

Allergy Safety Policy

School or setting:	Mendham Primary
Member of school's SLT with responsibility for allergy safety:	Nicola Jones

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.

This policy also applies in principle to adults in school. Adults will ensure staff members are aware of their allergy and whereabouts of their personal medication.

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 through:

- Whole school assemblies,
- Pupil led assemblies,
- Parent information workshops
- Appropriate and relevant books in the school library and classrooms
- RSHE lessons

The school will take steps to prevent bullying of pupils with allergies.

- All children will take part in whole school and class-based allergy awareness activities.
- Additional sessions will be provided to those children who are considered in need of continuing support to understand the seriousness of allergies
- Parents of children showing a lack of empathy and understanding will be notified
- The school anti bullying policy will be followed

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.

- Staff will be mindful which pupils can access which items when requesting/using recyclable packaging in school. Taking care to ensure children with allergies are not given potentially unsafe packaging to use.
- Where possible products sourced will be from a 'free from' range.
- Staff will discuss individual items and situations with parents to ensure that the product being used is one that the child is safe with.
- Food preparation areas will be set out to include all pupils but provide a safe space to work for those who may require it.
- Staff will highlight to the whole class which products may contain allergens at the start of the lesson.
- Ingredient lists will be provided for any products produced in school which are going home.
- Staff will mitigate risk for insect stings with dynamic risk assessments during a session, whether at school or on an educational visit, where there may be a potential risk. For instance staff will not allow play in the orchard during apple season and appropriate adults will clear windfall apples on a regular basis.

Food allergy

The school will provide information on allergens for all food it provides.

- Parents order school meals via an online portal where allergens are identified at point of ordering.
- Classroom activities will be notified to parents before taking place.
- Parents may be consulted on alternative products to use in classroom activities.
- Ingredient lists will be provided for any products produced in school which are going home.
- Parents are advised of changes to morning snack options
- Breakfast club menus are published externally via Facebook, Website and email to parents.

The school will take into account any known allergies when preparing and serving food.

- Meals prepared allergen free where possible
- Lunchtime staff are made aware of foods with potential allergens for specific pupils
- Lunchtime food orders highlight pupils with allergies, via the catering providers app
- Kitchen staff keep a record of pupils with allergies and prepare food accordingly
- Kitchen staff keep a visible list in eyesight when serving to ensure children with allergies receive the correct meal
- Playdough made or purchased with gluten free flour where required.

Individual pupils

Identification

The school will seek to identify any individuals with an allergy, their known allergens and whether they carry medication or devices.

- Information gained from parents on entry
- Contact made with child's allergy nurse
- Meeting in school with child, where appropriate, and parents before child joins school
- Discussion with staff at previous setting about how the allergy was managed

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.

- Information pinned to Arbor profile and circulated to all staff.
- Individual health care plans stored with medication in an easily recognisable case.
- All staff including midday supervisors and kitchen staff made aware and individual plans for meals times discussed as required

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.

- Pupils individual devices are stored in individual, insulated pouch/bag/case along with other relevant prescribed medication: inhaler and antihistamine
- Younger children are supported by staff to ensure that their medication is with them or an allocated adult at all times, as children become more independent they will transport their own medication.
- Individual pouches will be placed in a predetermined place in the dining hall for easy access.
- When the child moves outside or back to the classroom the Individual pouches will move with them.

The school will check devices regularly to ensure they remain in date and communicate with parents/carers regarding their replacement.

- Classroom staff are responsible for checking dates on devices and other relevant medication at the end of each half term
- If medication expires during the following half term parents will be notified and asked to provide replacements in a timely manner.

The school will agree with parents/carers and record the conversation on a pupils Arbor record, 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 the main school office.

The school will maintain a record of which pupils have an Allergy Action Plan. This record will be held in the main school office with the adrenalin device record. Individual action plans will be pinned to Arbor profiles and a copy of the most up to date action plan stored with the child's medication.

School-wide policies

Spare adrenaline devices

The school will maintain an appropriate stock of spare adrenaline devices for emergency use. These devices will be located at a clearly visible allergy station in the school hall 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.

There will be 2 pairs of adrenaline devices one pair with a 150mg dosage for children under 6 years and one pair with a 300mg dose for anyone over the age of 6.

Devices will be checked at the start of each half term to ensure they are in date. A calendar reminder will be set to ensure compliance.

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 and taken to the local pharmacy for disposal at the earliest opportunity.

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 Compliance. These incidents will be reported to the Academy Head and reviewed by Head of Service: Facilities and Compliance.

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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