

Allergy Policy

Castle Hill Primary School

Name of Responsible Manager / Head Teacher:	Ms R Willmouth
Policy Owner:	Miss N Harding, Ms C Rossiter and Miss S Wheble
Date of Policy Approval by Governing Body:	July 2026
Date of last Policy Review:	September 2026
Date of next Policy Review:	September 2027

Policy Statement

At Castle Hill Primary School we are committed to providing a safe, inclusive, and supportive environment for all pupils, staff, visitors, and members of the wider school community who have allergies. We recognise that allergies can have a significant impact on health, wellbeing, attendance, and participation in education.

This policy sets out the measures the school will take to minimise the risk of exposure to allergens, ensure effective emergency responses, and support the physical and emotional wellbeing of individuals with allergies.

This policy complies with the requirements of Section 34 of the Children's Wellbeing and Schools Act 2026 and should be read and used alongside the school's

- Supporting Pupils with Medical Conditions Policy,
- First Aid Policy,
- Health and Safety Policy,
- Educational Visits Policy,
- Safeguarding Policy, Behaviour and Anti-Bullying Policies, and
- Data Protection Policy.

Roles and Responsibilities

Headteacher

The headteacher has overall responsibility for implementing this policy and ensuring that appropriate systems are in place to safeguard pupils with allergies.

Named senior leaders for allergy safety

The designated Allergy Safety Leads are:

Name: Ms. C Rossiter

Role: Assistant Headteacher

Name: Miss N Harding

Role: Acting Assistant Headteacher

Designated Allergy Lead

Name: Miss S Wheble

Role: Teacher

The Allergy Safety Leads will:

- Oversee the implementation of this policy.
- Maintain oversight of allergy records and Individual Healthcare Plans (IHPs).
- Ensure staff training is completed and recorded.
- Monitor allergy-related incidents and near misses.
- Lead annual reviews of the policy.
- Liaise with parents, healthcare professionals, and external agencies where required.
- Ensure that risks relating to pupils with allergies are included on the setting's relevant risk registers.

Staff

All staff are responsible for:

- Following this policy and associated procedures.
- Attending annual allergy awareness and emergency response training.
- Familiarising themselves with pupils; allergy needs and care plans where relevant.
- Responding appropriately in an emergency.
- Reporting allergy incidents and near misses.

Admin Team

The admin team are responsible for:

- Establishing a clear method to capture allergy or special dietary information at the earliest opportunity, working alongside the Designated Allergy Lead.
- Forwarding any parent communication regarding allergens directly to relevant teachers and the Designated Allergy Lead.
- Liaising in conjunction with Designated Allergy Lead with lettings and external providers of clubs to ensure they comply with allergy awareness training requirements.

Parents and carers

Parents and carers are responsible for:

- Informing the school of any diagnosed allergy.
- Providing up-to-date medical information and prescribed medication, clearly labelled.
- Supplying Allergy and /or Asthma Action Plans where applicable.
- Ensuring prescribed medication remains in date.
- Informing the school of any changes in medical circumstances in writing to the school or via Arbor.

Pupils

Where age and understanding permit, pupils are encouraged to:

- Take an active role in managing their allergies.
- Inform staff if they feel unwell or believe they have been exposed to an allergen.
- Carry prescribed medication where agreed and appropriate.
- Avoid sharing food or water bottles.

Definitions

Allergy is a medical condition in which the body's immune system has an abnormal reaction to normally harmless substances such as food, insect stings, contact allergens and airborne allergens.

Anaphylaxis is a potentially fatal reaction affecting the Airway/Breathing/Circulation (“ABC”). Many individuals with allergies to food or insect stings are at risk of anaphylaxis.

Asthma is a lung disease caused by inflammation and tightening of the airways. It is frequently associated with allergies and anaphylaxis, because exposure to allergens can provoke an asthma attack, a potentially life-threatening condition.

Intolerance to foods or ingredients that the body is unable to digest is different to allergies and does not cause a serious allergic reaction. It can cause long-term health problems if not avoided. Common food intolerances include lactose and gluten. Coeliac disease is intolerance to gluten, found in rye, barley and wheat.

Creating an allergy-aware culture

Allergy awareness training

All school staff present during times when pupils are on site will receive annual allergy awareness and emergency response training.

This includes, but is not limited to:

- teaching staff
- teaching assistants
- administrative staff
- catering staff
- site/facilities managers
- breakfast and after-school club staff
- agency and supply staff
- regular volunteers
- peripatetic staff.

Castle Hill Primary School staff will have their training provided by the school; staff employed by wider organisations will have their training provided by their employer.

Annual allergy awareness and emergency response training will be delivered by a suitably qualified provider such as approved online training providers, or other competent healthcare professionals. Practical training in the use of prescribed and spare adrenaline auto-injectors will form part of annual refresher training; trainer devices of Epipen, Jext and Neffy are used as part of our training.

The Designated Allergy Lead will ensure that annual training has been completed for all staff who are not employed directly by the school who work regularly with pupils.

New staff will receive allergy awareness and emergency response training as part of their induction, in line with other safeguarding training requirements.

Supply staff and temporary workers will be provided with information regarding pupils with severe allergies and emergency procedures before commencing duties.

Staff will also be informed where allergy information, Individual Healthcare Plans (IHPs), Allergy Action Plans, Asthma Action Plans and emergency procedures are stored and how these can be accessed quickly during normal school activities and emergency situations.

Annual training will cover, and ensure staff understand:

- What allergies are and the risks they present.
- The relationship between food allergies, asthma, eczema, hay fever, and other allergic conditions.
- The difference between food allergy, food intolerance, and coeliac disease.
- Known allergens within the school environment and where information on allergies triggers can be found.
- Symptoms of allergic reactions.
- The signs and symptoms of anaphylaxis.
- How to respond in an emergency:
 - How to contact emergency services and inform parents.
 - How to locate and administer adrenaline auto-injectors (ADs/AAls).
 - How to locate and administer emergency asthma medication where required.
 - How to access Allergy Action Plans and Individual Healthcare Plans.
- Their role in reducing allergen exposure.
- Procedures for reporting incidents and near misses.

Training records will be maintained by the Designated Allergy Lead.

Supporting Wellbeing

The school recognise that living with allergies can contribute to anxiety and emotional distress.

Castle Hill Primary School will:

- Foster an inclusive and supportive environment.
- Promote pupil confidence and independence in managing allergies.
- Support pupils who can manage their allergies with supervision as appropriate.
- Ensure pupils with allergies can participate fully in school life.
- Provide appropriate pastoral support where needed.
- Work closely with parents and carers to address concerns.
- Promote understanding of allergies through age-appropriate education.

Bullying and Discrimination

Bullying, teasing, intimidation, or exclusion relating to a pupil's allergy or medical condition will not be tolerated.

Any incidents will be managed in accordance with the school's Behaviour and Anti-Bullying Policies.

Minimising Risk

Castle Hill Primary School will take reasonable measures to reduce the likelihood of exposure to known allergens.

Measures include:

- Maintaining accurate allergy records.
- Informing relevant staff of allergy risks.
- Considering allergy risks during lesson planning and special events.
- Promoting good hygiene practices, including handwashing.
- Cleaning eating areas appropriately, and in line with guidance.
- Conducting individual risk assessments where necessary.

Curriculum activities

Staff planning activities involving food, animals, science experiments, art materials, cooking ingredients or other potential allergens will consider allergy risks beforehand, for example the use of cereal packets in junk modelling.

Suitable alternatives and reasonable adjustments will be provided where appropriate to ensure pupils are not excluded.

Airborne and Contact Allergens

Castle Hill Primary School recognise that not all allergies are food related. Where a pupil has a known allergy to airborne or contact allergens, such as pollen, animal dander, dust mites, latex, fragrances, chemicals or other environmental allergens, the school will implement reasonable measures to minimise exposure.

These measures will consider:

- Adjustments to classroom seating arrangements.
- Restrictions on the use of specific products or materials.
- Enhanced cleaning arrangements.
- Consideration of allergens during curriculum activities.
- Additional supervision or risk management measures where necessary.
- Management of contact with school dogs, ensuring explicit permission is obtained from parents prior to interaction.

Any specific arrangements required will be recorded within the pupil's Individual Healthcare Plan and supported by individual risk assessments where appropriate.

Food allergy management

The school will work closely with Chartwells, the PTFA, and families to manage food allergy risks.

Castle Hill Primary School will:

- Seek accurate allergen information from catering providers.
- Ensure pupils and families can access relevant allergen information.
- Encourage pupils not to share food or drinks.
- Communicate clearly regarding food-related school events.
- Work closely with the PTFA to ensure food provided or sold at PTFA events is risk assessed, with allergen information made available wherever possible. The PTFA will be encouraged to consider inclusive, non-food alternatives where appropriate to help ensure all pupils can participate safely.
- Assess risks associated with food brought into school.
- Maintain two robust procedures to identify pupils with food allergies:

- Yellow lanyards, worn by all children following a medical diet. To maintain total consistency and reduce the risk of oversight, these are handed out exclusively by the same two designated Allergy Champions each day, who know the children's individual dietary needs personally.
- A medical photo board, featuring photographs of all children on a medical diet for clear, instant identification by all staff.

School leaders will undertake suitable risk assessments and management arrangements for food brought onto the premises by pupils, staff, visitors and parents. Consideration will be given to celebrations, fundraising events, food technology lessons, cultural events, educational visits, PTFA events, and any activity involving the preparation or sharing of food.

The school cannot guarantee an allergen-free environment but will take reasonable steps to minimise risk.

Identification and record keeping

Castle Hill Primary School will maintain an up-to-date register of pupils with known allergies and, where voluntarily disclosed and necessary to support health and safety arrangements, records of staff and regular visitors with severe allergies.

Information regarding allergies will be collected:

- During admission processes
- Through annual medical information updates issued to all parents at the start of each academic year.
- Through Individual Healthcare Plan reviews.

Following notification from parents or healthcare professionals of any change in a pupil's medical condition.

Records will include:

- Pupils with allergies and the severity of reactions.
- Their known allergens.
- Prescribed medications and the location of their medication.
- Individual Healthcare Plans.
- Allergy Action Plans.
- Asthma Action Plans where relevant.
- Emergency contacts.

Information will be obtained from:

- Parents and carers.
- Healthcare professionals.
- Previous educational settings.
- Admission documentation.

All records will be reviewed at least annually by the Designated Allergy Lead and updated whenever circumstances change. The allergy register, associated Allergy Action Plans, Asthma Action Plans and Individual Healthcare Plans will be formally reviewed with parents and carers at least annually and whenever there is a significant change in medical advice, diagnosis or treatment.

Individual Healthcare Plans

An Individual Healthcare Plan will be developed for pupils where:

- Their allergy has a functional impact within the school environment.
- They are at risk of harm because of their allergy, and they require arrangements that are additional to or different from those provided generally.

IHPs will set out:

- The pupil's allergy and known triggers.
- Symptoms requiring action.
- Preventative measures.
- Medication arrangements, including storage.
- Any reasonable adjustments required.
- Emergency procedures.
- Staff responsibilities.
- Educational visits arrangements.
- How the pupils' wellbeing will be supported, including how they will be supported to participate fully in school life.

Where provided, Allergy Action Plans and Asthma Action Plans will be attached to or referenced within the IHP.

Plans will be reviewed at least annually and following any significant reaction or following changes to treatment or diagnosis.

Prescribed Adrenaline Devices (ADs) or Auto-Injectors (AIs)

Pupils prescribed ADs/AIs will always have rapid access to their medication. The school will ensure that pupils prescribed adrenaline devices are never more than five minutes from access to those devices during the school day, on educational visits and during extracurricular activities.

This includes enabling rapid access:

- in classrooms.
- during break and lunch periods.
- on the sports fields.
- during educational visits.

- During extracurricular activities.

Medication storage locations will be known to all relevant staff and clearly identified. The ADs/AAls will be in each classroom's medical storage box and clearly labelled with the class name. Medical boxes containing AAls and asthma inhalers will be prominently labelled to enable quick and easy identification in an emergency.

The school will maintain records of:

- Pupils prescribed ADs/AAls.
- The location of devices.
- Expiry dates.
- Relevant Action Plans.

Parents remain responsible for ensuring prescribed devices are supplied and replaced before expiry. Parents are encouraged to sign up for expiry date reminders on the device manufacturer website.

The school will undertake weekly checks of all emergency medication to ensure it is in good condition and within its expiry date. These checks will include confirming that adrenaline auto-injectors (AAls) are undamaged and that the inspection window contains a clear, colourless solution. All checks and expiry dates will be recorded on the school's medication monitoring log. The school will notify parents and carers in advance when replacement medication is required to ensure emergency medication always remains in date and available.

Spare Adrenaline Auto-Injectors and Asthma Inhalers

The school will order ADs/AAls and emergency asthma inhalers from a registered pharmaceutical supplier.

Castle Hill Primary School will maintain suitably located spare ADs/AAls where permitted and appropriate.

Storage

Spare ADs/AAls will:

- be stored in the school office in a clearly labelled emergency medication container.
- Be clearly labelled as emergency stock, with the medication name and strength clearly visible.
- Be stored in pairs, in line with current guidance.
- Be easily accessible.
- Never be locked away.
- Be stored at room temperature, away from direct sunlight and extremes of heat or cold.
- Be located so that emergency medication can reach a pupil within five minutes.

The school will organise the storage of prescribed and spare adrenaline devices so that no pupil at risk of anaphylaxis is more than five minutes from access to adrenaline at any point during the school day.

Monitoring

The school will maintain a listed record of all devices and their location, and

- Check expiry dates and condition of the AAI's weekly.
- Replace expired devices promptly.
- Replace devices promptly following use.
- Dispose of used devices safely in accordance with medical waste requirements.

Spare emergency kits may/will include:

- Spare AAIs.
- Emergency asthma reliever inhaler.
- Spacers to support inhaler intake.
- Instructions for use.
- Emergency contacts.

'Spare' Asthma Inhalers

- Emergency asthma inhalers will only be given to pupils who have been prescribed an inhaler when their own inhaler is not available and where written parental and carer consent has been obtained to do so.

Educational visits and off-site activities

Pupils with allergies will be fully included in educational visits.

Risk assessments will be undertaken ahead of a planned trip and include consideration of:

- Itinerary and venue risks.
- Known allergens.
- Food arrangements.
- Access to emergency medication.
- Staff trained in emergency response.
- Emergency medical services are available at the destination.
- Availability of a mobile phone signal.
- Contingency arrangements in the event of allergen exposure.

All staff and supporting adults on the trip will be briefed about the known allergen risks of pupils.

Pupils at risk of anaphylaxis will have access to their prescribed AD/AAI throughout the visit, by holding it themselves or it being held by a designated member of staff, identified in the risk assessment.

Responding to Allergic Reactions

In the event of an allergic reaction:

- A member of staff will assess the situation immediately and remain with the pupil.
- The emergency response plan attached will be followed.
- Adrenaline will be administered without delay where anaphylaxis is suspected.
- Emergency services will be called.
- Parents or carers will be informed as soon as possible.
- The incident will be recorded and reviewed.

Where there is any doubt, staff will treat a suspected anaphylactic reaction as a medical emergency, including where a pupil with no known allergy presents symptoms consistent with anaphylaxis.

- Staff will immediately call 999.
- A trained member of staff may administer a spare AD/AAI where permitted and clinically indicated.
- Parents and carers will be informed immediately.
- The incident will be investigated and appropriate medical follow-up encouraged.

Reporting serious incidents and near misses

All allergy-related incidents and near misses will be reported on the same day and, wherever possible, within two hours of the incident.

The report will include:

- Date and time.
- Individuals involved.
- Circumstances of exposure.
- Actions taken.
- Outcomes.
- Lessons learned.
- Parents will be informed.
- Risk assessments and procedures will be updated as necessary.

The Allergy Safety Lead will review incidents to identify improvements and reduce future risks, at least on a termly basis. Trends arising from incidents and near misses will be analysed and reported to senior leaders and governors as appropriate.

Lessons learned will be used to inform future policy reviews, staff training, risk assessments and wider allergy safety arrangements across the school.

Castle Hill Primary School encourages parents and carers to report incidents occurring outside school that may be relevant to a pupil's safety within school.

Information sharing and confidentiality

The school will manage allergy information in accordance with UK GDPR and Data Protection legislation.

Information will only be shared on a need-to-know basis to protect a pupil's health and safety.

Relevant staff will have access to:

- Individual Healthcare Plans (stored and shared via IAM Compliant)
- Allergy Action Plans.
- Emergency procedures.

Information will be always handled sensitively and respectfully.

Raising Awareness

This policy will be:

- Published on the school website.
- Available in hard copy on request.
- Included within staff induction processes.
- Referenced during annual allergy awareness training.

The school will promote age-appropriate allergy awareness amongst pupils and within its curriculum to help create a supportive and inclusive environment.

Where appropriate and agreed with parents and carers, peers may be taught how to seek help quickly if a pupil experiences an allergic reaction.

Monitoring and review

This policy will be reviewed annually by the Allergy Safety Lead and Governing Body, or sooner following:

- A serious allergic reaction.
- An anaphylaxis incident.
- A significant near miss.
- Changes in legislation or statutory guidance.
- Changes to school arrangements.

Emergency response plan

