



GREATFIELDS SCHOOL

Allergy Safety Policy

SLT member with responsibility:

David Hudson

Approved by SLT:

Date: October 2026

Approved by Local Governing Board:

Date:

Next Review Date: October 2027



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1. Purpose, scope and principles

Greatfields School is committed to the safety, wellbeing and full inclusion of pupils with allergies. We will take proportionate, reasonable steps to reduce exposure to known allergens, maintain emergency readiness and ensure that pupils are not disadvantaged because of their medical needs.

This policy covers the school day, break and lunch, clubs, after-school activities, sports fixtures, school visits and residential while pupils are in the school's care. It covers food, insect sting, medication, latex, animal, airborne and contact allergies. Asthma can co-exist with allergy. Other medical conditions that may produce similar symptoms or have environmental triggers, including mast cell disorders, are addressed through the Supporting Pupils with Medical Conditions Policy and individual healthcare plans (IHPs).

We cannot guarantee an allergen-free school. Risk management must consider individual circumstances and avoid unsupported blanket assurances. Emergency treatment should never be delayed by administrative procedures.

2. Legal and guidance framework

This policy takes account of the Children and Families Act 2014 (including allergy safety provisions inserted by section 34 of the Children's Wellbeing and Schools Act 2026), the Equality Act 2010, the Food Information Regulations 2014, the Food Information (Amendment) (England) Regulations 2019 and the DfE statutory guidance Allergy safety in schools (July 2026), alongside DfE guidance Supporting pupils at school with medical conditions and relevant national adrenaline auto-injector guidance.

The school will publish the approved policy on its website, make it known to its community and bring it to the attention of staff, pupils and parents at least annually. It will be reviewed at least annually.

3. Leadership and accountability

3.1 Governance

Partnership Learning Trust and the local governing body will exercise responsibilities in accordance with the Trust's scheme of delegation. Governing oversight includes assurance about policy review, training, medication availability, incidents and improvements.

3.2 Headteacher and Allergy Safety Lead

The Headteacher retains overall accountability for allergy safety at Greatfields School and delegates day-to-day coordination and implementation of this policy to the designated Allergy Safety Lead.

Jo Williams is the school's named Allergy Safety Lead and Medical/First Aid Coordinator, supported by Kaye Waite, who will provide cover in her absence.

The Allergy Safety Lead is responsible for:

- Maintaining an accurate and up-to-date allergy register and Individual Healthcare Plans (IHPs).





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- Coordinating staff training and ensuring relevant staff understand pupils' medical needs and agreed reasonable adjustments.
- Overseeing allergy risk assessments and ensuring appropriate preventative measures are implemented.
- Ensuring emergency medication and equipment are accessible, maintained and regularly checked.
- Monitoring compliance with the policy and reviewing incidents and near misses to identify improvements.
- Reporting significant concerns, incidents and any failures to implement agreed arrangements promptly to the Headteacher.

The Headteacher will provide oversight and ensure that appropriate action is taken where concerns or risks are identified.

3.3 First Aid / Medical Office

The Medical Office, coordinated by Jo Williams, is responsible for the day-to-day management of pupils' medical needs and emergency medication.

Responsibilities include:

- Maintaining accurate and up-to-date medical records and Individual Healthcare Plans (IHPs) on Bromcom, with an annual review and updates whenever a pupil's needs change.
- Liaising with parents/carers regarding medication, medical information and consent.
- Recording all medication administered and medical treatment provided.
- Conducting and documenting monthly checks of emergency medication and equipment, including stock levels and expiry dates.
- Ensuring missing, used or expiring medication is promptly reported to the Allergy Safety Lead and replaced as appropriate.
- Ensuring emergency medication remains readily accessible throughout the school day and during school activities.

Jo Williams is responsible for coordinating medication stock checks, with Kaye Waite providing cover in her absence.

Reception staff, working on a rota, will ensure access to emergency medication and relevant medical information after 3.00pm, where pupils remain on site for school activities.

Any significant concerns, medication shortages or failures in established procedures must be reported promptly to the Headteacher.

3.4 All staff, catering, families and pupils

Staff must complete required training, read relevant alerts and IHP instructions, prevent avoidable exposure, recognise symptoms and seek immediate help. Staff planning food, practical tasks, rewards and visits must check relevant risks before the activity.





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Catering staff must receive accurate dietary information through a secure process and follow ingredient, substitution, serving and cross-contact controls. Parents/carers are asked to provide current medical information, action plans where issued, and correctly labelled medication. Pupils should avoid food and medication sharing and ask for help, with appropriate support based on maturity and need.

4. Identifying needs and individual healthcare plans

Greatfields School will identify pupils' medical and allergy needs through admission arrangements, transition processes and annual reviews of medical information. Parents/carers are responsible for informing the school of any new diagnoses, suspected allergic reactions or changes to their child's medical needs. Staff who become aware of new or changing needs must report these promptly to the Medical Office.

Jo Williams, as Allergy Safety Lead and Medical/First Aid Coordinator, will oversee the maintenance of accurate and up-to-date medical records, including allergies, known triggers, medication, emergency procedures and Individual Healthcare Plans (IHPs).

The school will ensure that:

- Medical information is recorded securely on Bromcom, with relevant alerts displayed on pupils' profiles for teaching staff.
- Key information about individual pupils' medical needs is communicated to relevant staff through the staff bulletin, where appropriate.
- Cover teachers, lunchtime staff and educational visit leaders have access to relevant medical information through Bromcom.
- Medical records are reviewed annually, with parents/carers asked to confirm their accuracy and provide updates.
- Medical information is shared only with staff who need it to safeguard and support pupils, in accordance with data protection requirements.

Individual Healthcare Plans (IHPs)

An IHP will be developed where a pupil's medical condition presents a risk to their health or affects their participation in school life and requires support or adjustments beyond the school's usual provision. Necessary safeguards are not delayed while approval or parental consultation is pending.

IHPs will be developed collaboratively, involving the pupil where appropriate, their parents/carers, relevant school staff and healthcare professionals where necessary.

A formal diagnosis is not always required before reasonable interim measures can be introduced. The school will consider existing specialist medical evidence and seek further clarification where necessary to ensure that arrangements are appropriate, proportionate and safe.

Each IHP will identify, as appropriate:





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- Known medical triggers, symptoms and associated risks.
- Reasonable adjustments required during lessons, social times and other school activities, including environmental and classroom arrangements.
- Named staff responsible for implementing and monitoring agreed arrangements.
- Medication requirements, storage, administration and emergency access.
- Emergency response procedures and relevant healthcare professional action plans.
- Arrangements for PE, educational visits, extracurricular activities and transport.
- Support for attendance, continuity of learning and emotional wellbeing.
- Contingency arrangements and agreed review dates.

Development, Approval and Communication of IHPs

The school will follow a clear and collaborative process when developing and reviewing IHPs:

1. Initial preparation: The Medical Office will coordinate the preparation of a draft IHP, drawing on information provided by parents/carers, existing medical evidence and relevant staff.
2. Parental consultation: Parents/carers will be invited to a face-to-face meeting to review the draft IHP, discuss the proposed arrangements and understand the rationale for any adjustments. The meeting will provide an opportunity to develop the plan collaboratively and consider any concerns.
3. Revision and agreement: Adjustments identified through consultation will be considered and incorporated into the IHP where appropriate. Where further medical clarification is required, this will be sought without unnecessarily delaying reasonable interim arrangements.
4. Headteacher approval: The final IHP will be reviewed and approved by the Headteacher before being formally implemented.
5. Staff communication: Following approval, relevant information will be shared with staff responsible for the pupil's care, including class teachers, cover teachers and other appropriate colleagues. Staff will be expected to understand and consistently implement the agreed arrangements.
6. Sharing with families: A copy of the final approved IHP will be provided to parents/carers for their records.
7. Monitoring and review: IHPs will be reviewed at least annually, or sooner where medical needs change, new evidence becomes available or an incident identifies a need to reconsider existing arrangements.

Interim Arrangements

Where an IHP is being developed or reviewed, the school will put in place proportionate interim safety measures based on the medical information already available.

These arrangements will be documented, communicated to relevant staff and monitored by the Allergy Safety Lead, with a named person responsible for implementation and an agreed review date.

A delay in finalising an IHP, or disagreement about its wording, will not in itself prevent the school from implementing reasonable adjustments supported by the available medical evidence.





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The Headteacher retains overall oversight of the IHP process and will ensure that any significant concerns, unresolved disagreements or barriers to implementation are addressed promptly.

5. Assessing and reducing exposure

Greatfields School will take reasonable and proportionate steps to minimise pupils' exposure to known allergens and other identified medical triggers.

Risk assessments will be undertaken where activities or environments may present an increased risk. These include practical lessons (such as food technology, science, art and craft), catering, celebrations, animal visits, outdoor activities, PE and sports, changing facilities, educational visits and activities involving known airborne or contact allergens.

Appropriate preventative measures will be identified through individual risk assessments and, where relevant, recorded in pupils' Individual Healthcare Plans (IHPs).

These measures may include:

- Substituting ingredients, materials or equipment to avoid known allergens.
- Maintaining appropriate cleaning and hygiene procedures.
- Encouraging regular handwashing with soap and water, particularly before and after eating.
- Providing separate food preparation arrangements where necessary.
- Adjusting classroom seating, ventilation or environmental conditions in response to identified medical triggers.
- Removing or reducing specific triggers where reasonably practicable.
- Providing appropriate supervision and ensuring staff understand agreed adjustments.

Food Safety and Restrictions

To minimise the risk of accidental exposure:

- Pupils must not share food, drinks, containers or eating utensils.
- Staff will reinforce good hygiene practices, including handwashing before and after eating.
- **Greatfields School discourages pupils and staff from bringing nuts, peanuts, sesame seeds and products containing these ingredients onto the school site.** This includes nut-based snacks, spreads, cereal bars and sesame-containing products.
- Parents/carers will be informed of this approach and encouraged to consider the safety of pupils with allergies when preparing packed lunches and snacks.
- Where particular foods present an identified risk, the school may introduce additional restrictions supported by an individual risk assessment.

The school recognises that it is not possible to guarantee an entirely allergen-free environment and will therefore **not describe itself as a 'nut-free' or 'allergen-free' school.**

Instead, Greatfields will promote a culture of shared responsibility, awareness and sensible precautions, alongside robust individual healthcare arrangements and emergency response procedures.





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All staff are responsible for implementing the reasonable adjustments and risk-reduction measures relevant to pupils in their care. Any concerns regarding exposure to known allergens or failures to implement agreed arrangements must be reported promptly to the Allergy Safety Lead.

Staff must not give or distribute food, sweets or drinks to pupils, including as rewards or incentives. This is to minimise allergy risks, support healthy eating and maintain appropriate professional boundaries between staff and pupils. Any exceptions, including curriculum activities, celebrations or approved school events, must be authorised in advance and subject to appropriate allergy and dietary checks.

5.1 Environmental and non-food triggers

Greatfields School recognises that some medical conditions may be affected by environmental factors, including temperature changes, air conditioning, physical exertion and emotional stress.

Where identified through medical evidence or an Individual Healthcare Plan (IHP), reasonable adjustments will be made to minimise risks. These may include:

- Appropriate classroom seating, room changes or alternative spaces.
- Adjustments to clothing requirements and supervised breaks.
- Calm, consistent staff responses where emotional stress is a known trigger.

Classrooms are routinely monitored through health and safety audits and weekly site walkarounds. Specific concerns will be assessed in consultation with the Estates Team where necessary.

Agreed adjustments will be documented in the pupil's IHP and communicated to relevant staff through Bromcom, staff bulletins and emails. Where needs are particularly complex, meetings with key staff may be arranged.

Staff must implement agreed adjustments consistently and report any concerns or difficulties promptly to the Allergy Safety Lead.

While the school cannot guarantee specific environmental conditions at all times, it will take reasonable steps to minimise identified risks and establish appropriate contingency arrangements within individual IHPs.

5.2 Catering and food information

Greatfields School will work with its catering provider to ensure food is prepared and served safely, with accurate information available about the 14 legally specified allergens.

Measures include:

- Clear allergen information displayed at food counters and serving areas, with menu changes communicated promptly.
- Photographs of pupils with identified food allergies available at tills to support safe identification.
- Appropriate food preparation, storage and serving procedures to minimise cross-contact.





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- Catering staff trained to recognise allergens and respond appropriately to pupils' dietary needs.
- Where the safety of a meal cannot be confirmed, it must not be served to the pupil until appropriate checks have been completed.

In food technology and other curriculum activities involving food, staff will take a precautionary approach, avoiding known allergens wherever practicable and using suitable alternatives to minimise risk.

The Allergy Safety Lead will work with the catering provider and relevant curriculum staff to ensure appropriate arrangements are maintained and regularly reviewed.

6. Emergency medication and equipment

Greatfields School will ensure pupils have prompt access to prescribed emergency medication, including adrenaline auto-injectors (AAIs), inhalers and antihistamines, in accordance with their Individual Healthcare Plans (IHPs).

- Pupils prescribed AAIs should normally have two devices available. Where appropriate, pupils may carry their own medication, but staff must be prepared to assist in an emergency.
- Spare AAIs are stored in clearly labelled cupboards in first aid room, staffrooms across the school, ensuring they are readily accessible. Emergency medication must not be locked away or inaccessible when pupils are on site.
- Emergency medication must remain accessible during lessons, lunchtimes, PE, extracurricular activities and educational visits.
- Jo Williams, supported by Kaye Waite, will coordinate documented monthly stock and expiry checks, including replacements following use.
- Staff receive annual training in recognising anaphylaxis, locating emergency medication and administering AAIs. Relevant staff will also be briefed on individual pupils' medical needs.
- Emergency asthma inhalers, where provided, will be used in accordance with relevant guidance and consent arrangements.

The school will regularly review emergency medication locations and access arrangements to ensure devices can be retrieved promptly, aiming for access within five minutes across occupied areas of the site.

7. Emergency response: suspected anaphylaxis

All staff are trained to recognise the signs of anaphylaxis, including breathing difficulties, swelling of the throat or tongue, faintness or collapse. **Anaphylaxis can occur without a visible rash and requires immediate action.**

Where anaphylaxis is suspected, staff must:

1. **Call for help immediately**, activating the school's On Call system and alerting the Medical/First Aid Team. Remain with the pupil.



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2. **Administer adrenaline without delay** using the pupil's prescribed auto-injector or an appropriate spare device, following emergency guidance.
3. **Call 999**, clearly stating "anaphylaxis", and follow the ambulance service's instructions.
4. **Position the pupil safely**, normally lying flat with legs raised. If breathing is difficult, they may sit with legs outstretched. Do not allow them to stand or walk.
5. **Administer a second dose after five minutes** if symptoms have not improved, following emergency guidance.
6. **Commence CPR** if the pupil is unresponsive and not breathing normally.
7. **Inform parents/carers** and ensure the pupil is transferred to hospital by ambulance, even if symptoms improve. Record all treatment administered.

Pupils experiencing a medical emergency must never be sent to First Aid unaccompanied. Staff must activate On Call so that assistance is brought directly to the pupil.

The Office Team will coordinate communication with emergency services, while a designated member of SLT or the safeguarding team will meet the ambulance and direct paramedics to the pupil.

All staff receive annual anaphylaxis training and regular reminders of emergency procedures. The school will incorporate practice drills into its emergency preparedness routines to ensure staff can respond promptly and confidently.

8. Training, awareness and wellbeing

All staff responsible for pupils, including teaching, support, cover, agency, catering staff and regular volunteers, will receive annual allergy awareness and emergency response training as part of the school's mandatory compliance programme.

Training will be delivered through **The Key's online training platform**, with completion monitored by **Jo Williams, Allergy Safety Lead**. New staff will complete relevant training as part of their induction.

Training will cover:

- Recognising allergic reactions and anaphylaxis.
- Emergency procedures, including the use of adrenaline auto-injectors (AAIs) and inhalers where appropriate.
- Understanding and implementing Individual Healthcare Plans (IHPs).
- Minimising exposure to known allergens and reporting incidents.
- Supporting pupils' wellbeing and inclusion.

Additional training will be provided where individual medical needs require specific staff competencies.

The school will promote allergy awareness among pupils, challenge bullying or deliberate exposure to allergens, and provide pastoral support where needed.





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Pupils with allergies will be supported to participate fully in school life, with reasonable adjustments made wherever possible. Where an activity cannot be undertaken safely, an appropriate alternative will be provided.

9. Visits, fixtures and residentials

Greatfields School will ensure that pupils with allergies can participate safely in educational visits, sporting fixtures and residential activities through appropriate planning and reasonable adjustments.

- **Advance planning:** Visit leaders will identify pupils' medical and allergy needs through Bromcom and review relevant Individual Healthcare Plans (IHPs) before the visit.
- **Risk assessments:** Individual risks will be considered as part of the EVOLVE approval process, including food, transport, activities and emergency arrangements.
- **First aid provision:** Appropriately trained first aiders will accompany visits, with staff briefed on relevant medical needs and emergency procedures.
- **Medication:** First aid packs and required emergency medication, including appropriate spare adrenaline auto-injectors (AAIs), will be collected from the Medical Office before departure and returned afterwards. Medication and equipment will be checked and recorded.
- **Communication:** Parents/carers and external providers will be consulted where necessary to ensure appropriate arrangements are in place.

No visit or fixture should proceed without appropriate medical arrangements, including access to emergency medication where required. The school will make reasonable adjustments to enable pupils with allergies to participate fully and safely.

10. Incidents, near misses and parental concerns

All suspected allergic reactions, medical incidents and near misses must be promptly recorded on the school's **medical tracker**, including the circumstances, actions taken and any follow-up required.

- **Reporting:** Staff must promptly inform Jo Williams, Allergy Safety Lead, of any incident or concern. Parents/carers will be notified as soon as practicable.
- **Parental concerns:** Reports from parents/carers, pupils or healthcare professionals, including delayed reactions occurring at home, will be considered and acknowledged in line with the school's Complaints Policy.
- **Investigation:** The Headteacher will oversee reviews of significant medical incidents, supported by the Allergy Safety Lead and other relevant staff.
- **Review and learning:** Investigations will consider available evidence, staff responses, adherence to Individual Healthcare Plans (IHPs), risk assessments and any failures in established procedures.
- **Follow-up:** Findings and agreed actions will be documented, with clear responsibilities and timescales. Relevant outcomes will be communicated to parents/carers and staff as appropriate.

The school will distinguish between established facts, reported accounts and any disputed information, ensuring concerns are considered fairly and objectively.





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Significant incidents and near misses will be reported to the Trust or relevant external agencies where required, with lessons learned used to strengthen procedures and prevent recurrence.

11. Attendance, education and parent partnership

Greatfields School recognises that medical conditions may affect attendance and learning. The school will support pupils to maintain regular attendance wherever medically appropriate, in line with statutory attendance guidance and the Supporting Pupils with Medical Conditions Policy.

- **Attendance:** Medical absences will be recorded and reviewed in accordance with statutory guidance, with appropriate medical evidence requested where necessary.
- **Continuity of learning:** Where pupils experience prolonged medical absence, the Head of Year (HOY), working with the Designated Safeguarding Lead (DSL) and relevant staff, will coordinate appropriate arrangements to support missed learning.
- **Individual decisions:** Requests for remote learning, alternative educational provision or additional adjustments will be considered on a case-by-case basis, taking account of medical evidence, statutory responsibilities and the pupil's circumstances.
- **Parental partnership:** The school will work collaboratively with families when developing and reviewing Individual Healthcare Plans (IHPs), providing opportunities to discuss draft plans, agree reasonable adjustments and address concerns.
- **Communication:** Agreed arrangements and next steps will be confirmed in writing, with any unresolved concerns recorded and reviewed appropriately.

An IHP supports a pupil's medical needs but does not replace the school's separate attendance and education provision procedures. The school will take reasonable steps to minimise identified risks while recognising that an entirely risk-free environment cannot be guaranteed.

12. Information governance, review and links

Allergy and health information is special-category personal data. Information will be stored securely and shared proportionately with staff and contractors who need it for pupil safety. The school will review this policy at least annually and after significant incidents or near misses, and publish the approved version on the Greatfields website.





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Appendix A — Individual Healthcare Plan: minimum information

This is a working template. Attach specialist action plans and any relevant risk assessment.

Pupil / year / date / named contact	
Condition and source/date of medical evidence	
Known triggers, symptoms and early warning signs	
Daily adjustments: classrooms, seating, airflow, temperature, clothing, movement, breaks	
Food/catering and practical lesson precautions	
Named staff and how supply/cover staff are briefed	
Medication: drug, dose, consent, location, expiry, access	
Emergency action, escalation, contact and linked healthcare action plan	





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PE, sports, trips, social times and transport	
Attendance, reintegration, missed work and wellbeing	
Contingency if agreed adjustment cannot be delivered	
Family/pupil input and points requiring clinical clarification	
Owner, issue date, implementation check and next review	

