

Hillesley

PRIMARY SCHOOL



Our vision, which is underpinned by our school's Christian values, is to provide a welcoming, nurturing environment for learning at the heart of our community. Together, we provide a solid foundation for growth, appreciating each child with their God-given uniqueness and individual needs, thus empowering them to become responsible and fulfilled members of society.

Allergy Safety & Training Policy

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

Author	L. Chandler	Date reviewed	September 2026
Position	Headteacher	Date ratified	October 2026
Document status	Approved	Next review date	September 2027
EIA approved by	FGB	Reviewing committee	FGB

EIA = due consideration of potential adverse impacts on the following groups: age; disability; gender and gender reassignment; marriage and civil partnership; pregnancy and maternity; racial groups; religion or belief; sexual orientation.

1. Purpose

Hillesley CE VA Primary School is committed to keeping pupils, staff and visitors with allergies safe and ensuring that pupils with allergies are able to participate fully in school life.

This policy sets out how the school will:

- identify and support pupils with allergies;
- reduce the risk of exposure to known allergens;
- train staff to recognise and respond to allergic reactions;
- manage prescribed and spare emergency medication;
- support pupils' wellbeing and inclusion;
- respond to and learn from allergy incidents and near misses.

The policy will be reviewed at least annually and following any significant allergy-related incident or near miss. It will be available to staff and parents/carers and published on the school website.

2. Responsibility

The **Headteacher** is the Designated Allergy Lead, who has overall responsibility for allergy safety, and will:

- oversee implementation and review of this policy;
- maintain an up-to-date allergy register;
- ensure appropriate Individual Healthcare Plans (IHPs) and Allergy Action Plans are in place;
- ensure staff receive appropriate training;
- oversee the storage and checking of emergency medication;
- ensure allergy risks are considered in school activities, food provision and educational visits;
- review allergy incidents and near misses and implement any necessary improvements.

All staff are responsible for following this policy and taking reasonable steps to prevent pupils being exposed to known allergens.

3. Staff training

All staff who work with pupils will receive allergy awareness and emergency response training **at least annually**.

New and temporary staff will receive appropriate allergy information as part of their induction.

Training will ensure staff understand:

- what allergies are and how allergic reactions can occur;
- the difference between food allergy, intolerance and coeliac disease;
- common symptoms of an allergic reaction and how to recognise anaphylaxis;
- which pupils have known allergies and where to find their Allergy Action Plans/IHPs;
- how to reduce the risk of exposure to known allergens;
- where emergency medication is stored and how it should be used;
- when and how to call emergency services and contact parents/carers;

- how to report an allergic reaction or near miss.

Training provides allergy awareness and emergency response training and does not replace any individual clinical or healthcare arrangements a pupil may require.

4. Identifying and supporting pupils with allergies

Parents/carers should inform the school of any diagnosed allergy and provide relevant medical information and updated Allergy Action Plans.

The school will maintain a confidential allergy register recording:

- the pupil's known allergen(s);
- relevant symptoms or risks;
- prescribed medication;
- whether an Allergy Action Plan and/or IHP is in place;
- emergency arrangements.

An **Individual Healthcare Plan** will be put in place where an allergy has a functional impact on the pupil, presents a risk of harm and requires arrangements additional to or different from the school's general arrangements.

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

Information will be reviewed whenever there is a change in the pupil's allergy, medication or medical advice.

5. Reducing the risk of exposure

The school will take reasonable steps to minimise exposure to known allergens.

Staff planning activities must consider allergy risks, particularly during:

- cooking and food activities;
- science, art and craft;
- activities involving animals;
- outdoor learning;
- parties and celebrations;
- clubs and other extended school activities.

Food provided by the school, brought into school by others or used during activities will be managed with known allergies in mind.

Parents/carers will be informed of any expectations regarding food brought into school.

Where a pupil has a contact or airborne allergy, appropriate reasonable measures will be put in place to reduce the risk of exposure.

6. Emergency medication and anaphylaxis

Pupils prescribed adrenaline auto-injectors (AAIs) must have rapid access to their medication at all times, including during lessons, lunchtime, playtime, PE and educational visits.

In cases of anaphylaxis, adrenaline should be administered **as soon as possible and within five minutes**.

Where anaphylaxis is suspected, staff will:

1. Follow the pupil's Allergy Action Plan where available.
2. Administer prescribed adrenaline immediately where indicated.
3. Use a spare school adrenaline device where appropriate and in accordance with school arrangements.
4. Call **999** and request an ambulance, stating that the pupil is experiencing anaphylaxis.
5. Contact the parent/carer.
6. Follow emergency medical advice and remain with the pupil until help arrives.
7. Record and report the incident.

Prescribed and spare adrenaline devices must be readily accessible and not locked away.

Where the school holds spare adrenaline devices, they will:

- be stored in pairs;
- be clearly labelled;
- be checked regularly for expiry;
- be replaced following use or when expired;
- be stored so that they can reach a pupil within five minutes.

7. Wellbeing, inclusion and bullying

The school recognises that allergies can cause anxiety and may affect a pupil's confidence and participation.

Pupils with allergies will be supported to participate fully in school life through appropriate reasonable adjustments.

The school will not tolerate bullying, teasing or deliberate behaviour relating to a pupil's allergy.

Age-appropriate awareness may be provided to pupils where appropriate, including teaching children how to seek adult help in an emergency. This will always be handled sensitively and in discussion with the pupil and parents/carers.

8. Educational visits

Pupils with allergies should be able to participate fully in educational visits wherever reasonably possible.

For pupils at risk of anaphylaxis, the visit risk assessment will consider:

- allergen exposure;
- access to prescribed adrenaline;
- appropriate food arrangements;
- emergency procedures;
- the availability of trained staff.

The pupil's prescribed adrenaline device must accompany them and trained staff must be available to administer adrenaline in an emergency.

9. Incidents and near misses

All significant allergic reactions and allergy-related near misses will be reported to the Headteacher.

The school will record and review incidents to identify:

- what happened;
- whether procedures were followed;
- whether communication was effective;
- whether staff training was sufficient;
- whether the pupil's IHP or Allergy Action Plan needs reviewing;
- whether changes to risk assessments or procedures are required.

Parents/carers should inform the school if they become aware of an allergy incident connected with school activities, even if symptoms only become apparent after the pupil has returned home.

10. Information sharing

Allergy information will be treated as confidential health information.

Relevant information will be shared with staff who need it to keep a pupil safe, including teaching staff, lunchtime staff, first aiders, catering staff and staff supervising trips or clubs.

The school will comply with UK GDPR and its data protection arrangements when storing and sharing allergy information. Health information is special category data and will only be shared appropriately and proportionately.

11. Monitoring and review

The Headteacher will monitor the effectiveness of the school's allergy arrangements, including:

- the allergy register;
- IHPs and Allergy Action Plans;
- staff training;
- prescribed and spare medication;
- medication expiry dates;
- food arrangements;
- educational visit arrangements;
- allergy incidents and near misses.

This policy will be reviewed annually and sooner if an incident or near miss identifies a need for improvement.