CREETING ST MARY CofE PRIMARY SCHOOL

Allergy Safety Policy

Date of Policy	September 2026
Review Date	September 2027
Head Teacher's signature	C Friar
Chair of Governors' signature	M Brame

Culture

Awareness training

All adults at Creeting St Mary CofE Primary School will be made aware of this policy and trained in allergy awareness and emergency response annually. This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers, regular volunteers, catering staff and others who may oversee children and young people at breakfast or after school clubs.

New staff will receive allergy awareness training as part of their induction.

Allergy awareness training will aim to ensure 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;
    - how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
    - training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);
- Understand the **impact** allergy can have on a child or young person's wellbeing;
- Understand the school, college or setting'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").

Training under this guidance should be understood as allergy awareness and emergency response training. It should not be read as replacing any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

Wellbeing

Children with a known allergy will be known to all staff. To reduce any anxiety they may have, children should know that all adults are aware of their allergy and that we will keep them safe by sharing with them that they have an Individual Health Plan.

Celebration of our school value that we are all unique and special will be shared regularly to avoid stigma and any form of bullying will not be tolerated.

Minimising risk

The school will minimise the risk of individuals coming into contact with their known allergens as there will be a register of all known allergens and these will be shared with all adults. The register will be checked and updated regularly by the office staff. Any activities, eg cooking, where there could be a potentially elevated risk will be discussed with parents beforehand. The following measures will also be taken:

- Measures to manage the risks of exposure to a food allergen through food provided by the school.
- Measures to manage the risks of exposure to a food allergen through food brought in by others (for example parents, children and young people or staff).
- Where children and young people have known allergy to airborne or contact allergens, the school, will put reasonable measures in place to manage the risk of the child or young person being exposed to such allergens eg WE ARE A NUT FREE SCHOOL.
- An expectation that staff planning any activity should consider the risk of exposure to allergens, for example in craft, science, musical or cooking activities, or where activities involve 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

Our school meal provider offers a range of alternatives for allergies. They are informed in advance and if intolerances change. Children with a food allergy have

their food ordered separately so that the cooking kitchen can accommodate individual requirements more accurately. All school meals are nut free.

Individual children and young people

Identification

As part of our annual data collection forms we will identify individuals with their known allergens and a register will be compiled. This will include whether children have Individual Healthcare Plans and/or an Allergy Action Plan and whether they carry medication (for example adrenaline autoinjector (AAI) devices). The register may be updated as parents inform us of any changes in circumstance.

Individual Healthcare Plans

Children and young people should have an Individual Healthcare Plan (IHP) if:

- they have an allergy which has a functional impact on them in their school, college or setting;
- they are at risk of harm as a result of their allergy **and**
- they require arrangements which are additional to or different from those made generally.

The IHP will set out the additional and/or different arrangements that will be in place in the school, for supporting the child or young person with their medical condition or allergy, including in emergency situations.

Children with an allergy who require specific support arrangements will have them documented through an **Individual Healthcare Plan**. This includes children and young people whose allergies require flexibility and “reasonable adjustments”, as well as those who require medication (either proactively or in an emergency situation).

Where children and young people have an **Allergy Action Plan** and/or **Asthma Action Plan** issued by a healthcare professional, the IHP will refer to or attach it. Whenever an updated Action Plan becomes available, the child’s Individual Healthcare Plan should be reviewed to incorporate it and shared with parents.

Prescribed adrenaline

The school will ensure that children and young people who are prescribed adrenaline devices have rapid access to their devices **at all times**, (in a case of anaphylaxis,

adrenaline should be administered within five minutes). For individuals with prescribed adrenaline devices these will be stored in classrooms (out of the reach of children) in class First Aid bags – this will ensure that these are available in the lunch area and taken outside onto the playground and sports fields or when on visits or trips.

The allergy safety policy should set out:

- Where possible parents will request a second set of prescribed adrenaline devices to be kept in school. The office staff will check that they remain in date and will request a new prescription in plenty of time to ensure that there is always in date medication with the child;
- The register of children with allergies will clearly show which children and young people have been provided with prescribed adrenaline devices (and an Allergy Action Plan).

School-wide policies

“Spare” adrenaline devices

“Spare” adrenaline devices should be clearly labelled, to avoid any confusion with adrenaline devices prescribed to a named person. A clearly marked “emergency anaphylaxis kit” containing the spare adrenaline devices, any emergency asthma reliever inhaler and spacers and instructions for their use is stored in the office.

- In the event of anaphylaxis shock of another child then a “spare” adrenaline device should be used;
- The “spare” adrenaline devices will be located in the office cupboard, identified to all staff;
- The “spare” adrenaline devices will be stored in an unlocked cupboard during the school day for easy access
- The office staff will record in the school diary when “spare” adrenaline devices and salbutamol inhalers need to be replaced to ensure that they are always in date;
- If possible parents will be asked to replace “spare” adrenaline devices when they are used or go out of date, and to return out of date autoinjectors to the pharmacy for correct disposal.

The school will ensure that no child or young person is more than five minutes from adrenaline devices. **Adrenaline devices (including spares) should always be stocked and stored in pairs.**

Visits and trips

All medical information will be considered as part of the risk assessment carried out ahead of any school visits and trips. Children with allergies will be identified individually and all adults attending the trip will be made aware of arrangements and adjustments that will be put in place to ensure these children are able to participate safely (including access to adrenaline where required).

Children at risk of anaphylaxis will have their own adrenaline device with the adult supporting them who will be trained to administer adrenaline in an emergency.

Serious incidents and “near misses”

The school, will record, report and respond to serious incidents or “near misses” involving allergy safety as per the recording and reporting requirements of the Health and Safety policy. Parents will always be notified as soon as any incidents occur/are reported to a Senior Member of staff or member of the Safeguarding Team.

In some cases, the impact of exposure to an allergen while in an education setting may not be recognised until the child is back at home. It is therefore important that parents or others (for example healthcare professionals) report that there has been an incident to the school at the earliest opportunity.

Information sharing

As outlined above a register of all children in school with allergies will be shared with all adults. This will be to ensure all children are kept safe and will be treated as strictly confidential information.

A child or young person’s health information is considered special category data under UK GDPR, which means it is highly sensitive and has additional legal protections. Schools have a lawful basis to hold, use and share a child’s special category health data when this is necessary, but it should always be done in a controlled and respectful way.

Awareness of the allergy safety policy

As part of the First Aid Policy, this allergy safety policy will be published on the school’s website. All staff should be aware of and understand the policy, as part of annual allergy awareness training.

Awareness of allergy safety will be raised among children as part of PHSE lessons which emphasise how we are all different, ‘unique and special’ and how we look

after ourselves and each other. It is appropriate for friends to be made aware of how to seek help in an emergency.

September 2026 for review September 2027