

ALWOODLEY



PRIMARY

Allergy Safety Policy

September 2026

Date of Review – September 2027

Policy Statement

This policy sets out the arrangements for managing allergy safety within Alwoodley Primary School. The policy aims to promote a safe environment for children, young people, staff and visitors, including reducing the risk of exposure to known allergens and ensuring an effective response to allergic reactions and anaphylaxis.

A named member of the senior leadership team will have responsibility for allergy safety, including overseeing the implementation and review of this policy.

Responsible Person: **Matthew Ryder – Business Manager**

This policy will be reviewed annually, or sooner where incidents, near misses, changes in practice, or other factors indicate that a review is required.

The policy will be made available to staff, parents and other stakeholders through the school's usual communication channels and published on the school's website.

Culture

Awareness Training

Alwoodley Primary School will ensure annual allergy awareness and emergency response training is received by all staff who may be present when pupils are on site.

This includes:

- Permanent staff
- Temporary staff
- Supply staff
- Peripatetic staff
- Agency workers
- Regular volunteers
- Catering staff
- Staff working in breakfast clubs and after-school activities

The school will maintain arrangements for:

- Induction training for new staff
- Ensuring cover and supply staff receive appropriate allergy awareness information
- Recording and monitoring staff training

Training will ensure staff:

- Have an awareness of allergy, associated risks and management
- Understand that allergy may include multiple co-existing conditions
- Understand the difference between food allergy, coeliac disease and food intolerance
- Know where information regarding allergy triggers can be accessed
- Recognise the symptoms of allergic reactions
- Recognise anaphylaxis
- Know how to respond in an emergency
- Know how to call for emergency assistance and inform parents/carers
- Know how to locate and administer emergency medication
- Know how to use prescribed or spare emergency devices
- Understand the impact allergy may have on wellbeing
- Understand this policy
- Know how to access allergy records and action plans
- Understand their responsibilities in reducing exposure to allergens
- Know how allergic reactions and near misses are reported

Wellbeing

The school recognises that living with allergy can affect a child or young person's wellbeing.

The school will promote wellbeing by:

- Providing appropriate support for children and young people with allergies
- Encouraging an inclusive environment
- Taking concerns relating to allergy seriously
- Addressing and preventing bullying associated with allergies

Specific arrangements include:

Raising Awareness and Understanding

- Deliver age-appropriate allergy awareness education to pupils through assemblies, PSHE lessons and classroom discussions.
- Promote understanding that allergies are medical conditions and can be life-threatening.
- Encourage pupils to demonstrate respect, empathy and inclusion towards children with allergies.
- Challenge myths and misconceptions about allergies.

Creating an Inclusive Environment

- Ensure pupils with allergies are fully included in lessons, educational visits, clubs, celebrations and enrichment activities.
- Make reasonable adjustments where necessary to enable participation.
- Avoid practices that unnecessarily single out or stigmatise pupils with allergies.
- Consult pupils and parents/carers regarding support arrangements and individual needs.

Anti-Bullying Measures

- Treat allergy-related bullying, teasing, intimidation or deliberate exposure to allergens as unacceptable behaviour.
- Include allergy-related bullying within the school's Anti-Bullying Policy and Behaviour Policy.
- Investigate all reports promptly and take appropriate action in line with school procedures.
- Record and monitor incidents to identify patterns or recurring concerns.
- Inform parents/carers where appropriate and work collaboratively to address issues.

Examples of allergy-related bullying may include:

- Deliberately waving, throwing or placing allergenic foods near a pupil.
- Threatening a pupil with an allergen.
- Mocking, teasing or excluding a pupil because of their allergy.
- Tampering with allergy management arrangements or emergency medication.

Supporting Emotional Wellbeing

- Recognise that pupils with allergies may experience anxiety, embarrassment or social isolation.
- Provide access to pastoral support where appropriate.
- Ensure staff take concerns expressed by pupils seriously.
- Support pupils following allergic reactions, near misses or bullying incidents.
- Encourage pupils to discuss any worries regarding their allergies with a trusted adult.

Staff Awareness

- Ensure all staff understand the potential emotional impact of living with allergies.
- Train staff to recognise signs of bullying, anxiety or social exclusion related to medical conditions.
- Promote consistent responses to concerns raised by pupils and families.

Promoting Positive School Culture

- Foster a culture where differences and medical needs are respected.
- Celebrate diversity and inclusion through whole-school values.
- Encourage pupils to take responsibility for helping to keep each other safe.
- Reinforce messages that everyone has a role in supporting a safe and inclusive school environment.

Minimising Risk

The school will take reasonable steps to minimise the risk of individuals coming into contact with known allergens.

Arrangements will include:

- Measures to manage allergens in food provided by the school
- Measures to manage allergens in food brought onto the premises by others
- Measures to manage airborne or contact allergens where these are known risks

- Consideration of allergens when planning activities such as craft activities, science lessons, music lessons, cooking activities or activities involving animals
- Specific risk assessments to manage the risks of exposure to allergens in individuals with an allergy when planning external visits or trips.

Food Allergy

The school will manage food allergy risks and provide information regarding allergens in food provided by the school.

Arrangements include:

Food Allergy

The school will manage food allergy risks and provide information regarding allergens in food provided by the school through the following arrangements:

- Working closely with the school's catering provider to ensure allergen information is available for all meals provided.
- Ensuring that allergen information is clearly displayed, readily accessible and available to pupils, parents/carers and staff upon request.
- Maintaining up-to-date records of pupils with diagnosed food allergies and sharing relevant information with catering staff on a need-to-know basis.
- Implementing individual arrangements for pupils with food allergies, as identified within their Individual Healthcare Plan (IHP) and Allergy Action Plan.
- Ensuring catering staff receive appropriate allergy awareness and allergen management training.
- Using ingredient specifications and supplier information to identify the presence of allergens in food served by the school.
- Communicating any menu changes that may affect allergen information to relevant staff and parents/carers where necessary.
- Taking reasonable precautions to minimise the risk of cross-contamination during food preparation, storage and service.
- Providing appropriate supervision for younger pupils and those identified as requiring support during mealtimes.
- Ensuring staff understand which pupils have severe food allergies and know how to access emergency medication and emergency response procedures.
- Considering allergy risks during food-related activities, including cookery lessons, tasting activities, celebrations, fundraising events and breakfast, after-school or holiday club provision.
- Requesting that parents/carers provide accurate and up-to-date information regarding their child's allergies and notify the school of any changes.
- Undertaking individual risk assessments where required to support pupils with allergies to participate safely in all aspects of school life.

- Ensuring that pupils are not excluded from activities solely because they have a food allergy and making reasonable adjustments to promote inclusion.

Information About School Meals

The school will:

- Make allergen information for school meals available in accordance with legal requirements.
- Provide parents/carers with information on how to access allergen details before selecting meals where applicable.
- Encourage parents/carers of pupils with severe allergies to discuss school meal arrangements with the school and catering provider.
- Review allergen management arrangements regularly with the catering provider to ensure they remain effective and reflect current guidance.

Individual Children and Young People

Identification

The school will maintain processes to identify individuals with allergies, including children, young people, staff and visitors where appropriate.

The school will maintain records of:

- Known allergies
- Known allergens
- Emergency medication requirements
- Whether prescribed adrenaline devices are carried
- Individual Healthcare Plans (IHPs)
- Allergy Action Plans
- Asthma Action Plans where applicable.

Information will be obtained from:

- Children and young people
- Parents/carers
- Previous educational settings
- Other relevant sources

Individual Healthcare Plans

The school will put Individual Healthcare Plans in place where required.

An Individual Healthcare Plan will document any arrangements that are additional to or different from those generally available within the school.

Where applicable, plans may include:

- Support arrangements
- Emergency procedures
- Reasonable adjustments
- Educational visit arrangements
- Medication requirements
- Reference to or inclusion of an Allergy Action Plan
- Reference to or inclusion of an Asthma Action Plan

The school will review Individual Healthcare Plans regularly when updated information or revised action plans become available.

Prescribed Adrenaline Devices

The school will ensure that children and young people who have prescribed adrenaline devices can access them, within five minutes of being needed, at all times during the school day and during school activities.

This includes access:

- In classrooms
- In dining areas
- On playgrounds
- On sports fields
- When accessing other school locations
- During educational visits

The school will maintain arrangements for:

- Taking prescribed devices home where appropriate
- Monitoring expiry dates
- Recording prescribed devices held by pupils
- Recording receipt of Allergy Action Plans.

Specific arrangements:

The school AAI's will be kept in the medical room which is 30 seconds away from the dining hall. Children who have prescribed AAI's will keep these in classrooms, taking them to PE lessons, school trips and other areas around school.

Whole Schools Procedures

Spare Adrenaline Devices

The school will maintain a stock of spare adrenaline devices for use in emergency situations. The school will ensure that these devices are available within five minutes of wherever they may be needed. They will be clearly labelled as "Spare Adrenaline Devices"

Any devices held by a school in this way are considered a "spare" device and are not a replacement for a pupil's own adrenaline device. Children and young people at risk of anaphylaxis will have their prescribed adrenaline devices with them at school for use in an emergency and will have access to both of their two prescribed adrenaline devices at all times.

These spare devices are stored, in pairs, in **THE SCHOOL MEDICAL ROOM**. To ensure these devices are available whenever they are needed they will not be locked away, and will be clearly labelled as "Spare Adrenaline Devices."

The spare devices stored by the school are: 2x EpiPen and 2x Jext Pen

School type	AAIs for children under age 6 years (150 micrograms) e.g. EpiPen Junior, Jext 150	AAIs for individuals over 6 years of age (300 micrograms) e.g. EpiPen, Jext 300
State-funded nursery school	One pair of "spare" AAIs	n/a
Primary school	One pair of "spare" AAIs	One pair of "spare" AAIs
Secondary school	n/a	One or two pairs of "spare" AAIs *
Special school	One pair of "spare" AAIs	One pair of "spare" AAIs

If a spare adrenaline device is needed, staff responding to an emergency will request them by alerting a member of staff that a device is needed and then retrieving the device from the Medical Room.

The named responsible person, Matt Ryder, will ensure that spare devices remain in date, suitable for use, are replaced after being used, and will arrange replacement before any devices reach their expiry date.

Educational Visits and Trips

The school is committed to ensuring that children and young people with allergies can participate safely in educational visits and trips.

The school will:

- Consider allergy risks when planning visits and trips, including any information present on an Individual Healthcare Plan
- Undertake appropriate risk assessments
- Ensure access to prescribed adrenaline devices where required
- Ensure appropriately trained staff are available to respond in an emergency.

Serious Incidents and Near Misses

The school will maintain arrangements for recording, reporting, investigating and responding to allergy-related incidents and near misses.

These arrangements include:

- Reporting procedures
- Recording requirements
- Investigation processes
- Learning and improvement actions

The school will provide mechanisms for incidents to be reported by:

- Staff
- Children and young people
- Parents/carers
- Other relevant individuals

Recording, Reporting and Investigating Serious Allergic Incidents

Definition of a Serious Incident

A serious incident includes:

- Any episode of anaphylaxis.
- Any allergic reaction requiring administration of an adrenaline auto-injector (AAI).
- Any allergic reaction requiring emergency medical treatment or ambulance attendance.
- Any allergic reaction resulting in hospital attendance or admission.
- Any incident involving failure to follow an Individual Healthcare Plan (IHP) or Allergy Action Plan that places a child at significant risk.
- Any significant allergen exposure that could reasonably have resulted in serious harm.

- Any "near miss" where a serious allergic reaction was narrowly avoided.

Immediate Recording Requirements

Following an allergic reaction, staff must ensure that an incident record is completed as soon as practicable and ideally before the end of the school day.

The record should include:

- Name of the pupil involved.
- Date, time and location of the incident.
- Activity taking place at the time.
- Suspected allergen or trigger.
- Signs and symptoms observed.
- Staff involved in the response.
- Medication administered, including dosage and time given.
- Whether emergency services were called.
- Outcome of the incident.
- Parents/carers informed and time of contact.
- Any witnesses.
- Immediate actions taken to make the area safe.

Records should be securely retained in accordance with the school's data protection and record retention procedures.

Reporting Arrangements

The Headteacher or designated Allergy Lead must be informed immediately of any serious allergic reaction.

The school will:

1. Notify parents/carers as soon as possible.
2. Ensure ambulance attendance is requested in all cases of suspected anaphylaxis.
3. Inform the Governing Body through established health and safety reporting arrangements where appropriate.
4. Report food safety concerns to the relevant food provider or local authority environmental health service where necessary.
5. Consider whether the incident requires reporting through safeguarding procedures.
6. Seek advice from relevant healthcare professionals where concerns arise regarding allergy management or medical treatment.

Investigation Process

All serious incidents and significant near misses will be formally investigated by the Headteacher, Allergy Lead or another senior leader.

The investigation should establish:

- What happened.
- How the exposure occurred.
- Whether school procedures were followed.
- Whether the Individual Healthcare Plan was accurate and accessible.
- Whether emergency medication was available and administered appropriately.
- Whether communication arrangements were effective.
- Whether staffing, supervision or training issues contributed to the incident.
- Whether reasonable adjustments were in place and effective.

Evidence may include:

- Staff statements.
- Pupil accounts where appropriate.
- CCTV footage where available.
- Risk assessments.
- Healthcare plans.
- Catering records and allergen information.
- Training records.

Learning Lessons and Corrective Actions

Following each investigation the school will:

- Identify any lessons learned.
- Update risk assessments where necessary.
- Review Individual Healthcare Plans and Allergy Action Plans.
- Amend procedures if weaknesses are identified.
- Provide additional staff training where required.
- Communicate relevant findings to staff.
- Monitor implementation of any corrective actions.

Near misses will be reviewed with equal seriousness as they provide opportunities to prevent future harm.

Supporting the Child and Family Following an Incident

Following a serious allergic reaction, the school will:

- Meet with parents/carers to review circumstances and future arrangements.
- Review the child's Individual Healthcare Plan.
- Consider the emotional wellbeing of the child and family.

- Provide appropriate pastoral support.
- Ensure staff involved have an opportunity to debrief and receive support where required.

Annual Monitoring

The Allergy Lead will maintain a central log of:

- Allergic reactions.
- Anaphylaxis incidents.
- Near misses.
- Medication administration relating to allergies.
- Trends and recurring concerns.

This information will be reviewed annually to identify patterns, evaluate control measures and inform future policy reviews and staff training

Information Sharing

A child or young person's health information, including information regarding allergies, is considered special category data under UK GDPR, which means it is highly sensitive and has additional legal protections. Alwoodley Primary School has a lawful basis to hold, use and share a child's special category health data when this is necessary, but this will always be done in a controlled and respectful way.

Any health information relating to allergies will be stored and shared in line with the schools' GDPR Policy.

Awareness of the Allergy Safety Policy

The school will promote awareness of allergy safety and this policy among staff, parents and pupils as appropriate.

The school will:

- Publish the policy on its website and make hard copies available on request
- Ensure staff are familiar with the policy through annual training
- Consider age appropriate awareness activities for children and young people where appropriate.

Any awareness activities involving pupils will be carefully considered and discussed with children, young people and parents where appropriate.

Monitoring and Review

The effectiveness of this policy will be monitored by: Matt Ryder

The policy will be reviewed annually, and/or following any significant allergy related incident or near miss.

Lessons learned from incidents and near misses will inform future reviews and improvements to allergy safety arrangements.