Templefield Lower School
Allergy Safety Policy

Aims
This policy aims to:
- Set out our school's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction.
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion.
- Promote and maintain allergy awareness among the school community.

Legislation and guidance
This policy is based on the Department for Education (DfE)'s statutory guidance on Allergy safety in schools and Supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on Using emergency adrenaline auto-injectors in schools, and the following legislation:
- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

Roles and Responsibilities
The **governing body** is responsible for ensuring:
- Risks relating to pupils with allergies are included in the risk register and actively managed.
- The school has an allergy safety policy which sets out:
    - Arrangements to reduce the risk of individuals coming into contact with their known allergens.
    - Emergency response plans for cases of anaphylaxis.

The governing body delegates the day-to-day implementation of this policy to the allergy safety lead. The nominated governor for allergy safety is Eva Favva.

The nominated **allergy safety lead** is Elizabeth Fitch. They are responsible for:
- Implementing this allergy safety policy.
- Reviewing the allergy safety policy at least annually, updating it when needed, and making sure it is published.
- Promoting and maintaining allergy awareness across our school community.
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (ADs).
- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an individual healthcare plan (IHP) is required to specify arrangements that reflect the pupil's circumstances.
- Ensuring all allergy information is up to date and readily available to relevant members of staff.
- Ensuring all pupil who require support with allergies have an up-do-date IHP.
- Ensuring all pupils with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional.
- Ensuring all staff receive regular allergy awareness training.
- Ensuring all staff are aware of the school's policy and procedures regarding allergies.
- Ensuring all relevant staff are aware of what activities need an allergy risk assessment.
- Ensuring serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff:
    - What lessons there are to learn.
    - Any potential changes to the medical conditions and/or allergy safety policies and/or to any pupil's IHP.

The **headteacher** is responsible for:
- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical

conditions policy or whether an individual healthcare plan (IHP) is required to specify arrangements that reflect the pupil's circumstances.

The **office staff** are responsible for:
- Checking spare adrenaline auto-injectors (AAIs) are present and in date on a monthly basis.
- Making sure that replacement AAIs are obtained when expiry dates approach
- Contacting parents to request replacement AAIs and care plans issued by a medical professional when expiry dates approach

All **teaching and support staff** are responsible for:
- Promoting and maintaining allergy awareness among pupils.
- Maintaining awareness of our allergy safety policy and procedures.
- Being able to recognise the signs of severe allergic reactions and anaphylaxis.
- Being aware of specific pupils with allergies in their care.
- Reducing the risk to pupils with known allergies coming into contact with known allergens.
- Ensuring the wellbeing and inclusion of pupils with allergies.
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead.

Parents/carers are responsible for:
- Being aware of our school's allergy safety policy.
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis.
- If required, providing their child with 2 in-date adrenaline auto-injectors (AAIs) and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner.
- Following the school's guidance on food brought in to be shared.
- Updating the school on any changes to their child's condition.

Identifying individuals at risk
Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an 'allergen') they are allergic to. Common allergic conditions include:
- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mites, animal fur/feathers or mould.
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mites, pollen and substances like nickel, latex and some chemicals.
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to 'whole body' reactions including anaphylaxis.
- Asthma which may be triggered by airborne allergens.
- Allergy to insect stings and medicines.

Identifying pupils at risk
We will:
- For new starters, send a form to all parents/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any allergy the pupil has and whether they carry medication. Where a pupil has a new diagnosis and/or has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks.
- Send a reminder to parents/carers at the start of each year asking them to update their child's medical information as necessary.

We ask that parents/carers proactively inform us by either phone call to the school (01525 713625) or an email to office@templefield-lower.co.uk if their child's medical needs change during the school year.

Identifying staff and visitors at risk
Our arrangements for identifying staff and visitors with known allergies are as follows:
- Asking new staff to provide details of their allergies in advance of their start date.
- Asking visitors to provide details of their allergies in advance of their visit.

We ask that existing staff proactively inform us if their medical needs change during their employment by speaking to the headteacher.

Individual healthcare plans (IHPs)
Pupils should have an IHP if they:
- Have an allergy which has a functional impact on them in the school environment;
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally.

It is not necessary for a pupil to have a formal diagnosis of an allergy for them to have an IHP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the pupil. The school will make every effort to make sure that arrangements are put in place within 2 weeks or by the start of the relevant term for pupils who are new to our school.

Not all children with an allergy will require an IHP. Some allergies will have little or no impact on the pupil while they are at school, or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

The headteacher and allergy safety lead are responsible for deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances.

The school will consider the following principles:
- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, an IHP may not be required.
- If the pupil only needs non-prescription medication and the school's medical conditions policy would permit them to carry and administer it, an IHP may not be required.

IHPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school, their IHP will be shared as part of the transition.

Allergy and asthma action plans
All pupils who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

All pupils who have asthma should be issued with an asthma action plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or a reliever inhaler in the event of an asthma attack.

The allergy action plan and/or asthma action plan should be attached to the pupil's IHP. Whenever the allergy action plan is updated, the pupil's IHP should be reviewed to incorporate it.

Register of pupils with known allergies
The school maintains a register of pupils who have a known allergy. The register includes:
- Known allergens and risk factors for anaphylaxis.
- Whether a pupil has been prescribed ADs.
- Where a pupil has been prescribed an AD, whether parental consent has been given to administer emergency medication.
- A photograph of each pupil to allow a visual check to be made.

The register is kept in each classroom, the school first aid cupboards and the school kitchen. It can be checked quickly by any member of staff as part of initiating an emergency response.

Assessing Risk
The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:
- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

Hygiene Procedures
- Pupils are reminded to wash their hands before and after eating and after using the toilet.
- Sharing of food, food containers, and food utensils is not allowed.
- Parents/carers are asked to clearly label lunch boxes, water bottles and food containers belonging to pupils with allergies.
- Where food is brought in for celebrations or special events, parental engagement and permission will be sought to ensure inclusion and safety for pupils with allergies.

Catering
- Catering staff receive appropriate training and are able to identify pupils with allergies.
- The school will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements.
- School menus are available for parents/carers and pupils to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers.
- Where changes are made to school menus, we will make sure these comply with legislation and continue to meet any special dietary needs of pupils.
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA).
- Where food is provided by the school, staff will understand how to read labels for food allergens.
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination.

Insect bites/stings
When outdoors:
- Shoes should always be worn.
- Food and drink should be covered.

Children are encouraged to tell an adult if an insect bites or stings them.

Animals
- All pupils will always wash their hands after interacting with animals to avoid putting pupils with allergies at risk through later contact.
- Pupils with animal allergies will not interact with animals – teaching staff will plan alternative activities for these pupils if an enrichment activity involves contact with animals.

Visits and trips
- No pupils with allergies will be excluded from taking part.
- The school will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training.
- The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip.
- Pupils at risk of anaphylaxis should have their own ADs taken.
- Staff trained to administer adrenaline in an emergency will be present on the school trip.
- Appropriate measures will be taken in line with the school's AD protocols for off-site events and school trips (see below).

Procedures for handling an allergic reaction
- All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately.

- Staff are trained in the administration of adrenaline to minimise delays in an emergency.
- If the pupil has an allergy action plan, this must be followed.
- A spare school AD device will only be used if:
    - The pupil does not have a prescribed AD.
    - The pupil's prescribed ADs are not available or misfire.

Prescribed adrenaline devices (ADs)
Prescribed ADs will be stored in the following locations:
- Windmill first aid cupboard
- Reception first aid cupboard
- Main school first aid cupboard

First aiders will take a child's prescribed ADs on school trips and will be in the same group as the child at all times.

Parents/carers are asked to provide the school with 2 adrenaline devices (ADs) for their child and for checking that they remain in date. A copy of the pupil's allergy action plan is kept alongside their medication, as it includes instructions on how the AD should be used in an emergency.

Parents/carers are responsible for providing school with prescribed ADs
- The allergy safety lead will keep an up to date medical needs register which will be shared with all relevant staff.
- The office staff will ensure that the catering staff have up to date information regarding all pupils with allergies in school.

Spare ADs and inhalers
Please note: current regulations only allow schools to purchase adrenaline auto-injectors (AAIs) as spare devices. Non-injectable adrenaline devices (nasal spray) may be prescribed to individuals but cannot currently be stocked as a spare device. If an individual who is prescribed nasal adrenaline suffers anaphylaxis, a school's spare AAI may be used in an emergency. Schools can purchase an emergency asthma reliever inhaler which can only be used if the pupil's prescribed inhaler is not available and where written consent has been obtained.

The allergy safety lead is responsible for sourcing spare ADs and an emergency asthma reliver inhaler, and ensuring they are stored according to the guidance.

The school will submit a request, signed by the headteacher, to the pharmaceutical supplier when purchasing AAIs, which outlines:
- The name of the school
- The purpose for which the product is required
- The total quantity required

The allergy safety lead, in conjunction with the school nurse, will decide which brands of AAI to purchase. Where possible, the school will hold one brand of AAI to avoid confusion with administration and training; however, subject to the brands pupils are prescribed, the school may purchase multiple brands.

The school will provide AAIs in accordance with age-based criteria, relevant to the age of the pupils at risk of anaphylaxis, to ensure the correct dosage requirements are adhered to.

Spare ADs will be stored in the main school first aid cupboard. They will be kept in pairs, in case a second one is necessary, separate from any pupils' prescribed ADs and clearly labelled to avoid confusion

The office staff are responsible for:
- Checking monthly that spare ADs are present and in date.
- Obtaining replacement ADs when the expiry date is near.

Disposal
ADs can only be used once. Once an AD has been used, it will be disposed of in line with the manufacturer's instructions.

If an AD is used, it will be given to paramedics upon arrival and taken with the child to the hospital where it will be disposed of safely.

Using spare ADs in an emergency situation without prior consent
The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

The school will obtain advance consent from parents/carers for spare adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place.

However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

Use of ADs off school premises
Pupils at risk of anaphylaxis will be accompanied by a first aider when they are on school trips and off-site activities. The first aider will be responsible for carrying the pupil's prescribed ADs.

Serious incidents and 'near misses'
A serious incident is any event relating directly to a medical condition (including allergy) in which a pupil, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A 'near miss' is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

Incident recording
The school will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded on AssessNET, including the following information:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and pupils responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded

The school will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

Incident reporting
The parents/carers of a pupil aged up to 16 should be notified of the incident or 'near miss' as soon as possible.

The school will share the report with the pupil's parents or the individual involved.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The school will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the pupil is at home. This means that incident reporting is not limited to staff – parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.

Staff will always share the incident report with the headteacher and the allergy safety lead. The allergy safety lead will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The school will also share the report with other agencies in the following circumstances:

- With the Health and Safety Executive (HSE): incidents which arise directly out of the way the school carried out a work activity which results in death or immediate hospitalization. For example, where a pupil has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff.
- To the local authority: any allergen-related food safety incidents.

In the event that the incident or 'near miss' was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

Staff training

All staff will receive allergy awareness training at least annually. This will include teaching and support staff, temporary and supply staff, peripatetic staff, agency workers, regular volunteers, catering staff and those who oversee pupils at breakfast or after-school clubs.

Allergy awareness training will ensure that all staff:

- Have an awareness of allergies, the risks they pose, how allergic reactions can occur and how to manage it.
- Understand that allergy includes multiple conditions (e.g. food allergy, asthma, eczema, hay fever, others), which can co-exist.
- Understand the difference between food allergy, coeliac disease and food intolerance.
- Know where to find information on allergy triggers.
- Can identify the range of symptoms of allergic reactions.
- Understand and can recognise anaphylaxis.
- Know how to respond in an emergency, including:
    - Calling emergency services and informing parents/carers.
    - How to locate and administer emergency medication.
    - How to use the medication/device in an emergency.
- Understand the impact allergies can have on a pupil's wellbeing.
- Understand the school's allergy safety policy.
- Know how to check whether an individual is on the record of those with known allergy, and how to use an allergy or asthma action plan.
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens.
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss').

New members of staff will receive allergy awareness training as part of their induction. Supply and temporary staff will be provided with relevant information about pupils with allergies, emergency procedures and the location of emergency medication.

New member of staff will receive allergy awareness training as part of their induction. Supply, temporary and other relevant non-permanent staff will be provided with information about pupils with allergies, emergency procedures and the location of emergency medication, and will be required to have received appropriate allergy awareness training.

Awareness of allergy safety policy

This allergy safety policy will be published on the school's website and shared with parents/carers at the start of the school year.

All staff should be aware of and understand the policy as part of annual allergy awareness training.

All pupils will have an allergy awareness lesson delivered at the start of the school year in an age-appropriate manner by their class teacher.

Wellbeing
Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher
- Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis

The school will respond to any instance of bullying in line with its anti-bullying policy.

Wellbeing support following an incident or 'near miss'
The school recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the pupil but their family, those involved in responding and any witnesses. The school will provide support to those involved.

The school will support staff involved in any incident or 'near miss'.

Information sharing
Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

Monitoring arrangements
This policy will be monitored by the allergy safety lead.

It will be reviewed annually by the allergy safety lead and headteacher, or more frequently if a serious incident or 'near miss' identifies an area for improvement.

Links with other policies
This policy should be read in conjunction with the following school policies and procedures:

- Anti-Bullying Policy
- Behavior Policy
- Data Protection Policy
- First Aid Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

Approved by governors: October 2026

Last reviewed: September 2026

Next review: September 2027