



## **Allergy Safety Policy**

**September 2026**

### **1. Policy Statement**

Withinfields Primary School is committed to providing a safe, inclusive and supportive environment for all pupils with allergies. We recognise that allergies can be serious and potentially life-threatening, and we will take all reasonable steps to reduce risk, prevent allergic reactions where possible, and respond effectively during an emergency.

This policy complies with the Department for Education's statutory guidance *Allergy Safety in Schools* and is intended to ensure pupils with allergies can participate fully in all aspects of school life. [\[gov.uk\]](https://www.gov.uk), [\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk)

### **2. Aims**

The school will:

- Identify pupils with allergies and assess their needs.
- Maintain Individual Healthcare Plans (IHPs) where required.
- Ensure staff receive appropriate allergy awareness training.
- Reduce exposure to known allergens where reasonably practicable.
- Maintain emergency procedures for allergic reactions and anaphylaxis.
- Hold spare Adrenaline Auto-Injectors (AAIs) in accordance with national guidance.
- Support full participation of pupils with allergies in school activities, visits and extracurricular events.
- Record and review allergy incidents, near misses and lessons learned.

### **3. Scope**

This policy applies to:

- All pupils
- Employees
- Volunteers
- Contractors
- Visitors
- External providers operating on the school site

### **4. Roles and Responsibilities**

#### Governing Body/Trust Board

The Governing Body will:

- Ensure this policy is implemented and reviewed annually.
- Monitor allergy management arrangements.
- Ensure adequate resources are available for training and emergency medication.

#### Headteacher

The Headteacher will:

- Ensure effective implementation of this policy.
- Ensure staff receive required training.



- Ensure allergy information is available to relevant staff.
- Ensure emergency procedures are in place.

#### Staff

Staff will:

- Complete allergy awareness training.
- Follow pupils' healthcare plans.
- Take steps to minimise allergen exposure.
- Respond appropriately to allergic reactions.
- Report incidents and near misses.

#### Parents/Carers

Parents/carers are expected to:

- Inform the school of allergies and changes in medical needs.
- Provide prescribed medication and keep it in date.
- Supply medical documentation and action plans.
- Participate in reviews of healthcare plans.

### **5. Identification of Pupils with Allergies**

The school will:

- Request allergy information during admission.
- Review medical information annually.
- Maintain an up-to-date allergy register.
- Ensure relevant staff have access to allergy information.
- Implement an Individual Healthcare Plan where necessary.

### **6. Individual Healthcare Plans (IHPs)**

Where required, an Individual Healthcare Plan will include:

- Details of the allergy.
- Known allergens and triggers.
- Signs and symptoms of allergic reactions.
- Emergency response procedures.
- Medication requirements.
- Storage arrangements.
- Educational visit considerations.
- Named contacts.

Plans will be reviewed at least annually or following any significant change or incident.

### **7. Managing Allergy Risks**

The school will:

- Promote awareness of allergens throughout the school community.
- Ensure food allergen information is available where food is provided.
- Follow food safety and allergen management requirements.
- Encourage good handwashing practices.
- Implement risk controls proportionate to identified allergies.
- Avoid blanket food bans unless supported by a risk assessment.
- Seek to provide safe alternatives where appropriate.



## **8. Staff Training**

All staff will receive allergy awareness training which includes:

- Understanding allergies and anaphylaxis.
- Recognising symptoms.
- Reducing allergen risks.
- Emergency procedures.
- Administration of Adrenaline Auto-Injectors (AAIs).
- Record keeping and incident reporting.

Refresher training will be provided regularly and as required.

## **9. Emergency Medication**

The school will:

- Ensure pupils prescribed AAIs have immediate access to them.
- Hold spare AAIs for emergency use.
- Store medication safely and accessibly.
- Maintain records of expiry dates.
- Undertake regular checks to ensure medication remains in date.

## **10. Responding to an Allergic Reaction**

Where a pupil displays symptoms of an allergic reaction:

1. Remain with the pupil.
2. Follow the pupil's Individual Healthcare Plan.
3. Administer prescribed medication without delay.
4. Administer an AAI if symptoms indicate anaphylaxis.
5. Call 999 immediately and state "anaphylaxis".
6. Contact parents/carers.
7. Record the incident.
8. Conduct a post-incident review.

## **11. Educational Visits and Off-Site Activities**

The school will ensure pupils with allergies can participate fully in trips and visits through:

- Individual risk assessments.
- Availability of emergency medication.
- Sharing essential information with supervising staff.
- Communication with venues and activity providers.
- Appropriate emergency arrangements.

## **12. Catering and Food Provision**

Where food is provided, the school and catering providers will:

- Comply with allergen information requirements.
- Keep ingredient information available.
- Check product changes.
- Communicate allergen information clearly.
- Support pupils with medically required dietary needs.

## **13. Incident Reporting and Review**

All allergic reactions, medication usage, near misses and serious incidents will be:



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- Recorded promptly.
- Reviewed by senior leaders.
- Used to identify lessons learned.
- Considered when reviewing risk assessments and healthcare plans.

#### **14. Monitoring and Review**

This policy will be:

- Reviewed annually.
- Reviewed following a serious incident or significant change in guidance.
- Approved by the Governing Body/Trust Board.