

'Sowing the Seeds of tomorrow; growing in the light of the Lord'



Read St John's Church of England Primary School

Allergy Safety Policy

Date approved: Sept 2026

Review date: Sept 2027

Named senior lead for allergy safety: Lynn Royle

Governor with responsibility for medical conditions/allergy safety: Christine Verity

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Introduction and purpose

- Read St John's is committed to enabling and supporting pupils with allergies so they can attend and participate fully in school life, in line with our Christian vision "Sowing the Seeds of tomorrow; growing in the light of the Lord" and our values of Trust, Friendship, Compassion, Perseverance, Forgiveness, Respect, Service and Responsibility.
- This policy sets out how we will prevent and manage allergen exposure, provide emergency care for anaphylaxis and acute asthma, support wellbeing and inclusion, and meet our legal duties under UK legislation.
- The policy is consistent with statutory guidance including: (but not limited to) the Department for Education guidance on supporting pupils at school with medical conditions, the Allergy Safety in Schools statutory guidance (July 2026), and relevant health and safety, equality and data protection legislation.

Scope

- Applies to all pupils, staff, governors, volunteers, contractors, parents/carers and visitors while on school premises or engaged in school activities, including off-site visits, clubs and transport organised by the school.
- Covers food and non-food allergies, anaphylaxis, asthma where relevant, and management of prescribed and spare emergency medication (e.g., adrenaline auto-injectors and inhalers).

Key principles

- Inclusion: Pupils with allergies should be supported to participate fully and safely in all aspects of school life.
- Prevention: Reasonable steps will be taken to minimise the risk of allergen exposure while balancing practicalities in a small rural primary.
- Preparedness: Staff will be trained to recognise allergic reactions and respond appropriately to anaphylaxis and acute asthma.
- Individualisation: Pupils with allergy who need supportive arrangements will have them recorded in an Individual Healthcare Plan (IHP).
- Information sharing: Essential information about pupil allergy status will be shared appropriately and lawfully to keep pupils safe and maintain confidentiality.
- Accountability: A named senior leader is responsible for policy oversight and annual review.

Roles and responsibilities

Senior leader Lynn Royle

- Maintain and review this allergy safety policy at least annually.
- Ensure systems are in place for identification, IHPs, training, safe storage of medication and secure information sharing.
- Liaise with governors, parents/carers, healthcare professionals and staff.

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- Ensure allergy safety is reflected in safeguarding and health & safety arrangements.

Governing body

- Ensure the school has an up-to-date published allergy safety policy and appropriate complaints procedures, as required by the Allergy Safety in Schools statutory guidance.
- Monitor that the policy is implemented and reviewed.

Headteacher / Executive head

- Operational responsibility for ensuring staff apply the policy.
- Ensure appropriate training and sufficient staff competency for emergency response.

Class teachers and support staff

- Know which pupils in their class have allergies and where their medication and IHPs are kept.
- Follow IHPs, supervise meals and activities, and ensure environment minimises risk.
- Attend required training (annual allergy awareness and emergency response training).

Catering staff / food providers

- Be aware of pupils' food allergies and intolerances; follow allergen controls in food preparation and service.
- Maintain allergen information and communicate clearly to pupils and staff.
- Liaise with parents/carers and the senior leader on menu adjustments and mealtime arrangements.

School nurse / healthcare professionals

- Support development of IHPs and provide specialist advice where needed.
- Advise on training content and emergency procedures.

Parents/carers

- Provide up-to-date information on child's allergies, medications, diagnoses and emergency plans.
- Supply prescribed medication and replacement devices before expiry; keep school informed of changes.
- Work with school to create and review IHPs and consent for administration of medication.

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Pupils

- Where age-appropriate, take responsibility for carrying and administering own medication according to IHP and staff guidance.
- Follow school rules and safety measures agreed in their IHP.

Visitors, volunteers and contractors

- Comply with the school's allergy safety arrangements while on site.

Identification and recording of pupils with allergies

- The school will gather allergy information at admission and at transition points, and from healthcare professionals or parents/carers when diagnoses occur.
- All pupils with medically diagnosed allergies that require support in school will have an Individual Healthcare Plan (IHP). Schools should also consider an Allergy Action Plan and/or Asthma Plan where appropriate.
- IHPs will record: diagnosis, triggers, usual symptoms, medication (type, dose, storage), emergency contact details, healthcare professional contact, role responsibilities, arrangements for meals/trips, and consent.
- Allergy information be collected at admission and updated during the school year.
- Lynn Royle will maintain the central register of pupils with allergies which will be stored in the office and shared on OneDrive.
- IHPs will be stored on Medical Tracker and the OneDrive.

Individual Healthcare Plans (IHPs)

- An IHP must be in place for any pupil whose allergy requires school arrangements. The IHP will be prepared with input from the parent/carer, pupil (as appropriate), healthcare professional and school staff.
- Review IHPs: at least annually, following an incident or when circumstances change.
- IHP must include instructions for emergencies and a clear statement of whether the pupil is permitted to self-administer medication and retain it.
- Lynn Royle will coordinate development, sign-off, and reviews of IHPs.

Medication: prescribed devices and school stock (spare) devices

Prescribed medication

- Pupils at risk of anaphylaxis must have timely access to their prescribed adrenaline auto-injector (AAI) and/or asthma inhaler as agreed in their IHP.
- Storage: Personal medication kept in a secure, accessible location detailed in the IHP. Ensure emergency access at all times, including during lessons, break times and off-site activities.

Spare adrenaline devices and inhalers

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- The school will maintain appropriately stored, in-date spare adrenaline auto-injectors and/or inhalers for use in an emergency where a pupil's own medication is not available, as set out in the Allergy Safety in Schools statutory guidance.
- Procedures for use of spare devices: follow the manufacturer's instructions and local clinical protocols; record every use and notify parents/carers and emergency services.
- Ensure regular checks of expiry dates and replacement processes.
Key questions:
Personal medication will be stored in the classroom and spare medication will be stored in the office.
- Juliet Long is responsible for checking expiry dates and ordering replacements.
- Consent will be sought on the IHP for using spare devices.

Training and staff competency

- All staff must receive annual allergy awareness training, covering recognition of allergic reactions (mild and severe), the use of AAls, emergency response for anaphylaxis and acute asthma, and record-keeping and communication procedures.
- Additional targeted training for staff who supervise high-risk activities and those administering medication or holding responsibility for first aid.
- Training records must be maintained centrally and reviewed when staff change roles.
- Staff will have annual training on [Supporting pupils with medical needs: asthma, diabetes and epilepsy](#) and [Allergies and anaphylaxis for school staff](#)
- All staff who have had Pediatric first aid training will be identified as trained staff for emergency response during each school day and off-site events.
- Training will be refreshed after incidents or policy changes.

Prevention and minimising exposure Environmental measures

- Canteen and food service: clear allergen labelling; procedures for segregated preparation where necessary; catering staff awareness of pupil IHPs; cleaned surfaces and handwashing promoted.
- Classrooms and play areas: routine handwashing before and after eating, removal of food from art/painting areas unless supervised, and appropriate signage where necessary.
- Packed lunch guidance: parents will be encouraged to avoid including known allergens where there are pupils with severe allergies in the class/year group. The school will not demand blanket bans except where essential after risk assessment; decisions will consider equality and inclusion.
- Avoidance of forced food-sharing activities, and careful management of food in celebrations, baking, and classroom activities.
Key questions:

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Mealtimes arrangements

- A system to identify pupils with allergies in the dining hall (discreet identifiers) while preserving dignity.
- Supervision: staff or lunchtime supervisors aware of pupils' allergies and actions to take.
- Procedures for pupils with allergies to inspect meals, choose safe options, and sit in appropriate locations if needed.

Off-site visits, trips and extracurricular activities

- Risk assessments for all off-site activities must include allergy risks and arrangements for medication and emergency response.
- A copy of the pupil's IHP and medication must accompany trips along with at least one trained member of staff able to administer emergency medication.
- For Forest School and outdoor learning, plan routes, storage and access to medication, and ensure staff have communication devices and emergency plans.

Emergency response and recording incidents

- Emergency response: staff who witness or suspect anaphylaxis should follow the pupil's IHP and school emergency procedure: call emergency services immediately (999), administer an AAI without delay if indicated, commence basic life support if required, and arrange urgent transfer to hospital.
- Record keeping: document all allergic reactions, near misses and uses of AAIs (personal or spare), including time, symptoms, treatment, witnesses and notification of parents/carers. Records retained in line with data protection and school retention policy.
- Serious incidents and near misses: follow the complaints and incident reporting procedure. The governing body's complaints process must permit complaints following serious incidents or prolonged failure to implement agreed arrangements.

Information sharing and confidentiality

- Information on a pupil's allergy is sensitive personal data. The school will hold and share information only as necessary to protect pupil safety and with lawful basis under data protection law.
- Relevant information will be shared with teaching staff, catering, lunchtime supervisors, transport providers, and trip leaders. Consent for sharing will be documented in the IHP, but safety may require sharing without explicit consent in some circumstances (always proceed in line with data protection and safeguarding guidance).

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- The allergy safety policy will be published on the school website and communicated to staff, pupils and parents.

Bullying and wellbeing

- The school will take bullying involving allergens seriously — including deliberate exposure, teasing, or threats to force-feed allergens — and treat it under the behaviour policy and anti-bullying procedures.
- Support measures: provide reassurance, create a named “allergy champion” (staff and/or pupil) role, proactively engage new joiners with allergies, offer tours of kitchen/canteen for anxious pupils, and put wellbeing support in place where needed.

Governance, monitoring and review

- The named senior lead will review the policy at least annually and after any serious incident, and report to governors on implementation.
- Key performance indicators may include: number of IHPs in place, staff trained, incidents recorded, medication expiry checks completed, and feedback from pupils/parents.
- Ensure policy publication on the school website and regular communication with the school community.

Record keeping, audits and checks

- Maintain central register of pupils with allergies and current IHPs.
- Medication audit: documented checks of expiry dates for personal and spare AAs and inhalers at least termly (or more frequently).
- Training records for all staff retained centrally.

Complaints and escalation

- Parents and pupils may raise concerns through the school’s complaints procedure following the statutory guidance and school policy.
- Complaints about failures to implement IHPs or allergy arrangements will be investigated promptly, and outcomes communicated to complainants.

Practical procedures and templates

- IHP template (to include Allergy Action Plan and Asthma Plan where needed).
- Parental consent for administration of medication and for use of spare devices.

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- Emergency incident report form for allergic reactions.
- Staff training log and competency checklist.
- Medication storage and access protocol.
- Off-site trip risk assessment checklist (allergy-specific).
- Communication template for notifying parents of incidents or near misses.

Additional considerations for Read St John's context

- Forest School and outdoor activities: store emergency medication in locked, labelled containers on site and ensure staff carry mobile phones on sessions. Identify the quickest access route to emergency services from the Forest School and pond areas.
- Small rural community and fixed catering arrangements: maintain strong liaison with catering staff and consider discrete identifiers in the dining hall to protect dignity while ensuring safety.
- SEND pupils and EHCPs: ensure allergy arrangements and IHPs dovetail with EHCPs and behaviour support plans where relevant.

Legal and policy references

- Allergy Safety in Schools statutory guidance (July 2026) — schools must have regard to this when drafting their allergy safety policy.
- Department for Education: Supporting pupils at school with medical conditions (statutory guidance).
- Equality Act 2010 — reasonable adjustments for disabled pupils (including severe allergies).
- Data Protection Act / UK GDPR — handling of sensitive personal data.

Review

- This policy will be reviewed annually or sooner following a significant incident, changes to legislation or local/clinical guidance, or changes in school circumstances. The named senior lead will ensure updates are made and communicated.