



Allergy Safety Policy

2026-2027

“Work hard, be kind”

Policy Status

Item	Detail
Policy Title	Allergy Safety Policy
Approved By	Governing Body
Policy Lead	Andrew Board
Deputy Allergy Lead	Kay Howells
Review Frequency	Annually
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Statutory Status	Statutory

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1. Introduction

An allergy is a reaction of the body's immune system to a normally harmless substance. Allergic reactions can range from mild symptoms such as itching and rashes through to anaphylaxis, a severe and potentially life-threatening reaction.

Anaphylaxis is characterised by symptoms affecting the airway, breathing and/or circulation and requires immediate treatment with adrenaline.

Common allergens include, but are not limited to:

- Peanuts
- Tree nuts
- Sesame
- Milk
- Egg
- Fish
- Shellfish
- Latex
- Insect venom
- Pollen
- Animal dander

Carnarvon Primary School is committed to providing a safe, inclusive environment for all pupils with allergies and allergic conditions.

This policy outlines arrangements for identifying, supporting, and safeguarding pupils with allergies while ensuring they can participate fully in all aspects of school life. It has been developed in line with Allergy Safety in Schools statutory guidance and associated legislation.

2. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure compliance with statutory allergy safety duties.
- Monitor implementation of this policy.
- Review significant allergy incidents and actions taken.
- Ensure sufficient resources are available for allergy management and staff training.
- Review this policy annually.

Headteacher

The Headteacher will:

- Ensure this policy is implemented effectively.
- Ensure appropriate systems are in place to support pupils with allergies.
- Ensure staff receive appropriate training.
- Oversee policy review and publication.
- Monitor compliance with statutory guidance.

Allergy Leads

The designated Allergy Leads are:

- Andrew Board
- Kay Howells

They are responsible for:

- Maintaining the allergy register.
- Coordinating Individual Healthcare Plans.
- Monitoring staff training records.
- Coordinating risk assessments.
- Monitoring incidents and near misses.
- Coordinating annual review of this policy.

Parent Responsibilities

Parents and carers will:

- Inform the school of any allergy diagnosis.
- Provide up-to-date Allergy Action Plans.
- Supply prescribed medication and replacement medication before expiry.
- Inform the school promptly of any changes to treatment or diagnosis.
- Attend review meetings when required.
- Meet with catering staff where appropriate.

Staff Responsibilities

All staff will:

- Complete allergy awareness and anaphylaxis training.
- Familiarise themselves with pupils who have allergies.
- Be aware of Allergy Action Plans and Individual Healthcare Plans.
- Know how to recognise and respond to an allergic reaction.
- Report incidents and near misses.
- Ensure safe practice during classroom activities and school visits.

Pupil Responsibilities

Pupils will be encouraged to:

- Understand their allergies.
- Avoid known allergens where appropriate.
- Inform an adult immediately if they believe they are experiencing symptoms of an allergic reaction.

3. Allergy Action Plans and Individual Healthcare Plans

Allergy Action Plans provide medical guidance on recognising and treating allergic reactions.

At Carnarvon Primary School, we use the British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans.

Where appropriate, we will also develop an Individual Healthcare Plan (IHP).

An IHP will normally be created where:

- A pupil has been prescribed an Adrenaline Auto-Injector (AAI).
- A pupil's allergy presents a significant risk.
- Additional support or adjustments are required.

Individual Healthcare Plans will:

- Be developed collaboratively with parents and healthcare professionals.
- Detail allergens, symptoms and emergency procedures.
- Identify reasonable adjustments.
- Include arrangements for educational visits and extracurricular activities.
- Be reviewed annually, following any allergic reaction, near miss, significant change in medical advice or transition between classes or key stages.

Allergy information, risk assessments, and Individual Healthcare Plans will be reviewed during transitions between classes, key stages, and schools to ensure continuity of support.

4. Emergency Treatment and Management of Anaphylaxis

Symptoms

Mild to Moderate Reaction

- Hives or rash
- Tingling mouth
- Swollen lips, face or eyes
- Stomach pain
- Vomiting

Serious Reaction (Anaphylaxis)

Airway

- Swollen throat
- Swollen tongue
- Hoarse voice
- Difficulty swallowing

Breathing

- Wheezing
- Breathing difficulties
- Persistent cough

Circulation

- Dizziness
- Collapse
- Pale or clammy skin
- Reduced consciousness

Emergency Procedure

If anaphylaxis is suspected:

1. Call for help immediately.
2. Keep the pupil under constant supervision.
3. Lay the pupil flat with legs raised. If breathing is difficult, allow them to sit with legs extended.
4. Do not allow the pupil to stand or walk.
5. Administer an AAI without delay.
6. Call 999 and state "ANAPHYLAXIS".
7. Record the time adrenaline is administered.
8. Give a second AAI after five minutes if symptoms do not improve.
9. Contact parents/carers as soon as practicable.
10. Ensure the pupil is taken to hospital for observation.

If there are no signs of life, commence CPR immediately.

5. Supply, Storage and Care of Medication

Medication will:

- Be stored safely but remain accessible.
- Be clearly labelled.
- Include an up-to-date Allergy Action Plan.
- Be protected from temperature extremes.

Each pupil's allergy kit should contain:

- Two AAIs.
- Allergy Action Plan.
- Prescribed antihistamine where applicable.
- Asthma inhaler where applicable.

Medication expiry dates will be checked termly by the School Office.

Used AAIs will be disposed of as clinical sharps.

6. Spare Adrenaline Auto-Injectors

The school maintains spare AAIs for emergency use.

Spare AAIs are:

- Stored in the school office.
- Clearly labelled.
- Accessible to trained staff.
- Checked monthly.

Spare AAIs will normally only be administered to pupils:

- Known to be at risk of anaphylaxis.

- Prescribed an AAI.
- For whom parental consent has been received.

If anaphylaxis is strongly suspected in an undiagnosed individual, staff will contact emergency services immediately and follow their advice.

7. Staff Training

All staff will complete annual allergy awareness and anaphylaxis training.

Training will include:

- Understanding allergies and common allergens.
- Recognising symptoms.
- Responding to emergencies.
- Administration of AAIs.
- Risk reduction strategies.
- Reviewing Action Plans and Individual Healthcare Plans.
- Practical use of trainer devices.

New staff will receive training as part of induction.

Records of all training will be maintained.

8. Serious Incidents and Near Misses

The school adopts a no-blame approach to reviewing incidents.

The following will be recorded:

- Allergic reactions.
- Use of emergency medication.
- Accidental allergen exposure.
- Medication errors.
- Catering errors.
- Near misses.

All incidents will be reviewed by the Headteacher and Allergy Leads.

Outcomes may include:

- Revised risk assessments.
- Revised Individual Healthcare Plans.
- Additional training.
- Review of procedures.

Parents/carers will be informed promptly following any significant allergic reaction, administration of adrenaline or serious near miss.

9. Inclusion, Equality and Safeguarding

The school is committed to ensuring that pupils with allergies participate fully in school life.

The school recognises that severe allergies may meet the definition of disability under the Equality Act 2010. The school will therefore consider and implement appropriate reasonable adjustments.

No pupil will be excluded from activities solely because they have an allergy.

This policy should be read alongside the:

- Medical Conditions Policy
- Safeguarding Policy
- First Aid Policy
- Educational Visits Policy

10. Catering

The school and catering provider will comply with the Food Information Regulations 2014.

Procedures include:

- Maintaining allergen information.
- Identifying pupils with allergies.
- Preventing cross-contamination.
- Labelling where necessary.
- Consulting parents regarding dietary needs.
- Food used during lessons and special events will be risk assessed appropriately.

11. Educational Visits and Emergency Preparedness

All visits involving pupils with allergies will be risk assessed.

Visit leaders will:

- Carry emergency medication.
- Carry relevant Action Plans and IHPs.
- Ensure medication is accessible at all times.

Allergy arrangements form part of emergency planning, including:

- Evacuations.
- Lockdowns.
- Residential visits.
- Sporting fixtures.
- Wraparound provision.
- Emergency closures.

12. Allergy Awareness and Whole-School Allergy Management

The school actively discourages nuts and nut-containing products from being brought onto site.

However, no school can guarantee a completely allergen-free environment.

The school therefore adopts a whole-school allergy management approach through:

- Staff training.
- Pupil education.
- Parent engagement.
- Safe catering.
- Risk assessment.
- Emergency preparedness.

This approach reflects current national best practice.

13. Risk Assessment

Individual allergy risk assessments will be completed for:

- Newly admitted pupils with allergies.
- Newly diagnosed pupils.
- Pupils whose needs change.

Risk assessments will:

- Be reviewed annually.
- Inform Individual Healthcare Plans.
- Be reviewed following incidents or near misses.
- Consider classrooms, catering, visits and emergencies.

Risk assessments will be securely maintained and shared only with relevant staff.

14. Monitoring and Review

This policy will be reviewed annually by:

- Headteacher
- Allergy Leads
- Governing Body

An earlier review will occur following:

- Significant incidents.
- Significant near misses.
- Legislative changes.
- Updated statutory guidance.

The policy will be published on the school website and made available to staff, governors, parents, and inspectors upon request.

15. References and Useful Links

- Allergy Safety in Schools statutory guidance, Department for Education, July 2026. [[gov.uk](#)], [[assets.pub...ice.gov.uk](#)]
- Using emergency adrenaline auto-injectors in schools, Department of Health and Social Care, 2017. [[assets.pub...ice.gov.uk](#)]
- Children and Families Act 2014. [[gov.uk](#)]
- Equality Act 2010. [[assets.pub...ice.gov.uk](#)]
- Anaphylaxis UK – www.anaphylaxis.org.uk
- Allergy UK – www.allergyuk.org
- BSACI Allergy Action Plans – [Paediatric Allergy Action Plans - BSACI](#)