebrations or other activities involving food.
- Checking with the appropriate member of staff where they are unsure whether food or an activity is suitable for a pupil with an allergy.
- Ensuring relevant allergy information is communicated to supply, temporary or visiting staff where appropriate.
- Supporting pupils with allergies to participate fully in school life wherever reasonably possible.
- Ensuring appropriate medication accompanies pupils on educational visits where required.
- Reporting allergic reactions, incidents and near misses promptly to the relevant Lead First Aider.

3.9 Teaching and Support Staff

Staff working within Breakfast Club and After School Club are responsible for:

- Being aware of children attending the provision who have known allergies.
- Having access to relevant allergy information, IHPs and allergy action plans where appropriate.
- Knowing where children's emergency medication is located and how it can be accessed.
- Completing required allergy-awareness training.
- Being able to recognise the symptoms of an allergic reaction and anaphylaxis.
- Following the school's procedures when providing food and snacks.
- Checking relevant dietary and allergen information before providing food to a child with a known allergy.
- Taking reasonable precautions to reduce the risk of allergen exposure and cross-contact.
- Ensuring allergy arrangements continue to be followed when pupils move between the school day and wraparound provision.
- Reporting allergic reactions, incidents and near misses promptly to the relevant Lead First Aider and, where appropriate, the Allergy Safety Leads.

3.10 Parents and Carers

Parents/carers are responsible for:

- Informing the school of any known or suspected allergy affecting their child.
- Providing accurate and up-to-date information regarding:
 - Their child's allergy.
 - Known allergens.
 - Previous allergic reactions.
 - Medical needs.
 - Dietary requirements.
 - Treatment and medication.
- Providing relevant documentation and allergy action plans from healthcare professionals where required.
- Working with the school to develop and review an Individual Healthcare Plan where appropriate.
- Providing **2 in-date adrenaline auto-injectors** where these have been prescribed for their child, together with any other medication required.
- Ensuring medication provided to school is appropriately labelled and is replaced before it expires.
- Informing the school promptly of any change to their child's allergy, condition, treatment, medication or dietary requirements.
- Following school guidance concerning food brought onto the school premises or provided for school activities.
- Responding promptly where the school requests updated allergy or medical information.
- Encouraging their child, where age appropriate, to understand their allergy and the steps they can take to keep themselves safe.

3.11 Teaching and Support Staff

Pupils with allergies will be supported, according to their age, understanding and individual needs, to:

- Develop an understanding of their allergy and their known allergens.
- Understand which foods, substances or situations they have been advised to avoid.
- Avoid swapping or sharing food and drinks.
- Tell an adult immediately if they believe they have been exposed to an allergen.
- Tell an adult immediately if they begin to feel unwell.
- Understand what their medication is for.
- Develop increasing independence in managing their allergy as they become developmentally ready to do so.

As Plumcroft is a primary school, pupils will not normally be expected to take sole responsibility for accessing or administering their emergency allergy medication. Arrangements will reflect the individual pupil's age, understanding, healthcare plan and medical advice.

3.12 Teaching and Support Staff

All pupils will be encouraged, in an age-appropriate way, to:

- Understand that allergies can cause serious illness.
- Respect the needs of pupils with allergies.
- Follow school expectations regarding the sharing or swapping of food and drinks.
- Follow staff instructions designed to reduce allergy risks.
- Wash their hands when requested, particularly after eating or handling food.
- Never deliberately expose another pupil to something they know the pupil is allergic to.

Any deliberate attempt to expose, threaten, intimidate or tease another pupil using a known allergen will be treated seriously and addressed in accordance with the school's Behaviour Policy.

4. Identifying individuals at risk

Allergies vary considerably in their type and severity. An allergic reaction occurs when a person is exposed to a substance (an allergen) to which they are allergic.

- Common allergic conditions include:
- Food allergies, which may cause symptoms ranging from mild reactions to severe and potentially life-threatening anaphylaxis.
- Allergic rhinitis (hay fever), which may be triggered by airborne allergens such as pollen, dust mites, animal fur or mould.
- Skin allergies, including eczema, contact dermatitis and urticaria (hives).
- Asthma, which may be triggered or worsened by exposure to allergens.
- Allergies to insect stings, including bee and wasp stings.
- Allergies to medicines.
- Other medically recognised allergens or triggers which may cause an allergic reaction.

The school recognises that allergies affect individuals differently. The level of support and risk-management arrangements required will therefore be considered according to each pupil's individual needs.

4.1 Identifying Pupils with Allergies

Plumcroft Primary School will seek to identify pupils with allergies as early as possible so that appropriate arrangements can be put in place to support them safely.

New Starters

As part of the school's admissions process, parents/carers will be asked to provide information about their child's:

- Known or suspected allergies.
- Known allergens or triggers.
- Dietary requirements.
- Previous allergic reactions, including any history of anaphylaxis.
- Other relevant medical conditions, including asthma.
- Prescribed medication, including adrenaline auto-injectors (AAIs), antihistamines and inhalers.

- Existing Allergy Action Plans, Asthma Action Plans, Individual Healthcare Plans (IHPs) or other relevant medical information.

For pupils starting at the beginning of an academic year, the school will aim to have the necessary arrangements in place before the pupil's first day.

Where a pupil joins Plumcroft during the academic year, receives a new diagnosis or develops a new allergy-related need, the school will make every reasonable effort to put appropriate arrangements in place as quickly as possible and, where applicable, within 2 weeks of being notified.

Existing Pupils

Parents/carers will be reminded at the beginning of each academic year to check that the medical and allergy information held by the school remains accurate.

Parents/carers must notify the school promptly if there is any change to their child's:

- Allergy or medical condition.
- Known allergens or triggers.
- Dietary requirements.
- Medication or dosage.
- Treatment.
- Allergy Action Plan or Asthma Action Plan.
- Emergency arrangements.

Changes should be reported to the school office at the pupil's respective site.

The relevant Lead First Aider will oversee allergy and medical information at each site:

Plum Lane – Paula Shujah, Lead First Aider
Vincent Road – Mandie Frater, Lead First Aider

Where information provided is unclear, incomplete or indicates that a pupil may be at significant risk, the relevant Lead First Aider will contact the parent/carer for further information and, where appropriate, request information or documentation from the pupil's healthcare professional.

Relevant information will be shared with staff who need to know in order to support the pupil safely.

4.2 Identifying staff, volunteers and visitors with allergies

The school recognises that members of staff, volunteers and visitors may also have allergies.

Staff

New members of staff will have an opportunity to provide relevant medical information as part of the school's employment and induction arrangements.

Existing staff are responsible for informing the school if they have an allergy or medical condition which may require:

- A workplace adjustment.
- Specific emergency arrangements.
- Consideration when working with food, chemicals, animals or other potential allergens.
- Access to prescribed emergency medication.

Where specific arrangements are required, these will be discussed with the member of staff and relevant information will only be shared with those who need to know.

Staff remain responsible for ensuring that any personal emergency medication prescribed to them is available and in date.

Volunteers and Visitors

Where relevant to the nature of their visit or activity, volunteers and visitors may be asked to advise the school of any significant allergy that the school needs to be aware of.

This may be particularly relevant where:

- Food is being provided.
- The individual is participating in cooking or food-related activities.
- There is a foreseeable risk of exposure to an identified allergen.
- The individual will be working regularly within the school.

Visitors and volunteers remain responsible for carrying and managing any personal medication prescribed to them unless a specific alternative arrangement has been agreed.

4.3 Individual healthcare plans (IHP)

An Individual Healthcare Plan (IHP) sets out the specific arrangements required to support an individual pupil safely while they are at school.

An IHP should be considered where a pupil:

- Has an allergy which has a functional impact on them within the school environment;
- Is at risk of harm as a result of their allergy; and
- Requires arrangements which are additional to, or different from, the arrangements normally made for pupils.

A formal medical diagnosis is not necessarily required before the school considers whether an IHP is appropriate. The school will consider information provided by parents/carers and relevant healthcare professionals.

Not every pupil with an allergy will require an IHP. Some allergies may have little or no impact on the pupil during the school day and may be managed safely through the school's usual medical arrangements.

Where an IHP is required, it may include:

- The pupil's allergy and known allergens or triggers.
- Signs and symptoms of an allergic reaction.
- Any particular risk factors.
- Measures required to reduce the risk of exposure.
- Medication prescribed to the pupil.
- Where the pupil's medication is stored.
- Arrangements for adrenaline auto-injectors.
- The action staff must take in an emergency.
- Arrangements relating to meals and food.
- Arrangements for Breakfast Club and After School Club, where applicable.
- Arrangements for educational visits, residential visits and off-site activities.
- Arrangements for cooking, celebrations and other food-related activities.
- Any reasonable adjustments required to allow the pupil to participate fully in school life.
- Relevant responsibilities of school staff and parents/carers.

IHPs will be developed in consultation with the pupil's parents/carers, relevant school staff and healthcare professionals where appropriate.

The school will make every reasonable effort to have the necessary arrangements in place before a new pupil starts school or, where a new need arises during the academic year, as soon as reasonably practicable and normally within 2 weeks, where appropriate.

IHPs will be reviewed:

- At least annually.
- When the pupil's allergy, medical needs, medication or treatment changes.
- When a new or updated Allergy Action Plan or other relevant medical advice is received.
- Following a serious allergic reaction or significant near miss where appropriate.
- Where parents/carers, school staff or healthcare professionals identify that existing arrangements may need to change.

Where a pupil transfers to another school, relevant medical information and the pupil's current IHP will be shared as part of the transition process in accordance with the school's data-protection and information-sharing arrangements.

4.4 Allergy and asthma action plans

Pupils with a known food allergy or allergy to insect stings should have an appropriate Allergy Action Plan provided by their healthcare professional.

Pupils with asthma should have an appropriate Asthma Action Plan where one has been issued by their healthcare professional.

Action Plans provide important information about:

- The pupil's allergy or asthma.
- Known allergens or triggers.
- Signs and symptoms.
- Medication and treatment.
- What staff should do if symptoms develop.
- When an adrenaline auto-injector or other emergency medication should be administered.
- When emergency medical assistance must be requested.

Parents/carers are responsible for providing the school with the most recent copy of their child's Action Plan and informing the school when it has been updated.

Where a pupil also has an IHP, their Allergy Action Plan and/or Asthma Action Plan will be held alongside it and the documents should be considered together.

A copy of the appropriate Action Plan will also be kept with or readily accessible alongside the pupil's emergency medication wherever practicable.

When the school receives a new or amended Action Plan, the relevant Lead First Aider will consider whether the pupil's IHP or other school arrangements also need to be reviewed.

4.5 Register of pupils with known allergies

Plumcroft Primary School will maintain an up-to-date record of pupils with known allergies.

The information recorded will include, where relevant:

- The pupil's name.
- An up-to-date photograph to assist staff in identifying the pupil.
- The pupil's known allergen(s) and triggers.
- Relevant information about previous reactions.
- Whether the pupil is considered to be at risk of anaphylaxis.
- Whether the pupil has an Individual Healthcare Plan.
- Whether the pupil has an Allergy Action Plan.
- Medication prescribed to the pupil.
- Whether adrenaline auto-injectors have been prescribed.
- The type and dose of AAI prescribed, where applicable.
- Where the pupil's medication is stored.
- Any other significant emergency arrangements.

The relevant Lead First Aider will oversee the accuracy of the allergy information held for pupils at their respective site.

Appropriate information about pupils with significant food allergies will also be available to relevant catering staff.

The Catering Manager, Signaida Magdalena, will work with Paula Shujah and Mandie Frater to ensure that relevant dietary and food-allergy information is communicated appropriately to catering staff at both sites.

Where appropriate, allergy information and pupil photographs may be displayed or made readily accessible in **staff-only areas** where food is prepared, served or regularly provided, including:

- School kitchens.
- Dining areas.
- Breakfast Club.
- After School Club.

Information will be handled appropriately and only made available to staff who require it in order to keep pupils safe.

Relevant teaching staff, support staff, lunchtime staff, catering staff, first aiders and wraparound-care staff will be made aware of pupils with significant allergies and the arrangements they are expected to follow.

4.6 Storage and Access to Adrenaline Auto-Injectors

At Plumcroft Primary School, pupils do not carry their own adrenaline auto-injectors (AAIs).

Responsibility for the safe storage, accessibility and administration of AAIs rests with appropriately trained school staff.

Where a pupil has been prescribed AAIs, the school will ensure that:

- Their AAIs are stored safely in an agreed and clearly identified location.
- The devices remain readily accessible to staff in an emergency.
- Staff responsible for the pupil know that the pupil has an allergy and know where their emergency medication is located.
- Emergency medication can be obtained without avoidable delay.
- Staff administering an AAI follow the pupil's Allergy Action Plan and the school's emergency procedures.
- Appropriate arrangements are made to ensure AAIs accompany the pupil when attending educational visits, residential visits, sporting events or other school-organised activities away from their normal school site.
- Appropriate arrangements are maintained when the pupil attends Breakfast Club or After School Club.
- Medication is transferred appropriately if a pupil is temporarily attending activities at the school's other site.
- Pupils are not expected to take responsibility for carrying or administering their own AAI.

Parents/carers are responsible for providing the school with 2 in-date AAIs where these have been prescribed for their child and for replacing them before they expire.

The school will additionally maintain spare emergency AAIs in accordance with current statutory requirements and the arrangements set out elsewhere in this policy.

4.7 Helping pupils understand their allergy

Although pupils at Plumcroft are not responsible for carrying or administering their own AAIs, pupils with allergies will be supported, in an age-appropriate way, to develop an understanding of their condition.

Pupils will be encouraged to:

- Recognise their known allergens where developmentally appropriate.
- Understand that they should not share or swap food.
- Ask an adult if they are unsure whether food is safe for them.
- Tell an adult immediately if they think they have eaten, touched or been exposed to something they are allergic to.
- Tell an adult immediately if they begin to feel unwell.
- Understand, in an age-appropriate way, why they have medication and why staff may need to administer it in an emergency.

Responsibility for recognising an emergency and accessing and administering emergency medication remains with school staff. Pupils will not be expected to manage an anaphylactic emergency themselves.

5. Assessing risk

Plumcroft Primary School will take a proportionate and individual approach to assessing allergy-related risks. The aim of any risk assessment is to enable pupils with allergies to participate safely and fully in school life wherever reasonably possible, rather than unnecessarily restricting their involvement.

Risk assessments will take account of the pupil's known allergy, Individual Healthcare Plan (IHP), Allergy Action Plan, previous reactions and any information provided by parents/carers or healthcare professionals.

5.1 Activities Requiring Consideration of Allergy Risk

An allergy-specific risk assessment, or consideration of allergy within an existing activity risk assessment, will be undertaken where a pupil at risk of anaphylaxis is taking part in an activity where there is a foreseeable risk of exposure to their known allergen.

This may include:

- Cooking, baking or other food-related curriculum activities.
- Science investigations involving food or other known allergens.
- Art and craft activities involving food, food packaging or other materials which may contain known allergens.
- Activities involving animals, animal feed, bedding or other animal products.
- Gardening or outdoor learning activities where relevant.
- School celebrations, themed days, parties or other events where food is provided.
- Breakfast Club and After School Club activities involving food.
- Sporting events or activities away from the pupil's usual school environment.
- Educational visits, residential visits and other off-site activities.
- Visits from external organisations involving food, animals or other potential allergens.
- Any other activity where staff identify a foreseeable risk of exposure to a pupil's known allergen.

Where a pupil has a known allergy to animals, consideration will also be given to visits involving animals on the school premises, including assistance dogs such as guide dogs. Appropriate reasonable adjustments will be considered to protect the pupil while respecting the needs of the individual using the assistance dog.

5.2 Completing the Risk Assessment

The member of staff organising the lesson, activity, event or visit will be responsible for ensuring that allergy risks are considered as part of the planning process.

Where an individual pupil is at risk of anaphylaxis, the organiser should consult, where appropriate, with:

- The pupil's IHP and Allergy Action Plan.
- The relevant Lead First Aider:
 - **Plum Lane – Paula Shujah**
 - **Vincent Road – Mandie Frater**
- The pupil's parents/carers where further information is required.
- The Catering Manager, Signaida Magdalena, where food or catering arrangements are involved.
- The Allergy Safety Leads, Dave Witham and Jason Nelson, where the risk is significant, unusual or cannot be adequately managed through existing arrangements.

The assessment should consider, where relevant:

- The known allergen and how the pupil could potentially be exposed to it.
- The likelihood and potential severity of exposure.
- Ingredients, materials or substances being used.
- Risks of allergen cross-contact.
- The environment in which the activity will take place.
- Food preparation, serving and eating arrangements.
- Handwashing and cleaning arrangements.
- Whether changes or reasonable adjustments can reduce the risk.
- Where the pupil's prescribed medication will be located.
- How quickly the pupil's AAls can be accessed in an emergency.
- Which members of staff will be responsible for the pupil and their emergency medication.
- Whether those staff understand the pupil's emergency arrangements.
- How emergency services would be contacted and accessed.
- Any additional considerations arising from the pupil's IHP or Allergy Action Plan.

Where the risks cannot initially be managed safely, the school will consider whether the activity can be adapted or alternative arrangements made before considering whether the pupil should not participate.

5.3 Educational Visits and Off-Site Activities

A risk assessment will be completed for any pupil at risk of anaphylaxis who is taking part in an educational visit, residential visit or other school-organised activity away from the school premises.

The assessment will consider the pupil's individual allergy arrangements as well as the general risks associated with the visit.

Before leaving the school site, the trip leader will ensure that:

- The pupil's prescribed AAIs and any other required emergency medication are taken on the visit.
- As pupils at Plumcroft do not carry their own AAIs, a designated member of staff takes responsibility for carrying and maintaining immediate access to the pupil's medication.
- The medication remains with or readily accessible to the group containing the pupil and is not left on a coach, in luggage or in another location which could cause a delay in accessing it.
- An appropriate copy of the pupil's Allergy Action Plan and relevant emergency information accompanies the pupil.
- Staff supervising the pupil are aware of their allergy and know the signs and symptoms of an allergic reaction.
- Appropriately trained staff are available to administer adrenaline in an emergency.
- Staff know how to contact the emergency services and can provide accurate information about the group's location.
- Food arrangements have been checked in advance where food will be provided by an external venue or provider.
- Any required reasonable adjustments have been agreed before the visit.

Where appropriate, the school will consider whether a spare school AAI should also accompany the group. Any decision to take a spare AAI off site must ensure that appropriate spare provision remains available at the school site.

The absence of appropriate emergency medication may mean that it is not safe for a pupil at risk of anaphylaxis to leave the school site until suitable arrangements have been made.

5.4 Changes to Planned Activities

Staff should remain alert to changes which could introduce an allergy risk after an activity has originally been planned.

For example, this may include:

- A change of ingredient or product.
- A substitute teacher introducing food into a lesson.
- Food being brought into school for a celebration.

- A change of venue or catering provider.
- An unexpected animal visit.
- A change to the itinerary of an educational visit.

Where a change creates a potential risk for a pupil with an allergy, staff must check the relevant arrangements before proceeding and seek advice from the relevant Lead First Aider where necessary.

Where the safety of a particular food, product, ingredient or activity cannot be confirmed, it should not be given to or used with the pupil concerned until its suitability has been established.

6. Minimising risk

Plumcroft Primary School will take reasonable and proportionate measures to reduce the risk of individuals being exposed to their known allergens.

The school recognises that it is not possible to remove all allergens from the school environment or guarantee an allergen-free environment. Plumcroft therefore operates an allergy-aware approach, based on:

- Good hygiene.
- Accurate and up-to-date information.
- Appropriate food-handling procedures.
- Clear communication.
- Staff awareness and training.
- Individual risk assessment where required.
- Rapid access to emergency medication and an effective emergency response.

Measures will be applied across both Plum Lane and Vincent Road and throughout the school day, including Breakfast Club, lunchtime, After School Club, educational visits, curriculum activities and school events.

6.1 Hygiene and General Precautions

Good hygiene is an important part of reducing the risk of accidental exposure to allergens.

The school will:

- Encourage pupils to wash their hands before and after eating.
- Ensure appropriate handwashing facilities are available.
- Discourage the sharing or swapping of food and drinks between pupils.
- Not allow pupils to share food utensils, food containers or water bottles.
- Encourage pupils to use their own named water bottles.
- Ensure lunchboxes, meals or food specifically prepared for a pupil with an allergy are clearly identifiable.
- Clean tables and eating surfaces appropriately before and after food is served.

- Ensure food preparation equipment and utensils are cleaned appropriately to reduce the risk of allergen cross-contact.
- Take particular care when food is used during classroom activities, cooking, science, art, celebrations or other events.
- Use alternative materials or ingredients where an activity could expose a pupil to a known allergen.

Staff will remain aware that allergens may be present in materials which are not primarily intended to be eaten. This may include:

- Food packaging used for art and craft activities.
- Play dough and similar materials containing wheat.
- Some glues and craft materials.
- Animal or bird feed.
- Food used within sensory activities.

Where a pupil's known allergen could be present, staff will consider an appropriate alternative rather than unnecessarily excluding the pupil from the activity.

6.2 Food Brought into School

Food brought into school by pupils, parents/carers, staff or visitors can introduce allergens which may not otherwise be present.

Parents/carers, pupils and staff will therefore be expected to follow the school's allergy-safety arrangements.

The school will:

- Discourage pupils from sharing or swapping food brought from home.
- Expect packed lunches, drinks and food containers to be clearly identifiable.
- Ask parents/carers to follow any specific guidance issued by the school where a known allergy presents a particular risk.
- Consider the needs of pupils with allergies when food is brought into classrooms for celebrations, curriculum activities or other events.
- Seek appropriate parental involvement where food not normally provided by the school is intended to be given to a pupil with a known allergy.
- Avoid giving a pupil with a known food allergy any food where staff cannot establish that it is suitable for them.
- Exercise particular caution with unlabelled or homemade food where the ingredients and possible allergen content cannot be reliably established.

Food intended to be shared with pupils should not be brought into school without prior agreement from a member of staff.

Where food is accepted for sharing or an organised school activity, commercially packaged products with clear ingredient and allergen information will normally be preferred to unlabelled food.

The school may discourage particular foods or allergens from being brought onto the school site where this forms part of the risk-management arrangements for an individual pupil. However, the school does not describe itself as completely free from any particular allergen and will continue to maintain robust allergy-management and emergency procedures.

6.3 Catering

Plumcroft Primary School is committed to providing appropriate food options for pupils with allergies and other medically required dietary needs.

The school's Catering Manager is Signaida Magdalena and she is responsible for overseeing allergen management within the school's catering provision across both Plum Lane and Vincent Road.

The school will ensure that:

- Catering staff receive appropriate food-allergen training.
- Catering staff are made aware of pupils with known food allergies and medically required special diets.
- Appropriate systems are used to identify pupils requiring an allergy-adjusted meal.
- Allergen information is maintained for food prepared and served by the school.
- Parents/carers are able to obtain appropriate information regarding allergens contained within school meals.
- The Catering Manager is available to discuss appropriate meal arrangements with parents/carers where necessary.
- Ingredient and allergen information is checked whenever products, recipes, suppliers or menus change.
- Food for pupils with allergies is prepared and served using appropriate precautions to reduce the risk of allergen cross-contact.
- Food preparation areas, equipment and utensils are appropriately cleaned.
- Appropriate procedures are followed regarding the storage and separation of ingredients where necessary.
- Staff do not make assumptions about the suitability of a product based solely on previous use, as ingredients and manufacturing information may change.
- Where there is uncertainty regarding the suitability of a food for a particular pupil, the food will not be served to that pupil until its suitability has been confirmed.

Where practicable, food specifically prepared for a pupil with an allergy should be prepared in a way which reduces opportunities for cross-contact and be clearly identified before it is served.

Allergen Information

The school will comply with applicable food-information and allergen requirements.

For food that is prepacked for direct sale (PPDS), appropriate labelling will include:

- The name of the food.
- A full ingredients list.

Clear emphasis of any of the regulated allergens contained within the ingredients.

For non-prepacked food, including meals served within the school dining halls, accurate information regarding the presence of regulated allergens will be maintained and made appropriately accessible.

Allergen information must remain accurate when menus, recipes, products or suppliers change.

6.4 Mealtimes

Appropriate arrangements will be in place to help staff identify pupils with food allergies at mealtimes.

This will include suitable methods of identification agreed by the school, which may include:

- Allergy information and photographs available to catering staff.
- Information held by lunchtime staff.
- Appropriate checks when an allergy-adjusted meal is served.
- Communication between catering, first-aid and school staff.

Staff supervising pupils during mealtimes will be made aware of children with significant food allergies where this is relevant to their responsibilities.

Pupils with allergies will not routinely be separated from their peers at mealtimes solely because of their allergy.

The school will instead use appropriate supervision, hygiene arrangements and individual risk-management measures to enable pupils to eat alongside their peers wherever it is safe to do so.

Where a pupil's individual healthcare arrangements require additional measures at mealtimes, these will be set out within their Individual Healthcare Plan (IHP).

6.5 Breakfast Club and After School Club

The same allergy-safety principles apply to food provided through Breakfast Club and After School Club.

- Wraparound-care staff will:
- Have access to appropriate allergy information for children attending the provision.
- Be aware of pupils with known food allergies.
- Follow the school's food-allergen and hygiene procedures.
- Check that food provided is suitable for pupils with known allergies.
- Not give food to a pupil with a known allergy where its suitability cannot be confirmed.
- Know where each pupil's emergency medication is stored.
- Ensure AAs and other required medication remain readily accessible during the provision.
- Know how to respond to an allergic reaction or anaphylaxis.
- Report allergy-related incidents or near misses in accordance with this policy.
-

Where food is purchased specifically for Breakfast Club or After School Club, appropriate ingredient and allergen information must be checked before it is provided to pupils with allergies.

6.6 Insect Stings

Where the school is aware that a pupil has a significant allergy to insect stings, appropriate measures will be included within their IHP and/or Allergy Action Plan.

Reasonable precautions may include:

- Encouraging pupils to wear footwear when outdoors.
- Taking care around areas where bees, wasps or other stinging insects are known to be present.
- Ensuring food and sweet drinks are appropriately covered when eating outdoors.
- Avoiding unnecessary disturbance of nests or areas where significant insect activity has been identified.
- Reporting suspected nests on the school site so that appropriate action can be taken.
- Ensuring staff supervising a pupil at risk know where their emergency medication is located.
- Ensuring emergency medication is readily available during outdoor activities, sports days, trips and other off-site activities.

Staff will follow the pupil's Allergy Action Plan and the emergency procedures set out within this policy if an allergic reaction occurs.

6.7 Animals and Assistance Dogs

Where pupils have a known allergy to animals, the school will consider the risk before activities involving animals take place.

Measures may include:

- Ensuring pupils wash their hands after handling animals.
- Cleaning appropriate surfaces following animal-contact activities.
- Preventing pupils with a known animal allergy from having direct contact with the relevant animal where necessary.
- Considering alternative arrangements which allow the pupil to participate in the activity without unnecessary exposure.
- Considering animal fur, feathers, bedding, feed and other materials associated with the animal when assessing risk.

Where an assistance dog, including a guide dog, is due to visit the school and a pupil has a known dog allergy, the school will consider the needs of both individuals and make reasonable arrangements to minimise the risk of exposure.

A pupil with an allergy should not automatically be excluded from an activity or area simply because an animal is present. Appropriate reasonable adjustments and risk-management arrangements will be considered first.

6.8 Curriculum Activities and School Events

Staff planning activities involving food, animals or other potential allergens must consider whether any pupils taking part have a known allergy.

This includes:

- Cooking and baking.
- Science experiments.
- Art and craft activities.
- Sensory activities.
- Food tasting.
- Cultural and themed days.
- School celebrations.
- Fairs and fundraising events.
- Parties.
- Visiting workshops.
- Animal-handling experiences.

Where necessary, ingredients or materials will be changed so that pupils with allergies can participate safely.

Where food is being used but is not intended to be eaten, the potential for skin contact, accidental ingestion and allergen transfer must still be considered.

Any uncertainty should be discussed with the relevant Lead First Aider before the activity proceeds:

- **Plum Lane – Paula Shujah**
- **Vincent Road – Mandie Frater**

Where catering advice is required, staff should consult Signaida Magdalena – Catering Manager

6.9 Educational Visits and Off-Site Activities

Pupils with allergies should be supported to participate in educational visits, residential visits, sporting events and other off-site activities alongside their peers wherever reasonably possible.

A pupil will not be excluded from a visit simply because they have an allergy.

For any pupil at risk of anaphylaxis, allergy risks will be specifically considered as part of the visit risk assessment.

Planning will include:

- Identifying the pupil's known allergens and relevant emergency arrangements.
- Reviewing the pupil's IHP and Allergy Action Plan where applicable.
- Checking food and catering arrangements with the venue or provider in advance where relevant.
- Ensuring supervising staff are aware of the pupil's allergy.
- Ensuring staff know the signs and symptoms of an allergic reaction and anaphylaxis.
- Ensuring an appropriately trained member of staff is available to administer adrenaline in an emergency.

- Ensuring the pupil's prescribed AAls and any other required medication accompany them throughout the visit.
- Ensuring an appropriate copy of the pupil's Allergy Action Plan accompanies the medication.
- Considering access to emergency medical assistance.

AAls on Educational Visits

Pupils at Plumcroft do not carry their own AAls.

A designated member of staff will therefore take responsibility for carrying the pupil's prescribed AAls during the visit.

The medication must:

- Remain readily accessible.
- Remain with, or immediately available to, the group containing the pupil.
- Not be left on a coach, in luggage or in another location which could delay access in an emergency.
- Be transferred to another responsible member of staff if responsibility for supervising the pupil changes.

Before leaving school, the trip leader must ensure that the pupil's required emergency medication is present.

Where the required emergency medication is not available, the pupil will not leave the school site until appropriate arrangements have been made.

6.10 Changes and Unexpected Situations

Allergy risk management is an ongoing responsibility and does not apply only to activities planned in advance.

Staff should remain alert to unexpected changes which may introduce an allergen, including:

- Changes to catering products or ingredients.
- Menu substitutions.
- Food unexpectedly brought into school.
- Staff bringing food into the classroom.
- Changes to planned lesson activities.
- External visitors providing food or materials.
- Unexpected animal visits.
- Changes made by an external venue or trip provider.

Where a change could expose a pupil to a known allergen, staff must reconsider the risk before proceeding.

If staff cannot confirm that a food, product or activity is suitable for a pupil with a known allergy, they must not give the food to the pupil or expose them to the product until its suitability has been established.

7. Procedures for handling an allergic reaction

All staff at Plumcroft Primary School will receive allergy-awareness training so that they are able to recognise the signs and symptoms of an allergic reaction or anaphylaxis and understand how to respond appropriately.

At Plumcroft, the school's Lead First Aiders will lead the response to an allergic reaction wherever possible:

- **Plum Lane – Paula Shujah, Lead First Aider**
- **Vincent Road – Mandie Frater, Lead First Aider**

If a member of staff suspects that a pupil is experiencing an allergic reaction, they must alert the relevant Lead First Aider immediately.

The member of staff must remain with the pupil while another member of staff obtains assistance.

The pupil must not be sent to the school office, first-aid area or another part of the school to seek help. The Lead First Aider, emergency medication and any other required assistance must be brought to the pupil.

Where the pupil has an Allergy Action Plan, this must be followed.

7.1 Initial Response

If a member of staff believes that a pupil may be experiencing an allergic reaction they must:

- Stay with the pupil.
- Alert the relevant Lead First Aider immediately.
- Clearly state that the concern relates to a possible allergic reaction or anaphylaxis.
- Ask another member of staff to bring the pupil's emergency medication and Allergy Action Plan.
- Keep the pupil calm and under continuous supervision.
- Follow the instructions of the Lead First Aider and the pupil's Allergy Action Plan.

The Lead First Aider will take the lead in coordinating the response, including:

- Assessing the pupil's symptoms against their Allergy Action Plan.
- Directing the administration of appropriate medication.
- Ensuring adrenaline is administered immediately where anaphylaxis is suspected.
- Ensuring 999 is called where required.
- Directing the positioning and monitoring of the pupil.
- Arranging for parents/carers to be contacted.
- Ensuring appropriate information is provided to the ambulance crew.

The requirement to alert the Lead First Aider must never cause a delay in emergency treatment.

If anaphylaxis is suspected and the Lead First Aider cannot attend immediately, trained staff must follow the pupil's Allergy Action Plan and the school's emergency procedure without delay.

7.2 Mild to Moderate Allergic Reaction

Symptoms of a mild to moderate allergic reaction may include:

- Itching or tingling in the mouth.
- Hives, rash or redness of the skin.
- Swelling of the lips, face or eyes.
- Abdominal pain.
- Nausea or vomiting.
- Sneezing or a runny nose.

Where these symptoms occur:

- The relevant Lead First Aider must be alerted immediately.
- The pupil must remain with an adult.
- The pupil's Allergy Action Plan must be followed.
- Medication prescribed for a mild reaction, such as an antihistamine, should be administered in accordance with the pupil's Allergy Action Plan.
- The pupil must be closely monitored for any worsening or change in symptoms.
- Parents/carers will be informed as appropriate.

A pupil who has experienced an allergic reaction will continue to be monitored because symptoms can develop or worsen.

If symptoms involving the Airway, Breathing or Circulation develop, or there is any concern that the reaction may be progressing to anaphylaxis, the response must immediately move to the anaphylaxis procedure below.

Antihistamine must not be used instead of adrenaline where anaphylaxis is suspected and must not delay the administration of adrenaline.

7.3 Recognising Anaphylaxis

Anaphylaxis is a severe and potentially life-threatening allergic reaction.

Staff should be particularly alert to symptoms involving:

Airway

- Swelling or tightness of the throat.
- Swelling of the tongue.
- Difficulty swallowing.
- Hoarse voice or difficulty speaking.

Breathing

- Difficulty breathing.
- Wheezing.
- Persistent coughing.
- Noisy or laboured breathing.

Circulation

- Dizziness or feeling faint.
- Pale or clammy appearance.
- Confusion.
- Collapse.
- Loss of consciousness.

Anaphylaxis may occur without a rash or other visible skin symptoms.

Where anaphylaxis is suspected, staff must treat the situation as a medical emergency.

7.4 Emergency Response to Anaphylaxis

Step 1 – Alert the Lead First Aider immediately

The relevant Lead First Aider must be summoned urgently:

- **Plum Lane – Paula Shujah**
- **Vincent Road – Mandie Frater**

Staff should make it clear that this is a suspected anaphylaxis emergency.

One member of staff must remain with the pupil at all times.

Step 2 – Bring emergency medication to the pupil

The pupil must not be moved to obtain their medication.

Their prescribed adrenaline auto-injectors (AAIs), Allergy Action Plan and, where necessary, the school's spare AAIs must be brought directly to them.

At Plumcroft, pupils do not carry or administer their own AAIs.

Step 3 – Position the pupil safely

The pupil should normally be laid flat with their legs raised.

The pupil must not be allowed to stand or walk, even if they begin to feel better.

Step 4 – Administer adrenaline

The Lead First Aider will direct the administration of adrenaline in accordance with the pupil's Allergy Action Plan.

The pupil's own prescribed AAI should be used first where it is immediately available and suitable for use.

Adrenaline must be administered as soon as anaphylaxis is suspected and within 5 minutes.

Staff must not wait for:

- A parent/carer to arrive.
- Permission from a parent/carer.
- A senior member of staff.

- The ambulance to arrive.

If the Lead First Aider has not yet reached the pupil, the administration of adrenaline must not be delayed. An appropriately trained member of staff should administer the AAI in accordance with the pupil's Allergy Action Plan and emergency procedures.

Step 5 – Call 999

An ambulance must be requested immediately

The caller should clearly state:

“ANAPHYLAXIS”

The caller should provide:

- The name of the school.
- Whether the emergency is at Plum Lane or Vincent Road.
- The full address of the relevant site.
- The pupil's age.
- The symptoms being experienced.
- That adrenaline has been administered.
- The time at which adrenaline was administered.

Where sufficient staff are available, the administration of adrenaline and the 999 call should take place at the same time.

A member of staff should be sent to the school entrance to meet the ambulance and direct the ambulance crew to the pupil.

Step 6 – Second dose if required

If there is no improvement after 5 minutes, a second dose of adrenaline should be administered in alternative leg.

This may be:

- The pupil's second prescribed AAI; or
- An appropriate school spare AAI where necessary.
-

The time of each dose must be noted as accurately as possible and communicated to the ambulance crew.

Step 7 – Continue monitoring

The pupil must:

- Remain under continuous adult supervision.
- Not be allowed to stand or walk.
- Continue to be closely monitored until responsibility is handed over to healthcare professionals.

If the pupil becomes unresponsive or stops breathing normally, appropriately trained staff should commence first aid/CPR and follow the instructions provided by the 999 call handler.

Parents/carers must be contacted as soon as practicable, but contacting them must never delay the emergency response.

7.5 Use of the School's Spare AAI

Plumcroft Primary School will maintain appropriate spare AAI's at both Plum Lane and Vincent Road.

The pupil's own prescribed AAI's should normally be used first.

An appropriate school spare AAI may be used where:

- A pupil develops suspected anaphylaxis and does not have a prescribed AAI.
- The pupil's prescribed AAI cannot be accessed quickly enough.
- The pupil's prescribed AAI is unavailable.
- The pupil's prescribed AAI is damaged or unusable.
- The pupil's prescribed AAI misfires.
- A second dose is required and the pupil's second prescribed device is unavailable.

The use of a school spare AAI in a life-threatening emergency must not be delayed while staff attempt to contact parents/carers or establish consent.

7.6 After an Anaphylactic Reaction

Following the administration of adrenaline:

- An ambulance must attend, even if the pupil appears to have recovered.
- The pupil must remain under continuous adult supervision until handed over to healthcare professionals.
- Parents/carers must be informed.
- Used AAI's should be handed to the ambulance crew where possible.
- The ambulance crew must be told:
 - What medication was administered.
 - The dose administered.
 - The time it was administered.
 - Whether more than one dose was given.

- The incident must be formally recorded.
- The relevant Lead First Aider must notify the school's Allergy Safety Leads:
 - Dave Witham – Headteacher
 - Jason Nelson – School Business Manager

7.7 Recording and Reviewing Incidents and Near Misses

All significant allergic reactions, cases of anaphylaxis and allergy-related near misses will be recorded and reviewed.

The relevant Lead First Aider will complete or coordinate the initial record of the incident.

The Allergy Safety Leads will ensure that the incident or near miss is reviewed to consider:

- What happened, when and where.
- The allergen or suspected allergen involved, where known.
- How the pupil was exposed.
- The symptoms observed.
- How quickly the Lead First Aider was alerted.
- How quickly emergency medication was obtained.
- What medication was administered and when.
- Whether a spare AAI was required.
- Whether 999 was called promptly.
- Whether established procedures were followed.
- Whether any difficulties or delays occurred.
- Whether changes are required to the pupil's IHP or Allergy Action Plan.
- Whether changes are required to catering, classroom, lunchtime, wraparound or educational-visit arrangements.
- Whether any additional staff information or training is required.

Any lessons identified will be shared with relevant staff and appropriate changes made to school procedures

8. Adrenaline devices (ADs)

Adrenaline is the emergency treatment for anaphylaxis. Pupils who are at risk of anaphylaxis may be prescribed an adrenaline device (AD), which may be an adrenaline auto-injector (AAI) or another licensed form of adrenaline prescribed by a healthcare professional.

At Plumcroft Primary School, pupils do not carry or administer their own adrenaline devices during the school day. Responsibility for the storage, accessibility and administration of emergency adrenaline rests with appropriately trained school staff.

The school will ensure that prescribed adrenaline is readily accessible and can be brought to a pupil without avoidable delay.

The school's arrangements will be consistent across both Plum Lane and Vincent Road.

8.1 Prescribed Ads

Parents/carers of pupils who have been prescribed emergency adrenaline must inform the school and provide the school with the medication and relevant Allergy Action Plan.

Where a pupil has been prescribed 2 adrenaline devices, the school will require both devices to be available during the school day.

At Plumcroft:

- Pupils will not normally carry prescribed adrenaline devices on their person.
- Prescribed devices will be held by school staff in an agreed, readily accessible location.
- Staff working with the pupil will be made aware that the pupil has an allergy and where their medication is located.
- Emergency medication must be capable of being brought to the pupil rapidly and without avoidable delay.
- Medication must not be locked away or stored somewhere where staff access is restricted.
- Devices will be kept out of the normal reach of pupils while remaining immediately accessible to staff.
- Devices will be stored at room temperature in accordance with the manufacturer's instructions and protected from direct sunlight and extremes of temperature.
- Devices must not be refrigerated unless specifically required by the manufacturer's instructions.
- The pupil's Allergy Action Plan will be kept with, or immediately alongside, their emergency medication.
- Prescribed devices will be clearly labelled with the pupil's name and relevant identifying information.

The designated storage locations are:

Plum Lane Campus – First Aid Room in Genesta Building and the Hall in Nithdale Building

Vincent Road Campus – First Aid Room

The storage arrangements at each site will be reviewed to ensure emergency adrenaline can be brought to a pupil within the required emergency-response timeframe.

Travel to and from school

Parents/carers remain responsible for ensuring that their child has appropriate access to their prescribed emergency adrenaline while travelling to and from school.

Where the same prescribed devices travel between home and school, an appropriate handover arrangement will be agreed between the school and the parent/carer.

Once the pupil has been handed into the care of the school, responsibility for ensuring their emergency medication remains available and accessible rests with school staff.

Monitoring prescribed devices

The relevant Lead First Aider will oversee the prescribed adrenaline devices held at their site:

- **Plum Lane – Paula Shujah**
- **Vincent Road – Mandie Frater**

They will:

- Maintain a record of pupils for whom prescribed adrenaline is held.
- Record the type and dose of device provided.
- Record where the devices are stored.
- Check expiry dates in accordance with the school's agreed checking procedures.
- Remind parents/carers when replacement medication is required.
- Ensure updated Allergy Action Plans are obtained where required.
- Ensure changes to prescribed medication are reflected in the pupil's medical information and Individual Healthcare Plan where applicable.

Parents/carers remain responsible for providing prescribed medication which is in date and for replacing it when required.

8.2 School spare adrenaline auto-injectors

Plumcroft Primary School will maintain spare adrenaline auto-injectors (AAIs) at both Plum Lane and Vincent Road for emergency use.

Spare AAIs are additional emergency devices and are not a replacement for the medication prescribed to an individual pupil.

The school will ensure that each site has spare AAIs of appropriate doses for the ages of the pupils attending that site.

Spare AAIs will always be stocked and stored in pairs, so that a second dose is immediately available if required.

For primary-aged pupils, the school will maintain appropriate availability of:

- **150 microgram AAIs** for younger pupils, where appropriate; and
- **300 microgram AAIs** for older primary-aged pupils, where appropriate.

The precise number and location of spare devices at each site will be determined by:

- The age range of pupils attending the site.

- The size and layout of the site.
- The requirement for adrenaline to be capable of being brought to a pupil rapidly in an emergency.
- The need to ensure a second dose is immediately available if required.

Additional sets will be provided where one central set would not enable emergency adrenaline to be brought to any part of the site quickly enough.

8.3 Storage of Spare AAls

Spare AAls will be stored separately from individual pupils' prescribed medication and will be clearly identified as:

EMERGENCY SPARE ADRENALINE AUTO-INJECTORS

Spare AAls will:

- Be readily accessible to staff at all times.
- **Not be locked away.**
- Be stored out of the normal reach of pupils.
- Be kept at room temperature in accordance with manufacturer instructions.
- Be protected from direct sunlight and extremes of temperature.
- Be stored in pairs.
- Be clearly labelled to prevent confusion with an individual pupil's prescribed medication.
- Be capable of being brought to any pupil who requires them without avoidable delay.

The designated spare AAI locations are:

Plum Lane Campus – First Aid Room in Genesta Building and the Hall in Nithdale Building

Vincent Road Campus – First Aid Room

Each location will contain an appropriately identified **Emergency Anaphylaxis Kit**.

The kit should include, as appropriate:

- The relevant pair(s) of spare AAls.
- Instructions for using the device.
- Details of the dose of each device.
- Manufacturer information.
- A record of batch numbers and expiry dates.
- Half termly checking of records.
- Information explaining the school's emergency response procedure.

- An administration record.

The school will review the locations of its emergency kits to ensure they provide sufficiently rapid access from classrooms, dining areas, playgrounds, wraparound provision and other areas of the school.

8.4 Checking and replacing spare AAls

The Lead First Aiders are responsible for checking the spare AAI provision at their respective sites:

- **Plum Lane – Paula Shujah**
- **Vincent Road – Mandie Frater**

Checks will be completed **every half term** and will confirm that:

- The required devices are present.
- Devices remain in date.
- Devices appear undamaged and suitable for use.
- Devices are stored correctly.
- Emergency kits remain readily accessible.
- Records of the devices, including expiry dates, are accurate.

Replacement devices will be obtained in sufficient time before existing devices expire.

Any device which is used, damaged, lost or otherwise becomes unsuitable for use will be replaced as soon as practicable.

Any concern regarding the availability of spare devices must be reported immediately to the Allergy Safety Leads.

8.5 Prescribed Nasal Adrenaline

Some pupils may be prescribed a non-injectable nasal adrenaline device by their healthcare professional.

Where a pupil is prescribed nasal adrenaline:

- The school will follow the pupil's Allergy Action Plan and healthcare professional's instructions.
- The prescribed devices will be stored and managed by staff in the same way as other emergency medication.
- Staff responsible for the pupil will be made aware of the device and how it should be used.
- The prescribed devices will remain readily accessible.

Current regulations do not allow schools to purchase nasal adrenaline devices as school spare devices.

The school's spare emergency adrenaline provision will therefore consist of AAI's.

If a pupil prescribed nasal adrenaline experiences anaphylaxis and their prescribed device is unavailable cannot be used, an appropriate school spare AAI may be used in accordance with the school's emergency procedures.

8.6 Use of a spare AAI

A pupil's own prescribed adrenaline device should normally be used first where it is immediately available and appropriate.

An appropriate school spare AAI may be used where:

- A pupil develops suspected anaphylaxis but does not have a prescribed adrenaline device.
- The pupil's prescribed device cannot be accessed quickly enough.
- The pupil's prescribed device is unavailable.
- The pupil's prescribed device has expired, is damaged or is otherwise unusable.
- A prescribed AAI misfires or does not administer correctly.
- A second dose of adrenaline is required and another prescribed device is not available.
- A pupil prescribed nasal adrenaline requires emergency adrenaline and their prescribed device is unavailable or cannot be used.

The emergency procedure set out in **Section 7** must be followed.

The use of the school's spare AAI must **not delay emergency treatment**.

8.7 Consent for the use of spare AAIs

The school will seek advance parental/carers consent for the administration of emergency medication, including the use of a school spare AAI, through the pupil's medical documentation, Allergy Action Plan and/or Individual Healthcare Plan where applicable.

However, prior consent does not need to be checked before a spare adrenaline device is used to save a life in an emergency.

Where an individual is experiencing suspected anaphylaxis, staff may take reasonable action necessary to save life.

Staff must therefore not delay the administration of adrenaline while attempting to contact a parent/carer or establish whether advance consent has been recorded.

Parents/carers will be informed as soon as practicable after emergency adrenaline has been administered.

8.8 Emergency asthma reliever inhalers

The school may also maintain emergency salbutamol reliever inhalers and spacers in accordance with the separate national guidance for emergency asthma inhalers in schools.

The arrangements for emergency asthma inhalers are different from those for spare adrenaline.

An emergency school inhaler may only be used for a pupil:

- Who has been prescribed a reliever inhaler; and
- Whose own prescribed inhaler is not available or cannot be used; and
- For whom the required written consent has been obtained.
-

Where emergency asthma inhalers are maintained, the school may store the emergency inhaler kit alongside the Emergency Anaphylaxis Kit, provided that the devices are clearly identifiable and the appropriate procedures are followed.

8.9 Disposal of AAls

An adrenaline auto-injector can only be used once.

Following use:

- The device should be handled carefully because it contains a needle.
- Where possible, the used device should be handed to ambulance personnel when they attend.
- If it is not taken by ambulance personnel, it will be disposed of safely in accordance with the manufacturer's instructions, through an appropriate pharmacy or approved sharps-disposal arrangements.
- A used device will be replaced as soon as practicable.

Expired AAls will be disposed of using the same appropriate clinical/sharps waste arrangements and will not be placed in general waste.

The relevant Lead First Aider will record the disposal and replacement of school spare devices.

8.10 Educations visits and off-site activities

Pupils at risk of anaphylaxis must have access to their prescribed emergency adrenaline throughout educational visits, residential visits and other school-organised off-site activities.

As Plumcroft pupils **do not carry their own adrenaline devices**, a designated member of staff will take responsibility for carrying the pupil's prescribed devices.

Before leaving the school site, the trip leader must ensure that:

- Both prescribed adrenaline devices are present where 2 devices have been prescribed.
- The pupil's Allergy Action Plan is available.
- A designated member of staff has responsibility for the medication.
- The medication remains with, or immediately accessible to, the group containing the pupil.
- Staff supervising the pupil are aware of their allergy and emergency arrangements.
- Staff able to administer adrenaline are present.
- The medication is not left on a coach, in luggage, at a venue reception or anywhere else which could cause a delay in accessing it.

Where responsibility for supervising the pupil changes during the visit, responsibility for the emergency medication must be formally handed to the new member of staff.

The trip risk assessment will consider whether an additional school spare AAI pair should accompany the visit.

A spare pair may be taken where this is considered appropriate, provided doing so does not leave inadequate emergency AAI provision at the school site.

Where necessary, additional spare devices will be obtained so that appropriate provision can be maintained both on the school premises and during the visit.

A pupil at risk of anaphylaxis will not leave the school site without their required prescribed emergency medication being available.

9. Serious incidents and 'near misses'

Plumcroft Primary School is committed to learning from allergy-related incidents and near misses in order to continually improve the safety of pupils, staff and visitors.

A serious incident is an event relating directly to an allergy or other medical condition where an individual is harmed or placed at immediate and significant risk of harm. This may include an incident:

- Requiring the administration of emergency medication.
- Requiring adrenaline to be administered.
- Requiring urgent medical or clinical intervention.
- Resulting in an ambulance being called.
- Resulting in attendance at or admission to hospital.
- Where a significant failure in the school's allergy-management arrangements has occurred.

A near miss is an event which did not result in harm but had clear potential to do so.

Examples may include:

- The wrong meal being presented to a pupil with a food allergy but identified before it was eaten.
- A pupil being offered food containing or potentially containing their known allergen.
- Incorrect or outdated allergen information being provided.
- A change of ingredient not being communicated appropriately.
- Emergency medication being unavailable, incorrectly stored or difficult to access.
- An adrenaline auto-injector being found to be out of date.
- Allergy information not being communicated to relevant staff.
- A pupil's emergency medication being omitted from an educational visit but identified before leaving school.
- A failure to follow an Individual Healthcare Plan or Allergy Action Plan which could reasonably have resulted in harm.

The school will approach the reporting and review of incidents and near misses in a fair and learning-focused manner. The purpose of review is to understand what happened, identify any weaknesses within systems or procedures and reduce the likelihood of recurrence.

This does not prevent the school taking appropriate action where an incident involves deliberate misconduct, repeated failure to follow procedures or another matter requiring action under a separate school policy.

9.1 Immediate Notification

Any allergy-related serious incident or near miss must be reported promptly to the relevant Lead First Aider:

- **Plum Lane – Paula Shujah**
- **Vincent Road – Mandie Frater**

Where the incident involves food preparation, catering or the serving of food, the Catering Manager must also be informed:

- **Signaida Magdalena – Catering Manager**

The relevant Lead First Aider will ensure that the school's Allergy Safety Leads are informed of serious incidents and significant near misses:

- **Dave Witham – Headteacher**
Jason Nelson – School Business Manager

Where an emergency is ongoing, responding to and safeguarding the individual takes priority over completing records or notifying senior staff.

9.2 Recording Incidents and Near Misses

Serious allergy-related incidents and near misses will be recorded as soon as reasonably practicable following the event.

The information will be recorded through the school's appropriate accident, medical or incident-reporting arrangements.

The record should include, as far as reasonably possible:

- The name of the individual affected.
- The date and time of the incident.
- Where the incident occurred.
- What happened.
- The allergen or suspected allergen involved, where known.
- How exposure occurred or may have occurred.
- The symptoms observed, where applicable.
- Who was present.
- What action staff took.

- When the relevant Lead First Aider was notified.
- What medication was administered.
- Whether adrenaline was administered.
- The time any medication or adrenaline was administered.
- Whether a school spare AAI was used.
- Whether 999 was called.
- Whether an ambulance attended.
- Whether the individual was taken to hospital.
- When and how parents/carers were informed.
- How the incident concluded.
- Any immediate action taken to prevent the same incident occurring again.

Where appropriate, relevant documentation should be retained with or referred to within the incident record.

This may include:

- The pupil's Allergy Action Plan.
- Individual Healthcare Plan.
- Relevant catering or allergen records.
- Product or ingredient information.
- Photographs where appropriate.
- Educational-visit documentation.
- Statements or accounts from staff involved.

9.3 Informing Parents and Carers

Parents/carers will be informed as soon as reasonably practicable about a significant allergic reaction or allergy-related near miss involving their child.

Where adrenaline has been administered or emergency medical assistance is required, parents/carers will be contacted as part of the emergency response. However, contacting parents/carers must never delay the administration of emergency medication or calling 999.

Parents/carers will be told:

- What happened.
- What symptoms were observed, where relevant.
- What action was taken.
- What medication was administered.

- Whether emergency services were involved.
- What follow-up action the school proposes to take.

Parents/carers will be given an opportunity to provide additional information and contribute to the school's review of the incident where appropriate.

Where an incident involves a member of staff or visitor, the school will communicate directly with the individual concerned as appropriate.

9.4 Delayed Allergic Reactions

The school recognises that the effects of exposure to an allergen may not always become apparent while the pupil remains at school.

Parents/carers are therefore asked to inform the school promptly where:

- Their child develops an allergic reaction after leaving school; and
- There is reason to believe that exposure may have occurred during the school day, Breakfast Club, After School Club, an educational visit or another school-organised activity.

Such information will be treated in the same way as an incident identified within school and will be reviewed where appropriate.

The school may ask the parent/carer for further information to help establish:

- The symptoms experienced.
- When symptoms began.
- The suspected allergen.
- Where exposure may have occurred.
- Whether medication or medical treatment was required.

9.5 Reviewing Serious Incidents and Near Misses

Following a serious allergic reaction or significant near miss, the relevant Lead First Aider will work with the Allergy Safety Leads to review what occurred.

Where food or catering was involved, Signaida Magdalena, Catering Manager, will participate in the review.

The review will consider:

- What happened and why.
- Whether the pupil's allergy information was accurate and readily available.
- Whether relevant staff were aware of the pupil's allergy.
- Whether the pupil's IHP and Allergy Action Plan were followed.
- Whether emergency medication was readily accessible.
- How quickly the Lead First Aider was alerted.
- How quickly medication was obtained.
- Whether adrenaline was administered promptly where required.
- Whether 999 was called promptly.
- Whether appropriate catering and allergen-management procedures were followed.
- Whether ingredients or products had changed.
- Whether relevant information had been communicated between catering and school staff.
- Whether supervision arrangements were appropriate.
- Whether the incident arose from an individual error, unclear procedure, communication failure or wider system issue.
- Whether staff training was adequate.
- What worked well during the response.
- What could have been done differently.

The review will identify any actions required and who is responsible for completing them.

9.6 Actions Following a Review

Actions arising from an incident or near-miss review may include:

- Updating the pupil's Individual Healthcare Plan.
- Requesting an updated Allergy Action Plan.
- Reviewing where emergency medication is stored.
- Changing food preparation or serving arrangements.
- Reviewing catering procedures.
- Updating allergy information provided to staff.
- Providing additional staff training.
- Reviewing an activity or educational-visit risk assessment.
- Changing Breakfast Club or After School Club procedures.
- Reviewing communication between school sites or teams.
- Amending this Allergy Safety Policy or related school policies.
- Sharing relevant learning with staff.

The Allergy Safety Leads will ensure that agreed actions are implemented and monitored.

Relevant learning will be shared with staff where this will help reduce the likelihood of a similar incident occurring again. Personal medical information will only be shared where necessary and appropriate.

9.7 Reporting to External Bodies

Some serious incidents may require notification to an external body in addition to the school's internal reporting procedures.

Health and Safety Executive – RIDDOR

The Allergy Safety Leads will consider whether an incident meets the reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

An allergy-related incident involving a pupil, visitor or other person who is not at work may be reportable where the incident:

- Arises out of or in connection with a school work activity; and
- Results in an injury; and
- Results in the individual being taken directly from the scene to hospital for treatment.

Different RIDDOR criteria apply to employees, including work-related deaths, specified injuries and other defined reportable circumstances.

The school will follow current HSE guidance when determining whether an incident is reportable and will not assume that every allergic reaction or hospital attendance automatically requires a RIDDOR report.

Food Safety Incidents

As Plumcroft provides food through its catering provision, food-allergy incidents will also be considered under the school's food-safety responsibilities.

Where there is reason to believe that food supplied by the school:

- Was harmful to health;
- Was unsafe or unfit for consumption;
- Contained an undeclared allergen; or
- Did not comply with applicable food-safety or allergen requirements,

the Allergy Safety Leads and Catering Manager will consider whether the matter needs to be reported to the Royal Borough of Greenwich food safety team or another appropriate competent authority.

Where necessary, affected food will be withdrawn from service immediately while the incident is investigated.

Relevant packaging, labels, ingredient information and supplier details should be retained where they may assist an investigation.

Healthcare Professionals

Where an incident or near miss indicates that a pupil's Allergy Action Plan, treatment arrangements or other clinical advice may require review, the school will ask the parent/carer to obtain updated advice from the relevant healthcare professional or will liaise with them where appropriate arrangements and consent are in place.

9.8 Reporting to the Governing Board

The Allergy Safety Leads will ensure that the governing board is made aware of significant allergy-safety incidents where appropriate.

Information provided to governors will normally focus on:

- The nature of the incident.
- Any identified system or procedural weaknesses.
- Lessons learned.
- Actions taken.
- Whether changes to school policy, resources, training or risk-management arrangements are required.

Personal information will be limited to that which is necessary for the governing board to carry out its oversight responsibilities.

Patterns or repeated near misses will also be considered, as these may indicate a wider issue even where no individual incident has resulted in harm.

10. Allergy awareness

Plumcroft Primary School is an allergy-aware school.

Being allergy-aware means that allergy safety is everyone's responsibility. Staff, pupils, parents/carers and others within the school community should understand that allergies can be serious and, in some circumstances, life-threatening.

The school's approach is based on awareness, prevention, inclusion and effective emergency response.

Plumcroft does not describe itself as completely "allergen-free" or "nut-free", as it is not possible to guarantee that a particular allergen will never enter the school environment. Instead, the school takes reasonable and proportionate steps to reduce the risk of exposure to known allergens while ensuring that staff remain prepared to respond appropriately if an allergic reaction occurs.

Our allergy-aware approach means:

- Knowing which pupils have known allergies.
- Understanding the risks that allergies may pose.
- Taking reasonable precautions to reduce accidental exposure.
- Making sure allergy information is communicated to the staff who need it.
- Ensuring emergency medication can be accessed rapidly.
- Knowing how to recognise an allergic reaction and anaphylaxis.
- Responding promptly and appropriately in an emergency.
- Ensuring pupils with allergies are included in school life.
- Encouraging pupils to understand and respect the needs of others with allergies.
- Reporting and learning from allergy-related incidents and near misses.

Allergy safety applies throughout both Plum Lane and Vincent Road and during all school-organised provision, including Breakfast Club, lunchtime, After School Club, clubs, educational visits, residential visits and school events.

10.1 Staff Allergy-Awareness Training

All staff who are expected to be present when pupils are on site will receive allergy-awareness training at least annually.

First-aid training alone will not be treated as sufficient allergy-awareness training.

Training will ensure staff understand:

- What an allergy is and the risks allergies can pose.
- That allergic reactions can range from mild symptoms to life-threatening anaphylaxis.
- That allergies may include:
 - Food allergies.
 - Allergies to insect stings.
 - Medicine allergies.
 - Animal allergies.
 - Skin allergies.
 - Allergic rhinitis.
 - Other recognised allergic conditions.
- That conditions such as asthma can co-exist with allergy and may increase risk.
- The difference between:
 - Food allergy.
 - Food intolerance.
 - Coeliac disease.
- How exposure to allergens can occur, including through accidental cross-contact.
- How Plumcroft seeks to reduce the risk of exposure.
- How to identify pupils with known allergies where this is relevant to their role.
- How to access relevant Individual Healthcare Plans and Allergy Action Plans.
- The signs and symptoms of mild and moderate allergic reactions.
- How to recognise the signs of anaphylaxis.
- That anaphylaxis may occur without visible skin symptoms.
- The school's procedure for responding to a suspected allergic reaction.
- That the relevant Lead First Aider must be alerted immediately:
 - Plum Lane – Paula Shujah
 - Vincent Road – Mandie Frater
- That waiting for a Lead First Aider must never delay emergency treatment where anaphylaxis is suspected.
- Where prescribed and spare adrenaline devices are located.
- How emergency medication is brought to the pupil.
- How an adrenaline auto-injector is administered in an emergency.
- When and how to call 999.
- The importance of following a pupil's Allergy Action Plan.
- The school's arrangements for pupils who attend educational visits and off-site activities.
- How to report an allergic reaction, serious incident or near miss.
- The emotional and wellbeing impact that living with an allergy can have on a child.
- Their responsibility to support the inclusion of pupils with allergies.

10.2 Practical Adrenaline Training

Staff allergy-awareness training will include practical familiarisation with the emergency adrenaline devices which staff may be required to use.

The school will maintain appropriate trainer devices so staff can practise the administration technique safely without using a live adrenaline device.

Training will include:

- How to identify the relevant device.
- How to remove the safety mechanism.
- Correct positioning and administration.
- What to do immediately after administering adrenaline.
- The requirement to call 999.
- When a second dose may be required.
- Safe handling of a used device.

Where different types or brands of adrenaline device are used within the school, staff will be made aware that devices may operate differently and should follow the relevant instructions and Allergy Action Plan.

Practical familiarisation will form part of the school's ongoing training arrangements rather than relying solely on written or online information.

10.3 New, Temporary and Supply Staff

New members of staff will receive allergy-awareness information as part of their induction and will complete the school's required allergy-awareness training as soon as practicable.

Before taking responsibility for pupils, new staff will be made aware of:

- The school's allergy-aware approach.
- How to identify pupils in their care with significant allergies.
- Where relevant medical and allergy information can be accessed.
- Where emergency medication is located.
- How to summon the relevant Lead First Aider.
- The school's emergency procedure for anaphylaxis.

Arrangements will also be in place to ensure that supply, agency, temporary and peripatetic staff receive appropriate allergy-safety information before or when commencing work.

Where a temporary member of staff is taking responsibility for a class or individual pupil with a significant allergy, they must be specifically informed of:

- The pupil concerned.
- Their known allergen(s).
- The location of their emergency medication.
- The action to take in an emergency.

10.4 Catering and Wraparound Staff

Because food is routinely prepared and provided within the school, catering and wraparound-care staff have an particularly important role within Plumcroft's allergy-aware culture.

Signaida Magdalena, Catering Manager, will ensure catering staff receive appropriate allergen-specific training in addition to the school's general allergy-awareness training.

This will include:

- Understanding regulated food allergens.
- Reading and checking ingredient and allergen information.
- Reducing the risk of allergen cross-contact.
- Safe food preparation, storage and serving.
- Identifying pupils who require allergy-adjusted meals.
- Responding appropriately where information is unclear.
- Understanding that ingredients, products and suppliers may change.
- Reporting catering-related incidents and near misses.

Breakfast Club and After School Club staff will also receive appropriate training regarding food allergy and the procedures relevant to food and snacks provided within wraparound care.

10.5 Pupil Allergy Awareness

Plumcroft will promote age-appropriate allergy awareness among pupils as part of its wider commitment to an inclusive and respectful school community.

Pupils will be helped to understand that:

- Some people can become seriously unwell after being exposed to particular foods or substances.
- Allergies are medical conditions and should always be taken seriously.
- Pupils should not share or swap food, drinks or eating utensils.
- They should follow instructions given by adults about allergy safety.
- They should tell an adult immediately if a pupil with an allergy appears unwell.
- They must respect any arrangements made to keep another pupil safe.

Pupil awareness will be delivered sensitively and will not unnecessarily identify or single out an individual pupil with an allergy.

Where appropriate, pupils may learn about allergy safety through:

- Assemblies.
- PSHE.
- Classroom discussions.
- Food and health education.
- Age-appropriate allergy-awareness resources.

The aim is to develop understanding and consideration for others without causing unnecessary fear or anxiety.

10.6 Allergy-Related Bullying

Plumcroft will make clear to pupils that deliberately exposing, threatening to expose or pretending to expose another person to their known allergen is unacceptable.

This includes:

- Deliberately offering a pupil food containing their allergen.
- Touching a pupil with food or another substance known to pose a risk to them.
- Threatening a pupil with an allergen.
- Hiding an allergen in or around another pupil's food or belongings.
- Teasing or intimidating someone because of their allergy.
- Encouraging another pupil to ignore their allergy-safety arrangements.

Such behaviour can place a pupil's health and potentially their life at risk and will therefore be treated seriously in accordance with the school's Behaviour and Anti-Bullying arrangements.

Staff will also remain alert to the emotional impact that allergies can have on pupils, including anxiety about eating, school trips, celebrations or being treated differently from their peers.

10.7 Parents, Carers and the Wider School Community

Parents/carers have an important role in supporting Plumcroft's allergy-aware approach.

The school will communicate the importance of allergy awareness to families and may periodically remind parents/carers to:

- Provide accurate and up-to-date allergy information.
- Inform the school promptly of changes.
- Provide required prescribed medication.
- Replace medication before it expires.
- Follow school arrangements regarding food brought onto the premises.
- Encourage their children not to share or swap food.
- Support children to understand and respect the allergies of others.

Where a particular pupil's allergy requires specific precautions, proportionate information may be shared with the wider school community where necessary, while respecting the pupil's privacy.

The school will not normally identify an individual pupil when communicating general allergy-safety messages to families.

10.8 Promoting Our Allergy-Aware Approach

The school will actively promote the message that:

Plumcroft Primary School is Allergy Aware.

This means that we:

- Take allergies seriously.
- Work to reduce avoidable exposure to known allergens.
- Expect everyone to play their part.
- Train staff to recognise and respond to allergic reactions.
- Maintain access to emergency medication.
- Support pupils with allergies to participate fully in school life.
- Learn from incidents and near misses.

- Recognise that no school can guarantee a completely allergen-free environment.

The allergy-aware message will be reinforced through appropriate communications with staff, pupils and parents/carers throughout the academic year.

10.9 Awareness and Publication of this Policy

This Allergy Safety Policy will:

- Be published on the school's website.
- Be readily accessible to parents/carers.
- Be available to staff.
- Be made available in hard copy on request.
- Form part of annual staff allergy-awareness training.
- Be included within appropriate induction arrangements for new staff.

All staff are expected to understand the sections of the policy relevant to their role.

The Allergy Safety Leads:

- **Dave Witham – Headteacher**
- **Jason Nelson – School Business Manager**

will oversee the promotion of allergy awareness across the school and ensure that the policy remains a living document which is reflected in everyday school practice.

11. Wellbeing

Plumcroft Primary School recognises that living with an allergy can affect a pupil's emotional wellbeing as well as their physical health. Some pupils may experience anxiety around food, school trips, celebrations or the possibility of an allergic reaction.

The school will support pupils with allergies through:

- Appropriate pastoral support.
- Reassurance that reasonable measures are in place to reduce the risk of exposure to known allergens.

- Regular opportunities to speak with a trusted adult where needed.
- Supporting pupils to participate fully in school life without being unnecessarily singled out or excluded.
- Responding promptly to any concerns about anxiety, confidence or emotional wellbeing.

Any teasing, bullying, threatening behaviour or deliberate exposure involving a pupil's allergy will be taken seriously and managed in accordance with the school's Behaviour and Anti-Bullying arrangements.

11.1 Wellbeing following an incident or near miss

The school recognises that an allergic reaction, anaphylaxis or significant near miss may be distressing for the pupil, their family, staff involved in the response and any witnesses.

Following an incident, appropriate support will be offered and the school will consider whether any additional reassurance, pastoral support or follow-up is required.

Staff involved in responding to a serious incident will also be given an opportunity to discuss what happened and access appropriate support.

Further arrangements for recording and reviewing incidents and near misses are set out in Section 9 of this policy.

12. Information sharing

Information about an individual's health, including allergies and medical conditions, is special category personal data under UK GDPR and will be handled in accordance with the school's Data Protection Policy and relevant privacy notices.

Allergy information will only be shared with staff and other individuals who need the information in order to support the pupil safely.

This may include:

- Teaching and support staff.
- Lead First Aiders.
- Catering staff.
- Lunchtime staff.
- Breakfast Club and After School Club staff.
- Staff supervising educational visits or other off-site activities.
- Supply, temporary or agency staff where relevant to the pupils in their care.
- Healthcare professionals or emergency services where necessary.

Only information that is necessary and proportionate for the purpose will be shared.

Where allergy information, including pupil photographs, is displayed or made available for identification purposes, it will be kept in staff-only areas and accessed only by those who require it.

In an emergency, relevant medical information may be shared with healthcare professionals or emergency services where necessary to protect the pupil's health and safety.

All allergy-related information will be stored, accessed, retained and disposed of in accordance with the school's data-protection arrangements.

13. Monitoring arrangements

This policy will be monitored by the school's Allergy Safety Leads:

- **Dave Witham – Headteacher**
- **Jason Nelson – School Business Manager**

They will be supported by the Lead First Aiders and Catering Manager in monitoring the effectiveness of the school's day-to-day allergy-safety arrangements.

The policy will be reviewed at least annually, and sooner where necessary, including following:

- A serious allergic reaction or significant near miss.
- Identification of an area for improvement.
- Changes to legislation or national guidance.
- Changes to the school's allergy-safety, catering or medical arrangements.
- Learning arising from an allergy-safety drill.

Any changes identified through monitoring, incidents or near misses will be incorporated into the policy and communicated to relevant staff.

The policy will be approved in accordance with the school's usual policy-approval arrangements.

14. Links to other policies

This policy links to the following policies and procedures:

This policy should be read alongside the following Plumcroft Primary School policies and procedures:

- Health and Safety Policy.
- Supporting Pupils with Medical Conditions Policy.

- First Aid Policy.
- School Food and Catering Procedures.
- Data Protection Policy and relevant Privacy Notices.
- Behaviour Policy.
- Anti-Bullying Policy.
- Safeguarding and Child Protection Policy.
- Educational Visits Policy and associated risk-assessment procedures.
- SEND Policy and SEND Information Report.
- Equality Information and Objectives.
- Accessibility Plan.
- Administration of Medicines procedures.
- Breakfast Club and After School Club procedures.
- Staff Code of Conduct.
- Risk Assessment procedures.

Where there is any overlap between these policies, the school will ensure that arrangements are applied consistently and in a way that supports the safety, wellbeing and inclusion of pupils with allergies.