CALDECOTE
PRIMARY SCHOOL
Happy, Healthy, High-Achieving

# Allergy Safety Policy

## September 2026

# 1. Policy Statement

Caldecote Primary School is committed to providing a safe, inclusive and supportive environment for pupils, staff, volunteers and visitors with allergies.

We recognise that allergies can have a significant impact on health, wellbeing, attendance, participation and achievement. We are committed to reducing the risk of exposure to allergens, promoting allergy awareness, ensuring effective emergency response arrangements and supporting individuals with allergies to participate fully in school life.

This policy supports compliance with:

- Section 100 of the Children and Families Act 2014.
- The Equality Act 2010.
- UK GDPR and Data Protection Act 2018.
- Supporting pupils at school with medical conditions guidance.
- DfE allergy safety guidance.
- Children's Wellbeing and Schools Act 2026 allergy safety requirements.
- Emergency Adrenaline Auto-Injector guidance.
- Benedict's Law and associated allergy safety expectations.

Related Caldecote Primary Policies:

- Medical conditions Policy
- Safeguarding and child protection policy
- Special Educational Needs & Disability Policy
- Anti-bullying Policy
- Educational Visits Policy

# 2. Culture

We are committed to embedding a whole-school allergy-aware culture. Effective allergy management extends beyond emergency medication and requires vigilance, awareness and shared responsibility from pupils, staff, volunteers, governors, contractors, parents and visitors. By promoting understanding of allergies, encouraging inclusive practice and ensuring everyone knows how to respond appropriately in an emergency, we aim to create an environment where individuals with allergies feel safe, supported and fully included in school life.

**Awareness Training:**

- Newly appointed teachers, supply or agency staff and support staff will receive training on allergy awareness and be familiar with this policy and the emergency procedures. Individual Healthcare Plans (IHCPs) and Allergy Action Plans will be shared on a need-to-know basis.
- Training will be provided annually or more frequently when new guidance is developed.
- Staff will be aware of the range of allergies and know the difference between food allergy, coeliac and food intolerances and how these can present.

- Staff will be informed of which pupils have known allergies, while also recognizing that allergies can occur for the first time in the school setting so can never go unexplored.
- Staff will know allergy triggers and reactions and be ablet o identify anaphylaxis.
- Staff will know the emergency response procedures in case of an emergency and be trained in the delivery of emergency AAIs or salbutamol inhalers.
- Where possible, steps will be taken to reduce exposure to allergens, regular communication across the community will help educate and protect those with allergies.
- Training records will be maintained by the Allergy Lead.
- The school will provide a suitable mechanism for staff, volunteers, governors, visitors and contractors to inform the school about significant allergies where relevant to their safety while on site.

**Wellbeing:**

- The school recognises that allergies can significantly affect wellbeing and confidence.
- Bullying, teasing or discriminatory behaviour relating to allergies will not be tolerated and will be managed through the school's Behaviour and Anti-Bullying Policies.
- Support will be given to pupils who may experience anxiety relating to allergies, pupils will be encouraged to raise concerns and pastoral support is available where needed.
- Age-appropriate teaching around allergy awareness will form part of the curriculum.

**Minimising Risk:**

- The school cannot guarantee an allergen-free environment. However, reasonable measures will be taken to minimise risk.
- We will work closely with catering providers to share relevant allergy information, consider known allergens and support safe food provision for pupils with allergies.
- Parents are requested not to send specific foods where a severe risk is identified.
- Staff will consider allergy risks associated with food-related events and celebrations and trips.
- As part of the curriculum, staff will consider allergy risks within cooking activities, science experiments, crafts, sensory play, animal contact, music activities involving natural materials, gardening and where other risk could be present.
- Reasonable measures will be implemented for pupils with allergies relating to: animal dander, insect stings, pollen, latex and other airborne or contact allergens.
- Risk assessments will be completed for education visits where allergy risks are identified.

**Food Allergy:**

- The school recognises that food allergy is one of the most common causes of anaphylaxis.
- The kitchen has a list of all dietary and allergy related information for all pupils.
- Relevant allergy information will be shared with catering providers.
- Individual risk assessments will be considered where it is required.
- Careful consideration of food used in curriculum activities and school events.
- Careful consideration and information sharing for after school club (Care Clubs) and school PTA events.

- The school will work with parents to identify practical and proportionate measures required to keep children safe while maintaining inclusion.

## 2. Individual Children and Young People

**Identification:**

- An allergy register will be kept and made accessible on a need-to-know, with key staff members responsible for the management of it (The inclusion lead and Care Clubs Manager).
- The Allergy Register will include known allergens, severity of allergy, prescribed medication, location of medication, IHCP status, Allergy Action Plan status
- Schools' admissions forms request information on known allergies. Parents are asked to inform the school and can do so face to face, over the telephone or in writing or by emailing the school office at any point in the school year if an allergy is suspected, develops or is diagnosed.
- Each class / form tutor should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need-to-know basis with IHCPs and Allergy Action Plans made known.
- For pupils on the allergy register, careful transition arrangements are made to prepare and train staff appropriately, whether joining the school at the beginning of an academic year or mid-year.
- Advice from GPs and other healthcare professionals will be sort as required.

**Individual Healthcare Plans:**

- Where necessary (the Inclusion Lead will make the final decision) an Individual Healthcare Plan (IHCP) will be developed by the medical professionals in collaboration with the pupil, parents/carers and Allergy Lead in school.
- IHCPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. If consent is sought from parents a photo and instructions may be displayed. In the case of conditions with potential life-threatening implications the information is readily available to staff. This will be in the first aid kit or individual class register packs.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care Plan (EHCP), an Allergy Action Plan or Asthma Action Plan, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHCP identifies the support the child needs to reintegrate.

**Prescribed AAIs:**

- Pupils prescribed AAIs must have rapid access to them at all times, this includes classrooms, dining areas, playgrounds, sports fields, educational and off-site visits.
- The school office will keep records of prescribed AAIs, monitor date and liaise with parents if devices need replacing.

- Staff know where emergency medication if located for pupils.
- Pupils prescribed AAIs must have rapid access to them at all times.

## 3. School Wide Policies

**Roles and Responsibilities:**

The Governing Body will:

- Identify an allergy lead governor.
- Review this policy annually.
- Ensure sufficient resources and training are available.
- Monitor incidents and near misses.
- Ensure appropriate allergy safety arrangements exist throughout the school.

The Headteacher will:

- Ensure effective implementation of this policy.
- Ensure sufficient trained personnel are available.
- Ensure emergency medication arrangements are maintained.

The Allergy Lead will:

- Lead allergy safety arrangements.
- Maintain the Allergy Register.
- Coordinate IHCPs.
- Organise training.
- Monitor incidents and near misses.
- Ensure spare AAIs and emergency inhalers remain available and in date.
- Report annually to governors.

All staff must:

- Follow IHCPs and Allergy Action Plans.
- Attend required training.
- Promote allergy safety.
- Report incidents and near misses.
- Respond appropriately in emergencies.

Parents will:

- Provide accurate information.
- Notify school of changes.
- Supply medication and replacement medication when required.
- Participate in reviews of support arrangements

**Spare Adrenaline Devices:**
The school maintains spare AAIs in accordance with national guidance. Spare AAIs and emergency inhalers will be checked at least termly for condition and expiry dates. Records of

inspections and replacement actions will be maintained by the Allergy Lead or designated member of staff.
Spare AAIs will:

- Be clearly labelled.
- Be stored in pairs.
- Be readily accessible and not locked away.
- Be checked regularly.
- Be replaced promptly when used or expired.

The school will ensure emergency medication can reach an individual experiencing anaphylaxis **within five minutes.** For larger sites, additional emergency kits may be located around the premises.

**Visits and Trips:**

- The school is committed to ensuring pupils with allergies can participate fully and safely in educational visits.
- Risk assessments will be completed and the Educational Visits Lead will undergo Allergy awareness training.
- Emergency medication will be checked by the identified first-aider on the trip and overseen by the educational visits lead and the Inclusion Lead.
- Relevant staff will be briefed and necessary information, Allergy or Asthma Action Plans taken on the trip.
- Medication and access to emergency AAIs will be considered for any off-site educational visit.
- Catering requirements will be considered.
- Children at risk of anaphylaxis should have access to their prescribed medication throughout the visit and staff trained to administer adrenaline must accompany the group.

**Serious Incidents and Near Misses:**

- All allergy incidents and near misses will be recorded using My Concern.
- All allergy incidents and near misses will be reviewed as part of the SSBA safeguarding leadership team.
- Significant incidents will be reported to governors and the Leadership Team will undergo a lessons-learnt procedure to ensure there is an appropriate and proactive response to serious incidents and near misses.

**Emergency Procedures:**

**Emergency Procedures:**

**In the event of suspected anaphylaxis:**

1. **Administer adrenaline immediately.**
2. **Call 999 and state "ANAPHYLAXIS".**
3. **Follow the individual's Allergy Action Plan.**
4. **Contact parents/carers.**
5. **Monitor the individual until ambulance arrival.**
6. **Administer a second AAI if required.**
7. **Complete incident documentation.**

**If a pupil attends hospital and a parent is unavailable, a member of staff will accompany the child until parents or carers arrive.**

**Information Sharing:**

- Allergy information is special category personal data, therefore this information will be stored securely.
- We will share information only where necessary. Relevant allergy information will be made available to staff on a need-to-know basis.
- We will balance confidentiality with safeguarding and emergency response requirements.
- Comply with UK GDPR and Data Protection legislation.

**Awareness of this Policy:**

The school will:

- Publish this policy on its website.
- Make the policy available to parents upon request.
- Ensure all staff are aware of the policy through induction and annual training.
- Promote allergy awareness amongst pupils through age-appropriate education.

The policy will be reviewed annually and following any significant allergy-related incident or change in national guidance

**Unacceptable Practice:**

The school will not:

- Prevent access to prescribed emergency medication.
- Delay administration of adrenaline where anaphylaxis is suspected.
- Exclude pupils from activities unnecessarily.
- Require parents to attend school routinely to administer medication.
- Ignore healthcare professional advice.
- Assume all individuals with the same allergy require the same support.
- Permit unsafe practices that increase the risk of allergen exposure

- Pupils will never be prevented from accessing their prescribed allergy medication.

**Related Policies:** **Medical Conditions Policy**
**Educational Visits Policy**

**Related documents:** **Request for Schools to administer medication form**
**Risk Assessments**
**IHCP template**

**Policy Review**

The Policy statement will be reviewed in line with the rolling programme of Policy reviews.