

# Allergy Safety policy

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## Allergy Safety Policy

**Portswood Primary School**

**HISP Multi Academy Trust**

**Policy Owner:** Allergy Lead

**Responsible Senior Leader:** Deputy Headteacher / Allergy Lead

**Approval Body:** Local Governing Board

**This policy should be read alongside:**

- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- First Aid Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Educational Visits Policy
- School Food Policy

**HISP Multi Academy Trust  
Portswood Primary School  
Allergy Safety Policy**

## **1. Purpose**

Portswood Primary School is committed to providing a safe, inclusive and supportive environment for pupils, staff and visitors affected by allergy. The school recognises that allergic reactions can be serious and potentially life-threatening, including anaphylaxis.

This policy sets out a consistent, whole-school approach to reducing avoidable allergen exposure, ensuring appropriate emergency arrangements and enabling pupils with allergies to participate safely and fully in school life.

Effective allergy management is a shared responsibility. The school will work with pupils, parents and carers, staff, governors or trustees, healthcare professionals and catering providers to ensure appropriate information, risk management and support are in place.

This policy is informed by the Department for Education's *Allergy safety in schools* statutory guidance and the requirements introduced through Benedict's Law.

## **2. Aims**

The aims of this policy are to:

- Provide a safe and inclusive environment for pupils with allergies.
- Minimise accidental exposure to known allergens through proportionate risk management.
- Enable pupils with allergies to participate safely in all aspects of school life, including visits, clubs, sport and residential experiences.
- Promote allergy awareness, understanding and inclusion across the school community.
- Ensure staff can recognise allergic reactions and respond appropriately to suspected anaphylaxis.
- Maintain clear systems for recording, communicating and reviewing allergy information.
- Ensure Individual Healthcare Plans (IHPs) and Allergy Action Plans are implemented appropriately.
- Ensure prescribed and emergency medication is available and accessible when required.
- Work in partnership with families, healthcare professionals and relevant external providers.

This policy applies to all allergies requiring active management in school, including food, insect venom, medication and latex allergies.

### 3. Legislative and Statutory Framework

This policy has been developed with regard to, and where applicable in accordance with, relevant legislation and statutory guidance, including:

#### Legislation

- Children's Wellbeing and Schools Act 2026 – including statutory allergy safety requirements.
- Children and Families Act 2014 – arrangements for pupils with medical conditions.
- Equality Act 2010 – including reasonable adjustments where applicable.
- Health and Safety at Work etc. Act 1974.
- Children Act 1989.
- Education Act 2002.
- Human Medicines Regulations 2012, as amended.
- Food Information Regulations 2014, as applicable to food allergen information.

#### Statutory and Government Guidance

- Department for Education, *Allergy safety in schools* (2026).
- Department for Education, *Supporting pupils at school with medical conditions*.
- Department of Health and Social Care, *Using emergency adrenaline auto-injectors in schools*.
- Department for Education, *Keeping children safe in education 2026*.

The school will have regard to relevant statutory guidance and will review this policy at least annually, or sooner following significant changes to legislation or guidance, school practice or a serious allergy incident.

### 4. Whole School Commitment to Allergy Safety

Portswood Primary School promotes a culture in which allergy safety, inclusion and understanding are part of everyday school life. The school will take a proactive, preventative and proportionate approach to managing allergy risks while avoiding unnecessary restrictions or exclusion.

The school recognises that allergies can affect emotional wellbeing and social inclusion as well as physical health. Pupils will be supported to participate fully in school life and, where appropriate, receive pastoral support.

Allergy management will be supported through effective partnership with pupils, parents and carers, healthcare professionals, staff, catering providers and relevant external organisations. The views of pupils and parents will be considered alongside appropriate clinical advice when developing individual arrangements.

The school will monitor and improve its allergy arrangements by reviewing incidents and near misses, learning from experience, auditing key procedures and reviewing this policy at least annually. Trustees will receive appropriate information about implementation, significant incidents and audit findings.

## **5. Roles and Responsibilities**

All members of the school community have a role in maintaining a safe, inclusive and allergy-aware environment. Specific responsibilities are set out below.

### **5.1 Trustees**

Trustees provide strategic oversight and will:

- Ensure an effective Allergy Safety Policy is in place and reviewed annually.
- Monitor implementation and effectiveness.
- Ensure appropriate resources, training and emergency arrangements are available.
- Receive appropriate information about significant incidents, audit findings and policy implementation.
- Ensure allergy safety is considered within wider safeguarding, health and safety and medical conditions arrangements.

### **5.2 Headteacher**

The Headteacher has overall operational responsibility for implementation and will ensure that:

- Appropriate staffing and training arrangements are in place.
- Relevant risk assessments and individual arrangements are completed.
- Prescribed and emergency medication arrangements are effective.
- Significant incidents are recorded, reviewed and acted upon.
- Allergy management is appropriately integrated with wider school procedures.
- Trustees are informed of significant issues and developments.

### **5.3 Allergy Lead**

**Designated Allergy Lead: Anna Adams – Assistant Headteacher**

The Allergy Lead will coordinate the school's allergy arrangements and:

#### **Information and individual plans**

- Maintain the Allergy Register.
- Ensure allergy information is collected, updated and securely communicated.
- Coordinate IHPs and Allergy Action Plans where required.
- Ensure relevant staff, including temporary and supply staff, have appropriate information.

#### **Medication and emergency arrangements**

- Coordinate arrangements for prescribed and spare emergency AAls.
- Ensure medication is accessible, checked regularly and replaced when required.
- Ensure emergency medication accompanies pupils on off-site activities.
- Ensure staff know where medication is located and understand emergency procedures.

#### **Training and monitoring**

- Coordinate staff allergy awareness and practical AAI training.
- Keep up to date with relevant legislation and guidance.
- Review incidents and near misses and identify lessons learned.
- Coordinate the annual allergy safety audit.
- Report significant concerns and recommendations to the Headteacher and Trustees.

## **5.4 Teaching and Support Staff**

Staff will:

- Read and follow relevant IHPs, Allergy Action Plans and risk assessments.
- Know which pupils in their care have allergies and their emergency arrangements.
- Consider allergy risks when planning activities, particularly those involving food, animals or other potential allergens.
- Ensure emergency medication is accessible during lessons, activities and visits.
- Recognise the signs of an allergic reaction and follow the school's emergency procedures.
- Complete required allergy awareness and emergency response training.
- Report reactions, incidents and near misses promptly.
- Administer an AAI in accordance with their training, the pupil's individual arrangements and the school's emergency procedures.

Emergency treatment must not be delayed while waiting for a parent, healthcare professional or another member of staff where the emergency procedure requires immediate action.

## **5.5 Catering Staff**

The catering provider will:

- Maintain accurate allergen information for food provided.
- Follow relevant food safety and allergen management requirements.
- Take appropriate steps to prevent allergen cross-contact.
- Ensure pupils receive the correct meals and agreed dietary provision.
- Communicate menu or ingredient changes that may affect pupils with allergies.
- Work with the school and families regarding individual dietary requirements.
- Ensure relevant catering staff receive appropriate training.

## **5.6 Parents and Carers**

Parents and carers will:

- Inform the school promptly of their child's allergy and any changes to their medical needs.
- Provide current clinical information, Allergy Action Plans and prescribed medication where required.
- Ensure prescribed medication is in date, correctly labelled and replaced following use or expiry.
- Participate in IHP reviews where appropriate.
- Inform the school of significant reactions or changes in treatment.
- Support their child to develop age-appropriate understanding and independence.
- Follow school arrangements regarding food brought into school.
- Work with the school on risk management for activities and visits.

Where essential information or medication is not provided, the school will work with the family to address the risk and may escalate concerns through appropriate school procedures where necessary.

## **5.7 Pupils**

Pupils will be supported to develop age-appropriate knowledge and independence.

Pupils with allergies will be encouraged to:

- Understand their allergy and agreed management arrangements.
- Avoid sharing food or drinks.
- Tell an adult immediately if they feel unwell or believe they have been exposed to an allergen.
- Ask for help when needed.

All pupils are expected to:

- Respect people with allergies.
- Never deliberately give another person food without permission.
- Never interfere with medication or emergency equipment.
- Tell an adult if they think someone is having an allergic reaction.

No pupil will be responsible for managing another pupil's allergy.

## **6. Identification, Admission and Communication of Allergy Information**

The school will maintain accurate, up-to-date and securely stored allergy information to support safe day-to-day management and emergency response, in accordance with UK data protection legislation.

### **6.1 Identification**

Parents and carers should inform the school of any diagnosed or suspected allergy before admission or as soon as possible following diagnosis.

Information may be obtained through admission forms, medical forms, previous settings, parents and carers, healthcare professionals and ongoing communication.

Where a pupil is awaiting diagnosis but has symptoms requiring precautionary management, the school will agree appropriate interim arrangements with parents and carers and review these when further information becomes available.

### **6.2 Allergy Register**

The school will maintain a confidential Allergy Register for pupils requiring active allergy management. It will contain relevant information, which may include:

- pupil name, class and photograph where appropriate;
- allergen(s) and relevant symptoms;

- prescribed and emergency medication;
- medication location;
- IHP and/or Allergy Action Plan information; and
- emergency contact details.

The Allergy Lead will maintain the register with support from the school office.

### **6.3 Individual Healthcare Plans**

An IHP will be developed where a pupil requires specific individual arrangements or additional support beyond the school's universal allergy arrangements.

The need for an IHP will be determined by the pupil's individual circumstances and may include consideration of prescribed AAls, complex or multiple allergies, additional medical conditions or significant impact on participation.

Where appropriate, the pupil, parents or carers, school staff and healthcare professionals will contribute to the IHP.

IHPs will be reviewed at least annually and whenever there is a significant change in the pupil's medical needs, treatment or circumstances.

### **6.4 Allergy Action Plans**

Where a pupil has an Allergy Action Plan or other clinical emergency plan, the school will maintain the most recent version.

The plan should provide relevant information about symptoms, emergency medication and the required emergency response.

Parents and carers are responsible for providing updated clinical information and plans. Relevant information will be communicated promptly to staff who need it.

## **7 Educational Visits and Residential Experiences**

Pupils with allergies should be enabled to participate fully in educational visits, activities and residential experiences.

Before a visit, the visit leader will:

- review relevant IHPs, Allergy Action Plans and risk assessments;
- identify and manage additional allergy risks associated with the visit;
- confirm food and catering arrangements;
- check that prescribed and emergency medication is in date and available;
- ensure relevant staff know the pupil's allergy and emergency arrangements;
- confirm emergency contact and medical arrangements.

Emergency medication must remain readily accessible throughout the visit.

Staff must follow the pupil's individual plans and the school's emergency procedure if an allergic reaction occurs.

Residential visits will include additional consideration of overnight medication access, accommodation, catering, supervision and access to emergency services.

Any significant reaction, medication administration, incident or near miss will be reported and reviewed in accordance with the school's incident procedures.

## **8 Risk Reduction and Day-to-Day Allergy Management**

The school will use reasonable and proportionate measures to reduce avoidable allergen exposure while maintaining an inclusive environment. The school recognises that it is not possible to eliminate all allergens.

The school will:

- Promote regular handwashing and good hygiene.
- Clean relevant tables, surfaces and shared equipment appropriately.
- Discourage food and drink sharing.
- Encourage pupils to eat only their own food unless otherwise agreed.
- Consider allergy risks when planning activities.
- Provide age-appropriate allergy awareness and education.
- Maintain effective communication with families and catering providers.
- Avoid unnecessary restrictions unless supported by individual circumstances or clinical advice.

### **8.1 Classroom Practice**

Staff will consider allergies when planning activities and, where appropriate:

- check ingredients before using food;
- use suitable alternatives where necessary;
- supervise activities involving potential allergens;
- ensure emergency medication is accessible; and
- follow relevant individual plans and risk assessments.

Alternative resources or activities will be provided where necessary to enable safe participation.

### **8.2 Food Brought into School**

Parents and carers should:

- follow any food restrictions identified through an individual risk assessment;
- label lunchboxes where required; and
- not send food intended for sharing unless agreed with the school.

The school will not impose blanket bans on specific foods unless supported by appropriate risk assessment and individual circumstances.

### **8.3 Bullying and Deliberate Exposure**

The school recognises that pupils with allergies may be vulnerable to bullying, teasing or deliberate allergen exposure.

Deliberately exposing another person to an allergen or interfering with their medication will be treated seriously and managed under the school's Behaviour Policy and, where appropriate, safeguarding procedures.

## **9 Catering and Food Management**

The school will work with its catering provider to ensure pupils with allergies can access safe and suitable meals while remaining included in school mealtimes.

The catering provider will:

- Maintain accurate allergen information.
- Follow food safety and allergen management requirements.
- Minimise allergen cross-contact.
- Ensure pupils receive the correct meal.
- Communicate menu or ingredient changes.
- Work with the school and families regarding individual dietary requirements.
- Ensure relevant staff receive appropriate training.

The school and catering provider will maintain an agreed system for identifying pupils requiring specific meals. This may include electronic meal systems, allergy registers, staff checks, coloured trays or other agreed identification methods.

## **10 Medication Management and Adrenaline Auto-Injectors (AAIs)**

The school will ensure that prescribed and emergency medication is managed safely and remains readily accessible when required.

### **10.1 Prescribed Medication**

Parents and carers are responsible for providing prescribed medication required for their child's allergy management.

Where an AAI is prescribed, parents and carers must provide the prescribed device(s), together with any relevant Allergy Action Plan and other prescribed medication.

Medication must:

- be in date;
- be clearly labelled;
- remain in its original packaging where required; and
- be replaced promptly following use or expiry.

The school will remind parents where medication is approaching expiry but responsibility for providing replacement medication remains with parents and carers.

## **10.2 Storage**

Emergency medication must be readily accessible and must not be stored in a way that could delay treatment.

Medication will be stored in agreed locations, protected from inappropriate environmental conditions and in accordance with the pupil's individual arrangements.

Relevant staff will know where emergency medication is located.

## **10.3 Accessibility**

Emergency medication must be accessible throughout the school day, including during:

- lessons and practical activities;
- PE and outdoor learning;
- clubs and sporting activities;
- educational and residential visits; and
- emergency evacuations or other situations where normal access may be disrupted.

Medication should be brought to the pupil wherever practicable rather than requiring the pupil to travel unnecessarily.

## **10.4 Spare Adrenaline Auto-Injectors**

Where the school holds spare AAls, they will be maintained and used in accordance with current legislation, statutory guidance and the school's emergency procedures.

Spare AAls may be used in circumstances permitted by the relevant guidance, including where a pupil's prescribed device is unavailable or a further dose is required while awaiting emergency services.

Spare AAls will:

- be stored in clearly identified emergency kits;
- remain readily accessible;
- be checked regularly; and
- be replaced before expiry or following use.

## **10.5 Incidents and Post-Incident Review**

Following a significant allergic reaction, medication administration or relevant near miss, the school will:

- record the incident and treatment provided;
- inform parents/carers and emergency services as appropriate;
- review the circumstances;
- identify lessons learned;
- review relevant IHPs, Allergy Action Plans and risk assessments; and
- implement any necessary changes.

## 11. Emergency Response to Suspected Anaphylaxis

Anaphylaxis is a medical emergency. Staff must act promptly if a pupil is showing signs of a severe allergic reaction, in accordance with the pupil's Allergy Action Plan (AAP), Individual Healthcare Plan (IHP) and the school's emergency procedures.

### 11.1 Recognising a Possible Anaphylactic Reaction

Symptoms may include:

- difficulty breathing, wheezing or persistent coughing
- swelling of the lips, tongue, mouth or throat
- difficulty speaking or swallowing
- sudden dizziness, collapse or extreme weakness
- pale, clammy or unusually sleepy appearance
- widespread hives or flushing, particularly when accompanied by breathing, circulation or gastrointestinal symptoms
- severe or rapidly worsening symptoms affecting more than one body system.

Anaphylaxis can occur **without skin symptoms**. Staff should not wait for symptoms to become severe before taking action.

### 11.2 Immediate Action

If anaphylaxis is suspected:

1. **Follow the pupil's AAP/IHP and the school's emergency procedure.**
2. **Administer the pupil's adrenaline auto-injector (AAI) immediately** where indicated by the emergency plan and staff training. If the pupil is unable to self-administer, a trained member of staff should administer it in accordance with the agreed arrangements.
3. **Call 999 and state that anaphylaxis is suspected.**
4. **Keep the pupil with an adult and monitor them continuously.** Do not allow them to stand or walk.
5. **Use a second AAI if required**, in accordance with the pupil's emergency plan, current clinical guidance and school procedures.
6. **If symptoms do not improve, or return, follow emergency service instructions and the pupil's emergency plan.**
7. Ensure the pupil receives **urgent medical assessment**, even if symptoms improve following adrenaline.

### 11.3 Emergency Medication

Emergency medication must remain readily accessible and accompany pupils during the school day, including PE, outdoor activities, clubs, educational visits and residential experiences, in accordance with individual arrangements.

Staff must know:

- which pupils have emergency medication
- where medication is kept or carried
- how to access it quickly
- how to follow the pupil's AAP/IHP and emergency procedures.

## **11.4 After an Anaphylactic Reaction**

Following a suspected anaphylactic reaction, the school will:

- ensure parents/carers are informed as soon as reasonably practicable
- record the incident and any medication administered
- cooperate with emergency and medical services
- report the incident in accordance with school procedures
- review what happened, including any contributing factors or delays
- consider whether the pupil's AAP, IHP or risk assessment requires updating
- identify and implement any learning or preventative actions arising from the incident.

Serious incidents and significant near misses will be reviewed by the Allergy Lead and Headteacher and reported to trustees where appropriate.

## Appendix 1

