



Our Christian faith emphasises the value and worth of every individual with their own distinctive character, gifts and abilities.

Christ's command to 'Love one another' calls us to respect and help other people. This provides the foundation for our school and all we aim to achieve.

Allergy Safety Policy

Person responsible for this policy & it's implementation	Head Teacher & Allergy Governor
Date approved	September 2026
To be reviewed	Annually or after any serious incident/near miss
Scheduled date of next review	September 2027

The Policy Purpose

The purpose of this policy is to ensure that appropriate arrangements are in place to support pupils with allergies and to minimise the risk of allergic reactions occurring while pupils are on the school premises, within the school day and participating in school-related activities, including educational visits and other off-site activities.

The policy aims to ensure that pupils with allergies are appropriately supported, that their individual needs are identified and managed in accordance with their Individual Healthcare Plan (IHP), where one is in place, and that staff have the appropriate awareness, training and knowledge to recognise and respond promptly and effectively to an allergic reaction, including anaphylaxis.

The Policy Statement

Holy Trinity C of E Primary School is committed to providing a safe, inclusive environment in which pupils with allergies can participate fully in school life. We recognise that allergies, including food allergies, can be life-threatening and require a whole-school approach to prevention, awareness and emergency response.

This policy has been developed with regard to, and in accordance with, the following:

- Department for Education – Allergy Safety in Schools: Statutory Guidance (2026)
- Children's Wellbeing and Schools Act 2026
- Equality Act 2010
- Supporting Pupils with Medical Conditions at School – DfE statutory guidance
- SEND Code of Practice
- Early Years Foundation Stage (EYFS) statutory framework
- School Food Standards / DfE Allergy Guide

Part 1. Roles and Responsibilities

The Headteacher will act as the school's Allergy Lead and will be responsible for ensuring that:

- This policy is implemented effectively throughout the school.
- All staff receive appropriate annual allergy awareness and emergency response training.
- Emergency medication, including adrenaline auto-injectors (AAIs), is available, appropriately stored, regularly checked and maintained – to be delegated to the School Business Manager (SBM).
- The school's allergy register is maintained and kept up to date - to be delegated to the Office Manager (OM).
- Individual Healthcare Plans (IHPs) are appropriately developed, implemented and reviewed.



- Appropriate arrangements are in place for communicating with parents and carers and, where appropriate, healthcare professionals.
- Compliance with this policy is monitored and any areas requiring action are addressed.
- Allergy-related incidents and near misses are appropriately recorded, reviewed and followed up.

All staff are responsible for:

- Being aware of pupils with allergies.
- Understanding and following the relevant Individual Healthcare Plans (IHPs) and associated risk assessments.
- Being able to recognise the signs and symptoms of an allergic reaction, including anaphylaxis.
- Knowing and following the school's emergency procedures for responding to an allergic reaction.
- Administering adrenaline auto-injectors (AAIs) in accordance with their training and the school's emergency procedures, where required.
- Reporting allergy-related incidents and near misses promptly to the Headteacher / Allergy Lead or designated member of staff.
- Taking reasonable steps to reduce the risk of exposure to known allergens within their area of responsibility.

The Allergy Governor will:

Provide appropriate oversight of the school's allergy arrangements and will work with the Headteacher / Allergy Lead to monitor the implementation and effectiveness of this policy.
This includes:

Part 2. Identification and Management of Allergies

The school will maintain an up-to-date allergy register identifying:

- Pupils with diagnosed allergies.
- Known allergen(s), where this information is available.
- Prescribed and emergency medication requirements, including adrenaline auto-injectors (AAIs).
- Relevant emergency contact details.
- Any specific allergy management or staff awareness requirements.

Relevant staff will have access to the information necessary to safely support pupils with allergies, while ensuring that personal and medical information is handled confidentially and in accordance with the school's data protection requirements.

Part 3. Individual Healthcare Plans

Where a pupil's allergy requires an Individual Healthcare Plan (IHP), the plan will be developed in consultation with the pupil, their parent or carer and, where appropriate, relevant healthcare professionals.

The IHP will include, as appropriate:

- The pupil's known allergen(s).
- Signs and symptoms of an allergic reaction, including anaphylaxis.
- Prescribed and emergency medication, including adrenaline auto-injectors (AAIs), where applicable.
- Emergency contact details.
- Clear instructions for responding to an allergic reaction and administering emergency medication.
- Relevant advice or recommendations from healthcare professionals, if appropriate.
- Arrangements for managing the pupil's allergy during school trips, educational visits, sporting activities and other off-site activities.

IHPs will be:



- Reviewed at least annually, or as required.
- Reviewed following any allergic reaction or significant change in the pupil's circumstances.
- Updated promptly when there is a change in the pupil's allergy, medication, treatment or advice from a healthcare professional.
- Made accessible to staff who require the information to safely support the pupil, while maintaining confidentiality.

Part 4. Allergy Awareness and Staff Training

In accordance with relevant statutory requirements and Department for Education statutory guidance on allergy safety in schools, all staff will receive appropriate annual allergy awareness and emergency response training.

Training will include, as appropriate:

- Recognition of the signs and symptoms of allergic reactions, including anaphylaxis.
- Allergy awareness and allergen avoidance.
- The school's procedures for responding to an allergic reaction.
- The appropriate use of adrenaline auto-injectors (AAIs).
- Awareness of pupils with allergies and their Individual Healthcare Plans (IHPs), where applicable.
- Roles and responsibilities in the event of an allergic reaction.

New staff will receive appropriate allergy awareness and emergency response training as part of their induction and before undertaking duties where this knowledge is required. Training records will be maintained by the school and reviewed regularly to ensure that required training remains up to date.

Part 5. Minimising Risks of Exposure to Known Allergens

The school recognises that it cannot guarantee an allergen-free environment. The school will therefore take reasonable and proportionate measures to minimise the risk of exposure to known allergens and reduce the likelihood of an allergic reaction.

Measures may include:

- Effective communication of relevant allergy information.
- Appropriate supervision and awareness of pupils with allergies.
- Safe and appropriate handling, preparation and serving of food.
- Appropriate cleaning and hygiene procedures.

Where appropriate, additional measures may be implemented for individual pupils following an assessment of their needs and risks. These may include restrictions on particular foods or activities where this is considered necessary and proportionate to manage any identified risk(s).

The school will regularly review these measures to ensure they remain appropriate and effective.

Part 6. Recognising and Responding to an Allergic Reaction

Staff (and children following assemblies and lessons) should be aware of the signs and symptoms of an allergic reaction. These may include a rash or hives, swelling of the lips, face or throat, difficulty breathing, wheezing, coughing, vomiting, dizziness, confusion or collapse.

A severe allergic reaction, known as anaphylaxis, can develop rapidly and is a medical emergency. If an allergic reaction is suspected, staff will follow the pupil's Individual Healthcare Plan (IHP), where applicable, and the school's emergency procedures. Where an adrenaline auto-injector (AAI) is required, it will be administered in accordance with the pupil's IHP, staff training and relevant emergency procedures.

Emergency medical assistance will be sought by calling 999 where anaphylaxis is suspected or where emergency treatment is required. Staff will remain with the pupil and continue to follow the school's emergency procedures until medical assistance arrives.



Part 7. Emergency Medication

The school will stock spare adrenaline auto-injectors (AAIs) for use in emergency situations, in accordance with statutory requirements and Department for Education guidance.

Spare AAIs will:

- Be stored in the DT Kitchen, a clearly signposted location, readily accessible and not locked away.
- Be located so that they can be accessed promptly in an emergency.
- Be clearly labelled as emergency spare devices and kept separate from AAIs prescribed to individual pupils.
- Be stored in accordance with the manufacturer's instructions.
- Be checked regularly by the SBM to ensure that they are in date, undamaged and ready for use.
- Have expiry dates monitored, with arrangements in place for timely replacement before they expire.
- Be replaced promptly following use or if they become damaged or expire.
- Be safely disposed of when expired, damaged or used.

The SBM will be responsible for checking the school's spare AAIs at regular intervals and maintaining records of these checks. All staff will be made aware of the location of the spare AAIs and will receive appropriate training in their use.

Part 8. Catering

The school and its catering provider will work together to ensure that appropriate arrangements are in place to manage food allergies and minimise the risk of exposure to known allergens.

They will:

- Maintain accurate and up-to-date allergen information for food provided by the school or catering provider.
- Follow relevant food safety, hygiene and allergen-management procedures.
- Take appropriate measures to minimise the risk of allergen cross-contact during food preparation, storage and service.
- Ensure that relevant staff are aware of pupils' dietary requirements and appropriate procedures for managing food allergies.
- Communicate relevant menu changes or changes to ingredients that may affect pupils with allergies.
- Work closely with parents and carers to understand and safely manage individual dietary requirements.
- Ensure that appropriate arrangements are in place for pupils with allergies during special events, celebrations and other activities involving food.

Part 9. Classroom Activities

Teachers will consider the needs of pupils with allergies when planning and carrying out classroom activities, including cooking, science, art, celebrations, fundraising activities and rewards. Appropriate measures will be taken to minimise the risk of exposure to known allergens.

Part 10. Educational Trips and Off-Site Activities

Before each educational visit or off-site activity, the trip leader will ensure that appropriate arrangements are in place to manage pupils with allergies. This will include completing a risk assessment, ensuring required medication accompanies the pupil, identifying appropriately trained staff, checking emergency communication arrangements and confirming catering arrangements where applicable.



Part 11. Wellbeing

The school recognises that living with an allergy can affect the wellbeing, confidence and participation of children and young people. The school will promote positive wellbeing by providing a supportive and inclusive environment where pupils feel safe to discuss their allergy and any concerns they may have.

Part 12. Bullying

Staff will remain alert to signs that a pupil may be experiencing anxiety, distress, isolation or bullying related to their allergy. Pupils will be encouraged to report concerns to a trusted adult, and staff will take concerns seriously and respond promptly.

Any bullying, teasing, harassment or deliberate exposure to an allergen related to a pupil's allergy will be addressed in accordance with the school's behaviour and anti-bullying policies. Appropriate support will be provided to the pupil, and parents or carers will be involved where appropriate.

The school will promote age-appropriate awareness and understanding of allergies among pupils to encourage respect, inclusion and support for children and young people living with allergies.

Part 13. Visitors

Visitors, contractors and volunteers will be made aware of relevant allergy safety procedures and any responsibilities applicable to their role and activities within the school.

Part 14. Lettings and External Providers

The school recognises that external organisations and independent providers may use school premises to deliver activities and clubs. External providers are responsible for the health, safety, supervision and medical arrangements of the children and young people participating in their activities, in accordance with their own policies, procedures, risk assessments and legal responsibilities.

Where school pupils attend a club or activity provided or organised by the school, during the school day, they remain the responsibility of the school and will continue to be supported in accordance with the school's allergy safety arrangements and their Individual Healthcare Plan (IHP), where applicable. This also includes external workshop providers, brought in by the school to support the curriculum, during the school day.

Where children and young people attend an external provider's activity, outside the school day, and are under the provider's care and supervision, the provider is responsible for ensuring that it has appropriate arrangements in place to manage allergies and medical conditions. Providers must not rely on the school's allergy policy, staff, procedures or medical arrangements as a substitute for their own.

The school's spare adrenaline auto-injectors (AAIs) are provided for emergency use in accordance with the school's statutory responsibilities. Their availability does not transfer responsibility for the medical care of children attending external activities to the school. External providers remain responsible for ensuring that they have appropriate arrangements in place to manage allergies and medical emergencies for children attending their activities.

External providers must not remove, relocate or use a pupil's prescribed medication or the school's spare AAIs as part of their routine arrangements. Where an external provider identifies an emergency requiring the use of a school spare AAI, they should follow their own emergency procedures and call 999. Any use of a school spare AAI must be reported to the school as soon as practicable so that the device can be replaced and the appropriate records completed.



Part 15. Incident reporting

- All suspected or confirmed allergic reactions, including anaphylaxis, must be reported to the Head Teacher, Deputy Head Teacher or other DDSLs as soon as practicable following the incident.
- The immediate priority is always to follow the pupil's Individual Healthcare Plan (IHP), where applicable, and the school's emergency procedures, and to seek emergency medical assistance where required.
- All allergy-related incidents and near misses will be recorded in accordance with the school's incident-reporting procedures.
- Records should include sufficient information to establish what happened, the suspected or known allergen or circumstances involved, the signs and symptoms observed, the action taken, and the outcome.
- Parents or carers will be informed promptly following an allergic reaction involving their child and will be involved in any subsequent review of the pupil's allergy management arrangements, where appropriate.
- Significant incidents will be reviewed by the Headteacher and Allergy Governor to identify any lessons learned and determine whether changes are required to the pupil's Individual Healthcare Plan, risk assessments, staff training, emergency arrangements or this policy.
- Where required, incidents will be reported to the relevant external body or authority in accordance with statutory requirements and school procedures.
- All records will be handled confidentially and retained in accordance with the school's data protection and record-retention requirements.

See appendix a) Allergy Incident Reporting Form

Part 16. Awareness of the allergy safety policy

- The school will ensure that this policy is communicated effectively to all members of the school community and relevant stakeholders.
- Staff will be made aware of the policy and their responsibilities through induction, regular staff briefings and appropriate allergy awareness and emergency response training.
- Parents and carers will be informed of the school's approach to allergy safety and will be provided with relevant information regarding the management of their child's allergy, including the arrangements set out in their Individual Healthcare Plan (IHP), where applicable.
- Pupils will be supported to develop age-appropriate awareness and understanding of allergies and how they can help to maintain a safe and inclusive environment for themselves and others.
- The policy will be made readily accessible to staff, parents and carers, including through the school website and/or other appropriate school communication channels.
- Key information and emergency procedures will be communicated to relevant staff and displayed or made accessible where appropriate.
- Any significant changes to the policy, legislation or national guidance will be communicated to relevant members of the school community in a timely manner.



Part 17. Monitoring and review

The Headteacher and the school's Allergy Governor are responsible for monitoring the implementation and effectiveness of this policy. The policy will be reviewed annually and following any significant allergy-related incident, to ensure that lessons are identified and any necessary amendments are made.

The policy will also be reviewed and updated as required to reflect changes in legislation, statutory requirements or national guidance. Following each formal review, the policy will be approved and signed by the Chair of Governors.

Related Policies

Medicines in School and Supporting Pupils with Medical Conditions Policy
Safeguarding & Child Protection Policy and Procedure
Health & Safety Policy
Equality Information and Objectives Policy (including Accessibility Plan)
Behaviour Principles and Policy
Lettings Policy

The Governing Body approved the adoption of this RBWM policy on
Awaiting Governing Board Approval.

Signed: _____ Chair of Governors

Signed: _____ Allergy Governor

Signed: _____ Head Teacher



Appendix A - Allergy Incident Reporting Form

Date of incident	Type of incident:	Near miss/reaction/anaphylaxis	
Location of incident	Person affected:	Student/employee	
What happened /what was the cause of the incident, if identified?			
Were Adrenaline Auto-Injectors administered?	Yes No		
What action was taken?			
Are there any training needs?			
Does the policy need to be reviewed?			
Have staff and students involved been debriefed?	Yes No		
Does the student have an allergy action plan?	Yes	No (if no, why not?)	
Does the allergy action plan need to be reviewed or updated?	Yes	No (if no, why not?)	
Does the student have an IHP?	Yes	No (if no, why not?)	
Does the IHP need to be reviewed or updated?	Yes	No (if no, why not?)	
Has replacement medication been obtained?	Yes No	Have staff (and students) involved been offered support?	Yes No
Date reported to Head Teacher			
Head Teacher's comments			
Is this RIDDOR reportable?	Yes No		
Head Teacher's signature			
Form completer's signature			