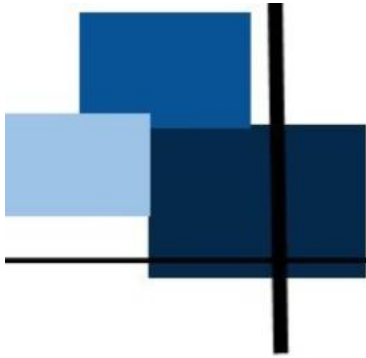




Working together to be the best that we can be

Russells Hall Primary School

Allergy Safety Policy

Date published: September 2026

Date for review: September 2027

Persons responsible: Headteacher, Designated Allergy Leads

Approved by: Governors

Linked to:

- Safeguarding and Child Protection Policy
 - Health and Safety Policy
 - Educational Visits Policy
 - SEND Policy
- Medical Conditions & Allergy Management Policy



RHPS Russells Hall Primary School - Allergy Safety Policy

Relationship with the Medical Conditions and Allergy Management Policy.

This **Allergy Safety Policy** is the school's dedicated allergy safety policy and should be read alongside the **Medical Conditions and Allergy Management Policy**. The Medical Conditions and Allergy Management Policy provide the school's overarching framework for supporting pupils with medical conditions, while this policy sets out the school's specific arrangements for preventing, managing and responding to allergies and anaphylaxis.

1. Policy Statement

Russells Hall Primary School is committed to keeping pupils with allergies safe while ensuring that they are fully included in school life. We recognise that allergic reactions can range from mild symptoms to life-threatening anaphylaxis and can occur unexpectedly.

This policy sets out the school's specific arrangements for managing allergies affecting pupils, including pupils at risk of anaphylaxis. It should be read alongside the school's Medical Conditions and Allergy Management Policy, Individual Healthcare Plans (IHPs), Allergy Action Plans, risk assessments, educational visits arrangements, catering procedures, safeguarding procedures and relevant medication procedures.

The policy has been developed with regard to the Department for Education's statutory guidance Allergy safety in schools and the allergy-safety duties introduced by section 34 of the Children's Wellbeing and Schools Act 2026. The school will have regard to the statutory guidance, review this policy at least annually, make changes following review where appropriate, publicise the policy within school and to parents, bring it to the attention of pupils, parents and staff at least annually, and publish it on the school website.

2. Aims

- Safeguard pupils with allergies, including those at risk of anaphylaxis.
- Reduce avoidable exposure to known allergens while recognising that an allergen-free environment cannot be guaranteed.
- Ensure staff understand allergy risks, recognise symptoms and know what to do in an emergency.
- Ensure appropriate IHPs, Allergy Action Plans and risk assessments are in place.
- Ensure prescribed and spare adrenaline auto-injectors (AAIs) are available and accessible when required.
- Provide appropriate allergy awareness and emergency-response training.
- Enable pupils with allergies to participate fully in learning, meals, clubs, sport, visits, residential and other activities.
- Record and learn from serious allergic reactions and near misses.
- Promote dignity, inclusion, reasonable adjustments and emotional wellbeing.

3. Scope

- All pupils
- All teaching and support staff
- Supply and temporary staff
- Office, premises staff
- Catering and lunchtime supervisors/play leaders
- Breakfast and after-school club staff
- Governors
- Volunteers and contractors where relevant
- Regular visitors
- Educational visits and residentials
- Sporting activities
- School events, performances, celebrations and fundraising

4. Roles and Responsibilities

Governing Body

- Approve and review this policy at least annually.
- Ensure the policy is publicised and published on the school website.
- Monitor implementation and ensure suitable resources are available.
- Receive reports following significant allergy incidents or near misses and assure itself that learning and actions are completed.
- Have regard to current statutory allergy-safety guidance.

Headteacher/Head of School Mrs Hawker

- Retain overall accountability for allergy safety.
- Ensure the policy is implemented consistently.
- Appoint Designated Allergy Leads.
- Ensure all staff receive appropriate allergy awareness and emergency-response training on induction and at least annually.
- Ensure suitable arrangements are in place for pupils with allergies.
- Ensure emergency procedures, medication arrangements and risk controls are effective.

Designated Allergy Leads Mrs Tams & Mrs Houlston

- Maintain the school allergy register.
- Ensure IHPs and Allergy Action Plans remain current.
- Liaise with parents/carers and healthcare professionals.
- Coordinate and record induction and annual allergy training.
- Ensure training covers recognition of allergic reactions and anaphylaxis, emergency action and practical use of AAls.
- Coordinate allergy risk assessments.

- Oversee prescribed and spare AAI arrangements.
- Carry out and record regular checks of spare AAI stock, including quantity, dose, condition and expiry.
- Review allergy incidents and near misses and identify improvements.

Staff

- Know which pupils have allergies relevant to their role.
- Know how to access relevant IHPs, Allergy Action Plans and emergency information.
- Complete required allergy training.
- Recognise signs of allergic reactions and anaphylaxis.
- Reduce unnecessary exposure to known allergens.
- Supervise pupils appropriately during meals and relevant activities.
- Follow emergency procedures immediately if an allergic reaction is suspected.
- Maintain confidentiality while ensuring essential emergency information is available to those who need it.

Parents and Carers

- Inform school of their child's allergy and provide appropriate medical information.
- Provide two in-date prescribed AAI of the correct dose where required, together with a current Allergy Action Plan where available.
- Replace expired or used prescribed medication promptly.
- Inform school of changes in medical advice or allergy status.
- Provide emergency contact details.
- Work in partnership with school and healthcare professionals.

Pupils

- Where age and understanding allow, understand their allergy and agreed safety arrangements.
- Avoid sharing food where this is part of their risk management.
- Tell an adult immediately if they feel unwell or develop symptoms.
- Carry prescribed medication where agreed in their IHP.
- Develop safe self-management as appropriate and recorded.
- Help promote a safe and inclusive environment.

5. Identification, IHPs and Allergy Action Plans

The school will assess whether an IHP is required for each pupil with an allergy, considering the impact of the allergy, risk of harm and whether arrangements are required beyond those normally available.

Where a parent/carers reports an allergy, the school will seek appropriate medical evidence from a regulated healthcare professional where necessary. Immediate interim safety arrangements will not be delayed where safeguarding requires them.

Where an IHP or individual allergy management plan is required, it will include, as appropriate:

- Allergens and known triggers.
- Symptoms and indicators of an allergic reaction.
- Prescribed medication and dose.
- Emergency response.
- Location and accessibility of medication.
- Emergency contacts.
- Staff responsibilities and training.
- Arrangements for meals and catering.
- Curriculum and activity considerations.
- Educational visits and residential arrangements.
- Review dates.

Plans will be accessible to staff who need them and reviewed at least annually, after an allergic reaction or near miss, whenever medical advice or the pupil's needs change and before significant transitions;

- change of class/teacher;
- transition between key stages;
- transition to secondary school;
- significant changes in support;
- changes to medication.

6. Allergy Register and Information Sharing

The school will maintain an up-to-date allergy register for pupils with diagnosed allergies.

It may include:

- Pupil name, year group and class.
- Photograph where necessary and proportionate.
- Allergen(s).
- Prescribed medication.
- IHP/Allergy Action Plan location.
- Emergency contacts.
- Relevant risk assessment information.
- Consent and authorisation arrangements for spare AAls.

Information will be shared only with staff and catering personnel who need it to keep the pupil safe, while ensuring emergency information is readily available. Information will be stored securely and processed in accordance with UK GDPR and the Data Protection Act 2018.

7. Catering and Allergen Management

The school will work with its catering provider and, where applicable, Catering Management Consultant to maintain robust allergen-management arrangements.

- Maintain accurate allergen information for meals and food products.
- Ensure allergen ingredients remain identifiable through the catering process.
- Minimise cross-contamination during preparation, cooking, service and handling.
- Communicate dietary requirements and changes between parents/carers, school and catering staff.
- Make reasonable adjustments so pupils with allergies can access school meals safely.
- Ensure relevant catering staff receive appropriate allergen training.
- Comply with applicable food-information legislation, including requirements relating to prepacked-for-direct-sale food (Natasha's Law).

Where a photograph or other identification system is used for food-allergy management, it must be proportionate, discussed with the child and parents/carers where appropriate, risk assessed and managed to protect dignity, privacy and inclusion.

8. Reducing the Risk of Exposure

The school recognises that it is not practical to create an allergen-free environment. The school will therefore take reasonable steps to reduce risk.

- Encourage handwashing before and after eating.
- Clean tables and eating surfaces before and after meals.
- Discourage food sharing.
- Supervise younger pupils and pupils requiring additional support during meals.
- Consider allergens when planning curriculum activities.
- Complete risk assessments where appropriate.
- Work closely with catering providers to minimise cross-contamination.
- Consider ingestion, skin contact and, where clinically relevant, airborne exposure.
- Check curriculum materials, cooking activities, celebrations, animals, gardening and relevant cleaning products against individual pupil risks.
- Parents/carers are asked not to send whole nuts, peanut products, nut-based snack bars or sesame-containing products into school wherever possible. This is a risk-reduction measure and does not mean that the school can guarantee an allergen-free environment.

9. Allergy Risk Assessments

Individual allergy risk assessments will be completed where appropriate, including for:

- Cooking and food-technology activities.
- Science investigations.
- Gardening.
- Animal visits.

- Educational visits.
- Residential trips.
- School performances.
- Fundraising events.
- Celebrations involving food.
- Any other activity identified through an individual pupil's risk assessment.

Risk assessments will be reviewed annually, following an allergic reaction or near miss, and whenever the pupil's medical needs change.

10. Inclusion, Wellbeing and Equality

Pupils with allergies must not be unnecessarily excluded from learning or activities. The school will plan reasonable adjustments so pupils can participate safely.

- Support pupils who experience allergy-related anxiety.
- Address allergy-related bullying or teasing promptly.
- Address deliberate exposure to an allergen as a serious safety and behaviour concern.
- Address pressure to eat unsafe food.
- Avoid unnecessary singling-out or stigmatisation.
- Involve pupils in decisions in a manner appropriate to age and understanding.
- Apply the Equality Act 2010 and make reasonable adjustments where an allergy amounts to a disability.

11. Educational Visits, Clubs and Off-Site Activities

Before any educational visit, residential, sporting activity or off-site event, the visit leader will review the pupil's IHP and relevant allergy risk assessment.

- Ensure the pupil's prescribed AAI's accompany them.
- Ensure a trained and confident member of staff is present where required.
- Consider food, accommodation, travel, communication and emergency access.
- Ensure medication remains immediately accessible and is not left on transport or locked in luggage.
- Ensure relevant staff, club providers and trip leaders receive necessary allergy information.
- Liaise with parents/carers where additional arrangements are required.

12. Emergency Response to Suspected Anaphylaxis

If anaphylaxis is suspected, staff must act immediately. If in doubt, give adrenaline. Treatment and the 999 call must not be delayed while seeking parental contact.

- Stay with the pupil and call for trained assistance.

- Administer the pupil's prescribed AAI without delay. If the prescribed device is unavailable, use a suitable spare device where permitted by current statutory arrangements and the school's procedures.
- Call 999 immediately and state clearly that the pupil is experiencing anaphylaxis. Give the school location, the pupil's condition and treatment administered.
- Keep the pupil lying down with legs raised where appropriate. If breathing is difficult, allow them to sit with legs extended. Do not allow them to stand or walk.
- Keep an adult with the pupil. Send another adult to obtain the second device where required, meet the ambulance and contact parents/carers.
- If there is no improvement, administer a second AAI five minutes after the first where indicated by current medical guidance and the pupil's circumstances.
- If the pupil becomes unresponsive and is not breathing normally, start CPR and follow the emergency call handler's instructions.
- The pupil must be transferred to hospital for medical assessment following anaphylaxis even if symptoms improve. Used devices, IHP and relevant information should accompany them.
- Staff must follow current statutory guidance, the pupil's IHP/Allergy Action Plan and emergency-services advice. The school will not expect staff to diagnose anaphylaxis; staff should respond promptly where a serious allergic reaction is suspected.

13. Spare Adrenaline Auto-Injectors

The school will maintain suitable spare AAI kits in accordance with current statutory requirements, regulations, Department for Education guidance and applicable consent arrangements.

- Spare devices will be held in clearly labelled kits and appropriate doses.
- Where a pupil is experiencing suspected anaphylaxis and their prescribed AAI is unavailable, inaccessible or has already been used, a school-held spare/emergency AAI may be administered by a trained member of staff in accordance with the school's emergency procedures, the pupil's IHP/Allergy Action Plan and current statutory guidance. Treatment must not be delayed while locating prescribed medication or contacting parents/carers.
- Kits will be stored at room temperature in a designated accessible location, unlocked and immediately available to staff.
- The school will ensure that spare AAIs are stored so that they can be accessed and administered without delay. Additional kits will be provided where necessary due to the size or layout of the school site.
- Designated Allergy Leads will record regular checks of quantity, dose, condition and expiry dates and arrange timely replacement and safe disposal.
- A pupil's two prescribed devices must remain rapidly accessible at all times, including PE, clubs, educational visits and residentials, and must not be locked away where immediate access is required.
- Emergency inhaler arrangements are covered by the school's separate medical conditions/asthma arrangements.

14. Staff Training

All school staff will receive allergy awareness and emergency-response training on induction and at least annually, in line with current statutory requirements.

- Understanding allergy and anaphylaxis.
- Recognition of signs and symptoms.
- Emergency action.
- Practical use of adrenaline auto-injectors.
- Location of prescribed and spare AAls.
- School emergency procedures.
- Recording and reporting incidents and near misses.
- Condition-specific training where required for individual pupils.

Training records will be maintained. Relevant supply, temporary, club, office, premises, catering and volunteer staff will receive appropriate information or training according to their role and level of contact with pupils.

15. Incident and Near-Miss Recording

All allergic reactions, uses of adrenaline, serious incidents and relevant near misses will be recorded promptly.

- Inform parents/carers and relevant school leaders.
- Record the incident using the school's agreed systems, including Medical Tracker and CPOMS where applicable.
- Notify the Designated Allergy Leads and Headteacher as appropriate.
- Complete a structured debrief/review following serious incidents and near misses.
- Identify contributory factors, learning and actions.
- Review IHPs, risk assessments, training and procedures where required.
- Use appropriate safeguarding, health and safety, governance and external reporting routes where applicable.
- Parents/carers are asked to report significant reactions occurring outside school where these may affect the pupil's school arrangements.

16. Communication and Publication

This policy will be:

- Published on the school website.
- Made generally known within the school and to parents/carers.
- Brought to the attention of pupils, parents/carers and all staff at least annually.
- Included within staff induction and annual allergy training.
- Communicated to relevant catering, club and visit staff.

- Explained to pupils in an age-appropriate manner.
- The school will review its allergy-safety arrangements following changes in legislation or statutory guidance, serious incidents, near misses or changes in school provision.

17. Linked Policies and Documents

- Medical Conditions and Allergy Management Policy
- Individual Healthcare Plans (IHPs)
- Allergy Action Plans
- Supporting Children with Medical Conditions and Asthma arrangements
- Educational Visits Policy
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Behaviour and Anti-Bullying Policy
- SEND Policy
- Catering/Allergen Management Procedure
- Data Protection and Privacy arrangements
- Relevant individual risk assessments and PEEPs

18. Review

This policy will be reviewed at least annually and sooner where required following statutory or guidance changes, a serious incident or near miss, or changes to school arrangements.

Date: September 2026 Date of review: September 2027