



Allergy Safety Policy

Part 2

See CIT policy: Allergy Safety Policy

Date of Policy	Review Date	Policy Written by:	Date Shared with Staff	Date Shared with Local School Board
September 2026	No later than one year following publication of the policy	Mrs Katie Gray (Assistant Headteacher / SENDCO)	September 2026	September 2026

Introduction

Spalding St Paul's Primary School is committed to providing a safe, inclusive and supportive environment in which all pupils with allergies can access education safely and participate fully in every aspect of school life.

We recognise that allergies may be life-threatening and therefore adopt an allergy-aware approach to risk management. The school will implement robust procedures to minimise risk, ensure rapid emergency response and promote the wellbeing and inclusion of pupils with allergies.

All staff share responsibility for safeguarding pupils with allergies.

Roles and responsibilities

Headteacher

The Headteacher has overall responsibility for ensuring that statutory guidance, Trust expectations and this policy are implemented consistently.

Responsibilities include:

- ensuring sufficient trained staff are available
- monitoring compliance
- ensuring policies are reviewed annually
- ensuring emergency medication is available
- reporting serious incidents to the Trust and Local School Board
- ensuring pupils are fully included in school life.

Named Allergy Lead

Mrs Gray is the named Allergy Lead in school.

The Allergy Lead will:

- maintain the Allergy Register
- oversee Individual Healthcare Plans
- coordinate staff training
- monitor expiry dates of medication
- oversee allergy risk assessments
- support staff with allergy management
- review incidents and near misses
- report findings to the Headteacher.

Staff Responsibilities

All staff are expected to:

- know which pupils in their class or area have allergies
- read relevant Individual Healthcare Plans
- attend annual allergy awareness training
- recognise symptoms of allergic reactions and anaphylaxis
- respond immediately during an emergency
- follow school procedures
- minimise allergen risks
- record incidents appropriately
- promote inclusion.

Identifying Pupils, Staff and Visitors with Allergies

The school identifies pupils with allergies through:

- admissions documentation
- transition meetings
- communication with previous settings
- parental disclosure
- healthcare professionals
- annual medical information updates
- notification of new diagnoses.

Parents must inform the school immediately if allergy information changes.

The school also requests that staff and visitors notify the school of significant allergies where appropriate to ensure suitable arrangements can be made.

Allergy Register

The school maintains a live Allergy Register on their MIS.

The register records:

- pupil name
- allergens
- severity
- prescribed medication
- location of medication
- Individual Healthcare Plan
- Allergy Action Plan
- asthma status where applicable.

The register is reviewed:

- termly
- following new admissions
- following changes to medical information
- following significant incidents.

Relevant staff have access to this information.

Individual Healthcare Plans (IHPs)

Every pupil with a significant allergy will have an Individual Healthcare Plan. We distinguish this as pupils who require emergency medication to be kept on site.

Plans are developed with:

- parents/carers
- the pupil where appropriate
- school staff.

Each IHP includes:

- allergy diagnosis
- known triggers
- symptoms
- emergency response
- medication and dosage information
- location of medication
- staff responsibilities
- reasonable adjustments

- parental consent for spare medication where appropriate.

Plans are reviewed:

- termly
- after any allergic reaction
- following changes in medical advice
- after any significant near miss

Medication

Emergency medication must be immediately accessible.

Medication will:

- remain clearly labelled
- remain in date
- accompany pupils during the lunch hour, PE and outdoor activities or events
- accompany pupils on educational visits
- never be locked away
- be known to relevant staff.

School Arrangements

Individual Emergency Medication

Where appropriate and with parental consent, pupils are encouraged to carry their own clearly labelled emergency medication in an individual emergency bag. This supports immediate access to medication and promotes age-appropriate independence in managing their allergy. The suitability of a pupil carrying their own medication will be agreed between parents/carers, the school and relevant healthcare professionals where necessary.

Individual emergency bags may contain:

- Prescribed Adrenaline Auto-Injectors (AAIs).
- Prescribed inhalers.
- A copy of the pupil's Allergy Action Plan and/or Individual Healthcare Plan.
- Any other prescribed emergency medication relevant to the pupil's needs.

Pupils' individual emergency bags must remain readily accessible at all times and accompany them throughout the school day, including during lunchtimes, educational visits, PE lessons and outdoor learning activities.

Classroom Emergency Medication

In addition to individual emergency medication, each classroom has a designated Emergency Grab Bag, which is a green first aid bag located in a clearly identified position next to the classroom sink. The Emergency Grab

Bag provides an additional safeguard and ensures that emergency medication and information are available to staff at all times.

The Emergency Grab Bag contains:

- Emergency medication for pupils within that class, including prescribed Adrenaline Auto-Injectors (AAIs) and inhalers where applicable.
- A class allergy register identifying pupils with allergies.
- Copies of relevant Individual Healthcare Plans and/or Allergy Action Plans where appropriate.
- Medication administration and consent records kept in pupils' individual labelled zip wallets.

Staff are responsible for ensuring the Emergency Grab Bag accompanies the class whenever they leave the classroom for learning activities and lunch.

The school also maintains spare AAIs in accordance with statutory guidance in the First Aid Room. The School Allergy Lead will check expiry dates termly.

Lunchtime Arrangements

During lunchtime, each class Emergency Grab Bag is taken to the school hall. This ensures that emergency medication and pupil information remain immediately available whilst pupils are eating and participating in lunchtime activities.

- Pupils authorised to carry their own emergency medication should continue to keep their individual emergency bags with them during lunchtime, unless alternative arrangements have been agreed as part of their Individual Healthcare Plan.

Physical Education and Outdoor Learning

For all PE lessons, sports activities and outdoor learning sessions, the class Emergency Grab Bag must accompany the class to the hall, playground or playing field. Emergency medication must remain within easy reach of supervising staff at all times and must never be left unattended or locked away.

Where pupils have been authorised to carry their own emergency medication, they should have their individual emergency bag immediately accessible throughout the activity, subject to a risk assessment and any arrangements documented within their Individual Healthcare Plan. This approach ensures the quickest possible access to medication in the event of an allergic reaction or other medical emergency.

Educational Visits and Residential Visits

For all educational visits and residential visits, pupils who have been authorised to carry their own emergency medication should have their individual emergency bag readily accessible to them at all times, unless alternative arrangements have been agreed and documented within their Individual Healthcare Plan.

In addition, the class Emergency Grab Bag must accompany the group and be carried by the designated first aider or nominated member of staff responsible for emergency medication. This provides a secondary source of medication and ensures key medical information remains available in an emergency.

Where a pupil attending the visit has been prescribed Adrenaline Auto-Injectors (AAIs), all prescribed emergency medication must accompany the pupil. Where pupils normally carry their own medication in school, they should continue to do so during visits where appropriate. Staff must ensure that pupils know where their medication is kept and can access it immediately if required.

The school's spare AAI(s) will also be taken where appropriate, in accordance with statutory guidance, risk assessments and the pupil's Individual Healthcare Plan.

Prior to any educational or residential visit:

- All required medication consent forms must be completed and reviewed.
- Medication must be checked to ensure it is in date and functioning correctly.
- Individual Healthcare Plans and Allergy Action Plans must be available to accompanying staff.
- Appropriate risk assessments must be completed and reviewed, taking account of pupils' medical and dietary needs.
- Visit leaders must ensure they are familiar with the medical needs of all pupils attending.
- All accompanying staff must understand emergency procedures, including the location of both individual emergency bags and the class Emergency Grab Bag.
- Arrangements for pupils who self-carry medication must be reviewed to ensure medication remains accessible throughout the visit, including during transport, activities and overnight stays where applicable.

These arrangements are intended to ensure the fastest possible access to emergency medication whilst maintaining appropriate staff oversight and safeguarding procedures.

Risk Reduction

Spalding St Paul's Primary School promotes an allergy-aware environment.

Measures include:

- no food sharing
- no nut or nut products
- cleaning of tables
- supervision during meals
- allergen awareness during classroom activities
- safe snack arrangements
- careful planning of celebrations
- consideration of allergens during fundraising events
- No sweets or other celebration foods from home to be shared with the class.

Food Management

Spalding St Paul's Primary School is committed to supporting the safety and wellbeing of pupils with food allergies. School meals are provided by an external catering company, which is responsible for the preparation, allergen management and service of all meals. Our aim is to support pupils with food allergies to access school meals safely alongside their peers.

Parents/carers are responsible for informing the school and catering provider of any food allergies or dietary requirements and for selecting meal options that are suitable for their child from the published menu. While the school and catering provider take reasonable steps to communicate allergen information accurately, the final responsibility for menu choices remains with parents/carers.

To minimise the risk of allergen exposure, the school will:

- Maintain an up-to-date register of pupils with food allergies and ensure relevant information is shared with appropriate school staff.
- Work collaboratively with parents/carers and the catering provider to ensure dietary requirements are understood.
- Encourage parents/carers to review allergen information and menu choices provided by the catering company before selecting meals for their child.
- Ensure school staff are aware of pupils with severe food allergies and understand emergency procedures where required.

The external catering provider is responsible for:

- Complying with all relevant food safety and allergen legislation.
- Providing accurate allergen information for all menu items.
- Implementing safe food preparation and serving procedures to minimise the risk of cross-contamination.
- Training catering staff in food allergy awareness and allergen management.
- Operating appropriate systems to identify and serve meals safely to pupils with known dietary requirements.

Whilst every reasonable precaution is taken by both the school and catering provider, Spalding St Paul's Primary School cannot guarantee that any meal is entirely free from traces of allergens. Parents/carers should therefore carefully review all available allergen information and select meal options that are appropriate for their child's individual needs.

Packed Lunches

Parents and carers who choose to provide a packed lunch must follow the school's packed lunch guidance to help minimise the risk of allergen exposure for pupils with food allergies.

To support our allergy-aware environment, packed lunches must not contain shellfish, nuts or nut-based products, including (but not limited to):

- Prawns
- Crab
- Lobster
- Peanuts or tree nuts
- Peanut butter or other nut butters

- Nutella or chocolate-hazelnut spreads
- Cereal or snack bars containing nuts
- Confectionery containing nuts
- Any other products where nuts are a primary ingredient

Parents/carers are encouraged to check food labels carefully before sending food into school, as ingredients may change.

Where a pupil has a severe allergy to another specific food allergen, additional reasonable measures may be implemented following an individual risk assessment and in consultation with parents/carers.

If a prohibited item is brought into school, staff may ask the pupil to refrain from eating the item and, where appropriate, provide a suitable alternative until the end of the school day.

Curriculum Activities

Staff complete appropriate risk assessments before activities involving food or allergens.

This includes:

- cooking
- science
- sensory play
- Design Technology
- celebrations
- Forest School
- enrichment activities.

Alternative resources will be provided where necessary.

School Visits

Pupils with allergies are entitled to participate fully in educational visits.

Visit leaders must ensure:

- Individual Healthcare Plans are shared with staff
- Emergency medication checked and taken
- spare medication available where appropriate
- trained staff attend
- emergency procedures within visit risk assessments
- allergy risks reflected within visit risk assessments.

Staff Training

All staff receive annual allergy awareness training.

Training includes:

- Allergy and Anaphylaxis Awareness
- Asthma Awareness

Training records are maintained by the Allergy Lead.

Supply staff, volunteers and students receive appropriate information before working with pupils.

Emergency Procedures

Where anaphylaxis is suspected:

1. Stay with the pupil.
2. Call for assistance.
3. Administer adrenaline immediately.
4. Call 999.
5. Inform parents.
6. Continue monitoring.
7. Administer second AAI after five minutes if required.
8. Complete all documentation following the incident.

Recording Incidents

The school records incidents of the below on CPOMs:

- allergic reactions
- medication administration including inhalers and AAI
- use of spare medication (schools AAI)
- medication errors
- near misses
- ambulance attendance
- hospital attendance where known.

Following serious incidents the school will:

- review the Individual Healthcare Plan
- review risk assessments
- meet with parents where appropriate
- identify lessons learned
- amend procedures
- provide staff support where required.

The Headteacher will report serious incidents and near misses to the Local School Board in accordance with Trust procedures.

Reports will include:

- nature of incident
- immediate actions taken
- investigation findings
- recommendations
- policy amendments
- staff training implications.

Lessons learned will inform future practice.

Promoting Wellbeing

The school recognises that allergies may affect emotional wellbeing.

The school will:

- promote understanding of allergies
- encourage independence appropriate to age
- support pupils' emotional wellbeing and confidence
- provide check in's and pastoral support if necessary

- make reasonable adjustments
- ensure pupils are included in all aspects of school life.

Monitoring and Review

The Headteacher and Allergy Lead will monitor:

- training compliance
- Healthcare Plan compliance
- allergy register
- incident trends
- catering arrangements are in place
- policy implementation.