

Harehills Primary School



Allergy Safety Policy

Approved by:	Nick Long	Policy Date: September 2026
Last reviewed on:	September 2026	Next review due by: September 2027
Staff Responsible:	Sam Willshaw	

Policy Statement

This policy sets out the arrangements for managing allergy safety within Harehills primary School. The policy aims to promote a safe environment for children, young people, staff and visitors, including reducing the risk of exposure to known allergens and ensuring an effective response to allergic reactions and anaphylaxis.

A named member of the senior leadership team will have responsibility for allergy safety, including overseeing the implementation and review of this policy.

Responsible Person: Sam Willshaw – School Business Manager

This policy will be reviewed annually, or sooner where incidents, near misses, changes in practice, or other factors indicate that a review is required.

The policy will be made available to staff, parents and other stakeholders through the school's usual communication channels and published on the school's website.

Culture

Awareness Training

Harehills Primary School will ensure annual allergy awareness and emergency response training is received by all staff who may be present when pupils are on site.

This includes:

- Permanent staff
- Temporary staff
- Supply staff
- Peripatetic staff
- Agency workers
- Regular volunteers
- Catering staff
- Staff working in breakfast clubs and after-school activities

The school will maintain arrangements for:

- Induction training for new staff
- Ensuring cover and supply staff receive appropriate allergy awareness information
- Recording and monitoring staff training

Training will ensure staff:

- Have an awareness of allergy, associated risks and management
- Understand that allergy may include multiple co-existing conditions
- Understand the difference between food allergy, coeliac disease and food intolerance
- Know where information regarding allergy triggers can be accessed
- Recognise the symptoms of allergic reactions
- Recognise anaphylaxis
- Know how to respond in an emergency
- Know how to call for emergency assistance and inform parents/carers

- Know how to locate and administer emergency medication
- Know how to use prescribed or spare emergency devices
- Understand the impact allergy may have on wellbeing
- Understand this policy
- Know how to access allergy records and action plans
- Understand their responsibilities in reducing exposure to allergens
- Know how allergic reactions and near misses are reported

Wellbeing

The school recognises that living with allergy can affect a child or young person's wellbeing.

The school will promote wellbeing by:

- Providing appropriate support for children and young people with allergies
- Encouraging an inclusive environment
- Taking concerns relating to allergy seriously
- Addressing and preventing bullying associated with allergies

Specific arrangements include:

Whole school training on Allergy & Anaphylaxis to be completed every new academic year. Whole school drill training on how to administer an EpiPen.

Minimising Risk

The school will take reasonable steps to minimise the risk of individuals coming into contact with known allergens.

Arrangements will include:

- Measures to manage allergens in food provided by the school
- Measures to manage allergens in food brought onto the premises by others
- Measures to manage airborne or contact allergens where these are known risks
- Consideration of allergens when planning activities such as craft activities, science lessons, music lessons, cooking activities or activities involving animals
- Specific risk assessments to manage the risks of exposure to allergens in individuals with an allergy when planning external visits or trips

Food Allergy

Catering and Food Safety

The school's catering is provided by Catering Leeds. We follow their robust Medical Diet Process to ensure pupil safety.

Medical Diet Request: If an allergy or intolerance is identified, parents must complete a medical diet request form and bring to the school office. Medical proof (e.g., GP letter or test results) which will also be shared with the class teacher. The information will also be sent to the Special Diets Team at

Catering Leeds. The school kitchen is then provided with a list of items/products that are suitable for the individual child.

An IHCP will be made and uploaded onto CPOMS for class teacher and relevant staff to read. A copy of this will be displayed in the main school office. The school kitchen will be made aware by the main school office.

Implementation Timeline: The school and Catering Leeds aim to have medical diets in place within two weeks of initial contact. This is based on information being provided by the parent/carer.

Identification at mealtimes:

Catering staff will use methods (such as coloured lanyards) to identify allergic pupils at mealtimes.

A 'special diet sheet' is sent daily to the school kitchen from the school office. This provides details of meals that children with allergies have chosen. The special dietary meal is prepared for the children.

Annual Review: Documents relating to allergies will be reviewed at least annually or if there are any changes within the school year. Parents/carers are contacted at the end of the school year and asked to review any medication for the new year September.

The school will manage food allergy risks and provide information regarding allergens in food provided by the school.

Arrangements include:

Harehills Primary School will adopt the Catering Leeds Health & Safety Policy

Catering Staff Responsibilities

- Providing meals in accordance with allergen management procedures.
- Following food safety and allergen control processes.
- Communicating allergen information accurately.
- Raising concerns and immediately alerting school staff if a pupil appears unwell or is showing signs of an allergic reaction.
- Supporting arrangements for fellow catering employees who carry prescribed AAls.

Individual Children and Young People

Identification

Identification and Registration

The school will maintain a record of all pupils with allergies, gathered through admissions data and liaison with parents and previous settings.

Any child whose allergy poses a risk of harm or has a functional impact will have an Individual Healthcare Plan (IHCP).

Clinical Allergy or Asthma Action Plans provided by healthcare professionals must be attached to the IHCP

The school will maintain processes to identify individuals with allergies, including children, young people, staff and visitors where appropriate.

The school will maintain records of:

- Known allergies
- Known allergens
- Emergency medication requirements
- Whether prescribed adrenaline devices are carried
- Individual Healthcare Plans (IHPs)
- Allergy Action Plans
- Asthma Action Plans where applicable.

Information will be obtained from:

- Children and young people
- Parents/carers
- Previous educational settings
- Other relevant sources

Specific arrangements:

Individual Healthcare Plans

The school will put Individual Healthcare Plans in place where required.

An Individual Healthcare Plan will document any arrangements that are additional to or different from those generally available within the school.

Where applicable, plans may include:

- Support arrangements
- Emergency procedures
- Reasonable adjustments
- Educational visit arrangements
- Medication requirements
- Reference to or inclusion of an Allergy Action Plan
- Reference to or inclusion of an Asthma Action Plan

The school will review Individual Healthcare Plans when updated information or revised action plans become available annually.

Prescribed Adrenaline Devices

The school will ensure that children and young people who have prescribed adrenaline devices can access them, within five minutes of being needed, at all times during the school day and during school activities.

This includes access:

- In classrooms

- In dining areas
- On playgrounds
- On sports fields
- When accessing other school locations
- During educational visits

The school will maintain arrangements for:

- Taking prescribed devices home where appropriate
- Monitoring expiry dates
- Recording prescribed devices held by pupils
- Recording receipt of Allergy Action Plans.

Specific arrangements:

Allergen pens are stored the AHT's offices in yellow medical bags. Spare allergen pens are stored in the main school office.

The school stocks "spare" AAls of the correct dosage (150mcg for under-6s, 300mcg for over-6s) to be used if a child's own device is unavailable or for first-time reactions.

Emergency medication must be accessible within five minutes of any location on the school site.

Whole Schools Procedures

Spare Adrenaline Devices

The school will maintain a stock of spare adrenaline devices for use in emergency situations. The school will ensure that these devices are available within five minutes of wherever they may be needed. They will be clearly labelled as "Spare Adrenaline Devices"

Any devices held by a school in this way are considered a "spare" device and are not a replacement for a pupil's own adrenaline device. Children and young people at risk of anaphylaxis will have their prescribed adrenaline devices with them at school for use in an emergency and will have access to both of their two prescribed adrenaline devices at all times.

The spare devices are stored as follows:-

Main Office

EYFS – Hollie Melling Office

Annexe – KS1 & LKS2 – SENCo Office and LKS2 AHT Office Upper Floor

Main Building – UKS2 Office

To ensure these devices are available whenever needed they will not be locked away and will be clearly labelled in a Yellow Bag as "Spare Adrenaline Devices."

The spare devices stored by the school are

School type	AAls for children under age 6 years (150 micrograms) e.g. EpiPen Junior, Jext 150	AAls for individuals over 6 years of age (300 micrograms) e.g. EpiPen, Jext 300
State-funded nursery school	One pair of "spare" AAls	n/a
Primary school	One pair of "spare" AAls	One pair of "spare" AAls
Secondary school	n/a	One or two pairs of "spare" AAls *
Special school	One pair of "spare" AAls	One pair of "spare" AAls

The named responsible person, Sam Willshaw will ensure that spare devices remain in date, suitable for use, are replaced after being used, and will arrange replacement before any devices reach their expiry date.

Educational Visits and Trips

The school is committed to ensuring that children and young people with allergies can participate safely in educational visits and trips.

The school will:

- Consider allergy risks when planning visits and trips, including any information present on an Individual Healthcare Plan
- Undertake appropriate risk assessments
- Ensure access to prescribed adrenaline devices where required
- Ensure appropriately trained staff are available to respond in an emergency.

Specific arrangements:

Visits Coordinator (EVC) Mrs Alex Mann.

Serious Incidents and Near Misses

The school will maintain arrangements for recording, reporting, investigating and responding to allergy-related incidents and near misses.

These arrangements include:

- Reporting procedures
- Recording requirements
- Investigation processes
- Learning and improvement actions

The school will provide mechanisms for incidents to be reported by:

- Staff
- Children and young people
- Parents/carers
- Other relevant individuals

All information should be entered onto CPOMS, a 1st Aid Slip and a CF50 completed by the member of staff attending the incident

Information Sharing

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

Any health information relating to allergies will be stored and shared in line with the school's Information Governance/Data Protection Policy.

Awareness of the Allergy Safety Policy

The school will promote awareness of allergy safety and this policy among staff, parents and pupils as appropriate.

The school will:

- Publish the policy on its website and make hard copies available on request
- Ensure staff are familiar with the policy through annual training
- Consider age appropriate awareness activities for children and young people where appropriate.

Any awareness activities involving pupils will be carefully considered and discussed with children, young people and parents where appropriate.

Monitoring and Review

The effectiveness of this policy will be monitored by: Sam Willshaw

The policy will be reviewed annually, and/or following any significant allergy related incident or near miss.

Lessons learned from incidents and near misses will inform future reviews and improvements to allergy safety arrangements.