



Allergy Safety Policy



Date Created	September 2026
Review Frequency	Annually
Date for Next Review	September 2027
Head Teacher Approval	C. Mott

Policy Statement

At Grangetown Primary School, we are 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 health, wellbeing and educational participation and that severe allergic reactions (anaphylaxis) can be life-threatening. Allergy procedures apply during all school activities, including wraparound childcare provision (breakfast and afterschool clubs), extracurricular activities and educational visits.

This policy has been developed in accordance with the requirements of Section 34 of the Children's Wellbeing and Schools Act 2026 and associated statutory guidance. It outlines the measures we take to minimise risk, support individuals with allergies, respond effectively to allergic reactions and promote awareness across the school community.

The school aims to:

- Protect children, young people, staff and visitors with allergies.
- Minimise the risk of exposure to known allergens.
- Ensure rapid and effective emergency responses.
- Promote inclusion and participation for individuals with allergies.
- Support emotional wellbeing and reduce anxiety associated with allergy management.
- Ensure compliance with statutory duties and best practice guidance.

Responsibility and Leadership

The Governing Body has overall responsibility for ensuring the school complies with statutory requirements relating to allergy safety.

The designated member of the Senior Leadership Team responsible for allergy safety is:

Name: John Vickers

Role: Assistant Head Teacher

The designated lead will:

- Oversee implementation of this policy.
- Maintain oversight of allergy records and procedures.
- Ensure staff training requirements are met.
- Coordinate reviews following incidents or near misses.
- Liaise with parents, healthcare professionals and external agencies where necessary.
- Report significant issues to governors.

Policy Review

This policy will be reviewed:

- Annually as a minimum.
- Following any serious allergic incident.
- Following any allergy-related near miss.
- Following updates to legislation or statutory guidance.

Reviews will consider:

- Allergy-related incidents.

- Near misses.
- Feedback from pupils, parents and staff.
- Lessons learned and improvement actions.

The policy will be published on the school website and made available in hard copy upon request.

Culture

The school will foster a culture where allergy safety is everyone's responsibility.

We will:

- Encourage openness about allergies.
- Promote understanding and inclusion.
- Challenge misconceptions about allergy.
- Ensure allergy management is incorporated into safeguarding and wellbeing practices.
- Encourage pupils to seek help immediately if they are concerned about symptoms.

The school will promote an allergy-aware culture amongst pupils through age-appropriate education, encouraging understanding, respect and support for those living with allergies.

Awareness Training

All staff present during times when pupils are on site will receive annual allergy awareness and emergency response training.

This includes:

- Teachers
- Teaching assistants
- Midday supervisors
- Office staff
- Senior leaders
- Catering staff
- Breakfast club staff
- After-school club staff
- Agency staff
- Supply teachers
- Peripatetic staff
- Regular volunteers

Allergy awareness training should ensure all staff:

- An awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;

- Know how to respond in an emergency, including:
 - calling emergency services and informing parents;
 - how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
 - training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);
- Understand the impact allergy can have on a child or young person's wellbeing;
- Understand the school's allergy safety policy;
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan;
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").

Training should be understood as allergy awareness and emergency response training. It should not be read as replacing any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

New and Temporary Staff

All newly appointed staff will receive allergy awareness information as part of induction.

Supply and cover staff will receive:

- Allergy information relevant to pupils they supervise.
- Emergency procedures information.
- Access to pupil healthcare plans where required.

Records of all allergy awareness and emergency response training will be maintained by the school and reviewed to ensure all relevant staff remain up to date.

Wellbeing

The school recognises that living with an allergy can cause anxiety for pupils and families.

The school will:

- Promote an inclusive environment.
- Encourage participation in all aspects of school life.
- Listen to the views of pupils with allergies.
- Support confidence and independence appropriate to age and development.
- Work closely with families to address concerns.

The school will make reasonable adjustments where required to support pupils with allergies to access education, educational visits and wider school activities safely and inclusively.

Bullying and Discrimination

The school adopts a zero-tolerance approach to:

- Bullying linked to allergies.
- Deliberate allergen exposure.
- Discrimination arising from medical needs.
- Any incidents will be dealt with under the Behaviour and Anti-Bullying Policies and may be treated as a safeguarding concern.

Minimising Risk

The school cannot guarantee an allergen-free environment. However, reasonable steps will be taken to minimise exposure risks. The school recognises that allergies may include food, insect venom, medication, animal, latex and environmental allergens and will consider reasonable adjustments where necessary to minimise risks.

Food Provided by the School

The school will:

- Work with catering providers to identify allergens.
- Make allergen information available.
- Ensure staff understand food allergy risks.
- Follow food safety and allergen management requirements.
- Consider individual needs when planning menus.
- All staff will be aware of the children who have known allergies in school.

Food Brought into School

Where necessary, the school may:

- Restrict specific foods in identified areas.
- Communicate allergen risks to families.
- Request cooperation from parents regarding high-risk allergens.
- Review arrangements for celebrations and special events.

Airborne and Contact Allergens

Where pupils have known allergies to airborne or contact allergens, reasonable adjustments may include:

- Environmental controls.
- Seating arrangements.
- Cleaning procedures.
- Restrictions on particular products or activities where appropriate.

Activities

When planning activities, staff will consider allergen risks including:

- Cooking activities.
- Food technology.
- Science experiments.

- Arts and crafts.
- Sensory play.
- Gardening.
- Music activities.
- Animal-related activities.

Educational Visits

All trips and off-site activities will include consideration of allergy-related risks.

Risk assessments will specifically address:

- Access to emergency medication.
- Availability of trained staff.
- Emergency procedures.
- Catering arrangements.
- Travel considerations.

Food Allergy Management

The school will provide clear allergen information for food supplied on site.

The school will:

- Work with catering providers to maintain accurate allergen information.
- Share information with pupils and families where appropriate.
- Ensure food preparation procedures minimise cross-contamination risks as far as reasonably practicable.
- Promote safe eating practices.

Individual Children & Young People

Identification

The school will maintain an up-to-date register of:

- Pupils with allergies.
- Staff with allergies who choose to disclose them.
- Relevant visitors where information is provided.

The school will seek to identify known allergies affecting staff, regular visitors and others using the premises where reasonably practicable and will take reasonable steps to support their safety whilst on site.

The register will include:

- Known allergens.
- Severity of allergy.
- Emergency contact details.
- Medication requirements.
- Details of prescribed adrenaline auto-injectors.
- Healthcare plans.
- Allergy Action Plans.
- Asthma Action Plans where relevant.

Information may be gathered through:

- Admission forms.
- Medical information forms.
- Parents/carers.
- Healthcare professionals.
- Previous educational settings.

Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed for any pupil who:

- Has an allergy with a functional impact within school.
- Is at risk of harm because of an allergy.
- Requires arrangements additional to those generally available.

The IHP will detail:

- Known allergens.
- Symptoms.
- Prevention measures.
- Medication arrangements.
- Emergency procedures.
- Roles and responsibilities.

Where available, the following will be attached or referenced:

- Allergy Action Plan.
- Asthma Action Plan.
- Consultant or specialist advice.

Plans will be reviewed:

- Annually.
- Following changes to medical advice.
- Following an incident.

Individual Healthcare Plans will be reviewed at the start of each academic year to ensure information remains accurate.

Additionally, whenever a revised Allergy Action Plan or Asthma Action Plan is provided by a healthcare professional, the pupil's Individual Healthcare Plan will be reviewed and updated accordingly.

Information regarding pupils with allergies will be shared with all relevant staff. Photographs of pupils with severe allergies or those at risk of anaphylaxis may be displayed in staff-only areas, including the staff room, kitchen and school office, where necessary to support the safety of individual pupils and with appropriate regard to data protection requirements.

Staff will know how to access the school's allergy register and individual healthcare plans in order to respond appropriately during routine activities and emergencies. Information regarding known allergens, Allergy Action Plans, Asthma Action Plans and Individual Healthcare Plans will

be stored on CPOMS and will be accessible to relevant staff who may need this information to support pupils safely. These will be updated regularly to reflect any changes.

The school will work in partnership with parents/carers, healthcare professionals and pupils to ensure allergy information remains accurate and up to date.

Prescribed Adrenaline Auto-Injectors

Pupils prescribed adrenaline auto-injectors must have rapid access to them at all times.

The school will ensure access:

- In classrooms.
- During lunch.
- On playgrounds.
- During PE.
- During extracurricular activities.
- On educational visits.

Individually prescribed adrenaline auto-injectors will be stored in accordance with each pupil's Individual Healthcare Plan. Arrangements will ensure that medication is immediately accessible during the school day, including at lunchtimes, breaktimes, PE lessons and educational visits.

The school will maintain records of:

- Pupils prescribed adrenaline devices.
- Device locations.
- Expiry dates.
- Receipt of updated Allergy Action Plans.

Parents are responsible for:

- Providing prescribed medication.
- Ensuring medication remains in date.
- Replacing medication before expiry.

Arrangements for taking prescribed medication home will be agreed with parents.

Spare Adrenaline Auto-Injectors

In accordance with statutory guidance, the school maintains a supply of emergency ("spare") adrenaline auto-injectors (AAIs) for use in an emergency where a pupil is experiencing symptoms of anaphylaxis and:

- Their own prescribed device is not immediately available.
- Their prescribed device has been used and a second dose is required.
- Their prescribed device is faulty, damaged or out of date.
- They are believed to be having anaphylaxis and meet the criteria for use of a spare device as outlined in Department for Education guidance.

Spare adrenaline auto-injectors will only be administered when there is reasonable belief that a child or young person is experiencing anaphylaxis and immediate treatment is required.

Staff will follow the individual's Allergy Action Plan where available and will:

- Administer adrenaline without delay if anaphylaxis is suspected.
- Call 999 and request an ambulance, stating that anaphylaxis is suspected.
- Contact parents/carers as soon as possible.
- Monitor the individual until emergency services arrive.
- Administer a second adrenaline auto-injector after five minutes if symptoms have not improved or return and medical advice indicates that a second dose is required.

The school recognises that adrenaline should be administered as soon as possible and ideally within five minutes of the onset of anaphylaxis symptoms.

Location of Spare Adrenaline Devices

Spare adrenaline auto-injectors will be stored in the **School Office** within a clearly labelled Emergency Anaphylaxis Kit. The location is known to all staff and forms part of annual allergy awareness training and staff induction.

Emergency Anaphylaxis Kit

The school may maintain an Emergency Anaphylaxis Kit containing:

- Spare adrenaline auto-injectors 0.15mg x 2 & 0.3mg x 2.

The school will ensure that adrenaline devices remain readily accessible during the school day and are not locked away in a manner that would delay access in an emergency.

Spare adrenaline auto-injectors will be stored in pairs within the Emergency Anaphylaxis Kit to ensure a second dose is immediately available if required.

The location of emergency medication will be communicated to all staff and arrangements will ensure access during lunchtimes, outdoor learning, PE lessons, sports activities and playtimes.

The school will seek to ensure that no child or young person is more than five minutes from an adrenaline auto-injector during the school day. Storage locations will be reviewed periodically to ensure emergency medication remains readily accessible throughout the school site.

For educational visits and off-site activities, appropriate emergency medication will accompany the pupil and trained staff.

Storage of Spare Adrenaline Devices

Spare adrenaline auto-injectors will be:

- Stored in a secure but accessible location within the School Office.
- Clearly labelled as "Spare Emergency Adrenaline Auto-Injectors".
- Stored according to manufacturer instructions.
- Kept in pairs so that a second dose is available if required.
- Regularly checked to ensure packaging remains intact and devices remain fit for use.

The school's Office Staff are responsible for monitoring the expiry dates and condition of all spare adrenaline auto-injectors and emergency salbutamol inhalers.

Formal checks will be carried out at least termly, with expiry dates monitored throughout the year.

These checks will include:

- Confirmation that medication remains within its expiry date.
- Confirmation that devices are stored correctly.
- Visual inspection of adrenaline auto-injectors for any signs of damage and deterioration.
- Confirmation that emergency inhalers and spacers remain in good condition.

A record of these checks will be maintained.

Replacement of Adrenaline Auto-Injectors

Office staff will carry out a formal termly audit of emergency medication. In addition, expiry dates will be monitored regularly throughout the year to ensure replacements can be obtained before medication expires.

Where parents provide prescribed medication for individual pupils, the school will also remind parents when medication is approaching its expiry date. However, ultimate responsibility for replacing prescribed medication remains with parents/carers.

Where a spare adrenaline auto-injector is used, damaged or reaches its expiry date, replacement medication will be obtained as soon as possible to ensure that the school's emergency supply remains fully stocked.

Emergency salbutamol inhalers and spacers will also be replaced when used, damaged or out of date to ensure emergency asthma medication remains available at all times.

The designated member of staff will:

- Remove used, damaged or expired devices from circulation immediately.
- Record the removal and reason.
- Arrange for replacement devices to be purchased without delay through the school's established procurement procedures.

The school will aim to maintain sufficient emergency stocks at all times and will ensure that spare adrenaline devices are available in pairs as recommended by national guidance.

Safe Disposal of Adrenaline Auto-Injectors

Used, damaged or expired adrenaline auto-injectors will be treated as clinical waste because they contain a needle.

The school will ensure that:

- Used devices are placed immediately into an approved sharps container where available.
- Expired or damaged devices are removed from circulation promptly.
- Devices are disposed of safely through an appropriate clinical waste or pharmacy disposal service.
- Disposal is undertaken in accordance with health and safety requirements.

Under no circumstances will adrenaline auto-injectors be placed in ordinary waste bins due to the risk posed by the concealed needle.

Educational Visits and Residentials

The school is committed to ensuring pupils with allergies are able to participate fully in educational visits.

Prior to visits:

- Allergy risks will be assessed.
- Medication availability will be checked.
- Healthcare information will be reviewed.
- Staff responsibilities will be allocated.

For pupils at risk of anaphylaxis:

- Personal adrenaline auto-injectors must accompany the pupil.
- Trained staff must be present.
- Emergency procedures must be established before departure.

Serious Incidents and Near Misses

All allergy-related incidents and near misses will be recorded.

Records will include:

- Date and time.
- Nature of incident.
- Allergens involved where known.
- Actions taken.
- Outcome.
- Lessons learned.

Where necessary:

- Parents/carers will be informed.
- Governors will be informed.
- Medical advice will be sought.
- Procedures will be reviewed.

The school encourages reporting of incidents occurring after school where exposure may have taken place during the school day.

Following any incident or near miss, the designated Allergy Lead will undertake a review to identify contributing factors and any lessons learned. Actions arising from the review will be recorded and implemented to reduce the likelihood of recurrence.

Information Sharing and Confidentiality

The school will manage health information in accordance with UK GDPR and Data Protection legislation.

Information will be:

- Accurate.
- Relevant.
- Shared only where necessary.
- Treated confidentially.
- Information may be shared with:
- Relevant school staff.
- Emergency services.
- Healthcare professionals where appropriate.
- Information sharing will balance:
- Safety requirements.
- Privacy rights.
- Dignity of individuals.

Raising Awareness

This policy will be:

- Published on the school website.
- Available in hard copy upon request.
- Included within staff induction processes.
- Referenced during annual training.
- Age-appropriate allergy awareness may be delivered to pupils through:
- Assemblies.
- PSHE education.
- Classroom discussion.
- Health and wellbeing activities.
- Where appropriate and agreed with parents, friends and classmates of pupils with serious allergies may receive guidance on seeking help in an emergency.

Monitoring and Compliance

The Governing Body and Senior Leadership Team will monitor implementation of this policy through:

- Annual policy review
- Training records
- Incident reports
- Healthcare plan audits
- Medication audits
- Risk assessment reviews