



St Nicolas' CE Combined School

Allergy Safety Policy

St Nicolas' Church of England School Vision

Jesus said 'I am the vine and you are the branches'.

Our school is rooted in the Christian Faith. Nourished by God, we want to grow together drawing on His strength to live out our Christian values so that we can reach out to others in our community.

We are all unique and together with God we want to be the best that we can be. As we learn together in a supportive and nurturing school, we will thrive and be ready to face the challenges of life.

Members of staff responsible:

Headteacher
Academy Business Director
Allergy Lead

Date of policy: August 2026

Review date: July 2027

Aim

This policy sets out our school's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction.

Legislation and guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on [allergy safety in schools](#) and [supporting pupils with medical conditions at school](#), the Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#), and the following legislation:

[The Food Information Regulations 2014](#)

[The Food Information \(Amendment\) \(England\) Regulations 2019](#)

Introduction

In line with Benedict's Law, we are committed to providing a safe, inclusive, and welcoming environment for all children, young people, staff, and visitors with allergies. We recognise the serious and potentially life-threatening risk posed by anaphylaxis, this policy establishes robust risk-mitigation measures and emergency response protocols.

This policy refers to Adrenaline Auto-Injectors (AAIs.) These devices are emergency tools (e.g. EpiPens, Jext) used to treat life threatening allergic reactions such as anaphylaxis.

Roles and responsibilities

The Governing Board (GB) - The GB is responsible for ensuring:

The school has an allergy safety policy which sets out:

- Arrangements to reduce the risk of individuals coming into contact with their known allergens
- Emergency response plans for cases of anaphylaxis.

The GB delegates the day-to-day implementation of this policy to the Headteacher.

Headteacher (HT)- The HT is responsible for:

- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an Individual Healthcare Plan (IHP) is required to specify arrangements that reflect the pupil's circumstances.
- Ensuring the implementation of this allergy safety policy

Academy Business Director (ABD) - The ABD is responsible for:

- Checking emergency AAls are present and in date
- Making sure that replacement AAls are obtained when expiry dates approach
- Developing and reviewing arrangements for the safe storage and disposal of AAls

Allergy Safety Lead (ASL) - The ASL is responsible for:

- Reviewing the allergy safety policy annually.
- Promoting and maintaining allergy awareness across our school community
- Ensuring all allergy information is up to date and readily available to relevant members of staff
- Ensuring a register of students and staff with allergies is held, this must include:
 - Whether they hold an AAI
 - Whether they have an allergy action plan
 - All pupils who require support with allergies have an up-to-date (IHP)
 - All pupils with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional
- Ensuring all staff receive regular allergy awareness training
- Ensure that all staff have the opportunity to practice with trainer AAls, at least annually
- Ensuring relevant staff are aware of what activities need an allergy risk assessment
- Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate. Any lessons learnt are shared with staff.

The nominated allergy safety lead is: Sarah Anderson.

Office assistant - The office assistant is responsible for:

- Ensuring all children prescribed AAls are handed into the school office at the start of each academic year and inputting the medication onto the schools tracking system Medical Tracker
- Uploading care plans and (if needed) raising IHP on medical tracker
- Ensuring that this information is shared with catering and lunchtime staff
- Liaising with parents for the replacement of AAls when nearing life expiry

Teaching and support staff - Teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy safety policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific pupils with allergies in their care
- Reducing the risk to pupils with known allergies coming into contact with known allergens
- Completing risk assessments for, curriculum activities involving food, trips and visits including sporting events
- Reporting any allergic reaction or case of anaphylaxis to the HT, ABD & ASL

Parents/carers - Parents/carers are responsible for:

- Being aware of the school's allergy safety policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- Ensuring a copy of their child's care plan is handed to the school
- Provision of their child's AAI and any other prescribed medication, including antihistamine etc.
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

Allergy awareness

Staff training

The school ensures that all staff expected to be present during times when pupils are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction.

The school has an EpiPen 'trainer pen' so staff can practice safely and be familiar with the AAI.

The school will conduct allergy safety drills annually. This is a simulated case of anaphylaxis to test out how staff respond, without risk to any individual. The results will be recorded and used to inform ongoing reviews of this policy.

Identifying individuals at risk

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis
- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

Identifying pupils at risk – The school will:

- Ensure that all new starter parents will confirm an allergy the pupil has and whether they carry medication.
- Send a reminder to parents/carers at the start of each year asking them to update their child's medical information as necessary.

Identifying staff and visitors at risk

- New staff are to provide details of any allergies in advance of their start date
- Visitors will be asked to provide details of any allergies in advance of their visit

Pupil IHPs and Allergy Action Plans

Allergy action plans

- These are clinical documents that are created by a GP/allergy nurse or allergy clinic. They detail the student's allergy and medication
- These will only be updated by the medical professional following a review of the student's allergy management, this could be annually or 2 yearly
- It is the responsibility of the parents to ensure they are shared with the school.

Pupil IHPs

IHPs are an essential communication tool that provide clarity about the arrangements which need to be in place to ensure that a pupil is fully included in the life of the school. It will identify exact risk-mitigation measures that need to be followed.

IHPs are school owned documents that are co-created by the school and parents/carers. They are for pupils with serious allergies and whose medical condition requires active management and/or needs medication administered in school.

We will ensure that:

- Students with an allergy action plan and/or an asthma plan have an IHP
- Students without an allergy action plan but have an allergy that needs active management need will have an IHP

IHPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school or college, they will be notified of the need as part of the transition.

Register of pupils with known allergies - The school maintains Medical Tracker which includes a register, with photograph, of all pupils who have a known allergy. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed an AAI (and if so, what type and dose)
- Where a pupil has been prescribed an AAI, whether parental consent has been given to administer emergency medication

Assessing risk - The school will conduct a risk assessment for any pupil at risk of anaphylaxis who are taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals, such as animal handling experiences

Hygiene procedures

- Pupils are reminded of the need to wash their hands before and after eating
- Sharing of food, food containers, and food utensils is not allowed
- Pupils have their own named water bottles. Lunch boxes provided to pupils with food allergies will be clearly labelled with their name
- Where food is not directly provided by the school, parental engagement and permission will be discussed in advance

Catering - We are committed to providing safe food options to meet the dietary needs of pupils with allergies.

- School lunches are ordered and provided via an external provider, Kids Lunch Company (KLC). Parents set up an account for their child and annotate all allergies on it. Meals provided via KLC are named for that child only
Lunchtime & Busy Bunch staff receive appropriate training and are able to identify pupils with allergies, they understand how to read labels for food allergens
- Busy Bunch staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

Insect bites/stings - When outdoors:

- Shoes should always be worn
- Food and drink should be covered

Animals

- Pupils will wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Our school has a school therapy dog. A risk assessment has been carried out and is available on our school website.

Visits, trips and any other offsite events

- No pupils with allergies will be excluded from taking part
- The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip

- The trip leader will take the class medical bag which will include andy AD/AAI held for any of the class pupils

Procedures for handling an allergic reaction

- All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately
- Staff are trained in the administration of AD/AAI to minimise delays in an emergency
- If the pupil has an allergy action plan, this must be followed
- A spare school AAI device will be used if:
 - The pupil does not have a prescribed AAI
 - The pupil's prescribed AAI is not available or misfires
- Staff are aware that a pupil's first allergic reaction may happen in school

Anaphylactic reactions usually begin within minutes of being in contact with the allergen i.e. eating a trigger food, though can occur several hours later. Once started anaphylaxis reactions progress quickly - therefore giving emergency adrenaline immediately and calling Emergency Services (999) and stating the person is experiencing anaphylaxis (pronounced ana-fil-ax-is) is crucial. Anaphylaxis attacks always requires an emergency response

Anaphylaxis can occur without any other signs (such as a skin rash) being present. Always consider anaphylaxis in someone with a known food allergy who has sudden difficulty in breathing. Giving adrenaline in this context is very safe and may be lifesaving.

Adrenaline Auto Injectors (AAIs)

Prescribed AAIs

Pupils with prescribed AAIs have their medicine kept in the class medical bag, which is kept with the class throughout the school day – including when in the school hall, playground and field. A copy of the pupil's allergy action plan and individual healthcare plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

Spare AAIs - The ABD is responsible for ensuring they are stored according to the guidance.

- Spare AAIs are sourced from 'Simple Online Pharmacy'
- The school holds to emergency use EpiPens, one junior EpiPen (0.15mg) and one EpiPen (0.3mg)
- Spare AAIs are stored in the school office in an unlocked box and accessible to all staff

Disposal

AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions.

Using spare AAls in an emergency situation without prior consent

The school obtains advance consent from parents/carers for emergency use AAls to be used, so that in an emergency, consent can be assumed to be in place.

However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

Serious incidents and 'near misses'

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a pupil, 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.

Incident recording - The school will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded in CPOMs, (and also in medical tracker for 'serious incidents') and will include the following information:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and pupils responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded

The school will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

Incident reporting - The parents/carers of a pupil be notified of the incident or 'near miss' as soon as possible. They will be given the opportunity to discuss what happened. The school will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the pupil is at home. This means that incident reporting is not limited to staff – parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.

Staff will always share the incident report with the allergy safety lead. The allergy safety lead will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

Awareness of allergy safety 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.

The allergy lead will keep up to date with resources (including those from the DfE allergyschool.org.uk and anaphylaxis.org.uk) to ensure staff and pupils are kept up to date.

Wellbeing - Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their teacher
- Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis

The school will respond to any instance of bullying in line with its behavior policy.

Information sharing - Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

Monitoring arrangements - This policy will be monitored by the allergy safety lead. It will be reviewed and approved annually by the allergy safety lead, or more frequently if a serious incident or 'near miss' identifies an area for improvement.