

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	

Vision and Values

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

In line with our vision to enrich the lives of our children emotionally, physically, spiritually, and academically, we recognise that allergy is a serious medical condition that requires a whole-school approach to ensure every person is valued, nurtured, and empowered.

At Harehills Primary School, we strive to treat everyone with respect and dignity, ensuring pupils with allergies have equal opportunities to participate fully in school life without fear of exclusion or harm.

Aims

To ensure children are provided with a safe, “allergy-aware” environment rather than a “nut-free” one, as this encourages active risk management and provides a more robust safety net for all pupils.

We aim to provide a secure setting where allergic risks are minimised, and emergency responses are immediate and effective.

Objectives

To identify all children with allergies and ensure their needs are documented through Individual Healthcare Plans (IHCP).

To provide comprehensive allergy awareness training for all staff annually, including any temporary staff, supply teachers, peripatetic staff, agency worker, kitchen staff or volunteers.

To maintain rapid access to emergency medication, including “spare” adrenaline autoinjectors (AAIs) and asthma inhalers.

To ensure safe food provision by providing clear allergen information and following strict cross-contamination controls.

To foster a culture of inclusion where the wellbeing of allergic pupils is protected from bullying or discrimination.

Procedures

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.

A named member of the Senior Leadership Team (Sam Willshaw) is responsible for the implementation and annual review of this policy.

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.

Allergy lead

Sam Willshaw – School Business Manager

Staff Training

All staff (including temporary and catering staff) will receive annual allergy awareness training covering symptom recognition and emergency response.

Training will include how to use adrenaline devices and the location of the school's "spare" emergency kits.

Medicines

Allergen pens are stored the AHT's offices. 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.

First Aid and Emergency Response

In the event of anaphylaxis, staff will administer adrenaline immediately, dial 999, and stay with the person. Parents will be informed straight after an ambulance has been called.

Staff are protected by law when acting in good faith to save a life in an emergency.

Following any serious incident, a review will be conducted to learn lessons and update the IHCP or policy if necessary.

Risk Assessment and Trips

A specific risk assessment will be conducted for any child at risk of anaphylaxis participating in a school trip. This will be completed by class teacher/trip lead alongside The Education Visits Co-ordinator (EVC). This is Alex Mann at present.

Staff must ensure that pupils always have their prescribed medication with them when off-site

Serious Incidents and “Near Misses”

All serious incidents and “near misses” (e.g., a child being served a known allergen but catching it before ingestion) will be recorded on a ‘Near Miss’ Form.

The school will report any allergen-related food safety incidents to the local authority environmental health team, via the CF50 form.

Any incidents of anaphylaxis will be recorded on a CF50 by the person giving the first aid.