

St Lewis' Catholic Primary School



Allergy Safety Policy 2026 / 2027

The School Mission Statement

To belong to our school community, to believe in ourselves and Jesus and to become all you are meant to be, following the footsteps of Christ.

DOCUMENT STATUS

<u>Last review:</u>	<u>Adopted by Governors:</u>	<u>Implemented:</u>	<u>Next review:</u>
September 2026	October 2026 (FGB meeting)	September 2026	September 2027

Statement of intent

St Lewis' Catholic Primary strives to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents/carers and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst at school.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents/carers are responsible for working alongside the school in identifying allergens and potential risks, in order to ensure the health and safety of their children.

The school does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

Purpose

St Lewis' Catholic Primary is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors who have allergies.

The purpose of this policy is to:

- minimise the risk of exposure to known allergens
- ensure that individuals with allergies are identified and appropriately supported
- ensure rapid and appropriate emergency responses to allergic reactions and anaphylaxis
- ensure staff understand their responsibilities in relation to allergy safety
- support the wellbeing and inclusion of children and young people with allergies
- provide clear arrangements for medication, emergency equipment, educational activities visits and trips
- ensure that incidents and near misses are recorded, reported and used to improve practice

This policy applies across the school setting, including classrooms, dining areas, playgrounds, sports facilities, clubs, trips and other activities organised by the school.

Legal and guidance framework

This policy has been developed in accordance with the statutory guidance provided for allergy safety in education settings.

Section 34 of the Children's Wellbeing and Schools Act 2026 requires local authority maintained schools, academies and pupil referral units to have an allergy safety policy.

The policy will be reviewed at least annually and sooner where an incident or near miss identifies a need for improvement.

Responsibility for allergy safety

A named member of the senior leadership team will have overall responsibility for allergy safety.

Named Allergy Safety Lead: Mrs Louise Newton

The Allergy Safety Lead will:

- oversee implementation of this policy
- ensure appropriate staff training is completed
- ensure records of children and young people with known allergies are maintained
- ensure Individual Healthcare Plans (IHPs) and Allergy Action Plans/Risk Assessment are appropriately managed
- oversee arrangements for prescribed and spare emergency medication
- ensure relevant risk assessments are completed
- oversee the reporting and review of incidents and near misses
- promote allergy awareness across the school
- liaise with parents/carers and relevant healthcare professionals where appropriate
- lead or contribute to the annual review of this policy

All staff share responsibility for following this policy and taking reasonable steps to reduce allergy risks.

Allergy awareness and staff training

All staff who are present when pupils are scheduled to be on site will receive allergy awareness and emergency response training at least annually.

This includes:

- permanent staff
- temporary and supply staff
- agency workers
- peripatetic staff
- regular volunteers
- catering staff
- staff working in breakfast clubs, after-school clubs and other pupil-facing activities

Contractors with no pupil-facing role, such as builders, electricians and other ad hoc maintenance personnel, are not normally required to undertake this training.

New staff will receive allergy awareness information as part of their induction. Arrangements will also be made to ensure supply, temporary and cover staff understand the essential allergy safety procedures before working with pupils.

Training will cover:

- awareness of allergy and the risks it presents
- the different conditions associated with allergy, including food allergy, asthma, eczema and hay fever
- the difference between food allergy, coeliac disease and food intolerance
- how to access information about an individual's known allergens
- recognition of allergic reaction symptoms
- recognition of anaphylaxis

- emergency procedures, including contacting emergency services and parents/carers
- locating and administering emergency medication
- use of adrenaline auto-injectors and other relevant emergency devices
- the use of prescribed and spare emergency medication
- the impact of allergy on children's and young people's wellbeing
- this policy and individual responsibilities
- use of Allergy and Asthma Action Plans
- measures to reduce exposure to known allergens
- reporting allergic reactions, anaphylaxis incidents and near misses

Training will not replace any separate clinical competency, delegation or individual healthcare arrangements that may be required for a pupil.

Supporting wellbeing and preventing bullying

The school recognises that living with an allergy, particularly the risk of anaphylaxis, can cause anxiety and affect a pupil's wellbeing.

We will:

- provide appropriate emotional and pastoral support;
- avoid unnecessary attention or embarrassment relating to an individual's allergy;
- encourage inclusion in school activities;
- respond promptly to concerns about anxiety or reduced participation;
- address bullying, teasing or discriminatory behaviour related to allergy; and
- promote an inclusive culture in which allergy is treated respectfully.

Minimising the risk of allergen exposure

The school will take reasonable measures to reduce the risk of children, young people, staff and visitors coming into contact with known allergens.

This includes considering:

Food provided by the school

The school will maintain appropriate arrangements for identifying and managing food allergens in food provided by the school or its catering provider.

Relevant allergen information will be available to staff and, where appropriate, children, young people and parents/carers.

Food brought into school

The school will consider the risks created by food brought onto the premises by:

- parents/carers;
- pupils
- staff

- other individuals

Where necessary, reasonable controls will be introduced to reduce the risk of exposure.

Contact and airborne allergens

Where a pupil has a known contact or airborne allergy, reasonable measures will be considered to reduce their risk of exposure.

Activities

Staff planning activities must consider potential allergen exposure.

This includes, where relevant:

- cooking and food activities
- craft activities
- science
- music
- use of animals
- outdoor activities
- any activity involving materials or substances that may contain known allergens

Visits and trips

Specific risk assessments will be completed where a pupil with an allergy is attending an external visit or trip.

Identifying and recording allergies

The school will maintain an accurate record of individuals known to have allergies, including:

- pupils
- relevant staff
- visitors where necessary for safety

Records will identify known allergens and, where applicable, whether the individual carries emergency medication such as an adrenaline auto-injector.

Information about allergies will be gathered from appropriate sources, which may include:

- the pupil
- parents/carers
- previous educational settings
- relevant healthcare professionals

Staff will know how to check whether a pupil is recorded as having a known allergy and how to access their relevant IHP, Allergy Action Plan/Risk Assessment or Asthma Action Plan.

Individual Healthcare Plans

A pupil will have an Individual Healthcare Plan (IHP) or Allergy Action Plan/risk Assessment where their allergy:

- has a functional impact on them within the school/setting
- places them at risk of harm
- requires arrangements that are additional to or different from the school's general arrangements

The IHP will document the additional or different support required, including arrangements for emergency situations.

This may include:

- reasonable adjustments
- avoidance or management of specific allergens
- medication arrangements
- emergency procedures
- arrangements for activities, visits and trips

Where a healthcare professional has provided an Allergy Action Plan and/or Asthma Action Plan, this will be referred to or attached to the IHP where appropriate.

IHPs will be reviewed whenever updated medical or action-plan information becomes available (reviewed at least annually even if no changes to medical information).

Prescribed adrenaline auto-injectors

Pupil/s who have been prescribed adrenaline auto-injectors (AAIs) must have rapid access to their devices at all times.

This includes when they are:

- in classrooms
- in dining areas
- in the playground
- on sports fields
- attending clubs
- participating in visits and trips

In cases of anaphylaxis, adrenaline should be administered within five minutes.

The school will:

- record which pupil/s have prescribed adrenaline devices
- record relevant Allergy Action Plans/Risk Assessments
- ensure appropriate staff know where prescribed devices are located
- make arrangements for devices to accompany pupils when required

- ensure parents/carers can take prescribed devices home where appropriate, including for the journey home
- ensure devices are checked to confirm they remain in date
- update records when medication or action plans change

Spare adrenaline devices

The school will maintain appropriate spare adrenaline devices in accordance with its arrangements for emergency response.

Spare devices will:

- be readily accessible and not locked away
- be clearly labelled and distinguishable from prescribed medication
- be stored in pairs
- be located so that they can be brought to a person experiencing anaphylaxis within five minutes
- be checked regularly to ensure they remain in date
- be replaced promptly following use or expiry
- be disposed of safely where required

Location of spare adrenaline devices: Main Corridor – outside the Willow Room

Location of spare inhaler: School Office

Person responsible for expiry checks: Mrs Paula Blackburn-Woods

Frequency of checks: Termly

St Lewis' Catholic Primary School have backpack in each class which contains medication and plans for individual pupils and their needs; which are also used for school trips/visits.

Emergency response

If a pupil or other individual shows signs of anaphylaxis:

1. Follow the individual's Allergy Action Plan/IHP where available.
2. Administer adrenaline in accordance with the individual's emergency arrangements and staff training.
3. Call the emergency services.
4. Inform the parent/carers as soon as appropriate.
5. Ensure a second adrenaline device is available where required.
6. Continue to follow emergency guidance and instructions from emergency services.
7. Record and report the incident in accordance with the school's incident procedures.

Staff must know how to locate and use emergency medication and devices.

Visits and educational trips

Pupils with allergies should be supported to participate fully in educational visits and trips wherever reasonably possible.

Before a trip, staff will:

- identify pupils with known allergies
- review relevant IHPs and Allergy Action Plans
- complete appropriate allergy risk assessments
- identify potential allergen exposure
- plan reasonable adjustments
- ensure required medication is available
- ensure children at risk of anaphylaxis have their adrenaline device with them
- ensure appropriately trained staff are available to administer adrenaline in an emergency

The arrangements must ensure that pupils can access emergency medication promptly while away from the school premises.

Incidents and near misses

All serious allergy incidents and near misses will be recorded, reported and reviewed.

A near miss may include an event where exposure to a known allergen could have occurred but was prevented or did not result in a reaction.

Reports may be made by:

- pupils
- parents/carers
- staff
- visitors
- healthcare professionals

The school recognises that the effects of allergen exposure may sometimes only become apparent after a child or young person has returned home. Reports received after the event will therefore be taken seriously and considered as part of the school's review process.

Following an incident or near miss, the school will consider:

- what happened
- whether the existing risk assessment and procedures were followed
- whether existing controls were effective
- whether further action is required
- whether staff require additional training
- whether an IHP or Allergy Action Plan/Risk Assessment needs to be reviewed
- whether this policy or another relevant procedure needs to be amended

Information sharing and confidentiality

Information about a child's or young person's allergy will be shared with staff who need the information to keep them safe.

Health information is special category data under UK GDPR and will therefore be handled carefully and respectfully.

The school will:

- only share information where there is a legitimate need to do so
- ensure relevant staff can access essential allergy information
- avoid unnecessary disclosure or singling out of pupils
- maintain appropriate confidentiality
- keep records securely
- follow the school's data protection policy

Awareness of the policy

This policy will be:

- published on the school's website
- made available to parents/carers on request
- available to staff;
- included within relevant staff induction arrangements
- reinforced through annual allergy awareness training

The school will also consider age-appropriate ways of increasing allergy awareness among pupils.

Where appropriate, and with the agreement of the pupil and their parents/carers, friends may be given information about how to seek help in an emergency.

Such awareness activity will not replace staff emergency response arrangements.

Monitoring and review

The Allergy Safety Lead will monitor the implementation and effectiveness of this policy.

The policy will be formally reviewed **at least annually** and sooner where:

- there has been a serious allergy incident
- there has been a near miss
- a child or young person's needs have changed
- new medical information or guidance becomes available
- medication arrangements change
- monitoring identifies that existing arrangements may not adequately protect individuals.

Reviews will consider lessons from incidents and near misses and whether changes are required to reduce risk.

Related documents

This policy should be read alongside the school's:

- Individual Healthcare Plans
- Allergy Action Plans/Risk Assessments
- Asthma Action Plans
- Medical Conditions Policy
- First Aid Policy
- Risk Assessment procedures
- Data Protection/Privacy Policy

Appendix

- A. Pupil allergy declaration form



St Lewis' Catholic Primary School

Allergy Declaration Form

Name of pupil			
Date of birth		Year group/Class	
Name of Parent/Carer			
Relationship to Child			
Contact details for Parent/Carer			
Signature		Date	
Name of GP			
Phone Number of GP			
Address of GP			

Nature of allergy	
Symptoms	
Details of required medical attention	
Instructions for administering medication (if applicable)	
Control measures to avoid an adverse reaction	
Following completion of this form you may be contacted for further information to ensure appropriate management of your child's allergy.	