# Inspire - Enable - Achieve

# Allergy Safety Policy

Date policy last reviewed: September 2026
Date policy to be reviewed: September 2027

Signed:

_____ Principal Date 9th October 2026

David J Perrce Chair of Governors Date 12th October 2026

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# 1. Introduction

The governing bodies of maintained schools, proprietors of academies and management committees of PRUs must “have regard to” this guidance when carrying out their statutory duty to put allergy safety policies in place.

To “have regard to” means to take account of the guidance and to carefully consider it. A decision not to comply with the guidance should be supported by a clear or justifiable reason. Where advice is flagged as good practice, it is non-statutory.

Early years settings and schools which offer provision for “young children” (from birth until the 1st September following their fifth birthday) should continue to apply the Statutory Framework for the Early Years Foundation Stage (EYFS).

The Governing Body of The Vale Federation recognises that allergy is a significant and potentially life-threatening medical condition which can affect pupils, staff and visitors.

This policy has been developed in accordance with:

- Section 34 of the Children’s Wellbeing and Schools Act 2026.
- Allergy Safety in Schools: Statutory Guidance (DfE July 2026).
- Supporting Pupils at School with Medical Conditions statutory guidance.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974.
- Food Information Regulations 2014.

The Federation is committed to creating an allergy-aware environment which minimises the risk of exposure to allergens whilst enabling pupils with allergies to participate fully in all aspects of school life. The Federation l recognises that inclusion, wellbeing and safety are equally important objectives.

# 2. Responsibility and accountability

### 2.1 Governing Body

The Governing Body will ensure:

- An Allergy Safety Policy is in place and reviewed annually.
- Suitable arrangements are established for pupils, staff and visitors with allergies.
- Sufficient resources are available to implement this policy.
- Allergy risks are included within the school's risk management arrangements.
- Staff receive appropriate allergy awareness training.
- Appropriate emergency medication is available.
- Lessons are learned from incidents and near misses.

- The policy will be published on the Federation and School websites.

**2.2 The Principal**

The Principal will ensure:

- Effective implementation of this policy.
- Appointment of a designated Allergy Lead.
- Adequate staffing and training arrangements.
- Appropriate Individual Healthcare Plans (IHCPs) are developed and reviewed.
- Emergency procedures are established and tested.
- Allergy issues are considered during visits, trips and activities.
- Records of pupils with allergies are maintained.

**2.3 Designated Allergy Lead**

The Principal retains overall accountability for allergy safety and delegates operational coordination to the Health and Safety Officer as Allergy Lead.

**Name:** The Health and Safety Officer

Responsible for:

- Coordinating allergy arrangements.
- Maintaining allergy registers.
- Ensuring staff training is completed.
- Monitoring emergency medication.
- Reviewing incidents and near misses.
- Liaising with parents and healthcare professionals.
- Reviewing this policy annually.

**2.4 Staff Responsibilities**

All staff must:

- Be familiar with this policy.
- Know how to identify allergic reactions and anaphylaxis.
- Know the location of emergency medication.
- Follow Individual Healthcare Plans.
- Take reasonable steps to minimise exposure to allergens.
- Respond appropriately to emergencies.

- Notify HR of any known allergies to ensure appropriate health, safety and emergency arrangements can be put in place where necessary.
- Report incidents and near misses promptly on Smartlog. Refer to page 60 of Allergy safety in schools statutory guidance:
    - **A serious incident** is any event relating directly to a medical condition (including allergy) in which a child, young person, 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.

### 2.5 Parents and Carers

Parents are expected to:

- Inform the school of their child's allergy.
- Provide up-to-date medical information.
- Supply prescribed medication and replacement medication before expiry.
- Provide Action Plans issued by healthcare professionals if/when received.
- Participate in reviews of Individual Healthcare Plans.
- Inform the school promptly of any changes in medical condition.

### 2.6 Pupils

Where age and ability permit, pupils will be encouraged to:

- Understand and manage their own allergy.
- Carry their medication where appropriate.
- Follow agreed safety arrangements.
- Alert staff immediately if they feel unwell or experience symptoms.

## 3. Implementation

### 3.1 Allergy Awareness Training

The school will provide annual allergy awareness and emergency response training for all staff, including:

- Teachers.

- Support staff.
- Catering staff.
- Supply staff.
- Volunteers.
- After-school club staff.

Training will include:

- Understanding allergy and allergic conditions.
- Food allergy awareness.
- Asthma and allergy risks.
- Recognising allergic reactions.
- Recognising anaphylaxis.
- Emergency response procedures.
- Administration of adrenaline devices.
- Use of emergency asthma inhalers.
- Understanding Individual Healthcare Plans.
- Preventing allergen exposure.
- Incident reporting procedures.

New staff will receive allergy awareness information as part of induction.

Any training must be Benedict's Law compliant such as AllergyWise® School Training | CPD Accredited | Anaphylaxis UK

**3.2 Wellbeing and Inclusion**

The school recognises that allergies can have a significant impact on emotional wellbeing.

The school will:

- Promote an inclusive environment.
- Provide reassurance through effective safety arrangements.
- Encourage pupil involvement in decisions affecting them.
- Prevent discrimination.
- Address allergy-related anxiety.
- Promote awareness amongst staff and pupils.

**Bullying**

The school will not tolerate bullying associated with allergies including:

- Deliberate exposure to allergens.
- Threats involving allergens.
- Derogatory comments.
- Exclusion from activities.

Incidents will be managed in accordance with the Behaviour and Anti-Bullying Policies.

**3.3 Minimising Exposure to Allergens**

The school will implement reasonable and proportionate measures to minimise allergen exposure.

This includes:

- Maintaining records of known allergens.
- Considering allergy risks during lesson planning.
- Risk assessing activities involving food
- Considering allergens within science, art, DT and cookery lessons.
- No food related activity may take place until a risk assessment has been completed, all ingredients have been listed, and documentation has been submitted to the Health and Safety Officer
- All food items must be purchased from a reputable company
- Risk assessing animal visits and petting experiences.
- Ensuring cleaning arrangements minimise contamination risks.
- Considering airborne or contact allergens where relevant.

The school adopts an **allergy-aware approach** and does not rely solely on "nut-free" policies.

**3.4 Food Allergy Management**

The school will:

- Ensure allergen information is available for food provided.
- Work with catering providers to meet legal requirements.
- Minimise cross-contamination risks.
- Prohibit food sharing.
- Ensure food used during lessons and celebrations is appropriately risk assessed.
- Encourage clear labelling of packed lunches where necessary.
- Ensure pupils with allergies are not unnecessarily segregated from peers.

Reasonable adjustments relating to food provision will be recorded within Individual Healthcare Plans.

### 3.5 Identification of Individuals with Allergy

The school will maintain an up-to-date Allergy Register recording:

- Pupil name.
- Allergy type.
- Known allergens.
- Prescribed medication.
- Individual Healthcare Plan status.
- Allergy Action Plan status.

Information will be obtained from:

- Admission forms.
- Parents and carers.
- Previous educational settings.
- Healthcare professionals.

Information will be reviewed regularly and whenever circumstances change.

### 3.6 Individual Healthcare Plans (IHCPs)

An Individual Healthcare Plan will normally be developed where:

- A pupil's allergy impacts school life.
- There is risk of harm.
- Additional arrangements are required.

Plans will include:

- Allergy details.
- Known allergens.
- Medication requirements.
- Action Plans where available.
- Preventative measures.
- Support arrangements.
- Educational adjustments.
- Emergency procedures.
- School trip arrangements.

Plans will be reviewed:

- Annually.
- Following changes to medical advice.
- Following incidents or near misses.

**3.7 Prescribed Adrenaline Devices**

The school will ensure pupils at risk of anaphylaxis have rapid access to prescribed adrenaline devices at all times.

Where appropriate:

- Pupils will carry their own devices in designated orange bags
- Medication will accompany pupils during activities and visits.
- Medication will be accessible within five minutes.

Parents will be responsible for ensuring medication remains in date.

**3.8 Spare Adrenaline Devices**

The school will maintain spare Adrenaline Auto-Injectors (AAIs) in accordance with national guidance.

Spare AAIs will:

- Be stored in pairs.
- Be clearly marked.
- Remain accessible and unlocked.
- Be checked monthly by the Health and Safety Officer for expiry.

Be located so that no child is more than five minutes from emergency adrenaline. Consider keeping more than one set for larger sites.

**Emergency Anaphylaxis Kits**

Location(s):

- Booker Park School (Reception)

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- Stocklake Park School (Reception)

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Contents:

- Spare AAIs.
- Emergency instructions.

- Incident recording forms.
- Emergency contact information.

**3.9 Emergency Response**

All staff will follow the principle:

**"If in doubt, give adrenaline."**

Where anaphylaxis is suspected:

- Call 999 and inform School nurse
- Administer adrenaline immediately.
- Inform parents/carers.
- Monitor the individual continuously.

Administer a second dose after five minutes if symptoms persist.

Inform Head of School

Complete incident reporting procedures (Smartlog) as soon as possible thereafter.

The child or adult having the reaction must not be asked to walk to the medication.

Medication must be brought to them.

**3.10 School Visits and Educational Activities**

Pupils with allergies will not be excluded from visits, trips, residentials or extracurricular activities solely because of their allergy.

Risk assessments will consider:

- Access to medication.
- Emergency procedures.
- Catering arrangements.
- Staff training.
- Location of medical facilities.

Trained staff will accompany relevant pupils.

**3.11 Information Sharing and Confidentiality**

The school will:

- Process allergy information in accordance with UK GDPR.
- Share information only where necessary to safeguard the pupil.
- Ensure relevant staff can access essential information.

- Balance confidentiality with safety requirements.

All health information will be treated as special category data What is special category data? | ICO.

**3.12 Serious Incidents and Near Misses**

All allergy-related serious incidents and near misses will be:

- Recorded.
- Reported.
- Investigated.
- Reviewed for improvement opportunities.

Reports will include:

- Who was involved.
- What happened.
- Causes identified.
- Actions taken.
- Lessons learned.

The school adopts a "no blame" learning culture and will use incidents to improve practice.

## 4. Monitoring and Review

This policy will be:

- Reviewed annually.
- Reviewed following serious incidents or significant near misses.
- Evaluated following emergency drills.
- Amended to reflect legislative or guidance changes.

## 5. Additional information and useful contacts

Associated Documents

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Educational Visits Policy
- Behaviour Policy
- Safeguarding and Child Protection Policy

- Data Protection Policy
- Individual Healthcare Plan Template
- Allergy Action Plans
- Asthma Action Plans

Sources:

DfE Allergy Safety in Schools Statutory Guidance (July 2026) and DfE Allergy Safety Policy Template Allergy safety in schools - GOV.UK

If you require further support please contact h-and-s@thevalefederation.com

Alternatively call the Buckinghamshire Council Health and Safety Team via the HR Support Line by calling 01296 382233 (option 6).