

Offham Primary School



Allergy Safety Policy

September 2026

1. INTRODUCTION

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.

A named member of the senior leadership team in each school, college or early years setting should have responsibility for allergy safety, including driving the implementation of the allergy safety policy and contributing to or leading review of the policy.

Allergy safety policies should be reviewed at least annually. Policies can be reviewed more frequently, particularly where incidents or "near misses" suggest areas for improvement.

Any review should take account of any incidents and "near misses" and should seek to learn lessons from them. This is essential where incidents suggest that policies or procedures may leave individuals with allergy at risk.

Governing bodies should ensure that allergy safety policies are readily accessible to parents and staff. Policies should be published on the school, college or setting's website and be made available in hard copy on request.

2. CULTURE

Awareness Training

The school will set out how staff will be trained in allergy awareness and emergency response, at least annually.

All staff present during times when pupils are scheduled to be on site should receive allergy awareness training. This includes:

- Permanent staff
- Temporary staff
- Supply teachers (will be given a leaflet on this)
- Peripatetic staff (will be given a leaflet on this)
- Agency workers (will be given a leaflet on this)
- Regular volunteers (will be given a leaflet on this)
- Catering staff
- Staff overseeing breakfast clubs and after-school clubs

This does not include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

The school will set out induction arrangements for new staff, as well as arrangements to ensure supply and cover staff have received allergy awareness training.

Allergy Awareness Training Will Ensure 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, college or setting'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 under this guidance 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.

3. WELLBEING

The school recognises that living with an allergy, and the risk of an allergic reaction or anaphylaxis, can cause significant anxiety for children and young people and their families. We are committed to creating a safe, supportive and inclusive environment where pupils with allergies feel understood, respected and able to participate fully in all aspects of school life.

Staff will promote positive wellbeing by ensuring that appropriate support, reasonable adjustments and allergy management procedures are in place. Where concerns about anxiety or emotional wellbeing are identified, pupils will be encouraged to access support from trusted adults within school and, where appropriate, additional pastoral support.

4. Bullying and Inclusion

The school has a zero-tolerance approach to bullying, teasing, intimidation, exclusion or inappropriate behaviour relating to allergies or medical conditions. Any behaviour that targets, threatens or places a child or young person at risk because of their allergy will be treated as a serious matter.

Incidents involving bullying, deliberate exposure to allergens, tampering with medication, or any form of harassment relating to a pupil's allergy will be investigated and addressed in line with the school's Behaviour Policy and Anti-Bullying Policy. Appropriate sanctions will be applied where necessary.

The school will promote awareness, understanding and respect for pupils with allergies to help create a culture where all children and young people feel safe, included and supported.

5. MINIMISING RISK

The school is committed to minimising the risk of pupils, staff, visitors and other members of the school community coming into contact with known allergens.

The school will ensure that allergens are carefully monitored and managed within the school kitchen and catering provision. Information relating to allergens in food provided by the school will be available where required, and appropriate arrangements will be put in place for pupils with identified food allergies.

Staff planning any activity will consider the potential risk of exposure to allergens and take appropriate measures to ensure the safety and wellbeing of all participants. This will include activities such as crafts, science experiments, music sessions, cooking activities, and activities involving animals, where allergens may be present in materials, ingredients, equipment, or the environment. Staff will identify known allergies in advance, assess potential risks, implement appropriate control measures, and make reasonable adjustments where necessary. Careful planning and awareness of individual needs will help create an inclusive environment that minimises allergen exposure and reduces the risk of allergic reactions.

The PTFA and any other groups organising events on behalf of the school will be expected to consider allergy risks when providing or selling food and to ensure allergens are appropriately monitored and communicated.

Parents and carers will be reminded that the school is **not a nut-free school** and that, while reasonable steps are taken to minimise risks, it is not possible to guarantee a completely allergen-free environment.

Staff will always follow agreed allergy management procedures and protocols to support the safety and wellbeing of individuals with known allergies.

All staff planning activities, educational visits or events will consider the risk of exposure to allergens and implement appropriate control measures where required. Individual risk assessments will be completed for pupils with significant allergies to ensure reasonable adjustments and safety measures are in place.

Where children and young people have known allergy to airborne or contact allergens, how the school, college or setting will put reasonable measures in place to manage the risk of the child or young person being exposed to such allergens.

5. FOOD ALLERGY

The school will manage the risk of food allergies by implementing appropriate procedures to identify, assess, and minimise allergen risks. Clear and accurate information about allergens contained in food and drink provided by the school will be made available to pupils, parents, carers, and staff.

Catering staff will ensure that they follow current allergen guidance and food safety requirements when selecting, preparing, and serving food. All ingredient labels and allergen information for purchased food products will be checked regularly, as manufacturers may change ingredients or allergen content without prior notice. Catering staff will review products routinely to ensure

allergen information remains accurate and that appropriate measures are in place to protect pupils, staff, and visitors with food allergies.

Parents and carers providing food for school activities, packed lunches, celebrations, or events will be expected to supply clear information about any allergens contained within the food and comply with the school's allergen management requirements. The school operates as a nut-free environment, all parents, carers, staff, and visitors will be informed of this requirement and must ensure that no nut-containing products are brought onto the premises. The school will take reasonable steps to reduce the risk of accidental allergen exposure and support the safe inclusion of pupils with food allergies in all aspects of school life.

6. INDIVIDUAL CHILDREN

Identification

The school has arrangements in place to identify and record individuals with allergies, including children, staff and regular visitors. Information is gathered regarding known allergens, the severity of reactions and any medication that may be required, such as an Adrenaline Auto-Injector (AAI).

When a child joins the school, parents and carers are required to complete an admission form which includes a medical information section. Where a medical condition or allergy is identified, the SENDCo will meet with parents to discuss the child's needs in detail and ensure that appropriate support is put in place. This may include the development of an Individual Healthcare Plan (IHP) and/or an Allergy Action Plan.

Information about allergies may be obtained from:

- Parents and carers
- Previous educational settings
- Medical professionals, where appropriate

A central record of all children with allergies is maintained by the school and is regularly reviewed to ensure information remains accurate and up to date.

Parents are responsible for informing the school of any changes to their child's medical needs. In addition, the school sends an annual reminder to all parents and carers requesting that they review and update their child's medical information.

Individual Healthcare Plans and Allergy Action Plans are reviewed at least annually, or sooner if there is a change in the child's medical needs.

Individual Healthcare Plans

Children and young people should have an Individual Healthcare Plan (IHP) if:

- They have an allergy which has a functional impact on them in their school.
- They are at risk of harm as a result of their allergy.
- They require arrangements which are additional to or different from those made generally.

The IHP will set out the additional and/or different arrangements that will be in place in the school, for supporting the child with their medical condition or allergy, including in emergency situations.

Where a child has an Allergy Action Plan and/or Asthma Action Plan, the IHP should refer to or attach it. Whenever an updated Action Plan becomes available, the child or young person's Individual Healthcare Plan will be reviewed to incorporate it.

It is the parent/career responsibility to keep the school informed on any changes on Individual Health Care Plan, Allergy Action plan and Asthma Plans.

Prescribed Adrenaline/Asthma Pumps

Each class has an allergy bag which accompanies pupils whenever they leave the classroom, including for playtimes, lunchtimes, PE lessons and outdoor learning activities. These bags contain Adrenaline Auto-Injectors (AAIs/EpiPens) and asthma inhalers.

At the end of each school day, allergy bags are collected by the After School Club team and kept in the after-school and Breakfast Club provision. Staff leading Breakfast Club will return these bags to class after the early morning club has finished. Other staff/volunteers/outside clubs will be informed where the allergy bags are.

In addition, the school maintains spare emergency Adrenaline Auto-Injectors for each child and two spare Adrenaline Auto-Injectors in the school office in line with current guidance. These are available for use in an emergency where appropriate.

For educational visits and off-site activities, staff will take the relevant allergy bag and complete a medical risk assessment alongside the educational visit risk assessment. This ensures that any allergy-related risks are identified and appropriate control measures are in place.

Copies of Allergy Action Plans and Individual Healthcare Plans (IHPs) are kept together and a copy is also stored within the relevant allergy bag to ensure that staff have immediate access to essential medical information in an emergency.

Parents and carers are responsible for informing the school promptly of any changes to their child's allergies, medical condition, medication or treatment. The school relies on parents to provide up-to-date information so that appropriate arrangements can be maintained and reviewed as necessary.

7. SCHOOL-WIDE POLICIES

Storage of Spare Adrenaline Devices and Asthma Pumps

The school maintains two **spare Adrenaline Auto-Injectors (AAIs)** and emergency salbutamol inhalers in accordance with current guidance. These are stored securely in the medical cupboard within the school office and are clearly labelled. Separate labels identify devices prescribed for individual pupils and those held as the school's spare emergency medication.

Spare AAIs may be used in an emergency if a pupil's own prescribed device is unavailable, has misfired, is damaged, or if a second dose of adrenaline is required in line with the pupil's Allergy Action Plan and emergency procedures. Staff administering emergency medication will follow the pupil's Allergy Action Plan and the school's emergency response procedures. The school's Medical Needs Lead carries out monthly checks of the spare AAIs and asthma pumps. A record of these checks is maintained and stored in the medical cupboard.

In exceptional emergency circumstances, where a pupil, member of staff, volunteer or visitor is believed to be experiencing anaphylaxis but does not have a prescribed Adrenaline Auto-Injector available, the school may administer a spare AAI for the purpose of saving life. This will only be undertaken where staff reasonably believe that the individual is suffering from an anaphylactic reaction and immediate treatment is required. The administration of the spare AAI will be followed by an immediate call to 999 and implementation of the school's emergency procedures. This practice is supported by the legal exemption under Regulation 238 of the Human Medicines Regulations 2012, as clarified by the Medicines and Healthcare products Regulatory Agency (MHRA), which permits a school's spare AAI to be used in exceptional circumstances for a person not previously known to be at risk of anaphylaxis.

Any medication approaching its expiry date will be identified and arrangements made for replacement. Used or expired Adrenaline Auto-Injectors are disposed of safely in accordance with guidance for sharps disposal.

All staff are informed of the location of spare emergency medication and can access it quickly should it be required in an emergency.

8. VISITS AND TRIPS

All staff planning activities, educational visits or events will consider the risk of exposure to allergens and implement appropriate control measures where required. A class medical/allergy risk assessment will be completed for pupils with significant allergies to ensure reasonable adjustments and safety measures are in place.

For educational visits and off-site activities, staff will take the relevant allergy bag and complete a medical risk assessment alongside the educational visit risk assessment. This ensures that any allergy-related risks are identified and appropriate control measures are in place.

The allergy bag will accompany the children at all times during the visit and will be carried by the Visit Leader (or a nominated member of staff). All staff and volunteers attending the visit will be made aware of the children with allergies, the contents of the risk assessment, and the actions to be taken in the event of an allergic reaction or emergency. Staff will ensure that emergency medication remains readily accessible throughout the trip and that appropriate supervision is maintained at all times.

9. SERIOUS INCIDENTS AND “NEAR MISSES”

The school is committed to maintaining a safe environment for all pupils with allergies and will record, investigate and respond to any serious incidents or “near misses” involving allergy safety.

A **serious incident** includes any allergic reaction requiring medical treatment, the administration of emergency medication, or emergency medical assistance. A **near miss** is any event that could have resulted in an allergic reaction but, through intervention or good fortune, did not cause harm.

All allergy-related incidents and near misses must be reported to the Headteacher as soon as possible and recorded in accordance with the school's accident and incident reporting procedures. The school will review each incident to identify any lessons learned and implement additional control measures where necessary to reduce the risk of recurrence.

Parents/carers will be informed promptly of any allergic reaction, suspected allergen exposure, or near miss involving their child. Recognising that the effects of allergen exposure may not become apparent until a child has returned home, parents/carers, pupils and healthcare professionals are encouraged to report any concerns or incidents that may have occurred during the school day or at school activities.

Where appropriate, the school will work with parents/carers and healthcare professionals to review the pupil's Individual Healthcare Plan and risk assessment following an incident. Any recommendations arising from the review will be implemented promptly and communicated to relevant staff.

Records of incidents and near misses will be monitored by the school to identify patterns, emerging risks and opportunities to strengthen allergy awareness, training and preventative measures. This information will be used to support the continuous improvement of the school's allergy management procedures.

10. INFORMATION SHARING

The school recognises that effective information sharing is essential to keeping children with allergies safe. While a child or young person's health information is classified as special category data under UK GDPR and must be handled sensitively and respectfully, the safety and wellbeing of the child will always be the primary consideration. Information will be shared on a need-to-know basis to ensure that staff are able to prevent exposure to allergens and respond appropriately in an emergency.

To support safe practice, the school maintains a list of pupils with allergies and medical conditions within each class allergy bag. In addition, lists of pupils with significant allergies and their emergency procedures are displayed in key staff locations, including the school office, hall, Headteacher's office and Deputy Headteacher's office. These arrangements are in place with parental knowledge and agreement and are intended solely to safeguard pupils and ensure a rapid and effective response in the event of an allergic reaction.

All staff, including temporary staff, volunteers and those leading extracurricular activities or educational visits, will be provided with relevant allergy information where necessary to fulfil their duty of care. The school will ensure that information is shared in a respectful manner that does not unnecessarily single out or stigmatise children. However, concerns about confidentiality

should never prevent the sharing of vital information where failing to do so could place a child at risk. The school will regularly review its information-sharing arrangements to ensure they remain both safe and compliant with data protection requirements.

11. AWARENESS OF THE ALLERGY SAFETY POLICY

The school is committed to ensuring that all members of the school community are aware of and understand their responsibilities in relation to allergy safety. The Allergy Safety Policy is published on the school website and is available in hard copy upon request. A copy of the policy is also available in the staffroom and on the school's SharePoint system to ensure it is easily accessible to all staff.

All staff are required to read the Allergy Safety Policy and confirm that they have understood its contents by signing a declaration annually. Awareness of the policy forms part of the school's annual allergy awareness training programme and is reinforced through regular staff briefings and updates where necessary.

Volunteers are made aware of the school's allergy procedures through safeguarding induction and training. This includes information on recognising allergic reactions, understanding the school's emergency procedures and knowing how to obtain assistance should an allergy-related incident occur.

The school will promote age-appropriate allergy awareness amongst pupils to help foster a supportive and inclusive environment. Where appropriate, and in agreement with the child and their parents/carers, classmates and friends of pupils with severe allergies may be provided with guidance on how to seek adult help quickly in an emergency.

Any wider allergy awareness activities or training involving pupils will be planned sensitively and in consultation with the child and their parents/carers to ensure that the child's dignity, privacy and wellbeing are respected at all times.

Through these measures, the school aims to ensure that allergy safety remains a shared responsibility and that all members of the school community are equipped to contribute to a safe and supportive environment.