



**Glenfall Primary School
Allergy Policy**

This policy should be read in conjunction with:

- Supporting Pupils with Medical Conditions Policy
- Safeguarding and Child Protection Policy
- First Aid Policy
- Educational Visits Policy
- Health and Safety Policy

Policy review:

Staff reviewer	Anthony Mitchell Amanda Newdeck Louise Seeley
Governor reviewer	Governing Body
Policy approval	September 2026
Date approved	September 2027
Frequency of review	Annually
Date of next review	September 2027

Document history:

Version	Issue date	Summary of changes
1.0		New Policy Reviewed by staff at staff meeting.

1. Policy Statement

Glenfall Primary School is committed to providing a safe, inclusive, and supportive environment for all pupils, staff, visitors, and contractors. We recognise that allergies can have a significant impact on health, wellbeing, attendance, learning, and participation in school life. Some allergic reactions can be severe and life-threatening.

This policy sets out how Glenfall Primary School will promote allergy awareness, minimise risk, respond to emergencies, and support individuals with allergies in accordance with statutory guidance and the Children's Wellbeing and Schools Act 2026.

The policy will be reviewed annually, or sooner following any serious incident, allergic reaction, anaphylaxis event, or identified "near miss".

2. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure the school has an up-to-date Allergy Safety Policy.
- Monitor implementation and effectiveness of the policy.
- Ensure allergy arrangements are reviewed following incidents or near misses.
- Ensure the policy is published on the school website and available upon request.

Headteacher

The Headteacher will:

- Ensure the policy is implemented throughout the school.
- Appoint a named Senior Leader with responsibility for allergy safety.
- Ensure sufficient staff are trained and competent to respond to allergic emergencies.
- Ensure suitable records are maintained.

Designated Allergy Lead

The Designated Allergy Lead will:

- Lead and coordinate allergy safety arrangements.
- Maintain records of pupils with allergies.
- Ensure Individual Healthcare Plans (IHPs) are current.
- Coordinate staff training.
- Review incidents and near misses.
- Liaise with parents, healthcare professionals, and catering providers.

Staff

All staff are expected to:

- Follow this policy.
- Attend annual allergy awareness and emergency response training.
- Familiarise themselves with pupils' allergy needs.
- Act immediately in an emergency.
- Report all incidents and near misses to DSLs and record onto class *Near Misses Sheet* in Allergy Class packs.
- Know that allergy bags are kept in classroom cupboards on the back of the door in a orange or yellow bag.

3. Allergy Awareness Training

Glenfall Primary School will provide allergy awareness and emergency response training at least annually.

Training will be provided to:

- Teaching staff.
- Teaching assistants.
- Midday supervisors.
- Administrative staff.
- Breakfast and After-School cCub staff.
- Catering staff.
- Regular volunteers.
- Agency workers and supply staff where applicable.
- New staff will receive allergy awareness information as part of their induction.
- Supply teachers and temporary staff will receive information on:
 - Pupils with significant allergies.
 - Emergency procedures.
 - Locations of medication and emergency equipment.

Training will ensure staff:

- Understand allergy and associated risks.
- Understand food allergy, asthma, eczema, hay fever, coeliac disease and food intolerance.
- Know how allergic reactions occur.
- Recognise signs and symptoms of allergic reactions.
- Recognise anaphylaxis.
- Know where allergy information is stored.
- Understand Allergy Action Plans and Individual Healthcare Plans.
- Know how to contact emergency services and parents.
- Can locate and administer prescribed and spare adrenaline auto-injectors (AAIs).
- Know how to use emergency asthma inhalers where required.

- Understand strategies for reducing allergen exposure.
- Understand reporting procedures for incidents and near misses.
- Understand the emotional and wellbeing impact of managing allergies.

4. Promoting Wellbeing

Glenfall Primary School recognises that living with allergies can cause anxiety and affect wellbeing.

The school will:

Foster an inclusive culture for pupils with allergies.

Encourage pupils to speak openly about concerns.

Promote understanding of allergies through age-appropriate education.

Support pupils to participate fully in school life.

Work with parents to ensure appropriate support is in place.

Bullying

The school operates a zero-tolerance approach to bullying relating to medical conditions or allergies.

Any deliberate exposure of a pupil to an allergen, teasing, intimidation, or exclusion because of an allergy will be treated as a serious behavioural matter and dealt with in accordance with the school's Behaviour and Anti-Bullying Policies.

5. Minimising Risk

The school adopts a risk reduction approach rather than claiming to be entirely allergen-free.

Food Provided by the School

The school will:

- Work with catering providers to identify allergens within meals.
- Make allergen information available to staff and parents.
- Support pupils with known food allergies in selecting safe meal options.
- Ensure catering staff understand pupils' dietary requirements.
- Take reasonable measures to prevent cross-contamination where necessary.

Food Brought into School

- The school requests that parents support allergy safety arrangements.
- Where necessary, specific restrictions may be introduced for individual classes, groups, or activities following risk assessment.

Staff will:

- Avoid using food allergens in curriculum activities wherever possible.
- Monitor food sharing between pupils.
- Remind pupils not to share food or drink.

Airborne and Contact Allergens

Where a pupil has a known allergy to airborne or contact allergens, the school will undertake an individual risk assessment and implement reasonable control measures.

Examples may include:

- Adaptation of learning activities.
- Alternative classroom materials.
- Enhanced cleaning arrangements.
- Seating arrangements.
- Restrictions on specific products where necessary.

Curriculum Activities

Staff must consider allergy risks in advance and undertake risk assessments where appropriate.

Staff planning activities including:

- Science investigations.
- Food technology and cooking.
- Art and craft activities.
- Music activities.
- Animal handling.

Educational Visits**Risk assessments for visits and trips will consider:**

- Known allergens.
- Food arrangements.
- Availability of emergency medication.
- Trained staff supervision.
- Emergency medical access.

6. Food Allergy Management

The school will work closely with parents and catering providers to manage food allergies safely.

The school will:

- Maintain accurate allergy records.
- Make relevant information available to appropriate staff.
- Ensure reasonable adjustments are made where required.
- Promote safe dining arrangements.
- Communicate with parents regarding any significant concerns.

While risks will be reduced wherever possible, Glenfall Primary School cannot guarantee an allergen-free environment.

7. Identification of Individuals with Allergies

- Information about allergies may be obtained through:
 - Admission forms.
 - Medical information forms.
 - Parent meetings.
 - Healthcare professionals.
 - Previous educational settings.

The school will maintain a confidential register of:

- Pupils with allergies.
- Known allergens.
- Medication requirements.
- Individual Healthcare Plans.
- Allergy Action Plans.
- Asthma Action Plans where applicable.
- Relevant information will be shared with all staff.

8. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be created when a pupil:

- Has an allergy which significantly affects their school experience.
- Is at risk of harm because of their allergy.
- Requires support arrangements different from those provided generally.

The IHP will include:

- Known allergens.
- Signs and symptoms of reaction.
- Emergency procedures.
- Medication requirements.

Responsibilities of staff.

Adaptations required.

- Current Allergy Action Plans and Asthma Action Plans will be attached or referenced within the IHP.

Plans will be reviewed:

- Annually.
- Following any allergic reaction.
- When medical advice changes.
- Following receipt of updated healthcare plans.

9. Prescribed Adrenaline Auto-Injectors (AAIs)

Parents are responsible for:

- Providing prescribed medication.
- Ensuring medication remains in date.
- Replacing medication when required.

The school will ensure pupils prescribed adrenaline have rapid access to their devices at all times, including:

- During lessons.
- At lunchtimes.
- During PE and outdoor activities.
- On educational visits.

Records will be maintained of:

- Pupils prescribed AAIs.
- Medication locations.
- Expiry dates.
- Relevant Allergy Action Plans.
- Where age and medical advice permit, pupils may carry their own medication in accordance with their Individual Healthcare Plan.

10. Spare Adrenaline Auto-Injectors

Glenfall Primary School will maintain spare adrenaline auto-injectors in line with statutory guidance.

The school will:

- Hold spare AAIs in pairs.
- Store them in clearly identified emergency anaphylaxis kits in the dining room..
- Ensure they are readily accessible and never locked away.

- Keep a record of expiry dates.
- Conduct regular checks of medication stock.
- Replace devices before expiry or immediately after use.

Emergency kits will also contain:

- Instructions for use.
- Emergency asthma inhaler and spacers where appropriate.
- Emergency contact information.
- The school will ensure no pupil is more than five minutes from access to adrenaline.
- Teachers will take allergy bags to Forest School.

11. Trips and Residential Visits

Pupils with allergies will be enabled to participate fully in educational visits and residential experiences.

Prior to visits:

- Individual risk assessments will be completed.
- Emergency medication arrangements will be confirmed.
- Trained staff will be identified.
- Food arrangements will be reviewed.
- Emergency procedures will be communicated to supervising staff.
- During a visit, pupils at risk of anaphylaxis must have access to their prescribed adrenaline throughout the visit.

12. Serious Incidents and Near Misses

All allergic reactions, administration of emergency medication, and allergy-related near misses must be reported to the Designated Allergy Lead.

The school will:

- Record incidents promptly.
- Inform parents.
- Review contributing factors.
- Identify lessons learned.
- Update risk assessments and plans where necessary.
- Serious incidents will be managed in accordance with school safeguarding, health and safety, and medical needs procedures.

13. Information Sharing and Confidentiality

Information about allergies will be managed in accordance with UK GDPR and Data Protection legislation.

The school will:

- Only share information where necessary to protect health and safety.
- Ensure information is treated respectfully.
- Store records securely.
- Share information with staff who need it to fulfil their responsibilities.
- Parents are expected to notify the school promptly of any changes to allergy information.

14. Raising Awareness

To promote a culture of allergy safety, Glenfall Primary School will:

- Publish this policy on the school website.
- Include allergy awareness as part of staff induction.
- Provide annual staff training.
- Share relevant guidance with parents as appropriate.
- Promote age-appropriate understanding of allergies amongst pupils.
- Where agreed with parents and the pupil, friends and classmates may be given appropriate information to help them seek assistance quickly in an emergency.

15. Monitoring and Review

This policy will be reviewed annually by the Governing Body and the Designated Allergy Lead.

The review will consider:

- Allergic incidents.
- Near misses.
- Staff feedback.
- Parent feedback.
- Updates to statutory guidance and best practice.

16. Useful Links

Anaphylaxis UK - <https://www.anaphylaxis.org.uk/>

Safer Schools Programme - <https://www.allergywise.org.uk/p/allergywise-for-schools1>

Allergy UK - <https://www.allergyuk.org/>

Whole school allergy and awareness management -

<https://www.allergyuk.org/schools/whole-school-allergy-awareness-%20andmanagement>

BSACI Allergy Action Plans - <https://www.bsaci.org/professional-%20resources/resources/paediatric-allergy-action-plans/>