Tattershall Primary School

Believe, Achieve, Succeed

Allergy Safety Policy

Start Date: September 2026

Review Date: September 2027

Signed by Chair of Governors:	Date:
Amanda Grant	15th October 2026

Tattershall Primary School
Allergy Safety Policy

Introduction

This policy has been written using the DFE template policy and aligns with the DFE statutory guidance. Section 34 of the Children's Wellbeing and Schools Act 2026 requires that LA-maintained schools, academies and PRUs must have an allergy safety policy.

The Headteacher is the designated senior leader responsible for the implementation, monitoring and annual review of this policy. The Governing Board will review the policy annually, or sooner following any significant incident or change in statutory guidance. The policy will be published on the school website and made available to parents on request.

Culture

Awareness training

Staff will all have anaphylaxis and epi-pen training annually. This may be face to face or online training. In line with our First Aid Policy, all staff will have access to First Aid training, as outlined in our First Aid needs assessment.

All staff present during times when pupils are scheduled to be on site will receive allergy awareness training. This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It includes catering staff and others who may oversee children and young people at breakfast or after school clubs. It is not intended to include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

Our Induction Policy outlines arrangements for new staff, including allergy training.

We will seek assurance from supply agencies that supply and cover staff have received allergy awareness training. Information on school procedures will be included in initial meeting with supply staff.

Allergy awareness training at Tattershall Primary School ensures that all staff:

- understand common allergies and recognise the signs of an allergic reaction and anaphylaxis;
- know how to summon emergency assistance;
- know the location of prescribed medication and the school's spare adrenaline auto-injectors and emergency inhalers;
- can administer an adrenaline auto-injector and emergency salbutamol inhaler following training;
- understand their role in reducing exposure to allergens;
- know how to access Individual Healthcare Plans and Allergy Action Plans;
- know how to record and report incidents and near misses.

Wellbeing

Our school is committed to promoting the health, wellbeing and inclusion of all pupils, including those with allergies. We recognise that living with an allergy, particularly one that carries a risk of anaphylaxis, can cause anxiety for pupils and their families. We aim to create a safe, supportive and inclusive environment where pupils with allergies are able to participate fully in all aspects of school life.

Individual healthcare plans are developed, where appropriate, in partnership with parents/carers and relevant healthcare professionals. Staff receive appropriate training to recognise and respond to allergic reactions, helping to ensure that pupils feel safe and supported throughout the school day. We encourage open communication between pupils, families and staff so that concerns can be addressed promptly and appropriate support provided.

The school does not tolerate bullying, discrimination or teasing related to a pupil's medical condition or allergy. Any behaviour that targets a pupil because of their allergy will be treated as a serious breach of the school's behaviour and anti-bullying policies. All incidents will be investigated promptly and dealt with in accordance with school policies.

Through our inclusive ethos, health education and positive relationships, we promote understanding and respect for medical conditions and encourage pupils to support one another. We work closely with families to ensure that children and young people with allergies feel confident, included and able to participate safely in all aspects of school life.

Minimising risk

Our school takes reasonable and proportionate steps to minimise the risk of exposure to known allergens for pupils, staff and visitors with allergies. While it is not possible to guarantee an allergen-free environment, we work proactively to reduce risks and promote safe practices throughout the school.

The measures implemented for each individual will be informed by their Individual Healthcare Plan (where appropriate), in partnership with parents/carers and, where necessary, advice from relevant healthcare professionals.

Food Provided by the School

Where food is prepared or served by the school, we will:

- Ensure allergen information is available in line with current food information legislation.
- Liaise with parents/carers to understand individual dietary requirements and make reasonable adjustments where required.
- Take appropriate steps to minimise the risk of cross-contamination during food preparation and service, where reasonably practicable.
- Ensure catering staff are aware of pupils with food allergies and follow agreed procedures.
- Promote good hygiene practices during food preparation and service.

Food Brought into School

Food brought into school by pupils, parents/carers, staff or visitors may present a risk to individuals with food allergies. To minimise this risk, the school will:

- Ask parents/carers to support the school's allergy management arrangements by avoiding sending foods that pose a significant risk where this has been identified through an individual risk assessment.
- Discourage the sharing of food between pupils.
- Encourage pupils and staff to wash their hands before and after eating.
- Ensure tables and eating areas are cleaned appropriately before and after meals and snacks to reduce the risk of allergen contamination.
- Promote awareness of food allergies throughout the school community.

The school will not routinely introduce blanket bans on specific foods. Any restrictions will be based on an individual risk assessment, taking account of the needs of the individual, advice from healthcare professionals where appropriate, and the practicalities of implementation.

Airborne and Contact Allergens

Where a pupil has a known allergy to airborne or contact allergens, the school will undertake an individual risk assessment and implement reasonable measures to reduce the risk of exposure. Depending on the identified allergen and level of risk, this may include:

- Adapting classroom practices or seating arrangements.
- Using alternative resources or materials where appropriate.
- Ensuring appropriate cleaning routines are followed.
- Reducing or removing identified allergens from specific activities or environments where reasonably practicable.
- Informing relevant staff of the measures required to support the pupil safely.

Curriculum and Enrichment Activities

Staff planning lessons, enrichment activities or events will consider the potential risk of allergen exposure as part of the planning process. This includes, but is not limited to:

- Cooking and food technology.
- Science investigations.
- Arts and crafts.
- Musical activities involving shared equipment.
- Activities involving plants or animals.
- Special events, celebrations and fundraising activities involving food.

Where allergens may be present, staff will consult the pupil's Individual Healthcare Plan (where applicable), carry out an appropriate risk assessment, seek advice where necessary, and make reasonable adjustments to enable safe participation wherever possible.

Educational Visits and Off-Site Activities

The needs of pupils with allergies will be considered as part of the planning process for educational visits, residential visits and other off-site activities. Individual risk assessments will be completed where appropriate and will include consideration of:

- Access to prescribed emergency medication, including adrenaline auto-injectors and asthma inhalers where required.
- Availability of appropriately trained staff.
- Food arrangements and allergen information.
- Emergency procedures and access to medical assistance.
- Communication with visit providers regarding individual allergy requirements.

Emergency medication will accompany the pupil on all off-site visits and remain readily accessible at all times. Staff leading visits will be familiar with the pupil's Individual Healthcare Plan and emergency procedures.

Visitors, Volunteers and Contractors

Where appropriate, visitors, volunteers and contractors will be made aware of relevant allergen control measures while on the school site and will be expected to follow the school's procedures to help minimise the risk of allergen exposure.

The school ensures that pupils with allergies are fully included in all aspects of school life. Through careful planning, appropriate risk assessment and effective communication with families and healthcare professionals, we aim to enable all pupils to participate safely and confidently in learning and wider school activities.

Individual children and young people

Identification

Information about known allergies will be gathered as early as possible and reviewed regularly to ensure records remain accurate and up to date.

For pupils, information will be obtained through:

- Admission and enrolment forms.
- Medical information provided by parents/carers.
- Discussions with parents/carers and, where appropriate, the pupil.
- Information shared by the pupil's previous early years setting or school as part of transition arrangements.
- Advice from healthcare professionals where appropriate.

The school relies on parents/carers to provide accurate and up-to-date information about their child's medical conditions and allergies. Parents/carers are responsible for informing the school promptly of any new diagnosis, changes to existing medical conditions or allergies, or changes to prescribed medication. Parents/carers are also expected to regularly review and update their child's medical information on Arbor to ensure school records remain accurate and current.

Members of staff are encouraged to inform the Headteacher or designated member of staff of any significant allergies or medical conditions that may require support in the workplace or in an emergency.

Visitors, volunteers and contractors who have a known severe allergy requiring emergency medication are encouraged to inform the school on arrival so that appropriate arrangements can be considered where reasonably practicable.

Record Keeping

The school will maintain an up-to-date register of pupils with known allergies on Arbor. Records will include, where applicable:

- The individual's known allergen(s).
- The severity of the allergy and associated risks.
- Details of prescribed medication, including whether the individual has been prescribed an adrenaline auto-injector (AAI), asthma inhaler or other emergency medication.
- The location of prescribed medication held in school.
- Whether an Individual Healthcare Plan (IHP) and/or an Allergy Action Plan is in place.
- Any reasonable adjustments or risk management measures required to support the individual safely.

Information will be shared with relevant members of staff on a need-to-know basis to ensure they are aware of the individual's allergy, emergency procedures and any necessary control measures, while maintaining appropriate standards of confidentiality and data protection.

The school's allergy records and Individual Healthcare Plans will be reviewed at least annually, and sooner if there is a change in the individual's medical needs or prescribed treatment.

Individual Healthcare Plans and Allergy Action Plans

Where appropriate, pupils with allergies will have an Individual Healthcare Plan (IHP), developed in partnership with parents/carers, the pupil (where appropriate) and relevant healthcare professionals.

Where provided, an Allergy Action Plan completed by the child's healthcare professional will be kept alongside the Individual Healthcare Plan and made available to staff responsible for the pupil's care. These documents will clearly identify:

- The pupil's known allergens.
- Signs and symptoms of an allergic reaction and anaphylaxis.
- Emergency treatment required.
- The location of prescribed medication.
- Any additional precautions or adjustments needed within school.

The school will ensure that these plans are readily accessible to relevant staff while complying with data protection requirements.

Ongoing Communication

Effective communication between the school, families and healthcare professionals is essential to the safe management of allergies. Parents/carers are expected to provide up-to-date medical information, prescribed medication and any revised healthcare or Allergy Action Plans promptly. The school will work collaboratively with families to review arrangements whenever there is a change in a pupil's medical needs and will ensure relevant staff are informed of any updates without delay.

Prescribed adrenaline

The school recognises that anaphylaxis is a medical emergency and that adrenaline should be administered as soon as possible, ideally within five minutes of the onset of symptoms. Pupils who have been prescribed an adrenaline auto-injector (AAI) must have rapid access to their medication at all times during the school day, including during lessons, break and lunchtime, PE and sporting activities, educational visits and all off-site activities.

Individually prescribed AAIs will be stored in a clearly labelled, readily accessible location agreed as part of the pupil's Individual Healthcare Plan. Staff working with the pupil will be made aware of the location of the medication and the procedures to follow in the event of an allergic reaction. Where appropriate and in accordance with their Individual Healthcare Plan, pupils may carry their own prescribed AAI if they have been assessed as competent to do so.

The school also maintains a supply of spare emergency adrenaline auto-injectors for use in accordance with Department for Education guidance. Two 0.15 mg AAIs (for children weighing approximately 15-30kg) and two 0.3 mg AAIs (for children over 30kg) are stored in the medicine cupboard in the Main Office. These devices are clearly labelled, readily accessible during the school day and may be used in an emergency for any pupil for whom the school holds written parental consent and who has either been prescribed an AAI or is reasonably believed to be experiencing anaphylaxis in line with current guidance.

Home-School Arrangements and Medication Checks

Parents/carers are responsible for providing the school with at least two in-date prescribed AAIs for their child, together with an up-to-date Allergy Action Plan where applicable.

At the end of each school day, pupils who are authorised to carry their own prescribed AAIs may take them home for the journey home. Where medication is stored by the school, arrangements for taking prescribed AAIs home at weekends, during school holidays or when replacement devices are required will be agreed with parents/carers.

Parents/carers are responsible for ensuring that prescribed AAIs remain in date and for supplying replacement devices before they expire. The school will undertake regular checks of expiry dates and will notify parents/carers when replacement medication is required; however, the ultimate responsibility for providing in-date medication rests with parents/carers.

Record Keeping

The school will maintain an up-to-date register of all pupils who have been prescribed an adrenaline auto-injector. This record will include:

- Confirmation that prescribed AAIs have been provided to the school.
- The location of each pupil's prescribed medication.
- The expiry dates of prescribed AAIs.

- Confirmation that an up-to-date Individual Healthcare Plan (where appropriate) and Allergy Action Plan are held by the school.
- Details of parental consent for the administration of a spare emergency AAI, where applicable.

These records will be reviewed regularly and updated whenever there is a change to a pupil's medical needs or prescribed medication.

School-wide policies

"Spare" adrenaline devices

The school maintains a supply of spare emergency adrenaline auto-injectors (AAIs) in accordance with the Human Medicines (Amendment) Regulations 2017 and Department for Education guidance. Spare AAIs are intended for emergency use only and may be administered to a pupil who is known to be at risk of anaphylaxis where their own prescribed AAI is unavailable, cannot be accessed without delay, is unusable, or where an additional dose of adrenaline is required while awaiting emergency medical assistance. Spare AAIs will only be administered by appropriately trained members of staff and in accordance with the pupil's Allergy Action Plan, Individual Healthcare Plan, and the school's emergency procedures.

The school's spare AAIs are stored in the Main Office medicine cupboard in a clearly labelled, secure but readily accessible location. The school stocks two 0.15 mg AAIs and two 0.3 mg AAIs to ensure appropriate emergency medication is available. Staff are informed of the location of the spare AAIs as part of their induction and through regular allergy awareness training.

In the event of anaphylaxis, adrenaline should be administered immediately. The school aims for adrenaline to be administered within five minutes of symptoms developing, in line with Department for Education guidance.

Spare AAIs and the school's emergency salbutamol inhalers are checked at least termly by the our First Aid Appointed Person to ensure they are present, in good condition and within their expiry date. Additional checks are undertaken following any use of the medication or where expiry dates are approaching.

If a spare AAI or salbutamol inhaler is used, it will be replaced as soon as reasonably practicable to maintain the school's emergency stock. Expired or used AAIs will be disposed of safely as clinical sharps in accordance with local authority or NHS guidance, and replacement devices will be obtained without delay. Records will be maintained of all occasions when a spare AAI is administered, including the circumstances of its use, the staff involved, and notification to parents/carers and the emergency services.

Visits and trips

The school is committed to ensuring that pupils with allergies are able to participate fully in educational visits, residential visits and off-site activities wherever it is safe and reasonable to do so. Allergy management will form an integral part of the planning process for all visits, and reasonable adjustments will be made to enable pupils with allergies to take part safely alongside their peers.

For any pupil with a known allergy, particularly those at risk of anaphylaxis, an individual risk assessment will be completed before the visit. This will take account of:

- The pupil's Individual Healthcare Plan and Allergy Action Plan.

- Known allergens and strategies to minimise the risk of exposure.
- Food arrangements, including allergen information where meals are provided.
- The location of the visit and access to emergency medical services.
- The number of trained staff accompanying the visit.
- Emergency procedures and communication arrangements.
- Any additional adjustments required to support the pupil's safe participation.

Pupils who have been prescribed an adrenaline auto-injector (AAI) will have immediate access to their prescribed medication throughout the visit. The medication will accompany the pupil at all times and will never be left unattended on transport or at the venue. Where appropriate, pupils who have been assessed as competent may carry their own AAI in accordance with their Individual Healthcare Plan. Staff leading the visit will know the location of the medication and be familiar with the pupil's emergency procedures.

At least one member of staff accompanying the visit will be trained in recognising anaphylaxis and administering an adrenaline auto-injector. Where appropriate, the school will ensure that more than one trained member of staff is present to provide resilience in the event of an emergency. Where parental consent has been obtained, the school's spare emergency AAIs may also be taken on visits where this is considered appropriate following the risk assessment.

Serious Incidents and ‘near misses’

The school recognises the importance of learning from allergic reactions, anaphylaxis and "near misses" to continually improve allergy safety.

All allergic reactions requiring first aid or emergency treatment, administration of an adrenaline auto-injector or emergency salbutamol inhaler, suspected exposure to an allergen, or incidents where an allergic reaction was narrowly avoided ("near misses") will be recorded in accordance with the school's procedures for recording medical incidents. Records will include details of the incident, actions taken, staff involved and any follow-up actions required.

Parents/carers will be informed promptly of any allergic reaction, administration of medication or significant near miss involving their child. The school also encourages parents/carers to inform the school if an allergic reaction or medical treatment occurs after the child has left the school site where it may have resulted from allergen exposure during the school day. Information provided by parents/carers or healthcare professionals will be reviewed and, where appropriate, used to update the pupil's Individual Healthcare Plan, Allergy Action Plan and risk assessments.

Following any serious allergic reaction or significant near miss, the school will review the circumstances of the incident to identify any lessons learned and determine whether changes to procedures, training, supervision or risk assessments are required to reduce the likelihood of recurrence. Where appropriate, incidents will be reported in accordance with the school's Supporting Pupils with Medical Conditions Policy, Accident Reporting Procedure and any statutory reporting requirements.

Information sharing

The school recognises that information about a pupil's allergy is essential to keeping them safe and ensuring they can participate fully in school life. At the same time, we recognise that medical

information is special category personal data and will be managed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Data Protection Policy.

All known allergies and medical conditions are recorded on Arbor, which is the school's primary record of pupil medical information. Parents/carers are responsible for ensuring that the information held on Arbor is accurate and kept up to date.

Information about a pupil's allergy will be shared only with those members of staff who need it to fulfil their duty of care and ensure the pupil's safety. This may include teaching staff, teaching assistants, lunchtime supervisors, office staff, first aiders, catering staff, educational visit leaders and relevant supply staff. Staff will be informed of the pupil's known allergens, any reasonable adjustments required, the location of emergency medication and the procedures to follow in the event of an allergic reaction or anaphylaxis.

Copies of Individual Healthcare Plans are held securely on Arbor, in the staffroom and within the pupil's clearly labelled classroom medical box alongside their medication, ensuring they are readily available to staff in an emergency.

Medical boxes are clearly labelled and stored in agreed, accessible locations so that emergency medication and supporting information can be accessed quickly by trained staff when required.

The school will only share information about a pupil's allergy with external organisations or individuals, such as educational visit providers, transport providers or healthcare professionals, where it is necessary to support the pupil's safety, wellbeing or participation in school activities, and in accordance with data protection legislation.

Care will be taken to ensure that pupils with allergies are not unnecessarily identified or singled out. Information will be shared on a need-to-know basis, balancing the pupil's right to privacy with the school's responsibility to protect their health and safety. All staff are expected to treat medical information confidentially and only use it for the purpose of safeguarding and supporting pupils.

Parents/carers are encouraged to inform the school promptly of any changes to their child's allergy, prescribed medication or healthcare arrangements so that Arbor, Individual Healthcare Plans and school records can be updated without delay and relevant staff informed.

Awareness of the Allergy Safety Policy

This policy will be shared with all staff, with a requirement that they confirm they have read and understood it. It will be published on our school website.