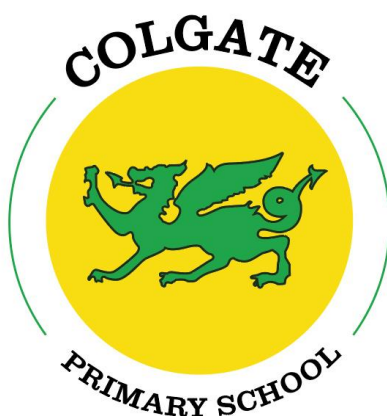




Colgate Primary School
allergy policy
2026

Working together to be our best

Approved by:	Colgate Full Governing Body	Date: September 2026
Last reviewed on:	September 2026	
Next review due by:	September 2027	

1. Policy Statement

Colgate Primary School is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors with allergies. We recognise that allergies can have a significant impact on health, wellbeing and educational participation and that, in some cases, allergic reactions can be life-threatening.

The school aims to minimise risks, ensure appropriate support is available, and promote awareness of allergy safety throughout the school community.

This policy should be read alongside the school's:

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

2. Responsibilities of the Governing Body

The Governing Body will:

- Ensure the school has an effective Allergy Safety Policy.
- Monitor implementation of the policy.
- Ensure sufficient resources are available to support pupils with allergies.
- Review the policy annually.
- Headteacher

The Headteacher will:

- Oversee implementation of this policy.
- Ensure staff receive appropriate training.
- Ensure allergy information is recorded and communicated appropriately.
- Ensure emergency procedures are in place.
- Designated Allergy Lead

The Designated Allergy Lead will:

- Maintain records of pupils with allergies.
- Coordinate Individual Healthcare Plans (IHPs).
- Monitor the storage and availability of emergency medication.
- Arrange staff training.
- Review incidents and near misses.

Staff

All staff will:

- Be familiar with this policy.
- Attend allergy awareness training.

- Follow Individual Healthcare Plans.
- Act promptly in an emergency.
- Report incidents and near misses.

Parents and Carers

Parents and carers are expected to:

- Inform the school of any allergy diagnosis.
- Provide up-to-date medical information and healthcare plans where appropriate.
- Provide in-date prescribed medication as required.
- Notify the school of any changes in medical circumstances.

3. Allergy Awareness Training

All staff working with pupils will receive annual allergy awareness and emergency response training.

This includes:

- Teachers
- Teaching assistants
- Office staff
- Lunchtime supervisors
- Breakfast and after-school club staff
- Supply staff and regular volunteers

Training will cover:

- Understanding allergies and allergic reactions.
- Recognition of allergy symptoms.
- Recognition of anaphylaxis.
- Emergency procedures.
- Use of adrenaline auto-injectors (AAIs).
- Understanding asthma and allergy links.
- Use of Individual Healthcare Plans.
- Reporting procedures following incidents or near misses.

New staff will receive allergy awareness information as part of their induction.

4. Promoting Wellbeing

Colgate Primary School recognises that living with allergies may cause anxiety for pupils and families.

The school will:

- Promote an inclusive environment.
- Encourage pupils to communicate concerns.
- Support emotional wellbeing where required.
- Ensure pupils with allergies are included in all school activities wherever possible.

Any form of bullying, teasing or inappropriate behaviour relating to a pupil's allergy will be treated seriously and addressed in accordance with the school's Behaviour and Anti-Bullying Policies.

5. Minimising Risk

The school will take reasonable steps to reduce the risk of exposure to known allergens.

Measures may include:

- Sharing relevant allergy information with staff on a need-to-know basis.
- Checking ingredients for school-provided food where possible.
- Considering allergy risks when planning classroom activities.
- Conducting risk assessments for activities involving food, animals, plants or other potential allergens.
- Implementing appropriate controls identified through risk assessments.

The school cannot guarantee an allergen-free environment but will take appropriate precautions to minimise risk.

6. Food Allergy Management

The school will:

- Work with caterers to provide allergen information where available.
- Encourage parents to discuss dietary needs with the school.
- Ensure staff supervising meals are aware of pupils with significant allergies.
- Discourage food sharing between pupils.
- Carefully consider food used during celebrations, curriculum activities and fundraising events.

Where a pupil has a severe food allergy, individual risk assessment measures will be agreed with parents and recorded in the pupil's Individual Healthcare Plan.

7. Identification and Record Keeping

Information regarding allergies will be collected:

- During admission procedures.
- Through annual data collection updates.
- Via communication from parents, carers or healthcare professionals.

The school will maintain:

- A register of pupils with allergies.
- Records of prescribed medication.
- Individual Healthcare Plans where required.
- Allergy Action Plans provided by healthcare professionals.

Information will be reviewed regularly and updated whenever changes occur.

8. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed where a pupil:

- Has an allergy that significantly affects their participation in school.
- Is at risk of harm from exposure to allergens.
- Requires additional arrangements beyond those normally provided.

The IHP may include:

- Known allergens.
- Symptoms.
- Preventative measures.
- Emergency procedures.
- Medication arrangements.
- Relevant healthcare professional guidance.

Plans will be reviewed annually or sooner if circumstances change.

9. Adrenaline Auto-Injectors (AAIs)

Pupils prescribed AAIs should have immediate access to their medication at all times.

The school will:

- Record pupils prescribed AAIs.
- Ensure medication is clearly labelled.
- Monitor expiry dates.
- Inform parents when replacement medication is required.
- Ensure medication accompanies pupils during off-site activities.

Staff will be trained to recognise anaphylaxis and administer AAIs in an emergency.

Emergency services will always be called following administration of adrenaline.

10. Spare Adrenaline Auto-Injectors

Where permitted and available, Colgate Primary School may hold spare AAIs for emergency use.

The school will ensure:

- Devices are stored securely but remain easily accessible.
- Staff know their location.
- Devices are regularly checked for expiry dates.
- Replacement arrangements are in place.

Spare medication will only be used in accordance with current national guidance.

11. Educational Visits and Trips

Pupils with allergies will be enabled to participate fully in educational visits and trips wherever possible.

For pupils at risk of anaphylaxis:

- Individual risk assessments will be completed.
- Medication will accompany the pupil.
- Trained staff will be present.
- Emergency procedures will be shared with accompanying staff.

Reasonable adjustments will be made to support safe participation.

12. Emergency Procedures

In the event of a suspected allergic reaction:

- A trained member of staff will assess the situation.
- Emergency medication will be administered if required.
- Emergency services (999) will be called where anaphylaxis is suspected.
- Parents/carers will be informed as soon as possible.
- The incident will be recorded in accordance with school procedures.

Staff should always follow the pupil's Allergy Action Plan and Individual Healthcare Plan where available.

13. Reporting Incidents and Near Misses

All allergy-related incidents and near misses will be reported to the Headteacher and Designated Allergy Lead.

Records will include:

- Details of the incident.
- Actions taken.
- Outcome.
- Recommendations for reducing future risk.

Incidents will be reviewed to identify improvements to procedures and practice.

14. Information Sharing and Confidentiality

The school will share information about allergies on a need-to-know basis to ensure pupil safety.

All personal medical information will be:

- Managed in accordance with UK GDPR.
- Stored securely.
- Shared only with authorised individuals.

Relevant staff will have access to information necessary to safeguard pupils.

15. Raising Awareness

This policy will be:

- Published on the Colgate Primary School website.
- Available in hard copy upon request.
- Shared with staff as part of annual training.
- Included within staff induction processes.

The school will promote age-appropriate awareness among pupils to encourage understanding, inclusion and safe behaviour.

Monitoring and Review

This policy will be reviewed annually by the Headteacher, Designated Allergy Lead and Governing Body, or sooner following significant changes in guidance, legislation, or any allergy-related serious incident.

HEAD TEACHER: R.Winn

CHAIR OF GOVERNORS: Miss Amelia Calvert

DATE: September 2026

REVIEW DATE: September 2027