

ALLERGY SAFETY POLICY



Alexander McLeod Primary School

Updated: September 2026
Date of review: September 2027

Policy owner	Headteacher
Named Allergy Lead	Mohammad Mustafa, Headteacher
Approved by	Governing Body
Date approved	September 2026
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Review date	September 2027

Introduction

This policy follows the Department for Education (DfE) Allergy safety policy – template and the statutory guidance Allergy safety in schools, published 6 July 2026. It is intended to be read alongside Alexander McLeod Primary School's policies and procedures for supporting pupils with medical conditions, medication, first aid, safeguarding, food, educational visits and data protection.

The school recognises that allergy can be serious and potentially life-threatening. Our aim is to ensure that pupils with allergies are safe, included and able to participate fully in school life.

Culture

Awareness training

All staff who are present when pupils are scheduled to be on site will receive allergy awareness and emergency response training at least annually. This includes permanent, temporary, supply, agency, peripatetic and regular volunteer staff, as well as catering and wraparound staff who may supervise pupils. Contractors without a pupil-facing role are not routinely included.

New staff will receive allergy information and relevant procedures as part of induction. The school will ensure that supply and cover staff receive appropriate information before or when they begin working with pupils. Training records will be maintained.

Training will cover:

- awareness of allergy, the risks it poses and how allergic reactions can occur;
- food allergy, asthma, eczema, hay fever and other allergic conditions, including that conditions can co-exist;
- the difference between food allergy, coeliac disease and food intolerance;
- where to find information about individual allergy triggers;
- the symptoms of allergic reactions and recognition of anaphylaxis;
- emergency response, including calling 999, informing parents/carers, locating and administering emergency medication and using adrenaline devices;
- the impact of allergy on pupil wellbeing;
- the school's allergy safety policy and individual arrangements;
- how to check whether a pupil is recorded as having a known allergy and how to use an Allergy Action Plan;
- staff responsibilities for reducing exposure to known allergens;
- how to report allergic reactions, anaphylaxis, serious incidents and near misses.

This training does not replace any separate clinical competency, delegation or individual healthcare arrangements required for a particular pupil.

Wellbeing

The school recognises that living with allergy, and the possibility of anaphylaxis, can cause anxiety. Staff will promote a supportive and inclusive culture and will listen to pupils' concerns. Reasonable adjustments will be considered where required so that pupils can participate fully in learning and school activities.

Bullying, teasing, exclusion or stigmatisation connected with allergy will not be tolerated and will be addressed through the school's behaviour and anti-bullying procedures. Pupils will not be unnecessarily singled out because of their allergy.

Minimising risk

Alexander McLeod Primary School will take reasonable and proportionate steps to minimise the risk of pupils, staff and visitors coming into contact with known allergens. We recognise that a completely allergen-free environment cannot be guaranteed.

Measures include:

- maintaining accurate records of known allergies and individual arrangements;
- sharing relevant allergy information with staff who need it to keep pupils safe;
- working with the school's catering provider to identify and manage food allergens and provide clear allergen information;
- managing food brought into school by pupils, parents/carers or staff in accordance with identified risks and school expectations;
- considering contact and airborne allergens where these are known to affect an individual pupil;
- requiring staff planning activities to consider allergen exposure, including cooking, science, art/craft, music and activities involving animals;
- using appropriate hygiene and cleaning arrangements;
- undertaking specific risk assessments for pupils at risk of anaphylaxis when planning visits and trips.

Food allergy

The school will manage food allergy through its catering and food safety arrangements. The school will work with catering providers to ensure that allergen information is accurate and accessible and that known dietary requirements are communicated appropriately.

Parents/carers must inform the school promptly of diagnosed allergies and any changes to dietary or emergency arrangements. Food-related curriculum activities, celebrations and events will take account of known allergies and individual risk assessments where required. The school's food and catering arrangements should be read alongside this policy.

Individual children and young people

Identification

The school will identify pupils with known allergies through information provided by parents/carers, healthcare professionals and previous settings. Where appropriate, information about staff and regular visitors with significant allergies will also be considered for emergency planning.

A central record will be maintained of pupils with known allergies, known triggers, whether they have an Allergy Action Plan and/or Individual Healthcare Plan (IHP), and whether they have prescribed medication such as an adrenaline auto-injector (AAI). Information will be updated when parents/carers provide new medical information and at relevant transition points.

Individual Healthcare Plans

An IHP will be put in place where a pupil's allergy has a functional impact in school, presents a risk of harm and requires arrangements that are additional to or different from the school's general arrangements.

The IHP will record the additional and/or different support required, including emergency arrangements. This may include reasonable adjustments and arrangements for prescribed medication.

Where a healthcare professional has issued an Allergy Action Plan or Asthma Action Plan, the IHP will refer to or attach it. When an updated Action Plan is received, the IHP will be reviewed.

IHPs will be developed with parents/carers and, where appropriate, the pupil and relevant healthcare professionals. They will be reviewed at least annually and sooner following significant changes or incidents.

Prescribed adrenaline

Pupils prescribed adrenaline will have rapid access to their own AAI(s) at all times. The school will make arrangements so that access is available during lessons, lunchtime, playground activities, PE and sports, clubs, wraparound provision and educational visits. The school will aim to ensure that prescribed adrenaline can be reached within five minutes in an emergency.

Prescribed AAIs will be recorded, stored and checked in accordance with the pupil's IHP and the school's medication procedures. Parents/carers will be reminded to keep devices in date and to provide replacements when required. Arrangements will be made for pupils/parents to take prescribed devices home where appropriate, including at the end of the school day. The school will maintain records of pupils who have been provided with prescribed adrenaline devices and the associated Allergy Action Plan.

School-wide policies

"Spare" adrenaline devices

The school will maintain spare adrenaline devices for emergency use in accordance with the statutory guidance. Spare devices are held in addition to pupils' own prescribed devices. Spare devices will be used where a pupil or other eligible person is experiencing suspected anaphylaxis and their own device is unavailable, inaccessible, unusable or where an emergency situation otherwise meets the school's approved arrangements. Staff will follow their training and the emergency instructions provided with the devices.

Spare AAIs will be stored in clearly labelled emergency anaphylaxis kits, readily accessible and not locked away. They will be stored in pairs. The school will position spare devices so that pupils are not more than five minutes away from appropriate emergency adrenaline. Given the size and layout of Alexander McLeod Primary School, the school will review the location and number of spare AAI kits through risk assessment and may maintain more than one pair where required to achieve the five-minute access standard.

The school will maintain a regular checking system for expiry dates and condition. Used or expired devices will be replaced promptly and disposed of safely in accordance with appropriate arrangements.

The location of spare AAIs and the arrangements for accessing them will be communicated to trained staff and included in relevant emergency procedures.

Visits and trips

Pupils with allergies will not be unnecessarily prevented from participating in educational visits, residential visits, clubs or other activities. The school will make reasonable adjustments so pupils can participate safely.

A specific risk assessment will be undertaken for any pupil at risk of anaphylaxis who takes part in a trip off the school premises. The risk assessment will consider allergens, food, venue arrangements, travel, supervision, emergency services, medication and access to adrenaline.

Pupils at risk of anaphylaxis will take their own prescribed adrenaline devices on visits. Staff accompanying them will know the pupil's emergency arrangements and there will be staff trained to administer adrenaline in an emergency.

The school will consider whether spare adrenaline devices should also be taken on a particular visit based on risk assessment, without compromising the availability of spare devices on school premises.

Serious incidents and "near misses"

All serious allergic reactions, suspected anaphylaxis, medication incidents and relevant near misses will be recorded through the school's established incident and safeguarding/medical reporting systems, as appropriate.

The Headteacher/Allergy Lead will review incidents and near misses to identify learning and determine whether changes are needed to the pupil's IHP, risk assessment, staff training, medication arrangements, catering arrangements or this policy.

Parents/carers and relevant healthcare professionals will be involved where appropriate. The school will enable parents/carers and pupils to report incidents that may only become apparent after the pupil has returned home.

Lessons learned will be shared appropriately with staff and governors where necessary, while protecting confidential health information.

Information sharing

Health information relating to allergy is special category personal data and will be handled carefully and respectfully. The school will share relevant information with staff and external providers only where this is necessary to keep a pupil safe or to deliver appropriate support. Relevant information will be shared with staff supervising pupils, catering and wraparound providers, educational visit staff and other professionals where required. Information will be shared in a way that avoids unnecessary disclosure or embarrassment and respects the pupil's dignity.

The school will follow its Data Protection Policy and UK GDPR requirements when recording, storing and sharing allergy information.

Awareness of the allergy safety policy

This policy will be published on the Alexander McLeod Primary School website and made available in hard copy on request. Staff will be made aware of the policy through annual allergy awareness training and induction arrangements for new staff.

The school will raise appropriate awareness of allergy safety among pupils through assemblies, curriculum opportunities and pastoral work where appropriate. Where a pupil has a prescribed adrenaline device, consideration may be given to ensuring close friends know how to seek adult help in an emergency, with the agreement of the pupil and parents/carers.

Wider pupil awareness will support, but never replace, staff emergency response arrangements.

Governance, review and publication

The Governing Body will oversee the school's allergy safety arrangements. Mohammad Mustafa, Headteacher, is the named senior leader with responsibility for allergy safety and for driving implementation and contributing to the review of this policy.

The policy will be reviewed at least annually and sooner where incidents or near misses identify a need for improvement. Reviews will consider incidents, near misses, training, IHPs, medication, spare AAI arrangements, educational visits, catering arrangements, staff feedback and feedback from pupils and parents/carers.

The current approved policy will be published on the school website and will be readily accessible to parents/carers and staff.

Related policies and documents

- Supporting Pupils with Medical Conditions Policy
- Medication and First Aid Procedures
- Educational Visits Policy and individual visit risk assessments
- Food / Catering arrangements
- Safeguarding and Child Protection Policy
- Behaviour and Anti-Bullying Policy
- Data Protection Policy
- Individual Healthcare Plans and Allergy Action Plans

Policy status: Whole-school statutory policy

Named Allergy Lead: Mohammad Mustafa, Headteacher

Review date: September 2027