

Beecroft Primary School

Allergy Safety Policy

September 2026

Policy Statement

This policy sets out the arrangements for managing allergy safety within Beecroft Primary School. The policy aims to promote a safe environment for children, young people, staff and visitors, including reducing the risk of exposure to known allergens and ensuring an effective response to allergic reactions and anaphylaxis.

A named member of the senior leadership team will have responsibility for allergy safety, including overseeing the implementation and review of this policy.

Responsible Person: Headteacher and Deputy Headteacher with delegation to Rachel Pinder.

This policy will be reviewed annually, or sooner where incidents, near misses, changes in practice, or other factors indicate that a review is required.

The policy will be made available to staff, parents and other stakeholders through the school's usual communication channels and published on the school's website.

Culture

Awareness Training

Beecroft Primary School will ensure annual allergy awareness and emergency response training is received by all staff who may be present when pupils are on site.

This includes:

- Permanent staff
- Temporary staff
- Supply staff
- Peripatetic staff
- Agency workers
- Regular volunteers
- Catering staff
- Staff working in breakfast clubs and after-school activities

The school will maintain arrangements for:

- Induction training for new staff
- Ensuring cover and supply staff receive appropriate allergy awareness information
- Recording and monitoring staff training

Training will ensure staff:

- Have an awareness of allergy, associated risks and management
- Understand that allergy may include multiple co-existing conditions
- Understand the difference between food allergy, coeliac disease and food intolerance
- Know where information regarding allergy triggers can be accessed
- Recognise the symptoms of allergic reactions
- Recognise anaphylaxis
- Know how to respond in an emergency
- Know how to call for emergency assistance and inform parents/carers
- Know how to locate and administer emergency medication
- Know how to use prescribed or spare emergency devices
- Understand the impact allergy may have on wellbeing
- Understand this policy
- Know how to access allergy records and action plans
- Understand their responsibilities in reducing exposure to allergens
- Know how allergic reactions and near misses are reported

Wellbeing

The school recognises that living with allergy can affect a child or young person's wellbeing.

The school will promote wellbeing by:

- Providing appropriate support for children and young people with allergies
- Encouraging an inclusive environment
- Taking concerns relating to allergy seriously
- Addressing and preventing bullying associated with allergies

Specific arrangements include:

Teasing, food-based intimidation, deliberate exposure, tampering with medication and exclusion because of allergy will be addressed under the Behaviour and Anti-bullying policies and treated as a serious safety concern. Staff will respond immediately, preserve relevant evidence, support the pupil and review controls. Where appropriate, allergy awareness will be taught sensitively to peers with the pupil's and parents' agreement.

Minimising Risk

The school will take reasonable steps to minimise the risk of individuals coming into contact with known allergens.

Arrangements will include:

- Measures to manage allergens in food provided by the school
- Measures to manage allergens in food brought onto the premises by others
- Measures to manage airborne or contact allergens where these are known risks
- Consideration of allergens when planning activities such as craft activities, science lessons, music lessons, cooking activities or activities involving animals
- Specific risk assessments to manage the risks of exposure to allergens in individuals with an allergy when planning external visits or trips.

Further details:

Food provided by school

- The school and catering provider will obtain allergy information before serving a pupil and maintain an agreed process for communicating changes.
- Ingredient and statutory allergen information will be accurate, accessible and based on current packaging, recipes and supplier information. Staff will not guess ingredients or rely on memory.
- Recipe, product or supplier substitutions will trigger a new allergen check before food is served.
- Separate utensils, equipment, storage and preparation areas will be used where required to control cross-contact. Hands and food-contact surfaces will be cleaned effectively.
- Meals for pupils with allergy will be clearly identified by use of a lanyard and handed directly to the correct pupil by an authorised adult. Any uncertainty means the food will not be served until checked.
- Tables will be washed with soap and hot water between KS1 and KS2 lunch sittings.
- Catering incidents and near misses will be reported immediately to the named lead and catering manager.

Food brought into school

Parents, pupils and staff will receive clear instructions for packed lunches, snacks, celebrations, fundraising and food gifts. Food sharing is not permitted where it could expose someone to an allergen. Staff must not provide unverified home-made or decanted food to a pupil with allergy. Any class-specific restriction will be based on assessed need, communicated clearly and reviewed.

Airborne and contact allergens

Where a pupil has a known airborne or contact allergy, the Individual Healthcare Plan and activity risk assessment will identify reasonable measures. These may include product substitution, ventilation, seating or timetable adjustments, protective equipment, cleaning, handwashing, safe storage and avoiding specified plants, animals, latex, fragrances or art materials.

Curriculum, clubs and events

The adult planning an activity must consider allergens before purchasing or using food, packaging, plants, seeds, animals, latex, cosmetics, cleaning products or materials in cooking, science, design and technology, art, music, gardening or sensory play. The organiser will check the allergy register, consult the pupil's plan, identify safer alternatives and brief all adults. The same expectation applies to breakfast and after-school provision, performances, fairs and community events.

Food Allergy

The school will manage food allergy risks and provide information regarding allergens in food provided by the school.

Arrangements include:

Food allergies are communicated to school and are admitted onto the medical list. Children with food allergies on the medical list are identified during lunchtime through use of an allergy lanyard.

Children are also identified through a photograph system in the kitchen. Staff use an EYFS and KS1 photo chart and KS2 photo chart to help identify children who have known food allergies at the counter.

Individual Children and Young People

Identification

The school will maintain processes to identify individuals with allergies, including children, young people, staff and visitors where appropriate.

The school will maintain records of:

- Known allergies
- Known allergens
- Emergency medication requirements
- Whether prescribed adrenaline devices are carried
- Individual Healthcare Plans (IHPs)
- Allergy Action Plans

- Asthma Action Plans where applicable.

Information will be obtained from:

- Children and young people
- Parents/carers
- Previous educational settings
- Other relevant sources

Specific arrangements:

The school will ask about allergy during admission and transition and when health information is updated. Information may come from the pupil, parents or carers, a previous setting or a healthcare professional. Staff who become aware of a suspected or changed allergy must notify the school office and named lead on the same day.

Individual Healthcare Plans

The school will put Individual Healthcare Plans in place where required.

An Individual Healthcare Plan will document any arrangements that are additional to or different from those generally available within the school.

Where applicable, plans may include:

- Support arrangements
- Emergency procedures
- Reasonable adjustments
- Educational visit arrangements
- Medication requirements
- Reference to or inclusion of an Allergy Action Plan
- Reference to or inclusion of an Asthma Action Plan

The school will review Individual Healthcare Plans when updated information or revised action plans become available.

Specific arrangements:

A pupil will have an Individual Healthcare Plan where the allergy has a functional impact at school, creates a risk of harm and requires arrangements additional to or different from those made generally. The plan will be developed with the pupil and parents or carers and, where appropriate, relevant healthcare professionals.

The plan will identify triggers, symptoms, daily controls, reasonable adjustments, medication, access and storage arrangements, who is trained, emergency action, communication arrangements, off-site provision and review dates. A healthcare-professional

Allergy Action Plan or Asthma Action Plan will be attached or clearly referenced. The Individual Healthcare Plan will be reviewed at least annually and whenever treatment, risk or an Action Plan changes.

Prescribed Adrenaline Devices

The school will ensure that children and young people who have prescribed adrenaline devices can access them, within five minutes of being needed, at all times during the school day and during school activities.

This includes access:

- In classrooms
- In dining areas
- On playgrounds
- On sports fields
- When accessing other school locations
- During educational visits

The school will maintain arrangements for:

- Taking prescribed devices home where appropriate
- Monitoring expiry dates
- Recording prescribed devices held by pupils
- Recording receipt of Allergy Action Plans.

Specific arrangements:

Pupils prescribed AAls must have rapid access to them at all times, including in classrooms, the dining area, playground, sports areas, clubs and on visits. Individual arrangements for carrying, safe storage, transfer between settings and taking devices home will be recorded in the Individual Healthcare Plan. Medication will be labelled for the named pupil and stored in line with manufacturer instructions, readily accessible to authorised staff and not locked away in an emergency. These will be kept in the yellow medical box in classrooms and go with the pupil on breaks and to lunch.

Parents or carers are responsible for supplying prescribed devices and replacements. The school will record receipt, dose, brand, quantity and expiry date and will check devices at least monthly and before visits. The office will notify parents in good time before expiry. Devices must not be used after expiry unless a 999 call handler advises this in an emergency and no in-date device is available.

Whole Schools Procedures

Spare Adrenaline Devices

The school will maintain a stock of spare adrenaline devices for use in emergency situations. The school will ensure that these devices are available within five minutes of wherever they may be needed. They will be clearly labelled as “Spare Adrenaline Devices”

Any devices held by a school in this way are considered a “spare” device and are not a replacement for a pupil’s own adrenaline device. Children and young people at risk of anaphylaxis will have their prescribed adrenaline devices with them at school for use in an emergency and will have access to both of their two prescribed adrenaline devices at all times.

These spare devices are stored, in pairs, in the staff room medical box. This box is locked with a known code disseminated to staff and in mounted safety box in the school hall for during lunchtimes. To ensure these devices are available whenever they are needed they will not be locked away, and will be clearly labelled as “Spare Adrenaline Devices.”

The spare devices stored by the school are EpiPen Junior 150mg x3 and EpiPen 300mg x4

School type	AAls for children under age 6 years (150 micrograms) e.g. EpiPen Junior, Jext 150	AAls for individuals over 6 years of age (300 micrograms) e.g. EpiPen, Jext 300
State-funded nursery school	One pair of “spare” AAls	n/a
Primary school	One pair of “spare” AAls	One pair of “spare” AAls
Secondary school	n/a	One or two pairs of “spare” AAls *
Special school	One pair of “spare” AAls	One pair of “spare” AAls

If a spare adrenaline device is needed, staff responding to an emergency will request them by accessing the safety box in the hall or the staff room medical box.

The named responsible person, Rachel Pinder, will ensure that spare devices remain in date, suitable for use, are replaced after being used, and will arrange replacement before any devices reach their expiry date.

During P.E. activities on the field, the teacher responsible will ensure that a spare adrenaline device (both EpiPen Junior and EpiPen) is taken in the First Aid bag.

Educational Visits and Trips

The school is committed to ensuring that children and young people with allergies can participate safely in educational visits and trips.

The school will:

- Consider allergy risks when planning visits and trips, including any information present on an Individual Healthcare Plan
- Undertake appropriate risk assessments
- Ensure access to prescribed adrenaline devices where required
- Ensure appropriately trained staff are available to respond in an emergency.

Specific arrangements:

Pupils with allergy will be included in visits and residentials wherever reasonable adjustments can make participation safe. The visit leader will complete an individual allergy risk assessment in consultation with the pupil, parents or carers and, where needed, providers or healthcare professionals.

- confirm allergens, planned meals, cross-contact controls, accommodation and emergency medical access;
- ensure the pupil's own AAls travel with them and remain immediately accessible, never in inaccessible luggage;
- take a copy of the Action Plan, emergency contacts and any other prescribed medication;
- identify trained staff who will remain close enough to respond and administer adrenaline;
- consider a second set of prescribed devices or suitable spare devices, journey times, mobile signal and remote locations;
- brief all supervising adults and the pupil without disclosing unnecessary health information; and
- record handover and return of medication.

The visit will not proceed for the pupil until essential medication, trained supervision and reasonable controls are in place. Any decision that a pupil cannot safely participate will be made by the Headteacher after consultation with the family and a review of possible adjustments.

Serious Incidents and Near Misses

The school will maintain arrangements for recording, reporting, investigating and responding to allergy-related incidents and near misses.

These arrangements include:

- Reporting procedures
- Recording requirements
- Investigation processes
- Learning and improvement actions

The school will provide mechanisms for incidents to be reported by:

- Staff
- Children and young people
- Parents/carers
- Other relevant individuals

All allergic reactions, anaphylaxis events, medication errors, missing or inaccessible medication, incorrect meals, unexpected allergen exposures and near misses must be reported to the named lead and recorded using the school's incident system. Reports may be made by pupils, parents, staff, visitors or healthcare professionals, including where the effect becomes apparent only after the pupil has gone home.

The named lead will ensure immediate safeguarding and medical actions are complete, preserve relevant food labels or evidence, inform parents, notify the catering provider or other responsible party, and make any legally required notifications. After a serious event, the school will arrange a timely debrief and support for the pupil and staff.

Information Sharing

A child or young person's health information, including information regarding allergies, is considered special category data under UK GDPR, which means it is highly sensitive and has additional legal protections. Beecroft Primary School has a lawful basis to hold, use and share a child's special category health data when this is necessary, but this will always be done in a controlled and respectful way.

Any health information relating to allergies will be stored and shared in line with the school's data protection policy.

Awareness of the Allergy Safety Policy

The school will promote awareness of allergy safety and this policy among staff, parents and pupils as appropriate.

The school will:

- Publish the policy on its website and make hard copies available on request
- Ensure staff are familiar with the policy through annual training
- Consider age-appropriate awareness activities for children and young people where appropriate.

Any awareness activities involving pupils will be carefully considered and discussed with children, young people and parents where appropriate.

Monitoring and Review

The effectiveness of this policy will be monitored by: Headteacher and Deputy Headteacher with delegation to Rachel Pinder.

The policy will be reviewed annually, and/or following any significant allergy related incident or near miss.

Lessons learned from incidents and near misses will inform future reviews and improvements to allergy safety arrangements.