



Bishop Tufnell CE Primary School

Allergy Safety Policy

Date created: September 2026

To be reviewed: September 2027

Introduction

An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a serious, life-threatening allergic reaction. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

It is possible to be allergic to anything which contains a protein; however, most people will react to a small group of potent allergens. Common UK Allergens include (but are not limited to) peanuts, tree nuts, sesame, milk, egg, fish, latex, insect venom, pollen and animal dander.

This policy sets out how Bishop Tufnell Primary School will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

Wellbeing

Bishop Tufnell Primary School is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Allergy-related teasing, bullying or exclusion will be treated as a safeguarding and behaviour concern and managed in line with the school's Behaviour and Anti-Bullying Policies.

Awareness Training

All staff that are present during times when pupils are scheduled to be on site receive allergy awareness training, at least annually. It includes catering staff and others who oversee children and young people during lunchtimes and all staff who oversee the breakfast and after school club.

When Supply staff are booked the agency provides confirmation that they have had the appropriate training. All staff are trained on joining the school as part of their induction.

This training ensures that staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;

- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including: 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);
- Understand the impact allergy can have on a child or young person's wellbeing;
- Understand the school, college or setting's allergy safety policy;
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan;
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").

Training under this guidance is understood as allergy awareness and emergency response training. It does not replace any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

The named staff member responsible for coordinating staff anaphylaxis training is Mrs Sally Cutsforth, First Aid Leader. The named member of SLT responsible for the school's anaphylaxis policy is Mr Joshua Chamberlin, Headteacher.

Parent Responsibilities

When a student joins the school, it is the parent's responsibility to inform the school of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.

Parents are to supply a copy of their child's Allergy Action Plan to the school, if they have one. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. GP or allergy specialist.

Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.

Parents are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be updated accordingly.

School Staff Responsibilities

Bishop Tufnell Primary School takes its safeguarding responsibilities seriously. All staff are encouraged to share relevant allergy information when they start employment and to notify the school of any subsequent changes to their allergy management needs. The school will take reasonable and proportionate measures to support staff, volunteers and visitors with allergies, helping to ensure their health, safety and wellbeing whilst at school.

All staff will complete anaphylaxis training. Training is provided for staff on an annual basis.

Teaching staff, including supply teachers, must be aware of the pupils in their care who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution.

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Where required medication is unavailable prior to a visit, the school will work with parents to seek a safe solution. Where risks cannot be safely managed, alternative arrangements may need to be considered.

The school's First Aid Leader, Mrs Cutsforth, will ensure that the up-to-date Allergy Action Plan is kept with the pupil's medication.

The school's First Aid Leader keeps a spreadsheet of the expiry dates of all inhalers but it is the parents' responsibility to ensure the school has in date medication at all times. The school keeps a register of pupils who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given.

The school's First Aid Leader will ensure that any reaction or near miss is recorded and reported internally or in accordance with RIDDOR. Following any allergic reaction or near miss, the school will conduct a review to identify contributory factors, share learning and implement any necessary changes to procedures.

The school will ensure at least two "spare" adrenaline devices are available in the medical room at all times and that these are checked monthly to ensure that they are in situ and in date at all times, in line with the school's compliance procedures. One is for children under 6 years old and one for all people over 6 years old.

Allergy information will be reviewed annually and following any reported allergic reaction, diagnosis or change in medical need.

Governor Responsibilities

The Governing Body will review allergy safety arrangements annually and receive reports on significant incidents where appropriate.

Pupil Responsibilities

Pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.

All students requiring an auto injector as treatment are aware that their auto-injector is kept in the class medical bag. It is the responsibility of the parent/carer to ensure that auto injectors are in-date.

Catering and Food Provided by the School

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

Parents are asked to confirm their child's allergies when ordering meals with the meal provider. The school also keeps a full list of all children with allergies.

All children with an allergy wear a yellow lanyard when they are served food in school. This lanyard states their name, class and allergy.

Food is not given to children without parental engagement and permission.

Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

Allergy Action Plans

Allergy action plans are designed to function as individual healthcare plans for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline auto-injector.

British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans are produced by a medical professional which can be provided to the school. Where one is not provided, the school produces an Allergy Action Plan using the West Sussex County Council template, alongside the parent. This is sent home for parents to sign and agree to.

Supply, Storage and Care of Medication – see Medicines in School Policy

Through strategic storage and robust systems to ensure medication is close to the children in learning in and out of school, the school ensures that no child or young person is more than five minutes from adrenaline devices. Adrenaline devices are always stocked and stored in pairs.

Disposal

AAIs are single use only and must be disposed of as sharps. Used AAIs are to be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin.

School Trips and Sporting Excursions

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, have their medication taken on the trip.

All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.

Overnight school trips should be possible with careful planning and a meeting for parents with the lead member of staff planning the trip should be arranged. Staff at the venue for an overnight school trip will be briefed that an allergic child is attending and will need appropriate food (if provided by the venue).

Allergic children should have every opportunity to attend sports trips to other schools. The school will ensure that the P.E. teacher/s are fully aware of the situation. A member of staff trained in administering adrenaline will accompany the team.

Most parents are keen that their children should be included in the full life of the school where possible, and the school will need their co-operation with any special arrangements required.

Allergy Awareness and Nut Bans

Bishop Tufnell Primary School supports the approach advocated by Anaphylaxis UK towards nut bans/nut free schools. They would not necessarily support a blanket ban on any particular allergen in any establishment, including in schools. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with food allergies. They advocate instead for schools to adopt a culture of allergy awareness and education.

A 'whole school awareness of allergies' is a much better approach, as it ensures teachers, pupils and all other staff are aware of what allergies are, the importance of avoiding the pupils' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

Information Sharing

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

This policy is to be published on the school website for parents and available to all staff on the shared policies drive.

Version History

September 2026	• Full rewrite of policy in line with revised DfE guidance
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