

Allergy Safety Policy

School or setting:	Henley Primary School
Member of school's SLT with responsibility for allergy safety:	Chris Hempenstall

Background

The school acknowledges its responsibility under the Children's Wellbeing and Schools Act 2026 to have an allergy safety policy.

This policy sets out how the school will ensure pupils with an allergy are able to attend and participate in school life as fully as possible.

Responsibilities

The school will appoint a member of its Senior Leadership Team to have responsibility for allergy safety at the school, including driving the implementation of the allergy safety policy and contributing to or leading review of the policy.

The appointed individual will apply in school the guidance given in [Allergy safety in schools](#), published by the Department for Education in July 2026.

All staff should be aware of the specific needs of pupils in their care and be able to recognise signs of severe allergic reaction and anaphylaxis and know what to do in an emergency.

Policy review

This policy will be reviewed at least annually. It should be reviewed earlier if an incident or change or circumstances need to be reflected.

Where appropriate, individuals with allergies will be encouraged to contribute to the development and review of this policy.

Policy visibility

This policy will be made available to staff and parents by publishing it on the school's website and providing hard copies on request.

Culture

Awareness training

School staff will be trained in allergy awareness and emergency response, at least annually. Training will be given to all staff likely to be on site when pupils are present. This includes permanent staff, temporary staff, peripatetic staff, agency workers, regular volunteers, catering staff and those supervising meals or school clubs.

Supply and cover staff will need to demonstrate they have received appropriate training. Induction training for new staff will include allergy awareness and emergency response.

Training content

The training will cover:

- how to respond in an emergency (see below)
- the school's allergy safety policy
- the risks of allergies
- how allergic reactions can occur
- how to manage allergy risk
- that allergy includes multiple conditions that can co-exist
- the difference between food allergy, coeliac disease and food intolerance
- where to find information on allergy triggers
- the range of symptoms of allergic reactions
- anaphylaxis and how to recognise it
- how an allergy can impact a pupil's wellbeing
- how to check if someone has a recorded allergy and how to use an Allergy or Asthma Action Plan
- staff responsibility to reduce the risk of individuals with a known allergy coming into contact with their known allergens
- how to report an allergic reaction or case of anaphylaxis, including near misses.

Emergency response training

The training will include:

- 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)

Wellbeing

The school recognises that allergies can cause anxiety. The school will promote the wellbeing of pupils with allergies. Posters are displayed and assemblies will be held regularly to remind children and staff of the potential risks and how to support children and staff with allergies. The school newsletters will have regular reminders to promote awareness.

The school will take steps to prevent bullying of pupils with allergies. Reminders of appropriate behaviours and expectations of how to react to others will be promoted at all times as part of everyday school routine.

Reducing risk

The school will take steps to reduce the risk of individuals coming into contact with their known allergens, including:

- managing the risk arising from food the school provides
- managing the risk arising from food brought in by others
- managing the risk arising from known allergies to airborne or contact allergens
- considering the risk of allergen exposure when planning activities such as crafts, science, music, cooking or those involving animals
- managing the risk during educational visits

Staff will be reminded that packaging and other products used in preparing lessons may contain traces of allergens.

- Food allergy advice will be shared with all members of staff

- Register of children and staff with known allergies will be shared with all staff.
- Parents are reminded that we are a nut free school with posters and newsletters
- Food brought in to school will be monitored and labelled with allergen advice

Food allergy

The school will provide information on allergens for all food it provides. Allergen advice will be available from school catering as appropriate. Allergen advice will be available on catering website and through office as requested. Any curriculum lessons involving food and drink, will be shared with parents so that they can also assess any risks.

The school will take into account any known allergies when preparing and serving food. Catering team will have access to allergy information and will be available in school kitchen to minimise risk.

Individual pupils

Identification

The school will seek to identify any individuals with an allergy, their known allergens and whether they carry medication or devices. Parents will be asked to complete medical information at the start of the new school year and medication sign off sheets will be provided for all medication needing to be taken in school. These records will be updated or reviewed termly or as medication is changed.

The school will keep a record of all individuals with known allergies, including whether children and young people have Individual Healthcare Plans and/or an Allergy Action Plan. These will be added to school reporting system for ease of use. Medication will be available in class as required and will be administered by appropriate staff.

The school will gather information about known allergies, for example from the child or young person, their parents and their previous setting.

Individual Healthcare Plans

Children and young people should have a IHP if their allergy has a functional impact on them in school, they are at risk of harm as a result of their allergy and they require arrangements that are additional to or different to those applied generally.

The IHP should document those arrangements, including actions to be taken in an emergency. The IHP should detail any required medication and any reasonable adjustments to be made.

The IHP should refer to or include any relevant Allergy Action Plan or Asthma Action Plan that has been issued by a healthcare professional. The IHP should be reviewed if these action plans are updated.

Prescribed adrenaline

The school will ensure that pupils have rapid access to their prescribed adrenaline devices at all times, so that adrenaline can be administered within five minutes in a case of anaphylaxis.

The school will ensure that devices are available during meals, outdoor activities and on educational visits. Medication will be available in class medical bags which are taken outside with duty staff at break and lunchtimes, and on educational visits.

The school will check devices regularly to ensure they remain in date and communicate with parents/carers regarding their replacement. The office staff will complete termly checks on medical devices and medications to ensure they remain in date.

The school will agree with parents/carers (and record on Arbor) any arrangements for devices to be taken home.

The school will maintain a record of which pupils have been provided with a prescribed adrenaline device. This record will be held in class medical bag and reported on Arbor

The school will maintain a record of which pupils have an Allergy Action Plan. This record will be held on Arbor.

School-wide policies

Spare adrenaline devices

The school will maintain an appropriate stock of spare adrenaline devices for emergency use. These devices will be stored in staff room/ school office (depending on whether they need to be refrigerated) so that all pupils can access them within five minutes.

Adrenaline devices will always be stored in pairs. They will be readily available and not locked away. The spare devices will be clearly labelled as such.

Devices will be checked at the start of each term to ensure they are in date.

The Office Manager will reorder devices when they have been used, or they are out of date.

Discarded devices will be placed in the sharps bin.

Educational visits

The school will ensure that pupils with allergies are able to participate in educational visits safely.

Risk assessments will be carried out for participating pupils at risk of anaphylaxis. Relevant pupils will have their own adrenaline device with them. The visit will be accompanied by an appropriate number of staff who have been trained to administer adrenaline in an emergency.

Incident reporting

Serious incidents or near misses involving allergy safety will be recorded on Every and CPOMS. These incidents will be reported to and reviewed by SLT.

Information sharing

The school will be conscious that health information is special category data and will store, process and share it in accordance with UK GDPR.

Health data will be shared securely when it is necessary to do so in a controlled and respectful manner.

Policy awareness

The school will raise awareness of the Allergy Safety Policy by publishing it on the school's website.

New staff will receive allergy awareness training as part of their induction. This training will be refreshed each year as part of the Personal Development Day programme.

Pupils will be made aware of allergy safety using posters, during assemblies and through the curriculum.

When a pupil is prescribed an adrenaline device, the school will consider what information or training should be given to those other pupils with whom they spend their school day.

Document Control

Changes History

Version	Date	Amended By	Details of Change
V1	17/07/2026	HoS Facilities	New policy

Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	CEO	Electronic signature	17/07/2026

This policy will be reviewed annually by Head of Service Facilities or as required by changes in legislation.

At every review, this policy will be approved by the Audit and Risk Committee.

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