Heathfield Schools' Partnership

Allergy Safety Policy

1. Introduction and aims

This policy sets out our school's approach to allergy safety, including:

- Reducing the risk of pupils, staff and visitors being exposed to known allergens.
- Setting out procedures to follow in the event of an allergic reaction or anaphylaxis.
- Supporting pupils with allergies to participate fully in school life.
- Promoting and maintaining allergy awareness across the school community.
- Ensuring pupils at risk of anaphylaxis have rapid access to their prescribed adrenaline devices and that appropriate spare adrenaline auto-injectors (AAIs) are available for emergency use.
- Supporting the wellbeing, inclusion and safety of pupils with allergies.

2. 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:

- Children's Wellbeing and Schools Act 2026
- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Ensuring the school has an allergy safety policy covering identification, risk reduction, anaphylaxis arrangements, emergency response, staff training, IHPs, visits and trips, wellbeing and inclusion, and serious incidents and near misses.
- Reviewing and approving the allergy safety policy at least annually.
- Making changes following the annual review or following a serious incident or near miss where appropriate.
- Ensuring the policy is generally known within the school and to parents/carers.
- Bringing the policy to the attention of pupils, parents/carers and all people working at the school at least annually.
- Publishing the policy on the school's website.
- Ensuring appropriate arrangements and resources are available to implement the policy.
- Ensuring serious incidents and near misses are appropriately reported and lessons are learned.

The nominated allergy safety governors are Helen Plummer and Eleanor Lack.

The governing board delegates day-to-day implementation of this policy to the allergy safety lead.

3.2 Allergy safety leads

Allergy Safety Policy

The nominated allergy safety leads are Nikki Allman and Kass Rizzo.

The allergy safety leads are responsible for:

- Implementing this allergy safety policy.
- Contributing to its annual review.
- Promoting and maintaining allergy awareness across the school community.
- Developing and reviewing arrangements for the safe storage, checking and disposal of adrenaline devices.
- Ensuring allergy information is up to date and readily available to relevant staff.
- Ensuring pupils requiring additional support have an appropriate IHP.
- Ensuring pupils with known food or insect-sting allergy have an appropriate Allergy Action Plan issued by a healthcare professional.
- Ensuring pupils with asthma have an appropriate Asthma Action Plan issued by a healthcare professional.
- Ensuring relevant action plans are attached to IHPs.
- Ensuring all staff receive appropriate allergy awareness and emergency-response training.
- Ensuring staff understand this policy and their responsibilities.
- Ensuring relevant activities are subject to appropriate allergy risk assessment.
- Ensuring serious incidents and near misses are recorded and reported appropriately.
- Reviewing incidents and near misses to identify lessons and improvements.
- Ensuring appropriate spare AAIs are available, stored and checked.
- Ensuring replacement spare AAIs are obtained when required.
- Ensuring appropriate arrangements are made for pupils with allergies during trips and off-site activities.

3.3 Co-headteachers

The co-headteachers are responsible for:

- Ensuring the policy is implemented.
- Deciding, with parents/carers and relevant healthcare professionals where appropriate, whether a pupil's allergy can be managed through the school's general medical conditions arrangements or whether an IHP is required.
- Ensuring reasonable adjustments and appropriate support are made for pupils with allergies.
- Ensuring pupils with allergies are not unnecessarily excluded from school activities, trips, clubs or other aspects of school life.
- Ensuring staff have appropriate information and training.
- Ensuring concerns, incidents and near misses are addressed promptly.

Allergy Safety Policy

3.4 Designated staff for spare adrenaline devices

Justine Fisher and Michelle Cross are responsible for:

- Checking spare AAIs monthly to ensure they are present, in date and stored correctly.
- Arranging replacement spare AAIs before they expire or following use.
- Reporting any concerns about spare medication to the allergy safety lead.

3.5 Teaching and support staff

All teaching and support staff are responsible for:

- Maintaining awareness of this policy and relevant procedures.
- Promoting allergy awareness among pupils.
- Knowing which pupils in their care have known allergies where this information is necessary for their role.
- Reducing the risk of exposure to known allergens.
- Knowing how to recognise an allergic reaction and anaphylaxis.
- Knowing how to respond to an allergic emergency.
- Knowing where prescribed and spare emergency medication is located.
- Supporting pupils with allergies to participate fully in school life.
- Following individual IHPs and Allergy or Asthma Action Plans.
- Reporting allergic reactions, anaphylaxis, serious incidents and near misses promptly.

3.6 Parents/carers

Parents/carers are responsible for:

- Providing the school with accurate and up-to-date information about their child's allergy and medical needs.
- Providing copies of relevant healthcare-professional action plans.
- Informing the school promptly about changes to their child's condition, medication or prescribed adrenaline devices.
- Providing prescribed medication and, where required, two in-date prescribed adrenaline devices.
- Ensuring prescribed medication is replaced before expiry.
- Working with the school to develop and review the pupil's IHP.
- Following the school's arrangements regarding food brought into school to be shared.
- Supporting their child to understand their allergy and, where age appropriate, how to manage it safely.

3.7 Pupils with allergies

Where age and developmentally appropriate, pupils with allergies should:

- Understand their known allergens and the risks associated with them.
- Understand their individual allergy management arrangements.
- Carry their prescribed adrenaline devices where appropriate and agreed in their IHP.
- Know how and when to seek help.
- Follow appropriate instructions concerning their medication.

The school recognises that responsibility for allergy management must be age-appropriate and that pupils must not be expected to manage an allergy independently where this would be unsafe.

3.8 Pupils without allergies

Pupils should:

- Develop an age-appropriate awareness of allergies.
- Understand that exposure to another person's allergen may cause serious harm.
- Avoid deliberately exposing another pupil to an allergen.
- Know how to seek adult help if a pupil has an allergic reaction.

The school will not place responsibility for emergency medical care on pupils.

4. Identifying individuals at risk

4.1 Identifying pupils

The school will:

- Gather information about allergies when a pupil joins the school.
- Seek relevant information from parents/carers and, where appropriate, the pupil's previous setting.
- Seek copies of relevant IHPs and Allergy or Asthma Action Plans.
- Ask parents/carers to update medical information at the start of each school year.
- Ask parents/carers to notify the school promptly of changes during the year.
- Put appropriate arrangements in place before the beginning of the relevant school term wherever possible.
- Where a pupil joins or develops a new allergy during the school year, make every effort to put appropriate arrangements in place within two weeks where appropriate.

Parents/carers can notify the school by telephone on 0208-894-3525 and/or by email at info@heathfield-jun.richmond.sch.uk.

4.2 Identifying staff and visitors

The school will take appropriate steps to identify and support staff and visitors with allergies where these may be relevant to their time on the school premises. All current and new members of staff will be asked to provide details of any allergies that the school needs to be aware of. This information will be recorded on a staff allergy register. A hard copy of the register will be kept in the medical room, and an electronic copy will

be stored on both school servers. Visitors will be asked to disclose any allergies when signing in using the school's electronic visitor management system. Where a visitor has an allergy, they will be advised to inform a member of the school office team so that any necessary support or precautions can be put in place. All information relating to allergies will be collected, stored, shared and used appropriately, in accordance with applicable data protection legislation and the school's data protection procedures.

4.3 Individual Healthcare Plans

A pupil should have an IHP where:

- 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.
- They require arrangements which are additional to or different from those made generally.

An IHP will set out the additional or different arrangements required to support the pupil, including emergency arrangements. IHPs will be developed in collaboration with the pupil, where appropriate, and their parents/carers, taking account of relevant advice from healthcare professionals.

An IHP is not a clinical document. Relevant Allergy and/or Asthma Action Plans issued by healthcare professionals should be attached to the IHP.

Not every pupil with an allergy will require an IHP. The decision will reflect the pupil's circumstances and the arrangements they require.

IHPs will be reviewed at least annually and sooner where the pupil's needs change or following a relevant incident.

Where a pupil moves to another school, the school will share relevant information and support the receiving school to establish appropriate arrangements.

4.4 Allergy and Asthma Action Plans

Pupils with a known food or insect-sting allergy should have an appropriate Allergy Action Plan issued by their healthcare professional. Pupils with asthma should have an Asthma Action Plan issued by their healthcare professional.

Action Plans should include the information staff need to recognise symptoms, administer emergency medication where authorised and know when emergency help is required. Action Plans should be attached to the pupil's IHP. When an updated Action Plan is received, the pupil's IHP will be reviewed where necessary.

4.5 Register of pupils with known allergies

The school maintains a register of pupils with known allergies. Where appropriate, the register includes:

- The pupil's known allergen(s).
- Relevant risk factors.
- Whether the pupil has prescribed adrenaline devices and the type/dose where relevant.
- Relevant information concerning emergency medication and consent.
- Information needed by staff to initiate an emergency response.

Allergy Safety Policy

Relevant allergy information will be accessible to staff who need it, including in areas where food is prepared, served or handled, while protecting pupils' confidentiality.

5. Assessing risk

The school will undertake appropriate allergy risk assessments where required, including for food technology; science experiments involving food or other allergens; art, craft or design activities involving allergens; activities involving animals; baking or food preparation; school trips and off-site visits; sports and outdoor activities; activities involving known environmental allergens; and any other activity where a pupil's allergy creates a foreseeable risk.

Where a visitor with a guide dog or other animal is expected, the school will consider the needs of pupils with relevant animal allergies.

Risk assessments will focus on reasonable measures to reduce risk while enabling pupils with allergies to participate fully.

6. Minimising risk

6.1 General principles

The school will take reasonable and proportionate steps to reduce exposure to known allergens. The school recognises that it is not generally possible to create an entirely allergen-free environment. Risk management will therefore focus on identifying known risks, reducing avoidable exposure and ensuring rapid emergency response.

6.2 Hygiene procedures

- Pupils will be encouraged to wash their hands before and after eating.
- Sharing of food, food containers and food utensils is not permitted where this could create an allergy risk.
- Pupils should use their own named water bottles and lunch boxes.
- Staff will consider allergen contamination when planning practical activities.
- Appropriate cleaning procedures will be followed after food preparation and other activities involving allergens.

6.3 Catering

The school is committed to providing safe food options for pupils with allergies and other medical dietary requirements.

- Catering staff will receive appropriate training.
- Catering staff will have access to accurate information about pupils' relevant dietary needs.
- The school will work with its caterer to ensure appropriate allergy controls are in place.
- Menus and allergen information will be made available to parents/carers and pupils where appropriate.
- Parents/carers will be able to discuss allergy-safe provision with appropriate catering staff.
- Menu changes and substitutions will continue to meet relevant dietary and allergy requirements.
- Mandatory allergen information will be provided in accordance with applicable food law.

- Staff providing food will understand how to identify allergen information.
- Appropriate controls will be used to reduce cross-contamination.
- Food provided by the school or its caterers will be managed in accordance with the Food Information Regulations and relevant Food Standards Agency guidance.
- Prepacked for direct sale (PPDS) foods will be labelled in accordance with legal requirements.
- The school will ensure that pupils with allergies are not disadvantaged when menus change.

6.4 Insect stings

- Pupils should wear suitable footwear.
- Food and drink should be covered where appropriate.
- Staff will follow the pupil's IHP where a pupil is at particular risk of insect-sting anaphylaxis.
- Appropriate emergency medication will be readily accessible.

6.5 Animals

- Pupils will wash their hands after interacting with animals.
- The school will consider the needs of pupils with known animal allergies before animal-related activities.
- Where necessary, reasonable adjustments will be made to enable pupils with animal allergies to participate safely.

Pupils with animal allergies will not automatically be excluded from activities. Arrangements will be based on individual risk assessment and the pupil's IHP.

6.6 Visits and trips

Pupils with allergies will not be unnecessarily excluded from visits, trips or other activities.

The school will:

- Conduct an appropriate risk assessment for pupils at risk of anaphylaxis.
- Ensure staff involved know which pupils require support.
- Ensure staff have appropriate allergy awareness and emergency-response training.
- Ensure pupils at risk of anaphylaxis have their prescribed adrenaline devices with them.
- Ensure trained staff are available to administer adrenaline in an emergency where required.
- Ensure AAIs devices are taken on all trips
- Ensure arrangements are consistent with the pupil's IHP and Allergy Action Plan.

7. Procedures for handling an allergic reaction

All staff are expected to be able to recognise anaphylaxis and know how to respond. Where a pupil has an Allergy Action Plan, staff should follow it.

Anaphylaxis is a medical emergency.

Heathfield Schools' Partnership

Allergy Safety Policy

1. Keep the pupil with the member of staff responding to the emergency.

2. Place the pupil flat with their legs raised where appropriate and do not allow them to stand or walk unless necessary for safety.

3. Bring the pupil's prescribed adrenaline device to them and use it in accordance with their Action Plan and training.

4. Administer adrenaline as soon as possible and within five minutes. Do not delay administration while waiting for emergency services.

5. Call 999 immediately and request an ambulance.

6. If the pupil has prescribed adrenaline devices, use these in the first instance.

7. A spare AAI may be used where the pupil has no prescribed adrenaline device, or where the prescribed device is unavailable or has misfired.

8. Follow the pupil's Allergy Action Plan and the instructions on the device.

9. If symptoms do not improve or return and a second adrenaline device is available, it may be administered in accordance with the Action Plan/emergency guidance.

1. 10. Keep the pupil under appropriate supervision while awaiting emergency services.

11. Contact parents/carers as soon as practicable.

2. 12. Record and report the incident in accordance with section 9.

The school will not delay emergency treatment because advance parental consent for use of a spare AAI has not been obtained.

8. Adrenaline devices

8.1 Prescribed adrenaline devices

Pupils at risk of anaphylaxis who are prescribed adrenaline devices should have rapid access to their devices at all times. Where clinically prescribed, pupils should have access to both prescribed devices. Where age and circumstances permit, pupils should be encouraged to carry their prescribed devices with them.

Where a pupil cannot safely carry their devices, they will be stored in an appropriate central location that is unlocked and accessible to authorised staff at all times. At Heathfield, this central location is the medical room.

Prescribed adrenaline devices must not be locked away or kept somewhere where access is unnecessarily restricted.

They will be stored at room temperature and in accordance with the manufacturer's instructions, away from direct sunlight and extremes of heat or cold, and in a way that prevents unnecessary access by other pupils while ensuring rapid access by staff and the pupil.

The arrangements for each pupil will be recorded in their IHP.

8.2 Spare AAIs

The school will maintain spare AAIs for emergency use in accordance with applicable legislation and government guidance.

Allergy Safety Policy

Spare AAIs:

- Will be readily accessible at all times in the school's medical room and will not be locked away.
- Will be kept in a safe and central location and stored in pairs.
- Will be clearly labelled as spare/emergency devices.
- Will be stored at room temperature in accordance with manufacturer instructions.
- Will be protected from direct sunlight and extremes of temperature.
- Will be available within five minutes of wherever they may be needed.
- Will be checked monthly to ensure they are present, in date and in appropriate condition.
- Will be replaced promptly following use or expiry.
- Will be maintained in appropriate doses for the age range and pupil population at the school.

Where one location cannot provide access within five minutes, additional emergency locations will be considered.

Spare AAIs will be kept separate from pupils' prescribed devices to avoid confusion.

8.3 Disposal

Used adrenaline auto-injectors will be disposed of safely in accordance with the manufacturer's instructions and applicable arrangements for sharps/medical waste. Used or expired spare AAIs will be replaced promptly.

8.4 Use of spare AAIs without prior consent

The school may obtain advance parental/carer consent for the use of spare AAIs as good practice. However, the school will not delay life-saving treatment while checking whether prior consent has been obtained. In an emergency, staff may take reasonable action to save life in accordance with their training and applicable law and guidance.

8.5 Use of adrenaline devices off school premises

Pupils at risk of anaphylaxis should have their prescribed adrenaline devices with them during trips and off-site activities. Where a pupil cannot safely carry their devices, an accompanying responsible adult will carry them.

Staff attending trips will know how to access and administer emergency medication where required.

A risk assessment will determine whether a spare AAI should also be taken on a particular trip.

Taking spare AAIs on a trip must not result in the school being left without the appropriate spare devices on its premises.

8.6 Emergency asthma inhaler

Where the school maintains an emergency asthma reliever inhaler, it will be managed in accordance with the relevant government guidance. The inhaler and spacer will be stored appropriately; checks will be carried out regularly; expired or used equipment will be replaced; written consent requirements will be met before use; and staff will understand when the emergency inhaler may be used.

Allergy Safety Policy

9. Serious incidents and near misses

9.1 Definitions

A serious incident is an event relating directly to allergy in which a pupil, member of staff or visitor is harmed or placed at immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or emergency services.

A near miss is an event that did not result in harm but had the clear potential to do so, for example because an error, omission or system failure could reasonably have resulted in a serious incident.

9.2 Incident recording

The school will record serious incidents and near misses as soon as reasonably practicable, including who was affected; what happened; when and where it happened; known or suspected cause; how staff and pupils responded; support provided; whether emergency services were called; medication administered; how the incident concluded; and any immediate actions taken.

Incidents will be considered in a no-blame spirit focused on learning and prevention.

9.3 Incident reporting

Parents/carers will be informed as soon as reasonably practicable following an incident or near miss involving their child.

The governing board will be informed of serious incidents and near misses in accordance with the school's reporting arrangements.

The pupil and their parents/carers will be given an opportunity to discuss what happened and contribute to the review.

The allergy safety lead will consider whether arrangements were appropriate, whether the pupil's IHP/ action plan needs updating, whether staff training needs strengthening, whether this or another policy needs amendment, and whether additional risk controls are required.

Lessons learned will be shared appropriately with staff.

9.4 External reporting

The school will make any reports required by law or relevant statutory guidance. Where an allergen-related food safety incident requires reporting to the local authority, the school will do so. Where an incident arises directly from a work activity and meets applicable RIDDOR/HSE reporting criteria, the school will report it as required. Where an incident relates to a healthcare professional's care plan or action plan, the relevant healthcare professional will be informed where appropriate.

10. Allergy awareness

10.1 Staff training

All staff expected to be present while pupils are on site will receive appropriate allergy awareness training. Training will be provided at induction for new staff and refreshed at least annually.

Training will include relevant permanent, temporary, supply, agency, peripatetic, catering and regular volunteer staff.

Training will cover:

- What allergy is and differences between types of allergy.

Allergy Safety Policy

- Food allergy.
- Asthma and allergic asthma.
- Eczema and allergic rhinitis.
- Insect-sting allergy.
- Other relevant allergic conditions.
- The difference between allergy, coeliac disease and food intolerance.
- Known allergen triggers.
- Symptoms of allergic reactions.
- Recognition of anaphylaxis.
- Emergency response.
- Location and use of prescribed and spare emergency medication.
- Calling 999 and prompt adrenaline administration.
- The school's allergy safety policy.
- IHPs and Allergy/Asthma Action Plans.
- Reducing exposure to known allergens and cross-contamination.
- Supporting wellbeing and inclusion.
- Recording and reporting incidents and near misses.

Staff will be given appropriate practical familiarisation with adrenaline devices, including suitable training devices where available.

10.2 Allergy safety policy awareness

This policy will be published on the school's website, shared with parents/carers at the start of each school year, made available to staff, brought to the attention of pupils at least annually in an age-appropriate way, and reviewed at least annually.

All staff should understand their responsibilities under the policy.

11. Wellbeing and inclusion

The school recognises that pupils with allergies may experience anxiety, embarrassment, isolation or bullying.

The school will:

- Promote an inclusive approach.
- Take reasonable steps to enable pupils with allergies to participate fully in school life.
- Address allergy-related bullying in accordance with behaviour and anti-bullying procedures.

- Provide additional pastoral support where appropriate.
- Ensure pupils are not unnecessarily singled out because of their allergy.
- Encourage age-appropriate awareness among pupils and staff.
- Consider reasonable adjustments where an allergy has a substantial and long-term impact on the pupil.

Pupils with allergies should not be unnecessarily excluded from lessons, clubs, sports, school meals, trips, educational visits, residential activities, social activities or other aspects of school life.

Where restrictions are necessary for safety, they will be based on individual circumstances and appropriate risk assessment.

11.1 Wellbeing support following an incident or near miss

The school recognises that an allergy-related incident or near miss can affect the pupil, their family, staff involved, other pupils and witnesses. Appropriate pastoral and wellbeing support will be offered following a serious incident or near miss. The school will also support staff involved in responding to an incident.

12. Information sharing

Information about an individual's health is special category personal data under UK data-protection law.

The school will handle allergy information in accordance with its Data Protection Policy and UK GDPR requirements.

Information will be shared with staff on a need-to-know basis where this is necessary to keep a pupil safe.

The school will ensure relevant staff have sufficient information to identify pupils at risk, recognise their allergens, access their IHP or action plan, locate emergency medication and respond appropriately in an emergency.

The school will avoid unnecessary sharing of sensitive medical information and will handle information respectfully.

13. Monitoring arrangements

The allergy safety lead, Nikki Allman, will monitor implementation of this policy.

The governing board will review and approve the policy at least annually.

The policy will also be reviewed following a serious allergy incident, significant near miss, change in legislation or statutory guidance, significant change in the school's arrangements, or any other circumstance indicating that the policy should be amended.

The review will consider:

- Incidents and near misses.
- Staff training.
- Availability and checking of spare AAIs.
- IHPs and action plans.
- Catering arrangements.

Allergy Safety Policy

- Trips and activities.
- Feedback from pupils and parents/carers.
- Feedback from staff.
- Relevant healthcare-professional advice.
- Changes to government guidance or legislation.

Where appropriate, pupils with allergies and their parents/carers will be involved in the development and review of arrangements affecting them.

The governing board will ensure that necessary amendments identified through monitoring and review are implemented.

Unacceptable practice

The school considers the following unacceptable:

- Unnecessarily excluding a pupil with an allergy from lessons, trips, clubs or other activities.
- Failing to make reasonable arrangements for a pupil's known allergy.
- Deliberately exposing a pupil to a known allergen.
- Locking away prescribed or spare adrenaline devices in a way that prevents timely access.
- Failing to ensure relevant staff have appropriate allergy awareness and emergency-response training.
- Failing to follow a pupil's IHP or Allergy Action Plan without good reason.
- Delaying emergency treatment while waiting for parental consent where immediate action is required to save life.
- Treating allergy-related needs as a reason for unnecessary discrimination or bullying.
- Failing to investigate and learn from serious incidents and near misses.

The school will take proportionate action where unacceptable practice is identified.

Policy review

This policy will be reviewed at least annually and following any significant allergy incident, near miss, change in legislation or change in government guidance.

Heathfield Schools' Partnership

Allergy Safety Policy

Approved by:	Co-Heads Helen Child David Colenso Heathfield Partnership Governing Body	**Date:** 19.10.26
Last reviewed on:	October 2026	
Next review due by:	October 2027	