



Hadley Wood Primary Allergy Safety Policy

Date the policy came into effect	September 2026
Date of the next policy review	September 2027
Name of the person responsible for this policy	Mrs Lynsey Jennings
Staff Governor	Ms Tina Stanley
Issued to	Staff, Governors and Parents

At Hadley Wood Primary School we are committed to creating a safe, inclusive and supportive environment for pupils, staff and visitors with allergies.

The school recognises that allergies can range from mild reactions to life-threatening anaphylaxis and is committed to reducing risks, ensuring staff are appropriately trained and responding promptly and effectively to allergic reactions.

The named allergy lead (Senior Leadership Team) is Mrs Lynsey Jennings.

This policy complies with the requirements of the Children's Wellbeing and Schools Act 2026 and should be read alongside the school's policies on:

- Supporting Pupils with Medical Conditions
- Administration of Medicines
- Health and Safety
- Educational Visits
- Safeguarding
- First Aid
- Data Protection (UK GDPR)

The policy will be reviewed annually or sooner following any significant allergy incident or near miss.

1. Roles and Responsibilities

Governing Body

The Governing Body will ensure that:

- An Allergy Safety Policy is in place and reviewed annually;
- Adequate resources are available to implement this policy;
- Appropriate emergency medication is available where permitted;
- Allergy risks are monitored;
- Lessons are learned from incidents and near misses.

Headteacher

The Headteacher will ensure:

- This policy is implemented consistently;
- Staff receive appropriate training;
- Emergency procedures are effective;
- Individual Healthcare Plans (IHPs) are in place where required;
- Records are maintained.

Allergy Lead (Senior Leadership Team)

The named Allergy Lead is responsible for:

- Overseeing implementation of this policy;
- Maintaining allergy records;
- Ensuring staff training is completed annually;
- Coordinating Individual Healthcare Plans;
- Reviewing incidents and near misses;
- Liaising with families and healthcare professionals.

Staff

All staff are responsible for:

- Following this policy;
- Attending annual allergy awareness training;
- Understanding emergency procedures;
- Minimising allergen exposure;
- Reporting concerns, incidents and near misses immediately.

Parents and Carers

Parents are expected to:

- Inform the school of any diagnosed allergy;
- Provide up-to-date medical information;
- Provide prescribed medication where required;
- Ensure medication remains in date;
Provide updated Allergy Action Plans.

Pupils

Where age and stage appropriate, pupils are encouraged to:

- Understand their allergy;
- Avoid sharing food;
- Carry prescribed medication where agreed;
- Tell an adult immediately if they feel unwell.

2. Allergy Awareness Training

All staff who may supervise pupils will receive allergy awareness and emergency response training at least annually.

Training includes:

- Understanding allergies and associated medical conditions;
- Food allergy, asthma, eczema, hay fever and coeliac disease;
- Recognising allergic reactions;
- Recognising anaphylaxis;
- Emergency procedures;
- Use of adrenaline auto-injectors (AAIs);
- Use of emergency asthma inhalers;
- Reducing exposure to allergens;
- Use of Individual Healthcare Plans and Allergy Action Plans;
- Reporting incidents and near misses.

Staff training will include:

- Permanent staff
- Supply Agency staff
- Volunteers
- Breakfast and after-school club staff
- Catering staff
- New staff will receive training during induction.
- The allergy lead will inform supply staff of allergy information before supervising pupils.

Training records will be maintained by the allergy lead.

3. Promoting Wellbeing

The school recognises that living with allergies can affect emotional wellbeing.

The school will:

- Promote an inclusive environment;
- Encourage pupils to talk about concerns;
- Avoid unnecessary exclusion from activities;
- Ensure reasonable adjustments are made;
- Provide reassurance through clear emergency procedures.

Bullying relating to allergies will not be tolerated and will be dealt with under the school's Behaviour and Anti-Bullying Policies, which are available on our website.

4. Minimising Risk

The school cannot guarantee an allergen-free environment but will take all reasonable steps to minimise risks.

Measures include:

- Encouraging good hand washing before and after eating;
- Discouraging food sharing;
- Cleaning tables before meals;
- Supervising younger pupils during eating;
- Checking ingredients where school food is provided;
- Communicating allergen information with catering providers;
- Considering allergens during curriculum activities including cooking, science, art, DT and animal handling;
- Risk assessing activities involving allergens.
- Ensuring letters are sent to parents, stating ingredients and allergens prior to food being offered at school outside of normal curriculum provision.

Staff planning activities must consider allergy risks.

5. Food Allergy Management

Where food is prepared or provided by the school:

- Allergen information will be available;
- Catering staff will receive allergy awareness training;
- Meals will be prepared safely to reduce cross-contamination where possible.

Where food is brought in from home the school requests that:

- Pupils do not share food;
- Parents avoid sending food known to present significant risks for individual pupils;
- Food is nut free.

The school will not operate a completely "nut free" environment as this cannot be guaranteed, but will implement reasonable measures where pupils have severe allergies.

6. Identification of Individuals with Allergies

The school maintains an up-to-date register of:

- Pupils with allergies;
- Staff with allergies (where disclosed).

Information collected includes:

- Allergens;
- Severity;
- Medication prescribed;
- Emergency contacts;
- Location of medication;
- Individual Healthcare Plan;
- Allergy Action Plan.

Information is gathered:

- During admission;
- Transition meetings;
- Discussions with parents;
- Healthcare professionals.

7. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed where:

- A pupil's allergy significantly affects school life;
- Additional arrangements are required;
- Emergency medication is prescribed;
- Reasonable adjustments are required.

Each plan will include:

- Allergens;
- Symptoms;

- Emergency procedures;
- Medication;
- Storage arrangements;
- Staff responsibilities;
- Educational visits arrangements;
- Allergy Action Plan.

Plans will be reviewed:

- Annually;
- Whenever medical advice changes;
- Following any serious incident.

8. Prescribed Adrenaline Auto-Injectors (AAIs)

Pupils prescribed AAIs must have rapid access to them at all times.

Medication will be accessible:

- In classrooms where appropriate;
- During lunch;
- On playgrounds;
- During PE;
- On educational visits.

Whilst on school grounds medication will be stored in the Welfare Room, if the child or member of staff leave site, this will be taken with a pediatric first aid trained member of the team.

Parents are responsible for ensuring:

- Medication is supplied;
- Medication remains in date;
- Replacement medication is provided when required.

The school keeps records of:

- Prescribed AAIs;
- Expiry dates;
- Location of medication.

9. Spare Adrenaline Auto-Injectors

Where permitted, the school will maintain spare AAIs.

The school will ensure:

- Spare devices are stored in pairs;
- Medication is clearly labelled;
- Medication is easily accessible and never locked away;
- Medication can reach any pupil within five minutes;
- Expiry dates are checked regularly;
- Used or expired devices are replaced promptly;
- Expired devices are disposed of safely.

Emergency anaphylaxis kits may also include:

- Spare AAIs
- Emergency asthma inhaler
- Spacers
- Emergency instructions

10. Educational Visits and Off-Site Activities

All educational visits will include consideration of allergy risks.

Risk assessments will include:

- Allergens likely to be encountered;
- Availability of emergency medication;
- Trained staff;
- Emergency communication;
- Catering arrangements;
- Transport arrangements.

Pupils prescribed AAIs will take them on visits, these will be carried by a pediatric first aid trained member of the team.

At least one trained member of staff will accompany pupils at risk of anaphylaxis.

11. Emergency Procedures

If an allergic reaction occurs:

1. Stay with the pupil.

2. Follow the Individual Healthcare Plan.
3. Administer medication immediately if required.
4. Call 999 immediately if anaphylaxis is suspected.
5. Administer adrenaline without delay.
6. Administer a second dose if clinically indicated and available.
7. Contact parents/carers.
8. Monitor until emergency services arrive.
9. Record the incident on Arbor.

No pupil who has received adrenaline will travel to hospital by private vehicle.

12. Recording Incidents and Near Misses

The school will record on Arbor:

- Allergic reactions;
- Anaphylaxis;
- Near misses;
- Accidental allergen exposure;
- Use of emergency medication.

Following incidents, the school will:

- Review procedures;
- Update risk assessments;
- Amend Individual Healthcare Plans where appropriate;
- Identify lessons learned.

13. Information Sharing

Information about allergies will be shared appropriately while respecting confidentiality.

Relevant staff will have access to:

- Individual Healthcare Plans;

- Allergy Action Plans;
- Emergency procedures.

Information will be processed in accordance with UK GDPR.

Only information necessary to keep individuals safe will be shared.

14. Raising Awareness

The school will raise awareness by:

- Publishing this policy on the school website;
- Including allergy awareness in staff induction;
- Providing annual refresher training;
- Informing parents of relevant procedures;
- Promoting awareness amongst pupils through age-appropriate education where appropriate.

Where agreed with parents, classmates may receive appropriate guidance on recognising when to seek adult help in an emergency.

15. Monitoring and Review

The Allergy Lead will review:

- Allergy records;
- Staff training records;
- Emergency medication checks;
- Incidents and near misses;
- Policy effectiveness.

This policy will be reviewed:

- Annually;
- Following legislative changes;
- After significant incidents;
- When school procedures change.

Appendix A – Emergency Response to Anaphylaxis

Signs of Anaphylaxis

- Difficulty breathing
- Persistent cough
- Wheezing
- Swelling of lips, tongue or throat
- Difficulty swallowing
- Hoarse voice
- Pale or floppy appearance
- Collapse
- Loss of consciousness

Emergency Action

- Administer adrenaline immediately.
- Call 999.
- State: "Anaphylaxis".
- Send someone to collect the second AAI, situated in the welfare room.
- Contact parents/carers.
- Monitor continuously until the ambulance arrives.

Appendix B – Policy Checklist

- ✓ Named Allergy Lead appointed (Mrs Lynsey Jennings)
- ✓ Annual staff training completed
- ✓ Allergy register maintained
- ✓ Individual Healthcare Plans in place
- ✓ Allergy Action Plans available
- ✓ Emergency medication checked regularly
- ✓ Spare AAIs available
- ✓ Educational visit procedures implemented
- ✓ Incident and near miss recording system in place
- ✓ Annual policy review completed

