

Allergy Policy



Fairholme Primary School

Issue Date: October 2026

Review Date: October 2027

Fairholme Primary School is committed to providing a safe, inclusive and supportive environment for all pupils, including those with allergies. This policy applies to all children attending Fairholme Primary School, from Nursery through to Year 6, including those in the Early Years Foundation Stage (EYFS).

At Fairholme Primary School, we recognise that allergic reactions can be unpredictable and that anaphylaxis is a potentially life-threatening medical emergency. Allergy safety is therefore a responsibility shared across our school community. We will take reasonable and proportionate steps to minimise pupils' exposure to their known allergens while ensuring that children with allergies are included in and able to participate fully in school life.

This policy reflects the procedures and systems in place at Fairholme Primary School and has been developed with regard to current Department for Education statutory guidance on allergy safety in schools and the school's statutory responsibilities for supporting pupils with medical conditions.

As part of our admissions process, all parents/carers are required to complete admission forms before their child starts at Fairholme Primary School, whether they are joining in EYFS or at any other point during their primary education. These forms ask parents/carers to provide details of their child's medical needs, including any known allergies and any medication or treatment they may require.

Where an allergy is identified, the school will work with parents/carers to obtain any further information needed and to ensure appropriate arrangements are in place for the child. Parents/carers are also expected to inform the school promptly of any new allergy, diagnosis or change to their child's existing allergy or medical information so that school records and relevant arrangements can be updated.

Aims

At Fairholme Primary School, we aim to:

- minimise the risk of pupils being exposed to their known allergens
- ensure allergies are identified, recorded and appropriately managed
- ensure staff understand allergies and can recognise and respond to an allergic reaction or anaphylaxis
- ensure pupils at risk of anaphylaxis have rapid access to their prescribed adrenaline auto-injectors (AAIs)
- maintain appropriate spare school AAIs for emergency use;
- ensure pupils requiring specific allergy arrangements have an Individual Healthcare Plan (IHP)
- support the wellbeing and inclusion of pupils with allergies
- ensure pupils with allergies can participate safely in lessons, school meals, clubs, educational visits and school trips
- provide clear procedures for preventing and responding to allergic reactions; and
- ensure allergy-related incidents and near misses are recorded, reviewed and used to improve practice.

This policy applies to all pupils, staff, supply and temporary staff, volunteers, visitors and contractors at Fairholme Primary School, where relevant to their role or activities within school.

It applies throughout the school day and to all school-organised activities, including breakfast and after-school provision where applicable, clubs, sporting activities, educational visits and residential visits.

This policy should be read alongside pupils' Individual Healthcare Plans, where applicable, and Fairholme Primary School's First Aid and Medical Policy.

Understanding Allergies and Anaphylaxis

An allergy is an abnormal immune system response to a substance that would normally be harmless.

Allergens may include, but are not limited to:

- peanuts and tree nuts;
- milk;
- eggs;
- wheat;
- fish and shellfish;
- sesame;
- other foods;
- insect stings;
- medicines;
- latex; and
- airborne or contact allergens.

Anaphylaxis is a severe and potentially life-threatening allergic reaction requiring immediate action.

Food intolerance and coeliac disease are different from food allergy and do not cause anaphylaxis. However, pupils with these conditions will be appropriately supported through Fairholme Primary School's arrangements for medical conditions and dietary needs.

Leadership and Responsibilities

Headteacher – Overall Responsibility for Allergy Safety

The Headteacher has overall responsibility for allergy safety at Fairholme Primary School and for ensuring that the school's statutory responsibilities in relation to pupils with allergies are met.

The Headteacher will:

- ensure this Allergy Safety Policy is implemented consistently across Fairholme Primary School
- ensure the policy is reviewed at least annually and following any serious allergy-related incident or significant near miss
- ensure appropriate systems are in place to identify and support pupils with allergies
- ensure all staff receive appropriate allergy awareness, anaphylaxis and adrenaline auto-injector training
- ensure new, temporary and supply staff are provided with appropriate allergy information
- ensure pupils with allergies have appropriate Individual Healthcare Plans and that these are reviewed at least annually

- ensure prescribed AAI's and Fairholme Primary School's spare AAI's are appropriately stored, readily accessible and monitored
- ensure appropriate allergy arrangements are incorporated into educational visits, off-site activities and other areas of school life
- ensure serious allergy incidents and near misses are appropriately recorded and reviewed;
- ensure lessons identified following incidents or near misses result in appropriate changes to practice
- ensure sufficient resources are available to implement the school's allergy safety arrangements
- report to the Governing Body on allergy safety where appropriate.

The Headteacher delegates the day-to-day coordination and administration of medical and allergy arrangements to Fairholme Primary School's Admin, Attendance and Medical Assistant.

Admin, Attendance and Medical Assistant – Operational Lead

Fairholme Primary School's Admin, Attendance and Medical Assistant is the operational lead for medical needs and allergies and works under the overall responsibility of the Headteacher.

Their responsibilities include:

- maintaining accurate records of pupils with allergies
- coordinating Individual Healthcare Plans
- ensuring IHPs are reviewed at least annually and sooner where a pupil's needs change
- recording and monitoring IHP review dates through Fairholme Primary School's electronic Medical Tracker system
- monitoring all prescribed AAI's held in school and ensuring their expiry dates are recorded on Medical Tracker
- monitoring the school's spare AAI's and ensuring their expiry dates are recorded on Medical Tracker
- responding to Medical Tracker alerts generated one month before an IHP review is due or an AAI is due to expire
- contacting parents/carers in sufficient time to request replacement prescribed AAI's where these are approaching their expiry date
- arranging replacement of the school's spare AAI's before they expire
- liaising with parents/carers and relevant staff
- ensuring relevant allergy and medical information is available to permanent, temporary and supply staff
- coordinating the school's supply-teacher allergy information sheets
- supporting the recording and review of allergy-related incidents and near misses
- promptly escalating significant concerns or incidents to the Headteacher

Governing Body

Fairholme Primary School's Governing Body will:

- ensure the school has an appropriate Allergy Safety Policy
- ensure the policy is reviewed at least annually
- provide appropriate oversight of the school's arrangements for supporting pupils with allergies
- receive information regarding serious allergy incidents and significant near misses where appropriate

Responsibilities for Pupils with Allergies

All Fairholme Primary School staff must:

- complete the school's required allergy awareness and emergency response training
- know how to recognise an allergic reaction and anaphylaxis
- know how to summon emergency assistance
- know how and where to access prescribed and spare adrenaline auto-injectors (AAIs)
- understand how to administer an AAI in an emergency
- be aware of pupils with allergies relevant to their role
- follow pupils' Individual Healthcare Plans (IHPs)
- take reasonable steps to minimise exposure to known allergens
- act promptly if an allergic reaction is suspected
- report allergy incidents and near misses

Responsibilities for Personal Medical Conditions

All staff are responsible for:

- informing relevant colleagues and school leadership of any personal medical conditions, including allergies, that may require support or emergency intervention during the school day
- informing relevant colleagues if they have been prescribed an AAI and ensuring that they know where it is kept on the school premises so that it can be accessed promptly in an emergency
- ensuring that their prescribed AAI is readily accessible during the school day
- notifying relevant colleagues of any changes to their medical needs or the location of their AAI

Information about staff medical conditions will be treated confidentially and shared only with those who need to know for health and safety purposes.

Parents and Carers

Parents/carers are expected to:

- inform Fairholme Primary School promptly of a diagnosed or suspected allergy
- provide accurate and current medical information
- inform the school of changes to their child's allergy, treatment or medication
- work with the school in developing and reviewing their child's IHP
- provide two prescribed AAIs where these have been prescribed for use in school
- provide replacement medication before existing medication expires
- provide current emergency contact information

Pupils

At Fairholme Primary School, pupils will be supported, according to their age and understanding, to:

- understand their allergy and known triggers
- recognise symptoms and tell an adult immediately if they feel unwell
- understand the importance of their medication
- avoid sharing or swapping food
- participate in decisions about managing their allergy where appropriate

No pupil will be made responsible for managing risks that should reasonably be managed by adults.

6. Identification, Records and Individual Healthcare Plans

All known pupil allergies are recorded on Fairholme Primary School's management information system.

All pupils at Fairholme Primary School with an allergy requiring school-based support have an Individual Healthcare Plan (IHP).

IHPs are developed in consultation with parents/carers and, where appropriate, the pupil and relevant healthcare professionals.

IHPs include relevant information about:

- the pupil's allergy and known allergens/triggers
- signs and symptoms
- preventative measures
- medication
- emergency procedures
- responsibilities of staff
- relevant emergency contact details

All IHPs are reviewed at least annually, and sooner where there is a change to the pupil's condition, allergy, medication, treatment or other relevant circumstances.

IHP review dates are recorded on Fairholme Primary School's electronic Medical Tracker system. Medical Tracker generates an alert one month before the IHP review is due, enabling the Admin, Attendance and Medical Assistant to begin the review process with parents/carers in good time.

Where a healthcare professional has provided an Allergy Action Plan or other clinical plan, this will be incorporated into or attached to the pupil's IHP as appropriate.

7. Information Sharing, Visitors, Supply Staff, Music Teachers, PE coaches and other relevant staff

As part of the school's visitor sign-in process, visitors are asked at the school office whether they have any known allergies. If a visitor confirms that they have an allergy, they are asked to inform the member of staff they will be working with that day and, where applicable, to make them aware of where they keep their adrenaline auto-injector (AAI). This helps ensure that appropriate support can be provided promptly in the event of an allergic reaction or emergency.

Fairholme Primary School ensures that relevant staff are given the information they need to keep pupils with allergies safe. Health information is handled appropriately and in accordance with data protection requirements.

Supply and temporary staff must have access to essential allergy information before assuming responsibility for a class.

Fairholme Primary School requires supply staff to have undertaken relevant allergy training. Confirmation that they have received relevant allergy training is included within the vetting information supplied to the school.

In addition, each supply teacher is provided with an Important Allergy and Anaphylaxis information sheet for the class they are covering. They will also be provided with some written guidance on how to administer an AAI.

The sheet identifies:

- pupils in the class who have prescribed AAIs
- the pupils' names and photographs
- where their medication and relevant medical information are stored within Fairholme Primary School.

The information is confidential and is provided solely for the purpose of safeguarding pupils.

The sheet must remain secure while in the supply teacher's possession, must not be photographed or copied and must be returned to the school office before the supply teacher leaves Fairholme Primary School.

New permanent members of staff will receive allergy safety information and appropriate training as part of their induction.

8. Allergy Awareness and Emergency Response Training

All Fairholme Primary School staff receive allergy awareness, anaphylaxis and emergency response training in September of each school year.

Training includes:

- understanding allergies and common allergens
- understanding how allergic reactions can occur
- recognising the signs and symptoms of allergic reactions
- recognising anaphylaxis
- knowing where pupil-specific allergy information can be found
- knowing where prescribed AAIs and school spare AAIs are located
- responding to an allergy emergency
- contacting emergency services and parents/carers
- administering an AAI
- practical instruction in the use of AAIs
- understanding Fairholme Primary School's allergy safety procedures
- reducing the risk of exposure to known allergens
- supporting pupils with allergies
- reporting incidents and near misses

Training is refreshed at least annually.

Staff joining Fairholme Primary School after the September training will receive appropriate allergy awareness and emergency response training as part of their induction.

Supply and temporary staff must have received relevant allergy awareness training, from their supply agency and are provided with the school-specific information necessary to respond appropriately in an emergency.

A record of staff allergy training is maintained.

9. Prescribed Adrenaline Auto-Injectors

Pupils prescribed adrenaline auto-injectors must have rapid access to their medication.

At Fairholme Primary School, pupils requiring AAI's have two prescribed devices available in school.

Pupils' prescribed AAI's are kept in their classrooms in an identified, readily accessible location.

They must:

- be clearly identified for the individual pupil
- remain in date
- be readily accessible in an emergency
- not be inaccessible because of a locked storage arrangement
- have their location known to relevant staff
- accompany the pupil when required for activities, more than 5 minutes away from their usual classroom or the school site.

Fairholme Primary School's arrangements ensure that AAI's remain readily accessible during lunchtime, PE, playground activities, sporting activities, clubs, trips and other school activities.

Each pupil's prescribed AAI's and their expiry dates are recorded on the school's electronic Medical Tracker system. Medical Tracker generates an alert one month before an AAI is due to expire. The Admin, Attendance and Medical Assistant is responsible for monitoring these alerts and contacting the pupil's parents/carers to request replacement medication before the existing AAI expires.

Parents/carers are responsible for supplying replacement prescribed AAI's.

Fairholme Primary School will follow up with parents/carers where replacement medication has not been received to ensure that pupils continue to have appropriate, in-date medication available.

10. School Spare Adrenaline Auto-Injectors

Fairholme Primary School maintains four spare school adrenaline auto-injectors (AAI's) for emergency use. These are stored in clearly identified and accessible in the Medical Room, they can be reached within no more than 5 minutes from anywhere on the school site, in line with guidance.

The school holds two devices of each strength to ensure that an appropriate device and a second dose are available if required.

Our provision is:

- 2 × 150 microgram (EpiPen Jr) – for children weighing less than 30 kg, typically younger or smaller children.
- 2 × 300 microgram (EpiPen) – for children weighing over 30 kg and adults, typically older children and larger pupils.

Keeping two devices of each strength ensures that a second dose is available if needed and provides a spare in the event of a device malfunction or misfire. In total, the school holds four spare emergency AAls (two pairs), which are appropriately located and readily accessible in an emergency.

The Admin, Attendance and Medical Assistant is responsible for checking and monitoring the school's spare AAls and ensuring that they remain in date and available for use.

Details of the school spare AAls, including their expiry dates, are recorded on the school's electronic Medical Tracker system. Medical Tracker generates an alert one month before a spare AAI is due to expire.

The Admin, Attendance and Medical Assistant will respond to the alert and arrange for replacement before the existing device expires.

The spare AAls will:

- be clearly identified as school emergency medication
- be readily accessible and not locked away
- be stored appropriately in the medical room
- be stored as a pair so that a second dose is immediately available if required
- have their expiry dates recorded and monitored through Medical Tracker
- be physically checked as part of Fairholme Primary School's medication monitoring arrangements
- be replaced promptly following use, damage or expiry

The location of the spare AAls is made known to staff and arrangements are in place to ensure they can be brought rapidly to a person experiencing anaphylaxis.

11. Preventing and Reducing Exposure to Allergens

Fairholme Primary School takes reasonable and proportionate steps to minimise the risk of pupils being exposed to their known allergens.

Food and Mealtimes

Fairholme Primary School aims to maintain a nut-free environment. Parents/carers are asked not to send nuts or products containing nuts into school, including in packed lunches, snacks or any other food brought onto the school site.

We recognise, however, that it is not possible to guarantee that the school environment will be completely free from nuts or traces of nuts. We therefore do not rely on this approach alone or assume that a product or environment is nut-free. Staff remain vigilant and the school's usual allergy management procedures, Individual Healthcare Plans and emergency arrangements continue to apply at all times.

Fairholme Primary School has systems in place to support pupils with allergies when selecting and eating school meals. The school uses Cypad for the selection and management of school lunches. A pupil's relevant allergy and dietary information is recorded within the system so that the meal choices available for that pupil are restricted to those identified as appropriate for their recorded allergy requirements.

Parents/carers have the option to select their child's school meals from home using Cypad. Fairholme Primary School encourages parents/carers of children with allergies to select their child's meals at home wherever possible. This enables parents/carers to be involved in meal selection and to choose from the options made available for their child according to their recorded allergy requirements.

Where a meal has not been selected at home, the school's normal meal-selection arrangements will apply, with Cypad continuing to restrict the choices available according to the pupil's recorded allergy requirements.

Fairholme Primary School will:

- ensure relevant allergy and dietary information is accurately recorded and kept up to date within Cypad
- ensure appropriate allergen information is available for meals provided by the school
- communicate relevant allergy information to catering staff
- ensure staff supervising meals are aware of relevant pupils and their individual arrangements
- use Cypad to support the appropriate selection of meals for pupils with recorded allergies
- encourage parents/carers of pupils with allergies to select their child's meals from home
- discourage pupils from sharing or swapping food
- take reasonable steps to minimise cross-contamination
- follow pupils' Individual Healthcare Plans and agreed dietary arrangements
- ensure that changes or substitutions to meals do not knowingly compromise a pupil's agreed allergy arrangements.

Parents/carers should inform Fairholme Primary School promptly of any change to their child's diagnosed allergies or dietary requirements so that the child's records, Individual Healthcare Plan and Cypad information can be updated as appropriate.

Fairholme Primary School does not rely solely on electronic systems or blanket allergen restrictions to manage allergy risk. Cypad forms part of our wider allergy management arrangements, alongside staff awareness, Individual Healthcare Plans, communication with parents/carers and catering staff, appropriate supervision and emergency procedures.

Classroom Activities

Staff will consider allergy risks when planning activities involving potential allergens, including:

- cooking
- food-related activities
- science activities
- art and craft
- sensory play
- celebrations
- rewards involving food

- other classroom activities involving food or potential allergens

Ingredients and materials will be checked where necessary and reasonable alternatives provided.

Hygiene and Cleaning

Appropriate handwashing and cleaning procedures will be used to reduce the risk of allergen transfer and cross-contamination.

Visitors, contractors and external providers will be given relevant allergy information where their activities could create a risk to pupils.

12. Wellbeing, Inclusion and Allergy-Related Bullying

Fairholme Primary School is committed to ensuring that pupils with allergies participate as fully as possible in school life. We recognise that living with an allergy can affect a pupil's emotional wellbeing and may cause anxiety around food, school trips and social situations.

Allergy-related teasing, bullying or deliberately exposing a pupil to a known allergen will be taken seriously and addressed in accordance with Fairholme Primary School's Behaviour and Anti-Bullying policies and, where appropriate, safeguarding procedures.

Pupils will receive age-appropriate education about allergies and the importance of keeping others safe.

13. Emergency Response to Anaphylaxis

Anaphylaxis is a medical emergency. Staff must act immediately.

If anaphylaxis is suspected, staff should act in accordance with their training and the pupil's emergency plan where available.

Staff should:

1. Administer adrenaline without delay using the pupil's prescribed AAI or an appropriate school spare AAI where necessary.
2. Call 999 immediately and state that anaphylaxis is suspected. Then the parent/carer will be called.
3. Follow the emergency operator's instructions.
4. Keep the pupil appropriately positioned in accordance with emergency training. A pupil experiencing breathing difficulty may need to sit up; otherwise the pupil should generally lie flat with their legs raised. The pupil must not be allowed to stand or walk.
5. Arrange for a member of staff to meet and direct the ambulance.
6. Contact the pupil's parents/carers.
7. Administer a second dose of adrenaline if required in accordance with current emergency guidance and training.
8. Continue monitoring and supporting the pupil until emergency medical assistance arrives.

A pupil who has received adrenaline must be assessed by emergency medical services.

Staff must not delay administering adrenaline or calling 999 while attempting to contact parents/carers.

If there is uncertainty about whether symptoms constitute anaphylaxis, staff should follow their emergency training and the relevant emergency action plan.

14. Educational Visits, Trips and Off-Site Activities

Having an allergy will not in itself prevent a pupil at Fairholme Primary School from participating in an educational visit, residential trip, sporting activity or other school activity. Risk assessments will consider individual allergy requirements.

Before a trip, staff will ensure that:

- the pupil's IHP and relevant emergency arrangements have been considered
- appropriate staff know about the pupil's allergy
- the pupil's prescribed AAIs accompany them and remain readily accessible
- two prescribed AAIs are taken where these have been prescribed
- staff know how to respond in an emergency
- food and allergen arrangements have been considered where relevant
- reasonable adjustments are made to enable the pupil to participate safely

15. Serious Incidents and Near Misses

Fairholme Primary School takes all significant allergy incidents and near misses seriously. A near miss may include an event where a pupil was exposed, or nearly exposed, to a known allergen but serious harm was avoided.

Following an allergy incident or near miss, Fairholme Primary School will:

- ensure the pupil receives appropriate support
- inform parents/carers as soon as practicable
- record what happened
- record relevant details of the circumstances and response
- inform the Admin, Attendance and Medical Assistant
- inform the Headteacher where appropriate
- consider whether any external reporting is required
- review the pupil's IHP where appropriate
- identify lessons learned
- make changes to procedures where necessary
- share relevant learning with staff

Serious incidents and near misses will be reviewed to reduce the likelihood of recurrence.

16. Confidentiality and Data Protection

Information concerning a pupil's allergy is health information and will be managed in accordance with Fairholme Primary School's data protection obligations. Information will only be shared with staff and others where there is an appropriate reason to do so, including where it is necessary to protect the pupil's health and safety.

Photographs and allergy information used for identification and emergency purposes will be handled securely and sensitively.

Supply-teacher allergy information sheets must be returned to the school office before the supply teacher leaves Fairholme Primary School and must not be retained, copied or photographed.

17. Communication and Publication

Fairholme Primary School will ensure that staff are aware of this policy and understand their responsibilities.

Relevant allergy safety information will be communicated to pupils and parents/carers in an appropriate manner.

Visitors, volunteers, contractors, catering providers and external organisations will be provided with relevant allergy safety information where their activities may affect pupils with allergies.

This Allergy Safety Policy will be made available to parents/carers and published in accordance with applicable requirements.

18. Monitoring and Review

Fairholme Primary School will review this policy at least annually.

It will also be reviewed sooner where:

- there is a serious allergy-related incident or significant near miss
- statutory guidance or legislation changes
- school procedures or circumstances change
- monitoring identifies that amendments are required

The effectiveness of Fairholme Primary School's allergy arrangements, staff training, medication procedures, Medical Tracker monitoring and risk-reduction measures will form part of the review.

Linked Policies and Guidance

This policy should be read alongside Fairholme Primary School's:

- First Aid and Medical Conditions Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Anti-Bullying Policy
- Data Protection Policy
- relevant Individual Healthcare Plans
- current Department for Education statutory guidance on allergy safety in schools.

Our Commitment

At Fairholme Primary School, we are committed to ensuring that pupils with allergies are safe, included and supported. We recognise that effective allergy management depends on prevention,

preparation, communication and a prompt emergency response. Allergy safety is a shared responsibility across the Fairholme Primary School community, with the Headteacher retaining overall responsibility for ensuring effective arrangements are in place.