Allergy Safety Policy

Date Approved: September 2026
Review date: September 2027

Introduction and context

St Paul's CE Primary School is committed to providing a safe environment for all pupils and staff with allergies and intolerances. This policy sets out how St Paul's CE Primary School will fulfil our statutory responsibilities for allergy safety.

This policy is written in accordance with Section 34 of the Children's Wellbeing and Schools Act 2026 using the following DfE guidance: DfE Allergy safety in schools statutory guidance and DfE Allergy safety policy - template

Named senior member of staff responsible for allergy safety: Clive Hale

This policy should be read alongside our other policies for Supporting Pupils with Medical Conditions, Medicines in school, SEND, Anti-bullying and Behaviour.

The policy will be reviewed at least annually and following any changes in guidance or legislation, or in response to any incidents where lessons may need to be incorporated. It will be published on the school website and made available to parents/carers and staff.

Culture

Allergy awareness and emergency response training

All staff will receive allergy awareness and emergency response training at least annually. This includes all staff who are present when pupils are on site including permanent and agency staff.

Allergy awareness training will (in line with DfE guidance) ensure that all staff:

- Have 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").

Staff will receive in person training provided by Camden school nursing service annually. This training will include employed staff members and staff employed on a long-term basis via an agency. Any new staff that join through the course of the year will complete online Anaphylaxis and Allergy training via Smartlog. Catering staff are trained separately through Caterlink. Visiting staff (e.g. those employed by external agencies running after school clubs or music tutors employed via Camden Music Service) will be trained via their agencies/ Camden Music Service and records of training included in vetting check information provided to the school. New staff will receive appropriate allergy safety information as part of their induction.

Wellbeing and Inclusion

We recognise that living with an allergy and the risk of anaphylaxis can cause anxiety for pupils and their families. Staff will provide appropriate reassurance and support by explaining the allergy safety policy, awareness training and emergency response measures that are in place.

All pupils with allergies will be included fully in school life. Discriminatory behaviour, comments or bullying in relation to allergies will not be tolerated and will be dealt with under the school's Behaviour and Anti-Bullying Policy.

Minimising risk, including food allergies

The school will take the following measures to reduce the risk of pupil's, staff or visitors coming into contact with their known allergens;

- Maintaining accurate and up-to-date information about pupils' known allergies;
- Ensuring staff are aware of pupils' allergies and emergency arrangements via information on the staffroom board, in the school office and in pupils' classroom medical boxes.
- Sharing clear information about pupils with food allergens with kitchen and midday meals staff, and that food for these pupils is prepared and served safely in line with the catering contractor's own allergy safety guidelines;
- Ensuring pupils are discouraged from sharing food through regular reminders and active supervision;
- The school promotes a 'nut free' policy which is regularly publicised to children, families and staff as this is the most common allergen among pupils however staff are aware both that this cannot guarantee a nut-free environment and that there are a range of other common allergens;
- Ensuring allergen information is checked when the school distributes food to children (e.g. for celebration events or on residential trips) and that alternatives are sourced, prepared and distributed separately to avoid cross contamination;
- Expecting all staff to consider allergy safety for all activities and ensuring allergen information is checked for all materials the school uses, e.g. for classroom cooking activities/science/crafts or activities involving animals, and that alternatives are sourced and where possible used by all pupils or an alternative provided and used separately to avoid cross contamination. This includes activities undertaken on school trips.
- Expecting staff to undertake specific risk assessment before carrying out any activity considered at higher risk for allergy safety, including those on school trips, and checking the risk assessment and proposed mitigations with a senior member of staff;

- Ensuring allergen information is clearly displayed on ingredients/packets available at parent-led Friends Association (FOSPA) events e.g. snack sales, BBQs, fairs, movie nights– these are events where parents/carers (rather than school staff) take responsibility for what their own children consume/come into contact with. A general, up-to date list of known pupil allergens can be shared by school staff with FOSPA on request;
- Ensuring staff members with known allergies take responsibility for what they eat/come into contact with at school and that they feel comfortable sharing allergy information with colleagues to support this.

Individual children and staff members

Identification

Parents/carers will be asked to provide written information about whether their children have any allergies when their child joins the school.

Information will include, where applicable:

- Known allergens;
- Whether the child has a prescribed AAI and any other prescribed medicines;
- An Allergy Action Plan; and
- Any other relevant medical information

The school will maintain an up-to date record of pupils with allergies and ensure relevant staff have access to the information they need to keep pupils safe. A register of pupils with medical conditions is kept in every classroom medical box and in the school office and allergy information is displayed in the staffroom and kitchen.

The school will also provide the parents/carers of pupils with allergens a link to complete Caterlink's Allergen form so a special menu can be arranged.

Staff members will be asked about any known allergies when they join the school and if they would be happy to share information about their allergies, whether they have an AAI and where this is kept, with colleagues, to raise awareness, reduce risk and provide support in an emergency.

Individual Healthcare Plans

An individual Healthcare Plan (IHP) will be developed where a pupil's allergy has a functional impact on them in school, presents a risk of harm, or requires arrangements that are additional to or different from those generally in place.

The IHP will set out the arrangements required to support the pupil, including reasonable adjustments and medication arrangements where appropriate. The IHP will be developed by the senior member of staff with responsibility for allergy safety alongside the child's parent.

Whether a healthcare professional has provided an Allergy Action Plan and/or Asthma Action Plan, this will be incorporated into or attached to the IHP.

IHPs will be reviewed with parents/carers at least annually and whenever there is a significant change in the pupil's condition or treatment.

Prescribed adrenaline

In a case of anaphylaxis, adrenaline should be administered within five minutes, so children (and others) who have prescribed adrenaline devices must have rapid access to their device at all times.

Location of prescribed AAIs: Pupil's Classroom Medical Box

Prescribed AAIs for pupils are kept in individual labelled bags in the classroom medical box. Classrooms are within easy access of all areas of the school. They contain the Allergy Action Plan, two AAIs and any other medication.

A list of pupils with allergies and AAIs is also kept inside the school office cupboard.

Staff will check that prescribed AAIs are present and in date and will request replacements from parents/carers when necessary. Medical boxes are checked at the beginning of each term.

When pupils leave the school site for any trip, including local trips e.g. to Primrose Hill, AAIs and any other relevant emergency medication is taken by staff members in charge of the trip. If pupils split into groups, the emergency medication remains with the relevant pupil's group.

School-wide policies

'Spare' adrenaline auto-injectors

The school holds two pairs of clearly labelled 'spare' AAIs for use in an emergency where a pupil or other individual has suspected anaphylaxis and their own prescribed AAI is unavailable, not accessible or functioning. The 'spare' AAIs are held in pairs in case it is necessary to administer a second dose.

Spare AAIs will:

- Be stored safely and accessibly;
- Be clearly identified
- Be available for use within five minutes;
- Be checked regularly to ensure they are present and in date; and
- Be replaced promptly when used or expired.

Location of spare AAIs: School Office

Staff will follow the school's emergency procedures and the relevant Allergy Action Plan / IHP.

In a suspected anaphylactic reaction, adrenaline should be administered without delay, emergency services should be contacted, and parents/carers should be informed.

Using spare AAIs in an emergency situation without prior consent

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency. The school will obtain consent from parents of pupils and staff members with known allergies for spare AAI's to be used, so that in an emergency consent can be assumed to be in place. However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

Visits, trips and activities

Pupils with allergies will not be unnecessarily excluded from visits, trips, residentials or other activities.

Appropriate risk assessments and reasonable adjustments will be made where necessary. Pupils will have access to their prescribed medication when on a trip out of school, and staff accompanying pupils will have appropriate allergy awareness and emergency response training.

Where activities involve food, animals or other known allergens, the risks will be considered in advance and appropriate measures put in place.

Serious incidents and near misses

Any serious incidents or near misses will be recorded in the incident folder, reported to senior staff and to governors and logged via Camden Riskassured. Parents/carers will be informed where their child is involved.

Incidents and near misses will be reviewed to identify lessons and determine whether changes are required to the pupil's healthcare arrangements, risk assessments, procedures, training or this policy.

Information sharing

A child or young person's health information is considered special category data under UK GDPR, which means it is highly sensitive and has additional legal protections. Schools have a lawful basis to hold, use and share a child's special category health data when this is necessary, but it should always be done in a controlled and respectful way. Please refer to our Data Protection Policy for more detail.

Awareness of the allergy safety policy

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

The policy will be brought to the attention of staff at least annually as part of the annual allergy awareness training. Pupils will receive age-appropriate allergy awareness through the curriculum and wider school life.

The policy will be reviewed at least annually and amended where necessary to reflect changes in legislation, statutory guidance, school arrangements, or learning from incidents and near misses.

Signed:	**Clive Hale**	**Date:**	**September 2026**
	Headteacher		
Signed:	**Cinda Ahrens**	**Date:**	**September 2026**
	Chair of Governors		