Stalmine Primary School

Allergy safety policy

Date written: September 2026
Review date: September 2027
Responsible person / Allergy Safety Lead: Mr D Smith (Headteacher)

Approved by: Governing Body

1. Purpose and Policy Statement

Stalmine Primary School is committed to providing a safe, inclusive environment in which children with allergies can participate fully in school life.

We recognise that allergies can range from mild to severe and that, in some cases, exposure to an allergen may result in anaphylaxis, a serious and potentially life-threatening allergic reaction requiring immediate treatment.

Our approach is based on:

- identifying pupils with known allergies;
- understanding their individual needs;
- reducing the risk of accidental exposure to known allergens;
- ensuring appropriate medication is readily available;
- ensuring staff can recognise and respond appropriately to allergic reactions and anaphylaxis;
- promoting inclusion and wellbeing;
- learning from allergy-related incidents and near misses; and
- creating a whole-school culture of allergy awareness.

This policy applies throughout the school day and to school-organised activities, educational visits and wraparound provision operated by the school, including the school's STARLIGHTS club.
Section 34 of the Children's Wellbeing and Schools Act 2026 requires maintained schools to have an allergy safety policy. The Department for Education also requires the policy to be readily accessible to parents and staff and reviewed at least annually.

This policy should be read alongside the school's:

- Supporting Pupils with Medical Conditions Policy;
- Safeguarding and Child Protection Policy;
- Health & Safety and First Aid Policy;
- Educational Visits procedures;
- Food/Catering arrangements; and
- Behaviour and Anti-Bullying policies.

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2. Allergy Safety Leadership

Stalmine Primary has a named member of the Senior Leadership Team with responsibility for allergy safety.

The Allergy Safety Lead is:

Mr D Smith – Headteacher

The Allergy Safety Lead will oversee:

- implementation of this policy;
- arrangements for allergy awareness and emergency-response training;
- systems for identifying pupils with known allergies;
- appropriate Individual Healthcare Plans and Allergy Action Plans;
- emergency medication arrangements;
- whole-school risk reduction;
- recording and review of serious incidents and near misses;
- communication with staff, parents/carers, catering providers and other relevant parties; and annual review of this policy.

Allergy safety is nevertheless a whole-school responsibility. All staff have a role in reducing risk and responding appropriately in an emergency.

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3. Allergy Awareness and Staff Training

All staff who are present when pupils are scheduled to be on site will receive allergy awareness and emergency-response training at least annually.
This includes:

- teachers;
- teaching assistants;
- office and administrative staff;
- lunchtime staff;
- site staff who have pupil-facing responsibilities;
- temporary and supply staff;
- agency workers;
- peripatetic staff;
- Chair and Vice Chair of Governors
- regular volunteers;
- catering staff; and
- staff working within breakfast clubs, after-school provision and STARLIGHTS Club.

This reflects the DfE requirement that allergy awareness training extends beyond permanent teaching staff to others who supervise pupils, including breakfast and after-school club staff.

New staff will receive allergy-safety information as part of induction. Arrangements will also be made to ensure that supply, temporary and cover staff have sufficient information and awareness before taking responsibility for pupils.

Training will enable staff to:

- understand what allergy is and how allergic reactions can occur;
- understand that different allergic conditions may coexist, including food allergy, asthma, eczema and hay fever;
- understand the difference between allergy, food intolerance and coeliac disease;
- identify known allergy triggers;
- recognise the signs and symptoms of allergic reactions;
- recognise anaphylaxis;
- know how to summon emergency assistance;
- know where pupils' emergency medication and the school's spare medication are located;
- understand how and when adrenaline should be administered;
- understand how to use the relevant adrenaline auto-injector devices;
- understand the relationship between asthma and severe allergic reactions;
- understand the impact allergy may have on a pupil's wellbeing;
- understand their role in reducing exposure to known allergens;
- understand Individual Healthcare Plans and Allergy Action Plans; and know how to report an allergic reaction, serious incident or near miss;
- Training in whole-school allergy awareness does not replace any additional clinical training or competency assessment required for an individual pupil with more complex healthcare needs.

Anaphylaxis Awareness Training - all staff Autumn 2026

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4. Identifying Pupils with Allergies

Stalmine Primary will maintain an accurate and up-to-date record of pupils with known allergies.

Information will normally be obtained:

- during admission to school;
- from parents/carers;
- from a pupil's previous school or setting;
- through healthcare professionals where appropriate; and
- when parents/carers notify the school of a new diagnosis or change.

Records should identify, as appropriate:

- the pupil;
- their known allergen or allergens;
- the nature and severity of previous reactions, where known;
- whether adrenaline auto-injectors have been prescribed;
- other relevant medication;

- whether an Individual Healthcare Plan is in place;
- whether an Allergy Action Plan or Asthma Action Plan is in place; and

- any specific risk-reduction arrangements.

Changes to a Child's Allergy or Medication

Parents/carers are responsible for ensuring that the school has up-to-date information about their child's allergies and treatment.

Any change to a child's:

- allergy;
- known allergens;
- medication;
- adrenaline auto-injector;
- dosage;
- Asthma Action Plan;
- Allergy Action Plan; or dietary requirements must be reported to the school office promptly.

The school will then update its central records and inform relevant staff, including staff working within The STARLIGHTs Club where appropriate.

Parents/carers should not need to maintain a separate allergy record directly with The STARLIGHTs club where information is already held by the school.

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5. Individual Healthcare Plans and Allergy Action Plans

A pupil will have an Individual Healthcare Plan (IHP) where their allergy:

- has a functional impact upon them in school;
- places them at risk of harm; and
- requires arrangements which are additional to or different from those ordinarily available.

These are the three criteria specifically identified in the DfE policy template.

The IHP will document the individual arrangements required to support the pupil safely. Depending on the pupil's needs, this may include:

- known allergens;

- signs and symptoms;
- medication;
- where medication is stored;
- emergency treatment;
- reasonable adjustments;
- arrangements at mealtimes;
- arrangements for activities;
- educational visits;
- PE and outdoor activities;
- responsibilities of staff;
- communication arrangements; and
- action following an allergic reaction.

Where a healthcare professional has provided an Allergy Action Plan and/or Asthma Action Plan, this will be attached to or referenced within the IHP.

Where an updated Action Plan is received, the pupil's IHP will be reviewed and updated accordingly.

School will encourage use of recognised BSACI Allergy Action Plans completed by an appropriate healthcare professional. Anaphylaxis UK recommends these plans to support continuity of emergency treatment across school and childcare provision.

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6. Reducing the Risk of Exposure to Allergens

School cannot completely eliminate every potential allergen from the environment. Instead, we will take reasonable and proportionate measures based on the known needs of individuals within the school.

Risk reduction will include consideration of:

- food prepared or supplied by the school;
- food brought into school by pupils, parents/carers or staff;
- classroom activities;
- cooking and food technology;
- craft materials;
- science activities;
- musical activities where relevant;
- animals and animal products;
- outdoor learning;
- celebrations and special events;
- fundraising activities;
- rewards involving food;
- PE and sporting activities; wraparound care; and educational visits.

- Staff planning activities involving food, craft materials, animals or other potential allergens must check whether any pupil taking part has a relevant allergy and consider appropriate adjustments.

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7. Food Allergy and Mealtimes

Stalmine Primary School, will work with its catering provider to manage food allergy risks and ensure appropriate allergen information is available.

Information about pupils with medically diagnosed food allergies or dietary requirements will be provided to the catering team through appropriate school procedures.

At mealtimes and snack times, appropriate measures will include:

- discouraging children from sharing food or drinks;
- appropriate supervision;
- encouraging handwashing before and after eating;
- cleaning tables and eating surfaces appropriately;
- ensuring relevant staff understand pupils' known allergens;
- making reasonable arrangements to prevent accidental exposure;
- ensuring emergency medication remains readily accessible; and
- avoiding unnecessary isolation of children with allergies.

Anaphylaxis UK recommends thorough cleaning of eating surfaces, handwashing before and after meals, discouraging food sharing and appropriate supervision while avoiding unnecessarily isolating the allergic child.

Food Brought into School

Parents/carers and staff will be encouraged to follow school guidance concerning food brought onto the premises.

Where a pupil has a particularly significant risk requiring additional measures, these will be determined through an individual risk assessment and/or IHP.

"Nut-Free" or Allergen-Free Claims

At Stamine Primary, we do not describe ourselves as completely "nut-free" or "allergen-free", because it is not possible to guarantee the total absence of an allergen.

Anaphylaxis UK does not recommend blanket bans as the sole means of allergy management; school will instead adopt a risk-based approach based on individual needs, appropriate controls, education and emergency preparedness.

Where an individual pupil's risk assessment identifies specific restrictions or controls as necessary, these will be implemented and communicated appropriately.

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8. Wellbeing, Inclusion and Safeguarding

Pupils with allergies will be supported to take a full part in school life at Stalmine Primary School.

At Stalmine Primary, we recognise that living with the possibility of an allergic reaction or anaphylaxis can cause anxiety for pupils and their families. The DfE template therefore specifically requires schools to consider the wellbeing of pupils with allergies and the prevention of allergy-related bullying.

We will:

- avoid unnecessarily singling pupils out;
- make reasonable adjustments where required;
- encourage age-appropriate independence;
- ensure pupils are able to participate in activities wherever reasonably possible;
- listen to concerns raised by pupils and parents/carers;
- challenge teasing, bullying or deliberate exposure to allergens;
- address inappropriate food-related behaviour; and
- deal with allergy-related bullying through the school's Behaviour and Anti-Bullying procedures.

Deliberately exposing another pupil to a known allergen, threatening to do so or interfering with their medication will be treated seriously as a safeguarding and behavioural concern.
Allergy management forms part of our wider safeguarding responsibility to protect pupils from avoidable harm.

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9. Prescribed Adrenaline Auto-Injectors

Pupils who have been prescribed adrenaline must have rapid access to their adrenaline auto-injectors at all times.

This applies throughout:

- lessons;
- lunchtimes;
- breaktimes;
- playground use;
- PE;
- sports fields;

- assemblies;
- the STARLIGHTs Club;
- educational visits; and
- other school-organised activities.

The DfE states that in cases of anaphylaxis adrenaline should be administered within five minutes, and schools must therefore ensure medication can be accessed rapidly wherever the pupil is.

Anaphylaxis UK recommends that anyone prescribed adrenaline has two AAIs available, as a second device may be required or the first device could fail.

For primary-aged pupils who do not carry their own medication, individual emergency medication will be kept:

- in a clearly identified emergency kit;
- in a location known to relevant staff;
- readily accessible;
- not locked away; and
- stored in accordance with manufacturer instructions.

A record will be maintained of pupils for whom prescribed AAIs and Allergy Action Plans have been supplied.

Parents/carers are responsible for supplying the pupil's prescribed medication and ensuring it remains in date.

The dates of expiry will be checked every 6 months and recorded on the Health and Safety log.

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10. School Spare Adrenaline Auto-Injectors

At Stalmine Primary, we maintain spare adrenaline auto-injectors (AAIs) for emergency use in accordance with current statutory guidance.

Spare AAIs provide an additional safeguard and do not replace a pupil's own prescribed medication.

We will maintain suitable devices/dosages according to the needs of the school population and current guidance.

Location and Accessibility

Spare AAIs will:

- be stored in a clearly identified location (School office alongside first aid materials);
- be readily accessible to staff;

- not be locked away;
- be clearly distinguished from medication prescribed to an individual pupil;
- be stored in pairs; and
- be capable of being brought to a person experiencing anaphylaxis within **five minutes**.

The Allergy Safety Lead will ensure arrangements are made to:

- check devices regularly;
- monitor expiry dates;
- replace used or expired devices promptly;
- maintain appropriate records;
- safely dispose of used/expired auto-injectors; and
- ensure staff know the location of the school's emergency medication.

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11. Recognising an Allergic Reaction and Anaphylaxis

Allergic reactions can vary and may affect:

- skin;
- mouth;
- eyes;
- gastrointestinal system;
- airway;
- breathing; and circulation.

Staff must be alert to the possibility that anaphylaxis can occur even where a pupil has not previously been diagnosed with an allergy.
Anaphylaxis is a medical emergency.

Staff must follow their annual training, the pupil's Allergy Action Plan where available and current emergency guidance.

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12. Emergency Response to Suspected Anaphylaxis

Where anaphylaxis is suspected:

1. Treat the situation as a medical emergency.

2. Administer adrenaline without delay.

Use the pupil's prescribed AAI where immediately available, or an appropriate school spare device in accordance with current guidance.

3. Call 999 immediately.

State clearly: "ANAPHYLAXIS" and provide the school's location and details requested by the emergency call handler.

4. Do not leave the pupil alone.

A member of staff should remain with and reassure the pupil.

5. Follow the pupil's Allergy Action Plan where available.

6. Follow the instructions of the emergency services.

Where symptoms persist or return, a second dose of adrenaline may be required in accordance with the pupil's Action Plan, current emergency guidance and staff training.

7. Arrange access for the ambulance.

A member of staff should meet emergency services where practicable.

8. Contact the pupil's parent/carer as soon as practicable.

Contacting parents must not delay administering adrenaline or calling 999.

If in doubt about whether symptoms represent anaphylaxis, staff should follow their training and emergency guidance. Adrenaline is the first-line emergency treatment for anaphylaxis.

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13. Pupils with Both Allergy and Asthma

At Stalmine Primary, we recognise that allergy and asthma can coexist.

Where a pupil with allergy also has asthma:

- the pupil's Asthma Action Plan will be linked to their IHP where appropriate;
- prescribed reliever inhalers must be readily accessible;
- relevant staff will know where inhalers are located; and
- staff will follow the pupil's emergency plans and their training.

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14. Educational Visits, Trips and Off-Site Activities

Pupils with allergies will be supported to participate in educational visits and off-site activities wherever reasonably possible.

A pupil will not be excluded from a visit simply because they have an allergy where reasonable arrangements can enable safe participation.

For pupils at risk of anaphylaxis, planning will include an appropriate individual risk assessment.

Consideration will be given to:

- destination;
- journey;
- food provision;
- accommodation where relevant;
- activities;
- accessibility of emergency services;
- potential allergen exposure;
- communication with external providers;
- staff supervision;
- medication; and
- emergency arrangements.

The pupil's own prescribed AAIs must accompany them and remain readily accessible.

There must be staff present who understand the pupil's arrangements and are trained to respond appropriately to anaphylaxis.

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15. The STARLIGHTS BC/ASC Club and Wraparound Care

This policy applies to The STARLIGHTs Club and any other school-operated wraparound provision.

STARLIGHT's Club staff will:

- receive annual allergy awareness and emergency-response training;
- have access to appropriate allergy information about children attending;
- know the location of prescribed and spare emergency medication;
- understand individual Allergy Action Plans/IHPs where relevant;
- consider allergens when providing snacks and activities;

- discourage food sharing;
- follow appropriate handwashing and cleaning arrangements; and
- follow the same emergency procedures as during the school day.

Relevant information held by school will be passed to STARLIGHT's Club staff who need it to keep the child safe.

Parents/carers must report changes to allergies, medication or dietary requirements through the school office, so that central school records can be updated and the change passed to STARLIGHT's Club staff.

Anaphylaxis UK also publishes specific guidance for wraparound care and recommends continuity of Allergy Action Plans between school and childcare provision.

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16. School Events, Celebrations and Activities Involving Food

Allergy safety must be considered when planning:

- bake sales;
- parties;
- celebrations;
- curriculum cooking;
- food-tasting activities;
- fundraising events;
- school fairs;
- rewards involving food; and
- food brought in by visitors or external organisations.

Staff responsible for the activity will consider pupils' known allergies before the activity takes place.

Where appropriate:

- ingredient and allergen information will be checked;
- suitable alternatives will be provided;
- food sharing will be discouraged;
- cross-contact risks will be considered; and
- an individual pupil's risk assessment or IHP will be followed.

Food should not routinely be used in ways which unnecessarily expose pupils to allergens when a suitable alternative activity is available.

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17. Visitors, Contractors and External Providers

Where visitors, external providers or contractors undertake activities involving pupils, relevant allergy information will be shared where necessary to keep pupils safe.

External food providers will be expected to comply with applicable food-allergen requirements and relevant school procedures.

Contractors with no pupil-facing role are not expected to undertake the school's annual allergy awareness training, consistent with the DfE template.

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18. Serious Allergy Incidents and Near Misses

The school will record, report and review:

- anaphylaxis occurring at school or during a school activity;
- significant allergic reactions;
- administration of adrenaline;
- use of a school spare AAI;
- failures or delays in accessing medication;
- known or suspected accidental allergen exposure;
- medication errors;
- significant breakdowns in agreed allergy procedures; and
- allergy-related **near misses**.

A near miss is an event which did not result in harm but had the potential to cause an allergic reaction or otherwise place a person with allergy at risk.

Parents/carers may therefore report an allergy-related incident or suspected exposure which becomes apparent after the child has left school.

Following a serious incident or significant near miss, the Allergy Safety Lead will ensure an appropriate review is undertaken.
The review will consider:

- what happened;
- whether existing procedures were followed;
- whether medication was sufficiently accessible;
- whether communication was effective;
- whether staff training was sufficient;
- whether risk assessments require amendment;
- whether the pupil's IHP requires review;
- whether environmental or catering controls require adjustment; and

- what learning should be shared.

The purpose of review is to learn and reduce future risk, rather than simply attribute blame.

The policy itself will be reviewed sooner than its scheduled annual review where an incident or near miss indicates that current arrangements may be inadequate. This is explicitly required by the DfE template.

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19. Accident and Incident Reporting

Allergy-related incidents requiring first aid or emergency treatment will also be recorded in accordance with the school's Health & Safety and First Aid Policy and Lancashire County Council accident-reporting arrangements.

For pupils, routine incidents will be recorded using the school's appropriate local procedures.

Serious or unusual pupil incidents will be escalated to the Headteacher or appropriate senior member of staff, who will determine whether further reporting through the appropriate Local Authority process is required.

Any incident involving an employee will be reported through the appropriate Lancashire County Council employee accident-reporting process.

Where an event also raises a safeguarding concern, the school's safeguarding procedures must be followed.

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20. Information Sharing, Confidentiality and Data Protection

Information about an individual's health is special category personal data under UK GDPR and will be handled appropriately.
The school nevertheless has a responsibility to ensure that staff who need allergy information in order to keep a pupil safe have appropriate access to that information.

The DfE specifically recognises that schools have a lawful basis to hold, use and share health information where necessary, while emphasising that this should be controlled and respectful.

Information will therefore be shared on a need-to-know basis and may include:

- the pupil's name;

- photograph where appropriate;
- allergen(s);
- emergency signs and symptoms;
- required medication;
- medication location; and
- emergency Action Plan.

Relevant information may be shared with:

- teachers and support staff;
- lunchtime supervisors;
- catering staff;
- first aiders;
- STARLIGHT's Club staff;
- staff accompanying educational visits;
- supply staff;
- emergency services; and
- other people where necessary to safeguard the pupil.

Information will not be shared more widely than is reasonably necessary.

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21. Pupil Awareness

The school will promote age-appropriate allergy awareness among pupils.

Children will be encouraged to understand that:

- some people can become seriously unwell from particular foods or substances;
- medication must never be played with or interfered with;
- food should not be shared where this may place another pupil at risk;
- teasing someone about an allergy is unacceptable; and
- an adult should be summoned immediately if a pupil appears unwell.

Where appropriate and with sensitivity to the individual child, classmates or friends of a pupil at risk of anaphylaxis may be taught how to summon adult help quickly.

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22. Awareness of this Policy

This policy will be:

- published on the school website;

- available to parents/carers on request;
- made available to staff;
- referred to within staff induction;
- included within annual allergy awareness training; and
- communicated to relevant wraparound and catering staff.

All members of staff are expected to understand their responsibilities under this policy.

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23. Monitoring and Review

The Allergy Safety Lead and Governing Body will monitor implementation of this policy.

The policy will be formally reviewed **at least annually**.

It will be reviewed earlier where:

- there is a serious allergic reaction or anaphylaxis;
- a significant near miss occurs;
- procedures are found not to operate effectively;
- the school population or premises change significantly;
- relevant legislation or statutory guidance changes; or
- learning from an incident indicates that revision is necessary.

Review will include consideration of reported incidents and near misses and any lessons which can be learned from them.

Date written: September 2026

Signed: *Mr D Smith*
(Daniel Smith -*Headteacher)*

Next review date: September 2027