



Crockham Hill C E Primary School

Giving children the best possible start to the rest of their lives.

Allergy Safety Policy

Review Body:	Full Governing Body
Leadership Group Responsibility:	Headteacher
Type of Policy:	Statutory
Review Period:	Annual
Reviewed:	Autumn 2026
Next Review:	Autumn 2027

Approved by Full Governing Body on 1st October 2026

Based on model policy from The Key (Last reviewed on 19 June 2024)

This policy supports our school values of Respect, Empathy and Aspiration. It has been adopted to ensure that all members of our school community understand our commitment to keeping children with allergies safe, included and supported. This links to our school vision by recognising and responding to each child's individual medical needs, promoting their wellbeing and enabling them to participate fully in school life. We aim to create a caring and inclusive environment where every child can feel safe, valued and confident to learn, grow and succeed.

RESPECT EMPATHY RESILIENCE ASPIRATION

1. Introduction

Crockham Hill CE Primary School is committed to providing a safe, inclusive and supportive environment for all members of our school community.

We recognise that allergies can have a significant impact on a child's physical health, emotional wellbeing and ability to participate fully in school life. In some circumstances, an allergic reaction can be life-threatening. We therefore take the management of allergies seriously and will work closely with children, parents/carers, staff and relevant healthcare professionals to minimise risk and ensure appropriate support is in place.

This policy sets out the arrangements we have in place to promote allergy awareness, reduce the risk of exposure to known allergens and respond appropriately to allergic reactions and emergencies.

This policy should be read alongside the school's Supporting Pupils with Medical Conditions Policy, First Aid Policy, Safeguarding Policy, Health and Safety Policy, Educational Visits Policy and Data Protection Policy.

2. Aims

The aims of this policy are to:

- Reduce the risk of children, staff and visitors being exposed to known allergens.
- Ensure that children with allergies are supported safely and inclusively.
- Ensure staff have appropriate awareness of allergies and know how to respond in an emergency.
- Ensure that children with allergies are able to participate as fully as possible in school activities, trips and events.
- Ensure that appropriate individual healthcare and allergy action plans are in place where required.
- Ensure that emergency medication, including adrenaline auto-injectors where prescribed, is readily accessible.
- Promote the emotional wellbeing of children with allergies and prevent bullying or unnecessary embarrassment.
- Ensure that incidents and near misses are recorded, reported and reviewed so that lessons can be learned.
- Ensure that information about allergies is shared appropriately, securely and only with those who need to know.

3. Responsibility for Allergy Safety

The school will identify a named member of the Senior Leadership Team who has overall responsibility for allergy safety.

The named member of staff will be: Mrs Lisa Higgs

- Oversee the implementation of this policy.
- Ensure appropriate allergy awareness and emergency response training is provided.
- Ensure that information about pupils with known allergies is appropriately recorded and kept up to date.
- Ensure that Individual Healthcare Plans and Allergy Action Plans are reviewed when necessary.
- Monitor incidents and near misses and ensure that appropriate action is taken.
- Ensure that allergy safety arrangements are reviewed at least annually and following any significant incident or near miss.
- Work with parents/carers, pupils and healthcare professionals where appropriate.

Terri Waghorn will oversee the management and checking of the school's spare adrenaline auto-injectors, including monitoring expiry dates and ensuring devices are replaced following use or expiry.

All staff have a responsibility to understand and follow this policy and to take reasonable steps to reduce the risk of exposure to known allergens.

4. Staff Training and Awareness

All staff who are present when pupils are on site will receive appropriate allergy awareness and emergency response training at least annually.

This will include, as appropriate:

- Permanent staff.
- Temporary and supply staff.
- Peripatetic staff.
- Agency staff.
- Regular volunteers.
- Catering staff.
- Staff supervising breakfast clubs, after-school clubs and other activities involving pupils.

New staff will receive appropriate information as part of their induction. Arrangements will be made to ensure that supply and temporary staff are aware of relevant allergy arrangements.

Training and awareness will include:

- An understanding of allergies and the risks they present.
- Awareness that allergies can include food and non-food allergens and may co-exist with other conditions.
- The difference between food allergy, coeliac disease and food intolerance.
- Awareness of pupils with known allergies and where relevant information can be found.

- Recognition of the symptoms of an allergic reaction.
- Recognition of anaphylaxis.
- How to respond in an emergency, including calling the emergency services and contacting parents/carers.
- How to locate and use emergency medication, including adrenaline auto-injectors and emergency asthma medication where appropriate.
- Awareness of the school's allergy safety arrangements.
- The importance of reducing the risk of exposure to known allergens.
- How to report an allergic reaction, anaphylaxis or near miss.

Training does not replace any individual clinical or healthcare arrangements required for a particular child.

5. Promoting Wellbeing and Preventing Bullying

The school recognises that living with an allergy can cause anxiety and may affect a child's confidence and wellbeing.

We will:

- Treat children with allergies with respect and sensitivity.
- Avoid unnecessarily drawing attention to a child's allergy.
- Ensure children are not excluded from activities because of their allergy where reasonable adjustments can be made.
- Encourage children to speak to a trusted adult if they are worried about their allergy or feel unsafe.
- Address any bullying, teasing or inappropriate behaviour relating to allergies in accordance with the school's behaviour and anti-bullying procedures.
- Work with parents/carers and the child to identify appropriate support where allergy-related anxiety is affecting their wellbeing or participation.

6. Minimising the Risk of Exposure

The school will take reasonable measures to minimise the risk of pupils, staff or visitors coming into contact with known allergens.

Food brought into school

Parents/carers will be provided with appropriate information about the school's arrangements for managing food allergies.

Where a child has a known food allergy, parents/carers should inform the school and provide up-to-date information about the allergen and any required medication or action plan.

The school will communicate appropriate expectations regarding food brought into school by pupils, including packed lunches, snacks and food for special events.

Food provided by the school

Where food is provided by the school, appropriate information about allergens will be obtained and communicated in accordance with the school's catering arrangements.

Reasonable steps will be taken to reduce the risk of cross-contamination and accidental exposure.

Activities

Staff planning activities should consider whether there is a risk of exposure to allergens.

This may include activities involving:

- Food preparation or cooking.
- Science.
- Art and craft materials.
- Animals.
- Outdoor activities.
- Other materials which may contain known allergens.

Where necessary, alternative materials or reasonable adjustments will be considered.

Educational visits

Risk assessments for educational visits will consider the needs of children with known allergies, particularly those at risk of anaphylaxis.

Appropriate medication and trained staff will be available for children who require them.

7. Identifying and Recording Allergies

Parents/carers are responsible for providing the school with accurate and up-to-date information about their child's allergy.

The school will seek appropriate information about known allergies when a child joins the school and whenever circumstances change.

The school will maintain an appropriate record of pupils with known allergies, including:

- The child's known allergen(s).
- The symptoms and severity of previous reactions where relevant.
- Whether the child has an Individual Healthcare Plan.

- Whether the child has an Allergy Action Plan.
- Whether the child has an Asthma Action Plan where relevant.
- Details of prescribed emergency medication, including adrenaline auto-injectors.
- Any additional arrangements or reasonable adjustments required.

Information will be reviewed when a parent/carers provides updated medical information or when an Allergy Action Plan or other healthcare plan is updated.

8. Individual Healthcare Plans

A child will have an Individual Healthcare Plan (IHP) where their allergy:

- Has a functional impact on them in school;
- Places them at risk of harm; and
- Requires arrangements that are additional to or different from those made generally for pupils.

The IHP will set out the arrangements required to support the child, including emergency arrangements where appropriate.

Where a child has an Allergy Action Plan or Asthma Action Plan provided by a healthcare professional, this will be referred to or attached to the IHP where appropriate.

When an updated action plan is provided, the child's IHP will be reviewed and updated as necessary.

The school will work with parents/carers and relevant healthcare professionals when developing and reviewing individual arrangements.

9. Prescribed Adrenaline Auto-Injectors

Children who have been prescribed adrenaline auto-injectors must have rapid access to their medication at all times.

This includes:

- Classrooms.
- The playground.
- The dining area.
- PE and sports activities.
- Educational visits and trips.
- Clubs and other activities taking place away from the usual classroom.

Where appropriate, children should have access to their prescribed adrenaline devices throughout the school day.

Parents/carers are responsible for ensuring that prescribed medication supplied to the school is in date and replacing it when necessary. The school will have appropriate arrangements for checking medication expiry dates and records.

The school will maintain a record of children who have prescribed adrenaline auto-injectors and their relevant Allergy Action Plan.

Terri Waghorn will oversee the school's arrangements for spare adrenaline auto-injectors and will ensure that staff are aware of their location.

10. Spare Adrenaline Auto-Injectors

Where the school holds spare adrenaline auto-injectors, these will be managed in accordance with current statutory guidance and the school's medical conditions arrangements.

The school will ensure that:

- Spare adrenaline auto-injectors are readily accessible and are not unnecessarily locked away.
- They are stored in a clearly identified location.
- They are stored in pairs.
- Their expiry dates are checked regularly.
- They are replaced when used or when they expire.
- Staff know where they are located and how they should be used in an emergency.
- Appropriate records are maintained.

The school's spare adrenaline auto-injectors are kept in the Office, in the First Aid box located on the wall.

Staff should be familiar with this location and be able to access the spare devices promptly in an emergency.

Terri Waghorn is responsible for overseeing the school's spare adrenaline auto-injectors, including checking expiry dates, maintaining appropriate records and ensuring that devices are replaced following use or expiry.

The school will consider the layout of the site when determining the location of spare adrenaline devices so that they can be accessed promptly in an emergency.

11. Emergency Response

If a child is experiencing symptoms of anaphylaxis or another serious allergic reaction, staff will follow the child's Allergy Action Plan or Individual Healthcare Plan where available.

Staff will:

1. Follow the emergency instructions provided for the child.
2. Administer prescribed or appropriate emergency adrenaline without delay where indicated and where staff are trained and authorised to do so.
3. Call 999 and request an ambulance.
4. Follow the instructions of the emergency services.
5. Inform the child's parents/carers as soon as practicable.
6. Ensure that the incident is recorded and reported in accordance with school procedures.
7. Review the incident and identify any lessons that need to be learned.

Staff should not delay emergency treatment while attempting to contact parents/carers.

Where a child's prescribed adrenaline auto-injector is not immediately available, staff should follow the child's emergency plan and the school's arrangements for accessing a spare adrenaline auto-injector.

12. Educational Visits and Trips

Children with allergies should be supported to participate in educational visits and trips wherever it is safe and reasonably practicable to do so.

Risk assessments will consider:

- The child's known allergens.
- The likelihood of exposure.
- Access to prescribed and/or spare emergency medication.
- The availability of appropriately trained staff.
- Food arrangements.
- Travel arrangements.
- The location of the visit and access to emergency services.
- Any additional reasonable adjustments required.

Children at risk of anaphylaxis should have their prescribed adrenaline device available during the visit, and appropriate staff should be trained to administer emergency medication.

Where required, appropriate spare adrenaline auto-injectors should also be taken on educational visits in accordance with the school's medical arrangements.

13. Incidents and Near Misses

All allergic reactions, suspected allergic reactions and relevant near misses will be taken seriously.

Incidents and near misses will be:

- Reported to the appropriate member of staff.
- Recorded in accordance with school procedures.
- Communicated to parents/carers where appropriate.
- Reviewed to identify whether further action or changes to procedures are required.
- Used to inform the annual review of this policy where relevant.

Parents/carers are encouraged to inform the school of any allergic reaction or suspected exposure that may have occurred at school, including where symptoms only become apparent after the child has returned home.

14. Information Sharing and Confidentiality

Information about a child's allergy is sensitive health information and will be handled in accordance with the school's Data Protection Policy.

Information will be shared with staff and other individuals who need to know in order to keep the child safe and support them appropriately.

The school will ensure that relevant staff have sufficient information to respond effectively in an emergency while avoiding unnecessary disclosure of sensitive information.

Children with allergies will not be unnecessarily singled out or embarrassed because of their medical needs.

Information may be shared with relevant external professionals where there is a lawful and appropriate basis for doing so, including where this is necessary to safeguard a child.

15. Awareness of Allergy Safety

This policy will be made available to staff and parents/carers through the school website.

Staff will be made aware of the policy through induction and annual allergy awareness training.

Children will be encouraged to develop an age-appropriate understanding of allergies and how they can help to keep themselves and others safe.

Where appropriate, children may be made aware that a classmate has an allergy and how to seek adult help in an emergency. This will be handled sensitively and discussed with the child and their parents/carers where appropriate.

16. Monitoring and Review

This policy will be reviewed at least annually and sooner where:

- There has been a significant allergic reaction or anaphylaxis.
- There has been a near miss.
- There has been a change in statutory guidance.
- A child's individual circumstances or medical needs change.
- The school identifies that existing arrangements could be improved.

Reviews will consider incidents and near misses and will seek to identify lessons and improvements to the school's allergy safety arrangements.

The governing body will ensure that the policy remains accessible to staff and parents/carers.

Appendix 1 – Key Allergy Safety Information for Staff

All staff should:

- Know which pupils in their care have known allergies.
- Know where allergy and healthcare information is stored.
- Know which pupils have prescribed adrenaline auto-injectors.
- Know where emergency medication is kept.
- Know that the school's spare adrenaline auto-injectors are kept in the Office, in the First Aid box on the wall.
- Know how to access the spare adrenaline auto-injectors promptly in an emergency.
- Know that Terri Waghorn oversees the school's spare adrenaline auto-injectors.
- Understand how to respond to an allergic reaction.
- Know how to call 999 and request an ambulance.
- Never promise a child that information about a safeguarding or medical concern will remain completely confidential.
- Report all allergic reactions and relevant near misses.
- Consider allergy risks when planning activities, food experiences, trips and visits.
- Seek advice if they are unsure about an individual child's arrangements.

Appendix 2 – Child-Friendly Allergy Message Keeping Everyone Safe from Allergies

Some children and adults have allergies. An allergy can sometimes make someone very poorly, so it is important that we all help to keep each other safe.

- We should never share food unless an adult says it is safe to do so.
- We should listen to adults when they explain how to keep someone safe.
- We should never tease or bully someone because of their allergy.
- If someone becomes unwell or has difficulty breathing after eating or touching something, tell an adult straight away.
- If you have an allergy, you can always speak to a trusted adult if you are worried.
- We all have a part to play in making our school a safe and caring place.