Allergy Safety Policy

"I am the vine, and you are the branches. If any remain in me and I remain in them, they produce much fruit."

John 15:5

Learning, growing and caring as part of God's family.

Jesus (the gardener) nourishes and tends us as we learn and grow, so that we can all flourish. As a vine, we are one, but all unique and special to Him. We care for each other, as God cares for us.

Purpose

Scotforth St Paul's Church of England Primary and Nursery School is committed to providing a safe, inclusive and supportive environment for all pupils, including those with allergies.

Allergic reactions can range from mild to severe and, in some cases, can result in anaphylaxis, a potentially life-threatening medical emergency. The school recognises the importance of taking reasonable and proportionate steps to reduce the risk of exposure to known allergens, while ensuring that pupils with allergies are able to participate fully in school life.

This policy sets out the school's arrangements for:

- identifying and supporting pupils with allergies;
- reducing the risk of accidental exposure to allergens;
- ensuring that emergency medication is readily accessible;
- responding promptly and appropriately to allergic reactions and anaphylaxis;
- ensuring staff have appropriate allergy awareness and emergency response training;
- supporting the wellbeing and inclusion of pupils with allergies; and
- recording, reviewing and learning from allergy-related incidents and near misses.

The school will work in partnership with pupils, parents and carers, healthcare professionals, catering staff and other relevant providers to manage allergies effectively.

This policy has been developed with regard to the statutory guidance on allergy safety in schools issued under section 34 of the Children's Wellbeing and Schools Act 2026. The school will review the policy at least annually and following any significant allergy-related incident or near miss where learning indicates that changes may be required.

Scope

This policy applies to all pupils while they are in the care of the school, including during the normal school day, educational visits, residential visits, sporting activities and other school-organised activities taking place away from the school site.

All school staff have a responsibility to follow the procedures set out in this policy. Relevant information and procedures will also be shared with supply staff, temporary staff, volunteers, peripatetic staff, catering staff and other adults working with pupils, as appropriate to their role.

Where an external organisation provides activities or childcare on the school premises, such as Scotforth ASC, that organisation remains responsible for its own allergy management arrangements and for ensuring that appropriate information, medication and trained staff are available for children in its care. Relevant emergency arrangements will be agreed and shared between the provider and the school.

Roles and Responsibilities

Governing Body

The Governing Body will:

- ensure that the school has an Allergy Safety Policy which meets statutory requirements;
- ensure that appropriate arrangements and resources are in place to support its implementation;
- monitor the effectiveness of the school's arrangements for allergy safety; and
- review and approve the policy in accordance with the agreed review cycle.

Allergy Safety Lead – Headteacher

The Headteacher, **Katie O'Donnell**, is the school's named Allergy Safety Lead and has overall responsibility for the implementation of this policy.

The Allergy Safety Lead will:

- promote a whole-school approach to allergy awareness and safety;
- ensure appropriate training and procedures are in place;
- oversee significant allergy-related incidents and near misses;
- ensure that lessons arising from incidents, near misses or changes in guidance are incorporated into school practice; and
- ensure that this policy is reviewed at least annually.

School Business Manager

The School Business Manager, **Amanda Malin**, will coordinate the school's allergy and medication records. This includes:

- maintaining central records of pupils' known allergies and relevant medical information;
- ensuring that new or updated information received from parents/carers is communicated promptly to relevant staff and catering staff;
- coordinating monthly checks of Allergy Action Plans, Individual Healthcare Plans and emergency medication, including expiry dates;

- monitoring the school's spare emergency medication and arranging replacement when required; and
- maintaining records of staff allergy-awareness training.

Class teachers and teaching assistants

Class teachers and teaching assistants will:

- be familiar with the allergies, Action Plans and emergency medication arrangements of pupils in their care;
- ensure pupils' prescribed emergency medication remains readily accessible;
- undertake routine checks of medication kept within their classroom and report concerns, missing medication or approaching expiry dates to the School Business Manager;
- consider allergies when planning curriculum activities, including cooking and other activities involving potential allergens;
- ensure relevant allergy information is considered when planning educational visits and off-site activities; and
- respond immediately and in accordance with their training where an allergic reaction is suspected.

Parents and carers

Parents and carers are responsible for:

- informing the school of any known or suspected allergy and providing accurate and up-to-date information;
- informing the school promptly of any diagnosis or change in their child's allergy, treatment or medication;
- providing the school with relevant medical documentation, including an up-to-date Allergy Action Plan where appropriate;
- providing prescribed medication in its original packaging, clearly labelled and within its expiry date;
- ensuring replacement medication is provided before existing medication expires; and
- working with the school to ensure appropriate arrangements are in place for their child.

For pupils prescribed adrenaline auto-injectors (AAIs), parents/carers will be asked to provide **two prescribed, in-date AAIs for use in school**, in accordance with current recommendations that individuals prescribed AAIs should have two devices available.

Pupils

Pupils will be supported, according to their age and understanding, to:

- understand and communicate their own allergies;
- know how and when to seek help;
- avoid sharing or swapping food;
- follow school expectations intended to reduce allergen exposure; and
- treat pupils with allergies with respect and understanding.

Pupils with allergies will be encouraged to develop increasing independence in managing their condition where this is appropriate to their age, needs and individual healthcare arrangements.

Allergy Awareness and Training

All staff will receive allergy awareness and emergency response training **at least annually**. The school's current training is provided through High Speed Training, and completion records and certificates are retained by the school.

Training will include:

- common allergies and allergen triggers;
- the distinction between food allergy, food intolerance and coeliac disease;
- recognising the signs and symptoms of allergic reactions and anaphylaxis;
- the importance of acting quickly where anaphylaxis is suspected;
- the school's emergency response procedure;
- locating and accessing pupils' prescribed medication and the school's spare AAIs;
- the correct administration of an AAI;
- when a second dose may be required;
- calling the emergency services and informing parents/carers;
- reducing the risk of allergen exposure and cross-contact;
- pupils' Allergy Action Plans and Individual Healthcare Plans;
- the wellbeing and inclusion of pupils with allergies; and
- reporting allergy-related incidents and near misses.

The school has an **AAI trainer/dummy device** which will be used to provide staff with practical opportunities to familiarise themselves with the administration of an AAI. The trainer device will be clearly identified and stored separately from live emergency medication.

Relevant allergy and emergency-response information will be included within induction arrangements for new, temporary and supply staff. The school's induction information will identify pupils with significant allergies, explain how to access relevant information and identify the location of emergency medication.

Catering staff and staff working within relevant external provision will be expected to receive appropriate allergy and anaphylaxis training.

Emergency anaphylaxis information will be displayed prominently for staff, including in the staffroom and in proximity to the school's emergency medication. Appropriate allergy-awareness information will also be displayed in areas where food preparation takes place.

Identifying and Supporting Pupils with Allergies

The school will seek to identify pupils with known or suspected allergies as early as possible so that appropriate arrangements can be put in place.

Information about allergies and other relevant medical needs will be obtained from parents/carers when a pupil joins the school and parents/carers are expected to inform the school promptly of any new diagnosis or change in their child's condition.

The School Business Manager will maintain central records of pupils with known allergies. Allergy information is also recorded on the school's management information system and shared with relevant staff on a need-to-know basis.

A current list of pupils with allergies and intolerances, including photographs where appropriate, will be available securely in the staffroom. Relevant information will also be provided to catering staff and other adults responsible for the pupil where necessary to keep them safe.

Where the school receives new or updated allergy information, the School Business Manager will ensure that relevant records are updated and that the information is communicated promptly to appropriate staff, including the pupil's class teacher and catering staff.

Staff must familiarise themselves with the allergy information relevant to pupils in their care and must not rely solely on the pupil to communicate their allergy.

Staff and Visitors

Staff are encouraged to make the school aware of any allergy that may require emergency support or reasonable adjustments while at work.

Where the school is made aware of a significant allergy affecting a visitor, volunteer or other person on site, reasonable steps will be taken to reduce known risks and ensure that relevant emergency information is available.

Individual Healthcare Plans and Allergy Action Plans

Pupils with significant allergies will have appropriate individual documentation setting out their needs and emergency arrangements.

An **Allergy Action Plan** will be used to provide clear information about the pupil's allergy, signs and symptoms of a reaction and the action to be taken in an emergency.

Where a pupil's allergy has a substantial and long-term impact on their ability to participate in school life, places them at risk of harm, or requires arrangements that are additional to or different from those normally available within school, the school will work with parents/carers and relevant healthcare professionals to ensure that an appropriate Individual Healthcare Plan (IHP) is put in place.

Where an IHP is required, the pupil's Allergy Action Plan will form part of, or be referenced within, the IHP.

Plans will be developed and reviewed in partnership with parents/carers and, where appropriate, the pupil and relevant healthcare professionals. Parents/carers must inform the school promptly of changes to their child's diagnosis, treatment or emergency arrangements.

Plans will be reviewed **at least annually and sooner where the pupil's needs or medical advice change**.

The School Business Manager will coordinate the maintenance and review of these records. Relevant documentation will be held centrally in the school office, with copies available to staff who need the information to keep the pupil safe.

For pupils with prescribed emergency medication, a copy of the relevant Allergy Action Plan will be kept **with the pupil's medication** so that it is immediately available in an emergency.

A copy of relevant Allergy Action Plans will also be kept with the school's spare emergency medication.

Prescribed Emergency Medication

Pupils' Adrenaline Auto-Injectors (AAIs)

Parents/carers of pupils who have been prescribed adrenaline auto-injectors will be asked to provide **two prescribed, in-date AAIs for use in school**.

Each pupil's AAIs will be:

- clearly labelled with the pupil's name;
- stored together in an appropriate labelled container or bag bearing the pupil's photograph;
- stored with a copy of the pupil's Allergy Action Plan; and
- kept readily accessible to staff.

AAIs must **not be locked away**.

At Scotforth St Paul's, pupils' prescribed AAIs are normally stored within the first-aid provision in their classroom. Classrooms are readily accessible from the hall, playground and other areas of the school.

The school will periodically test its arrangements to ensure that an AAI can be retrieved and administered within five minutes from all areas routinely used by pupils. Storage arrangements will be changed if these checks indicate that sufficiently rapid access cannot be achieved.

Moving Around School

Pupils will not ordinarily be required to carry their AAIs every time they move between areas of the school where the school's arrangements ensure that their medication remains rapidly accessible.

Staff supervising pupils away from their usual classroom must nevertheless know where emergency medication is located and how it can be obtained immediately.

Where an individual risk assessment identifies that classroom storage would not provide sufficiently rapid access, alternative arrangements will be made for the pupil's medication to accompany them.

Checking Prescribed Medication

Parents/carers are responsible for ensuring that medication supplied to the school is prescribed for their child, appropriately labelled and within its expiry date.

The school will provide an additional check:

- class teachers/teaching assistants will routinely monitor medication held within their classroom and report concerns to the School Business Manager; and
- the School Business Manager will coordinate a **termly check** of emergency medication and expiry dates.

Parents/carers will be contacted in good time where replacement medication is required.

Medication must be replaced promptly following use, damage or expiry.

Educational Visits and Off-Site Activities

A pupil's allergy must not unnecessarily prevent them from participating in educational visits, residentials, sporting activities, swimming, visits to church or other off-site opportunities.

Relevant allergies and emergency arrangements will be considered as part of the visit risk assessment using **EVOLVE**, with an individual risk assessment undertaken where appropriate.

For pupils prescribed AAIs:

- their **two prescribed AAIs must accompany them off site**;
- the trip leader/class teacher will check before departure that the medication is present, accessible and in date;
- the AAIs must remain readily accessible throughout the activity and must not be packed in inaccessible luggage;
- appropriately trained staff must know the pupil's emergency arrangements; and
- venues and catering providers will be informed of relevant allergies in advance where appropriate.

The school's spare AAIs will normally remain in their designated location in school and will not routinely be taken on educational visits or other off-site activities.

School Spare Emergency Medication

Spare Adrenaline Auto-Injectors

The school maintains a supply of spare adrenaline auto-injectors (AAIs) for emergency use.

The school's emergency stock currently comprises:

- two 150 microgram AAIs; and
- two 300 microgram AAIs.

Spare AAIs will be stored **in pairs** in the **Staffroom**. The room is unlocked and the emergency medication will be clearly labelled and readily accessible.

The location of the emergency AAIs will be made known to all staff and will be included in induction information for new, temporary and supply staff.

The school's arrangements will ensure that emergency adrenaline can be accessed rapidly from all areas routinely used by pupils. Accessibility will be considered as part of the school's periodic review of its allergy arrangements.

Checking and Maintaining the Emergency Kit

The School Business Manager will coordinate checks of the school's emergency medication.

Checks will include ensuring that:

- the correct number and doses of AAIs are present;
- devices have not been used or damaged;
- expiry dates are monitored and replacements ordered in good time;
- medication is being stored appropriately; and
- relevant emergency instructions and Allergy Action Plans are available.

Checks will take place **at least monthly,** with additional checks following any use of the emergency kit.

A thermometer will be located with the emergency medication so that storage conditions can be monitored. Medication will be stored in accordance with the manufacturer's instructions.

Use of a Spare AAI

The school's spare AAIs provide additional emergency backup and do not replace a pupil's own prescribed AAIs.

Where a pupil is known to be at risk of anaphylaxis, their own prescribed AAI should normally be used first where it is immediately available.

A school spare AAI may be used in accordance with current medical guidance and the pupil's individual arrangements where:

- the pupil's own AAI is unavailable;
- the pupil's own device cannot be used;
- a further dose is required and an appropriate prescribed device is not available; or
- its use is otherwise necessary in a life-threatening emergency.

Staff must **not delay the administration of adrenaline in an emergency** while attempting to locate a particular individual's device if an appropriate AAI is immediately available.

Any spare AAI that is used must be reported immediately to the Headteacher and School Business Manager, recorded appropriately and replaced as soon as possible.

Emergency Salbutamol Inhaler

The school also maintains an emergency salbutamol inhaler and spacer for use in accordance with the school's arrangements and applicable guidance.

These will be stored in the Staffroom alongside other emergency medication and checked as part of the school's termly medication checks.

Responding to an Allergic Reaction or Anaphylaxis

Anaphylaxis is a medical emergency. Staff must act immediately.

All staff will be trained to recognise the signs and symptoms of an allergic reaction and anaphylaxis and to follow the pupil's Allergy Action Plan where one is available.

Where anaphylaxis is suspected, **adrenaline should be administered without delay**.

Emergency procedure

If anaphylaxis is suspected:

1. **Administer an AAI immediately.** Do not delay treatment while attempting to contact a parent/carer.
2. **Call 999 and state that anaphylaxis is suspected.**
3. **Call for additional staff assistance.** Where more than one adult is present, one adult should administer the AAI while another calls 999.
4. **Follow the pupil's Allergy Action Plan and the instructions of the emergency services.**
5. If symptoms do not improve, or symptoms return, **administer a second AAI 5 minutes after the first,** if available.
6. **Contact the pupil's parent/carer.**
7. Ensure the pupil remains appropriately supervised until responsibility is transferred to the ambulance service.
8. Record the incident and the administration of medication.

Contacting parents/carers must never delay the administration of adrenaline or the calling of the emergency services.

If There is Uncertainty

Staff should follow their training and the pupil's Allergy Action Plan. Where symptoms suggest anaphylaxis, staff should **not delay emergency treatment because they are uncertain whether the reaction is sufficiently severe**.

Emergency services should always be called following the administration of an AAI.

Positioning and Supervision

Staff will follow the pupil's Allergy Action Plan and their training regarding the appropriate positioning of a pupil experiencing anaphylaxis.

A pupil experiencing a suspected anaphylactic reaction must **not be left alone**. Wherever possible, another adult should be sent to obtain medication or summon assistance rather than moving the pupil unnecessarily.

Following an Allergic Reaction

All allergic reactions requiring treatment and all significant allergy-related near misses will be formally recorded.

Where an AAI has been administered or a significant allergic reaction has occurred:

- parents/carers will be informed;
- the incident will be reported to the Allergy Safety Lead;

- the pupil's Allergy Action Plan/IHP and relevant risk controls will be reviewed with parents/carers;
- used school emergency medication will be replaced promptly; and
- the Allergy Safety Lead will oversee a review of the incident to identify any learning or changes required.

Significant allergy-related near misses will also be reviewed, even where no allergic reaction occurred.

Recording Incidents

Allergy-related incidents will be recorded in accordance with the school's normal first-aid arrangements and, where appropriate, on the **Allergy and Anaphylaxis Incident/Near-Miss Record**, which will be retained securely in the school office.

The Lancashire County Council **Accident Incident Near Miss Report Form** will also be completed where the incident meets the relevant reporting criteria. The LCC form specifically provides for recording accidents and near misses and for management investigation.

Where an incident may be reportable under RIDDOR, the school will follow Lancashire County Council's Health and Safety procedures. The LCC form makes clear that responsibility for determining and formally reporting a RIDDOR-reportable incident to the HSE rests with the school/service.

Reducing the Risk of Allergen Exposure

The school will take reasonable and proportionate steps to reduce the risk of pupils being exposed to known allergens. It is not possible to eliminate all risk of accidental exposure, and allergy management will therefore combine risk reduction with effective emergency preparedness.

Risk-reduction measures will be informed by the needs of individual pupils and may include adjustments to food provision, curriculum activities, classroom arrangements, cleaning procedures and educational visits.

Staff will consider potential allergens when planning activities involving food or other materials, including:

- cooking and food preparation;
- art and craft materials;
- science activities;
- gardening and growing;
- animal-related activities; and
- other activities where a known allergen may be present.

Where a pupil has a known allergy relevant to an activity, staff will consider whether alternative ingredients, materials or reasonable adjustments can be used to enable the pupil to participate safely.

Pupils with allergies should not routinely be excluded from activities because of their allergy. The aim will be to manage risk appropriately while enabling pupils to participate as fully as possible in school life.

Animals in School

The school has a school dog. Where a pupil has a known allergy to animals, this will be considered as part of their individual allergy arrangements and appropriate measures will be put in place to minimise exposure. Children will be expected to wash their hands after handling or stroking the school dog and before eating or handling food.

Cooking and Food-Related Curriculum Activities

Before undertaking a cooking or food-related activity, the member of staff responsible will:

1. check the current allergy information for all participating pupils;
2. check ingredients and allergen information for the foods to be used;
3. consider the risk of cross-contact during preparation, cooking and serving; and
4. make appropriate substitutions or adjustments where necessary.

Where an individual pupil's allergy presents a greater or less easily controlled risk, the activity will be considered in relation to their Allergy Action Plan/IHP and an individual risk assessment undertaken where appropriate.

Staff will teach pupils appropriate food-hygiene and allergy-safety behaviours, including not sharing food and washing hands appropriately.

The school's approach will be to **adapt activities wherever reasonably possible rather than provide a separate experience for a pupil with an allergy**.

Food, Catering and Packed Lunches

School Meals

School meals are provided by **Lancashire County Council (LCC)**.

The school will provide catering staff with current information about pupils with known food allergies and relevant dietary requirements. This includes photographic identification where appropriate.

The School Business Manager is responsible for ensuring that new or updated allergy information received by the school is communicated promptly to catering staff.

Allergy information is displayed securely within the kitchen where it is accessible to catering staff but not to pupils, visitors or other unauthorised persons.

Class teachers are responsible for ensuring that pupils select a meal that is appropriate for their known dietary requirements. The school's coloured-band system is used to communicate each pupil's meal choice to catering staff.

Catering staff will have access to photographic allergy information to enable pupils with known food allergies to be identified and appropriate meals provided.

Staff must not rely solely on a pupil to identify whether a meal is safe for them.

Identifying Pupils at Meal Service

The school and catering provider will maintain an appropriate system of checks to ensure that pupils with identified food allergies receive the correct meal. This will include the use of current photographic allergy information available to catering staff.

Food Brought into School

Food brought into school can present an additional risk because the school cannot exercise the same degree of control over ingredients, preparation and cross-contact as it can over food prepared through established school procedures.

Children must not share or swap food brought from home.

Children may bring a small food treat into school to share with their class to celebrate their birthday. Any treats brought into school must be commercially produced, individually wrapped and clearly display ingredients and allergen information. Birthday treats will not be consumed in school; they will be distributed at the end of the school day for children to take home, allowing parents/carers to check the ingredients and decide whether the item is suitable for their child. Homemade or unlabelled food treats will not be distributed.

Staff will not provide food brought from home as informal treats or rewards for pupils.

Where food is required for a planned school activity, staff will check ingredients and allergy information as part of the activity planning process.

Packed Lunches

Parents/carers are responsible for ensuring that food provided in their child's packed lunch is appropriate for their child's own dietary and medical needs.

The school will communicate clearly to families any foods that must not be brought onto the school site because of identified allergy risks.

Pupils must not share or exchange packed-lunch items.

Staff will encourage appropriate hand hygiene and cleaning of eating surfaces to reduce the risk of allergen cross-contact.

Where an individual pupil's allergy requires additional controls at lunchtime, these will be identified through their Allergy Action Plan/IHP and relevant risk assessment.

Nuts and Kiwi

Due to the allergies of pupils within our school community, nuts, products containing nuts and kiwi must not be brought into school. Parents/carers, staff and visitors are expected to support this restriction.

Cleaning and Hygiene

Good hygiene is an important part of reducing allergen exposure.

Pupils will be encouraged to wash their hands appropriately before and after eating and following relevant food activities. Eating and food-preparation surfaces and equipment will be cleaned appropriately to reduce the risk of cross-contact.

Where an individual pupil requires additional arrangements because of the nature or severity of their allergy, these will be identified through their individual plan or risk assessment.

PTA Events and Other Food-Related Events

Where food is provided or sold at a school-organised or PTA event, reasonable steps will be taken to make allergen information available.

For PTA bake sales, contributors will be asked to provide a **full list of ingredients** for homemade items.

Bake sales ordinarily take place after the school day when children remain under the supervision of their parents/carers. Parents/carers remain responsible for deciding whether food is suitable for their child.

The school's restrictions relating to nuts and kiwi will be communicated to those providing food for school events.

External Providers and Wraparound Care

Where an external organisation provides childcare or activities on the school premises, the provider is responsible for ensuring that appropriate arrangements are in place to manage the allergies and medical needs of children in its care.

Scotforth ASC operates as an external provider and maintains its own allergy information and Allergy Action Plans. ASC staff are expected to receive appropriate allergy and anaphylaxis training and to ensure that pupils' prescribed emergency medication is available while they are attending the provision.

For pupils prescribed adrenaline auto-injectors (AAIs), their **two prescribed AAIs should remain available to them while attending ASC**.

ASC staff will be informed of the location of the school's emergency AAI kit in the Staffroom. In a life-threatening emergency, an available AAI may be administered for the purpose of saving life in accordance with applicable medicines legislation and emergency guidance.

The school's spare AAIs provide an additional emergency safeguard and do not replace the provider's responsibility for ensuring that a child's own prescribed medication is available.

Any use of the school's emergency medication by an external provider must be reported immediately to the Headteacher and School Business Manager. The incident must be appropriately recorded and the used device replaced promptly.

Relevant allergy and emergency arrangements will be shared between the school and external providers operating on the school site.

Wellbeing, Inclusion and Allergy-Related Bullying

The school recognises that living with an allergy can affect a pupil's physical and emotional wellbeing and may cause anxiety for pupils and their families.

Pupils with allergies will be supported to participate fully in school life wherever this can be achieved safely. Reasonable adjustments will be made where appropriate to enable participation in

curriculum activities, cooking, educational visits, residentials, celebrations and other school experiences.

Staff will seek to manage allergy risks in a way that protects pupils without unnecessarily isolating, identifying or excluding them.

All pupils will be encouraged to understand the importance of allergies and to treat those with allergies with respect and understanding.

Allergy-related bullying, teasing, deliberately exposing another pupil to an allergen, or threatening to do so will be taken seriously and addressed in accordance with the school's Behaviour Policy and safeguarding procedures where appropriate.

Where a pupil's allergy is having an impact on their emotional wellbeing, appropriate support will be considered in partnership with the pupil and their parents/carers.

Information Sharing and Confidentiality

Information about allergies and other medical needs will be handled sensitively and in accordance with the school's data protection arrangements.

Relevant information will be shared with staff and other adults where this is necessary to protect a pupil's health and safety. This may include class teachers and teaching assistants, catering staff, supply and temporary staff, educational visit leaders, external providers and other adults responsible for the pupil.

Information shared will be proportionate to the person's role and the circumstances.

Photographs and allergy information displayed for operational purposes will be located so that they are accessible to the staff who require them but are not unnecessarily visible to pupils, visitors or other unauthorised persons.

Where relevant information needs to be shared with an external venue, catering provider or activity provider for an educational visit, only the information necessary to make appropriate arrangements for the pupil will be shared.

Monitoring, Review and Policy Awareness

The Headteacher, as the school's Allergy Safety Lead, has overall responsibility for monitoring the implementation and effectiveness of this policy.

The school's allergy safety arrangements will be reviewed through:

- consideration of allergy-related incidents and near misses;
- feedback from staff, pupils and parents/carers where appropriate;
- checks of emergency medication and accessibility arrangements;
- review of individual pupils' needs and Allergy Action Plans/IHPs;
- consideration of changes to statutory guidance or other relevant national guidance; and
- liaison with catering providers and other relevant organisations.

Following a significant allergic reaction or allergy-related near miss, the Allergy Safety Lead will consider whether changes are required to an individual pupil's arrangements, wider school procedures, staff training or this policy.

This policy will be **formally reviewed at least annually**, and earlier where there is a significant change in legislation or guidance, a change in school arrangements, or learning arising from an incident or near miss.

The policy will be made available on the school's website and a paper copy will be available on request.

Staff will be made aware of the policy and relevant procedures through annual allergy training, induction arrangements and updates where procedures change.

Pupils will receive age-appropriate allergy awareness as part of the school's wider approach to health, safety, inclusion and respect for others.

Appendix 1: Emergency Procedure

ANAPHYLAXIS EMERGENCY PROCEDURE

Anaphylaxis is a medical emergency – ACT IMMEDIATELY

1 GIVE ADRENALINE IMMEDIATELY

Use the pupil's own adrenaline auto-injector (AAI) if immediately available.
If necessary, use an appropriate school spare AAI.

2 CALL 999

Say: "Anaphylaxis" and give the school's location/details.
If another adult is present, they should call 999 while the AAI is being administered.

3 POSITION AND STAY WITH THE CHILD

Follow the child's Allergy Action Plan and your training. **Do not leave the child alone.**
Send someone else to obtain medication or assistance wherever possible.

4 GIVE A SECOND AAI IF NEEDED

If symptoms do not improve, or symptoms return, administer a second AAI 5 minutes after the first, if available.

5 CONTACT PARENTS/CARERS

Do this **after adrenaline has been given and 999 has been called.**
Contacting parents must never delay emergency treatment.

6 HAND OVER TO THE AMBULANCE SERVICE

Tell paramedics: what symptoms were observed; the suspected allergen, if known; what medication was given; the time the first AAI was administered; and whether and when a second AAI was administered.

After the emergency: record the incident and medication administered; inform the Headteacher/Allergy Safety Lead and School Business Manager; replace any used emergency medication; and complete the school's Allergy and Anaphylaxis Incident/Near-Miss Record.

Emergency AAIs:
Pupils' prescribed AAIs — in their classroom first-aid provision
School spare AAIs — Staffroom

Appendix 2: Allergy & Anaphylaxis Incident/Near-Miss Record

Pupil & Incident Details

Name: _____ Class: _____

Date of incident: _____ Time of incident: _____

Location of incident: _____

Member of staff completing form: _____

What Happened?

Provide key details including: known/suspected allergen; activity/circumstances immediately beforehand; whether this was an allergic reaction or near miss; symptoms observed.

_____

_____

_____

_____

Action Taken

Provide key details including: medication administered; AAI dose/device; time first AAI given; time second AAI given if applicable; 999 called/time; ambulance attendance; parent/carer contacted/time.

_____

_____

_____

_____

Medication Used

Child's own medication ☐

School spare AAI ☐

Other medication ☐ Please state:

In the event that school's spare AAIs are used in an emergency, this must be reported to Amanda Malin/Katie O'Donnell and they must be replaced.

Follow-up and Review

Was the Allergy Action Plan/IHP followed? What contributed to the incident/near miss? Does the Action Plan/IHP or risk assessment need reviewing? What action has been agreed? Who is responsible/ by when?

_____

_____

_____

_____

Allergy Safety Lead Review (to be completed by KOD)

Appendix 3: Emergency Medication Record

Part A – Emergency Medication Register

Medication	Dose	Quantity	Location	Expiry date	Replacement needed by
SPARE AAI	150 micrograms	2	Staffroom	August 2027	
SPARE AAI	300 micrograms	2	Staffroom	February 2028	
EMERGENCY SALBUTAMOL INHALER	100 micrograms	1	Staffroom		
SPACER	—	1	Staffroom		

Part B – Regular Check

Date	Correct medication present	All medication is within expiry date	No device appears damaged/used	AAIs stored correctly and readily accessible	Emergency medication is **not locked away**	Storage conditions are appropriate	Temperature recorded (ċ)	Emergency procedure/ instructions present	Relevant allergy action plans present & current	Nothing obstructing access to the staffroom/kit.	Medication approaching expiry date has been identified for replacement	Actions

Appendix 4: Scotforth ASC – Allergy and Emergency Medication Protocol

Purpose

Scotforth ASC is an external provider operating on the school premises. This protocol sets out the arrangements agreed between Scotforth St Paul's CofE Primary and Nursery School and Scotforth ASC for children with allergies, particularly those prescribed adrenaline auto-injectors (AAIs).
It should be read alongside the provider's own policies and individual children's Allergy Action Plans or healthcare arrangements.

Responsibilities of Scotforth ASC

While a child is attending Scotforth ASC, the provider is responsible for the child's care and for implementing appropriate allergy-management arrangements.
Scotforth ASC will:

- obtain and maintain current information about the allergies and medical needs of children attending the provision;
- maintain appropriate Allergy Action Plans/healthcare information for relevant children;
- ensure staff responsible for children have appropriate allergy and anaphylaxis training;
- ensure staff know how to recognise and respond to anaphylaxis;
- ensure that a child prescribed AAIs has their two prescribed AAIs readily available while attending ASC;
- ensure prescribed medication remains readily accessible and is not locked away;
- take appropriate precautions when providing food or undertaking activities involving potential allergens; and
- ensure parents/carers are informed of any relevant incident or concern.

School emergency AAIs

Scotforth St Paul's maintains spare AAIs as emergency backup for its school provision. These are stored in the **Staffroom**, which is unlocked and accessible.
ASC staff will be informed of the location of this emergency medication.
The school's spare AAIs **do not replace a child's own prescribed AAIs** and should not be relied upon as ASC's routine medication provision.
In a life-threatening emergency, an available appropriate AAI may be administered for the purpose of saving life. **Administration of adrenaline must not be delayed while attempting to contact a parent/carer. Emergency services must be called by dialling 999.**
If symptoms do not improve, or symptoms return, a second AAI should be administered **5 minutes after the first**, if available.

Use of school emergency medication

If ASC uses any of the school's emergency medication:

- the Headteacher and/or School Business Manager must be informed as soon as possible;
- the medication administered, dose and time must be recorded;
- the child's parent/carer must be informed;
- the provider must cooperate with any subsequent incident review; and
- arrangements must be made for the used school emergency medication to be replaced promptly.

Information sharing

The school and ASC will share relevant information where necessary to safeguard a child, subject to appropriate data-protection arrangements.

Parents/carers remain responsible for informing both the school and Scotforth ASC of relevant changes to their child's allergy, medication or healthcare arrangements.

Review

These arrangements will be reviewed where there is a significant allergy-related incident or near miss, where the needs of an individual child change, or where changes to guidance or the operation of the provision make a review necessary.

For Scotforth St Paul's	**For Scotforth ASC**
Name: _____	**Name: _____**
Role: _____	**Role: _____**
Signed: _____	**Signed: _____**
Date: _____	**Date: _____**

Approved by:	Resources Committee	Date: 13th Oct 2026
Last reviewed on:	1st September 2026	
Next review due by:	September 2027	