Capel-le-Ferne Primary School		
Allergy Safety Policy		
Date agreed by Governors	07.10.2026	
Date of next review	September 2027	
Further information about policy	This policy will be reviewed annually or if there is a change to relevant guidance or legislation. This policy is based on a template policy from The Key.	
"Learning today for life tomorrow" Our Values: Independence, Creativity, Confidence, Respect		

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1. Aims

This policy aims to:

- Set out our school's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for ensuring:

- Risks relating to pupils with allergy are included in the risk register and actively managed
- The school has an allergy safety policy which sets out:
    - Arrangements to reduce the risk of individuals coming into contact with their known allergens
    - Emergency response plans for cases of anaphylaxis

The governing board delegates the day-to-day implementation of this policy to the allergy safety lead.

3.2 Allergy safety lead

The nominated allergy safety lead is Amy Mercer

They're responsible for:

- Implementing this allergy safety policy
- Reviewing the allergy safety policy at least annually, updating it when needed, and making sure it is published
- Promoting and maintaining allergy awareness across our school community
- Developing and reviewing arrangements for the safe storage and disposal of an adrenaline auto-injector (AAI)
- Ensuring:
    - All allergy information is up to date and readily available to relevant members of staff
    - All pupils who require support with allergies have an up-do-date individual healthcare plan (IHP)
    - All pupils with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional
    - All staff receive regular allergy awareness training
    - All staff are aware of the school's policy and procedures regarding allergies
    - Relevant staff are aware of what activities need an allergy risk assessment
    - Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff:
        - What lessons there are to learn
        - Any potential changes to the medical conditions and/or allergy safety policies and/or to any pupil's IHP

3.3 Headteacher

The headteacher is responsible for:

- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances

3.4 Responsibilities for checking AAIs

Sharon Atkins is responsible for:

- Checking spare AAIs are present and in date monthly
- Making parents aware that replacement AAIs are needed when expiry dates approaches and obtaining these for safe storage.

3.5 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy safety policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific pupils with allergies in their care
- Reducing the risk to pupils with known allergies coming into contact with known allergens
- Ensuring the wellbeing and inclusion of pupils with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead

3.6 Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy safety policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

3.7 Pupils with allergies

If age-appropriate, these pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Carrying their AAI on their person and only using it for its intended purpose
- Understanding how and when to use their AAI

3.8 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Understanding how to respond and support if a peer or staff member has an emergency (age-appropriate)

4. Identifying individuals at risk

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis
- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

4.1 Identifying pupils at risk

We will:

- For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any allergy the pupil has and whether they carry medication. Where a pupil has a new diagnosis and/or has moved to the school mid-term, we will work with parents/carers to ensure that the pupil's health care plan is put in place as quickly as possible and within two weeks.
- Send a reminder to parents/carers at the start of each year asking them to update their child's medical information with the office as necessary

We ask that parents/carers proactively inform us by either phone call to the school or send an email to the office if their child's medical needs change during the school year.

4.2 Identifying staff and visitors at risk

For visitors and new staff, we will:

- Ask new staff to provide details of their allergies in advance of their start date
- Outline in the Safeguarding and school information leaflet that all staff and visitors must make the school aware if they have an allergy

4.3 Individual healthcare plans (IHP)

Pupils should have an IHP if they:

- Have an allergy which has a functional impact on them in the school environment
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally

It is not necessary for a pupil to have a formal diagnosis of allergy for them to have an IHP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the pupil. The school will make every effort to make sure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Not all children with an allergy will require an IHP. Some allergies will have little or no impact on the pupil while they are at school or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

The SENCO or senior member of staff is responsible for deciding, in consultation with the parents/carers and any relevant healthcare professionals, whether a pupil's allergy can be managed through the adjustments provided for under the school's medical needs policy, or whether an IHP is required to set out arrangements that reflect the pupil's individual circumstances. The school will consider the following principles:

- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, an IHP may not be required
- If the pupil only needs non-prescription medication and the school's medical needs policy would permit them to carry and administer it, an IHP may not be required

IHPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school or college, their IHP will be shared as part of the transition.

4.4 Allergy and asthma action plans

All pupils who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

All pupils who have asthma should be issued with an asthma action plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

The allergy action plan and/or asthma action plan should be attached to the pupil's IHP. Whenever the allergy action plan is updated, the pupil's IHP should be reviewed to incorporate it.

4.5 Register of pupils with known allergies

- The school maintains a register of pupils who have a known allergy. The register includes:
    - Known allergens and risk factors for anaphylaxis
    - Whether a pupil has been prescribed AAIs (and if so, what type and dose)

- Where a pupil has been prescribed an AAI, whether parental consent has been given to administer emergency medication
- A photograph of each pupil to allow a visual check to be made

- The register is kept and can be checked quickly by any member of staff as part of initiating an emergency response

5. Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

6. Minimising risk

6.1 Hygiene procedures

- Pupils are reminded to wash their hands before eating.
- Sharing of food, food containers, and food utensils is not allowed
- Where food is not directly provided by the school, parental engagement and permission will be sought in advance

6.2 Food-related activities

- The school recognises that activities involving food can present a risk to pupils with food allergies. The school will therefore take reasonable steps to minimise the risk of allergen exposure during food-related activities.
- Where possible, the school will seek consent from parents/carers before pupils participate in activities involving food, particularly where the activity involves the handling, preparation, cooking or tasting of food.
- The school will endeavour to follow best practice by informing parents/carers in advance of planned food-related activities and, where appropriate, seeking their consent before their child participates. Information provided will include sufficient detail about the activity and the food or ingredients involved to enable parents/carers to make an informed decision.
- Where a pupil has a known food allergy, the school will consider the pupil's Individual Healthcare Plan (IHP), allergy action plan and any relevant risk assessment before the activity takes place. Reasonable adjustments will be made where necessary to enable pupils with allergies to participate safely and inclusively.
- Where consent cannot be obtained in advance, or where the school identifies an unacceptable risk, the activity will be reviewed and appropriate alternative arrangements will be considered.

6.3 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering staff receive appropriate training and are able to identify pupils with allergies
- The school will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements
- School menus are available for parents/carers and pupils to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers
- Where changes are made to school menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of pupils
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Where food is provided by the school, staff will understand how to read labels for food allergens
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination
- Catering staff will be provided with a copy of the school's allergy register, including photographs of pupils with known food allergies and details of their identified allergens. In addition, catering staff will receive a daily list of pupils having a school dinner that day, clearly identifying those with known allergies, to support safe meal preparation and service.

6.4 Insect bites/stings

When outdoors:

- Shoes should always be worn except when in the sandpit
- Food and drink in EYFS and KS1 must be eaten in the school and not outside. KS2 children are reminded to sit when eating and dispose of leftovers.

6.5 Animals

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals
- Parents and carers will be contacted annually to review and update their child's medical information, including any known allergies and prescribed medication. Where a school trip, visit or activity involves contact with animals, parents and carers will be informed in advance and asked to provide consent for their child to participate in the activity.

6.6 Visits and trips

- No pupils with allergies will be excluded from taking part
- The school will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training
- The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip
- A member of staff who is trained to administer adrenaline will accompany pupils at risk of anaphylaxis on educational visits and will carry the pupil's adrenaline auto-injectors (AIs).
- Appropriate measures will be taken in line with the school's AI protocols for off-site events and school trips (see section 8.5)

7. Procedures for handling an allergic reaction

- All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately
- Staff are trained in the administration of adrenaline to minimise delays in an emergency
- If the pupil has an allergy action plan, this must be followed
- A spare school AAI device will only be used if:
    - The pupil does not have a prescribed AAI
    - The pupil's prescribed AAI is not available or misfire

8. Adrenaline Auto-Injector (AAIs)

8.1 Prescribed AAIs

- Pupils who are prescribed adrenaline auto-injectors (AAIs) will have their devices stored centrally in an agreed, clearly identified and readily accessible location within the school. Staff will ensure that the AIs are readily available to the pupil whenever required, including during lessons, break and lunch times, and when moving around the school site. The pens will be:
    - Stored in pairs in the designated area outside the school office.
    - Kept unlocked and readily accessible at all times.
    - Stored at room temperature, in accordance with the manufacturer's guidelines, and protected from direct sunlight and extremes of temperature.
    - Easily accessible to pupils and staff when needed, including during the school day and when pupils are in areas away from the main school building.
- Additional arrangements will be in place to ensure that pupils with prescribed pens have rapid access to their medication at all times, including during lunch, break times, PE, sports activities, school visits and trips, and when travelling to and from school.

A copy of the pupil's allergy action plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

An up-to-date **Allergy Register** will be maintained to record pupils who have been prescribed adrenaline auto-injectors (AAIs) and have an Allergy Action Plan in place. The register will be reviewed and updated regularly to ensure that the information remains accurate and reflects any changes to pupils' medical needs or prescribed medication.

8.2 Spare AAIs and inhalers

- The following outlines school processes for storing and sourcing AAIs.The school's EpiPen adrenaline auto-injectors (AAIs) will be sourced from pre-approved medical suppliers for schools, using suppliers recommended by Anaphylaxis UK. This will ensure that the AAIs are obtained from an appropriate and reliable source and are suitable for use in the school setting.
- The school will keep **four spare adrenaline auto-injectors (AAIs) on site**. These will be stored in the designated area **outside the school office**, which will remain **unlocked and accessible at all times** to ensure that the AAIs can be accessed promptly in an emergency.
- The four spare AAIs will be stored in **two clearly labelled plastic wallets**, organised according to age group:
- **EYFS and Key Stage 1**
- **Key Stage 2**
- Each wallet will be clearly labelled with the relevant age group to enable staff to identify and access the appropriate AAI quickly and easily when required.

- The spare AAIs will be stored in accordance with the manufacturer's instructions, including requirements relating to temperature, direct sunlight and safe storage. They will be checked regularly to ensure that they remain in date and are in good condition.

The school purchases and uses EpiPen adrenaline auto-injectors (AAIs) as its standard brand of emergency adrenaline auto-injector. Using a single brand helps to ensure consistency and reduce the risk of confusion when administering emergency medication.Spare AAIs will be kept:

- In pairs, in case a second one is necessary
- Separate from any pupils' prescribed AAIs and clearly labelled to avoid confusion

Sharon Atkins is responsible for:

- Checking monthly that spare AAIs are present and in date
- Obtaining replacement AAIs when the expiry date is near
- Ensuring that replacements AAIs are purchased and on the school site before expiration of AAIs kept in school
- Ensure AAIs are purchased at different times in the year so not all stock expires on the same date

8.3 Disposal

AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions.

8.4 Using spare AAIs in an emergency situation without prior consent

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

The school will obtain advance consent from parents/carers or pupils for spare adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place.

However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

8.5 Use of AAIs off school premises

All staff are trained to administer adrenaline in the event of an emergency. When attending school trips or off-site events, a named member of staff will take responsibility for identified pupils with anaphylaxis, accompany them throughout the visit, and ensure that their prescribed adrenaline auto-injectors (AAIs) are carried and readily accessible at all times.

9. Serious incidents and 'near misses'

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a pupil, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A **'near miss'** is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

9.1 Incident recording

The school will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded in the **allergy incident log**, including the following information:

- Who was affected
- What happened, when and where

- Why the incident occurred (as far as is known)
- How staff and pupils responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded
- The school will maintain an **allergy incident log** to record all serious allergy-related incidents and 'near misses' as soon as reasonably practicable. The member of staff involved in or responding to the incident will complete the allergy log, ensuring that the information is recorded accurately and factually.
- The **allergy incident log** will capture details of who was affected, what happened and when and where the incident occurred, the known or suspected cause, how staff and pupils responded, what support or treatment was provided, whether emergency services were contacted, and how the incident concluded.
- The completed entry will be reviewed by the designated member of staff responsible for allergy management. Where appropriate, the incident will be discussed with the pupil's parent/carer and any necessary changes to the pupil's individual healthcare plan, risk assessment or school procedures will be identified and implemented. The allergy log will be stored securely and treated as confidential.

The school will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

9.2 Incident reporting

The parents/carers of a pupil aged up to 16 should be notified of the incident or 'near miss' as soon as possible.

The school will share the report with the pupil's parents, the pupil or the individual involved.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The school will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the pupil is at home. This means that incident reporting is not limited to staff – the pupil, parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.

Staff will always share the incident report with Amy Mercer. The allergy safety lead will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The school will also share the report with other agencies in the following circumstances:

- With the Health and Safety Executive (HSE): incidents which arise directly out of the way the school carried out a work activity which results in death or immediate hospitalization. For example, where a pupil has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff.
- To the local authority: any allergen-related food safety incidents.

In the event that the incident or 'near miss' was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

10. Allergy awareness

10.1 Staff training

The school ensures that all staff expected to be present during times when pupils are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction.

This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It also includes catering staff and others who may oversee pupils at breakfast or after-school

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

The school has purchased 'training pens' from EpiPen and Jext so staff can practise safely and be familiar with the differences.

The school will conduct allergy safety drills [annually]. This is a simulated case of anaphylaxis to test out how staff respond, without risk to any individual. The results of the drill will be recorded and used to inform the ongoing review of this policy.

Allergy awareness training will ensure that 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/carers
    - How to locate and administer emergency medication
    - How to use the medication/device in an emergency
- Understand the impact allergy can have on a pupil's wellbeing
- Understand the school'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')

All staff receive Paediatric First Aid and Emergency First Aid at Work training, which is renewed every three years, with refresher training provided periodically as required. In addition, all staff have completed Benedict's Law allergy awareness training through High Speed Training. Allergy awareness training forms part of the induction programme for all new staff.

All new staff will receive an induction which includes information about the school's allergy safety procedures and the individual needs of pupils with known allergies. As part of their induction, staff will be shown the school's allergy register, including photographs of pupils with known allergies where appropriate and in accordance with data protection requirements. They will also be made aware of the location of pupils' emergency medication and shown how to access it quickly in the event of an emergency.

Supply and cover staff will be provided with appropriate allergy awareness information as part of their induction and will be asked to provide evidence of relevant allergy awareness training or certification where available. They will be shown the allergy register and informed of the pupils with known allergies, the location of their emergency medication and the procedures to follow in the event of an allergic reaction.

All staff will be expected to understand the signs and symptoms of an allergic reaction, know how to respond in an emergency, including the administration of adrenaline where required, and follow the school's allergy emergency procedures.

10.2 Awareness of allergy safety policy

This allergy safety policy will be published on the school's website and shared with parents/carers at the start of the school year.

All staff should be aware of and understand the policy as part of annual allergy awareness training.

The school will teach pupils about allergies in an age-appropriate and inclusive way, helping them to understand what allergies are, how to recognise that someone may be having an allergic reaction, and the importance of following the school's allergy safety procedures. Pupils will be encouraged to understand that allergies can be serious and that they should never share food or deliberately expose another pupil to an allergen. Allergy awareness will be incorporated into relevant lessons and pastoral activities, using appropriate resources, including those available through Allergy School. Pupils will also be encouraged to know how and when to seek help from a member of staff if they or another pupil becomes unwell or shows signs of an allergic reaction.

11. Wellbeing

The school recognises that pupils with allergies may experience anxiety, worry, embarrassment or feeling of isolation as a result of their condition. Staff will promote an inclusive and supportive environment where pupils feel safe to talk about their allergy and any concerns they may have. Any concerns about social isolation or changes in a pupil's emotional wellbeing will be dealt with promptly in line with the school's Behaviour and Anti-Bullying Policy. Pupils will have access to appropriate pastoral support and, where necessary, additional support from the school's designated wellbeing staff or external professionals. Staff will work closely with parents/carers and the pupil to identify appropriate measures to help them feel safe, confident and included in school activities.

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher
- Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis

The school will respond to any instance of bullying in line with its behavior policy.

11.1 Wellbeing support following an incident or 'near miss'

The school recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the pupil but their family, those involved in responding. and any witnesses. The school will provide support to those involved.

The school will support staff involved in any incident or 'near miss'.

See section 9 of the policy for more detail on incidents and 'near misses'.

12. Information sharing

Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

13. Monitoring arrangements

This policy will be monitored by the allergy safety lead.

It will be reviewed and approved annually by the allergy safety lead, or more frequently if a serious incident or 'near miss' identifies an area for improvement.

14. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy

- Supporting pupils with medical conditions policy
- School food policy
- Data protection policy

Behavior policy