



Allergy Safety Policy

Policy Lead: Headteacher (Allergy Safety Lead)

Approved by: Governing Body

Date Adopted: September 2026

Review Date: September 2027 (or sooner following a serious incident, near miss or changes in statutory guidance)

This policy has been developed in accordance with the requirements of the [allergy_safety_in_schools_statutory_guidance_June_2026](#) and the [Allergy_safety_policy_template](#).
[\[allergy_sa..._June_2026 | PDF\]](#), [\[Allergy_sa...y_template | PDF\]](#)

1. Aims

Rockcliffe First School is committed to:

- Providing a safe and inclusive environment for all pupils, staff and visitors with allergies.
- Reducing the risk of exposure to known allergens.
- Ensuring appropriate arrangements are in place for the prevention, recognition and treatment of allergic reactions, including anaphylaxis.
- Promoting the wellbeing, achievement and full participation of pupils with allergies in all aspects of school life.
- Meeting statutory requirements relating to allergy safety and supporting pupils with medical conditions.

2. Roles and Responsibilities

Headteacher / Allergy Safety Lead

The Headteacher is the named senior leader responsible for allergy safety and will:

- Oversee implementation of this policy.
- Maintain oversight of allergy-related risk management.
- Ensure staff training is completed annually.
- Ensure allergy records and Individual Healthcare Plans (IHPs) are maintained.
- Lead reviews following incidents or near misses.
- Report significant incidents to governors as appropriate.

Governing Body

The Governing Body will:

- Ensure the school has an Allergy Safety Policy.
- Review the policy annually.
- Monitor implementation and effectiveness.
- Ensure sufficient resources are available for training and emergency medication.

Staff

All staff are responsible for:

- Understanding this policy.
- Attending annual allergy awareness training.
- Following Individual Healthcare Plans.
- Taking reasonable steps to minimise exposure to allergens.
- Recognising symptoms of allergic reactions and responding appropriately.
- Reporting incidents and near misses.
- Informing school of any allergies they have.

Parents and Carers

Parents and carers must:

- Inform school of any known allergies, including dietary, airborne and contact allergens.
- Provide up-to-date medical information and Action Plans.
- Supply prescribed medication where required.
- Ensure medication remains in date and is replaced when necessary.
- Notify school of any changes to medical information.

3a. Identification of Pupils with Allergies

The school will:

- Obtain allergy information during admission processes.
- Seek information from previous schools where appropriate.
- Maintain an up-to-date register of pupils with allergies.
- Record:
 - Known allergens.
 - Prescribed medication.
 - Allergy Action Plans.
 - Asthma Action Plans.
 - Individual Healthcare Plans.
- Ensure relevant staff are informed of pupils with allergies while maintaining confidentiality.

An up-to-date allergy register and pupil photographs will be available to relevant staff in secure locations, including the school office, kitchen and first aid areas.

3b. Identification of Staff and Visitors with Allergies

The school will:

- Obtain allergy information during the staff induction and visitor signing in process.
- Maintain an up-to-date register of staff or regular visitors with allergies.
- Ensure staff working with these individuals are informed of the allergies and where any associated preventative medication is kept.

4. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be established where a pupil:

- Has an allergy with a significant functional impact.
- Is at risk of harm due to allergy.
- Requires arrangements different from those generally available to all pupils.

The IHP will include:

- Known allergens and triggers.
- Supporting medical information.
- Details of prescribed medication.
- Risk reduction measures.
- Arrangements for school activities, visits and trips.
- Emergency procedures.
- Reference to any Allergy or Asthma Action Plans.

IHPs will be reviewed:

- At least annually.
- Following changes to medication.
- Following medical advice updates.
- After any significant incident or near miss.

5. Training and Awareness

All staff who may supervise pupils will receive annual allergy awareness and emergency response training.

Training will include:

- Understanding allergies and allergic conditions.
- Recognition of allergic reactions.
- Recognition of anaphylaxis.
- Emergency response procedures.
- Use of adrenaline autoinjectors.
- Use of emergency asthma inhalers.
- Understanding Individual Healthcare Plans.
- Allergy risk reduction strategies.
- Incident reporting procedures.

New staff, supply staff and regular volunteers will receive appropriate induction information before working with pupils.

6. Promoting Wellbeing and Inclusion

Rockcliffe First School recognises that allergies can significantly affect emotional wellbeing.

The school will:

- Foster an allergy-aware culture.
- Encourage understanding and empathy among pupils.

- Ensure pupils with allergies are fully included in learning, play, visits and extracurricular activities.
- Address concerns raised by pupils and families promptly.
- Provide reassurance regarding safety arrangements.

Bullying

Bullying related to allergies will not be tolerated.

This includes:

- Threatening exposure to allergens.
- Deliberately bringing allergens close to a pupil.
- Exclusion or teasing related to allergy management.
- Tampering with food or medication.

Any such incident will be treated seriously in line with the school's Behaviour and Anti-Bullying Policies.

7. Minimising Risk

The school adopts an "**allergy aware**" approach alongside a "nut aware" approach.

The school will:

- Carry out individual risk assessments where necessary.
- Consider allergy risks when planning lessons and activities.
- Use alternative materials if activities contain known allergens.
- Ensure appropriate cleaning procedures are followed.
- Promote regular handwashing.
- Discourage sharing of food, drinks, utensils or lunchbox contents.
- Ensure packed lunches and snacks are clearly identifiable where required.

Staff planning activities such as cooking, science, craft, sensory activities or animal visits must consider allergen risks in advance (See Appendix 1).

8. Food Allergy Management

School Meals

The school and catering provider, Dolce, will:

- Provide clear allergen information.
- Work with families to support pupils with food allergies.
- Maintain appropriate communication regarding menu changes.
- Follow food safety and allergen legislation.

Food Brought from Home

Parents are asked to:

- Avoid sending foods identified as posing a significant risk to a particular class or group where requested.
- Clearly identify food where necessary.
- Support school expectations around safe food practices.

The school will not guarantee an allergen-free environment but will take reasonable steps to minimise risk.

Celebrations and Events

Staff must consider pupils with allergies before:

- Birthday celebrations.
- Cooking activities.
- Fundraising events.
- School fairs and special events.

Alternative options will be provided where appropriate.

9. Prescribed Adrenaline Devices

Pupils prescribed adrenaline autoinjectors (AAIs) must have immediate access to their medication at all times.

The school will:

- Encourage age-appropriate pupils to carry their own medication where suitable.
- Store medication in accessible locations if not carried by the pupil.
- Ensure medication is never locked away.
- Maintain records of prescribed devices and expiry dates.

Parents are responsible for ensuring medication remains in date and replacing expired devices promptly.

10. Spare Adrenaline Devices

The school will maintain emergency spare adrenaline autoinjectors in line with statutory guidance.

The school will:

- Store spare devices in clearly labelled emergency kits.
- Keep devices unlocked and accessible.
- Check expiry dates regularly.
- Replace used or expired devices promptly.
- Store spare asthma inhalers with emergency allergy kits where appropriate. [

Emergency kits will be located:

- Green Room on the First Floor
- Nursery Staff Area adjacent to the Dinner Hall

No pupil should be more than five minutes from an adrenaline device.

11. Emergency Procedures

Allergic Reaction

Where a mild or moderate allergic reaction occurs:

- Follow the pupil's Individual Healthcare Plan and Action Plan.
- Administer medication if authorised.
- Inform parents/carers.
- Monitor the pupil closely for at least 60 minutes.

Suspected Anaphylaxis

If anaphylaxis is suspected:

1. Administer adrenaline immediately.
2. Dial 999 and request an ambulance.
3. Follow the pupil's Allergy Action Plan.
4. Contact parents/carers.
5. Remain with the pupil.
6. Administer a second dose after 5 minutes if required and available.

If in doubt, staff will treat the situation as anaphylaxis and administer adrenaline.

12. School Visits and Trips

All pupils with allergies will be enabled to participate fully in educational visits.

Visit leaders will:

- Review relevant Individual Healthcare Plans.

- Undertake specific risk assessments.
- Ensure emergency medication accompanies pupils.
- Ensure trained staff are present.
- Consider allergen exposure risks at venues and during transport.

Parents will not normally be required to accompany pupils solely because of allergy.

13. Recording and Reporting Incidents

The school will record:

- Allergic reactions.
- Anaphylaxis incidents.
- Near misses.
- Exposure to allergens.
- Medication administration.

Records will include:

- Who was involved.
- What happened.
- Location and timings.
- Actions taken.
- Outcomes and follow-up actions.

Following incidents, the school will identify lessons learned and review procedures where necessary.

14. Information Sharing and Confidentiality

Information about allergies will be shared on a need-to-know basis.

The school will:

- Comply with UK GDPR requirements.
- Maintain secure records.
- Share essential information with relevant staff.
- Ensure confidentiality is respected while keeping pupils safe

15. Awareness of the Policy

This policy will be:

- Published on the school's website.
- Available in hard copy on request.
- Shared with staff through annual training.

- Referenced in staff induction.
- Promoted to pupils and families as appropriate.

16. Monitoring and Review

This policy will be reviewed:

- Annually.
 - Following any serious allergy incident.
 - Following any significant near miss.
 - Following changes to legislation or guidance.
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Appendix 1- Allergy-Friendly Classroom Practices

Rockcliffe First School is committed to creating allergy-aware classrooms that minimise risks while ensuring all pupils can participate fully in learning activities.

Food in the Classroom

- Avoid using food unnecessarily as a teaching resource.
- Consider known allergies before planning activities involving food.
- Ensure parents are informed in advance when food-related activities are planned.
- Use allergen-free alternatives wherever possible.
- Avoid using unlabelled food products in lessons or activities.

Craft and Curriculum Activities

When planning art, craft, STEM, science, cooking or sensory activities, staff will assess whether materials may contain allergens and seek alternative resources where necessary.

Examples include:

- Wheat flour in play dough.
- Milk, wheat or soya ingredients in some glues.
- Egg cartons, yoghurt pots and other food-contaminated packaging used for junk modelling.
- Bird seed containing nuts or sesame.
- Animal-related activities that may expose pupils to allergens.

Where an activity presents a risk to a pupil with allergies, reasonable adjustments will be made so that the pupil can participate safely alongside their peers. Individual pupils will not be routinely excluded from activities because of their allergy.

Handwashing and Hygiene

To reduce accidental allergen exposure:

- Pupils and staff will regularly wash hands with soap and water.
- Classroom surfaces will be cleaned regularly.
- Cleaning materials will be used in accordance with school hygiene procedures.
- Tissues, wipes and disposable gloves will be available where appropriate.

Classroom Awareness

Teachers will promote an allergy-aware culture by:

- Encouraging pupils to respect the needs of others.
- Teaching pupils not to share food.
- Challenging myths and misunderstandings about allergies.
- Reinforcing that allergy-related bullying or deliberate exposure to allergens is unacceptable.

Supply Staff and Visitors

Information relating to significant pupil allergies will be made available to supply staff and other adults working with a class. Relevant emergency procedures and medication locations will also be shared when necessary.