

ALLERGY SAFETY POLICY

September 2026

Hollyfield Primary School

...a place where everyone matters

A Safeguarding Policy



Version:

September 2026

Ratified by the Governing Body:

23 September 2026

Signed by the Governing Body:

To be reviewed (annually):

September 2027

Policy Lead:

Policy Lead: SENDCo/Medical Needs Lead/
Designated Allergy Lead

1) Policy Statement

Hollyfield Primary School is committed to providing a safe, inclusive, and supportive environment for all pupils, staff and visitors with allergies.

We recognise that allergies can have a significant impact on a child's health, wellbeing, and educational experience. Allergic reactions can range from mild symptoms to life-threatening anaphylaxis and therefore require robust procedures to minimise risk and ensure an effective emergency response.

This policy has been developed with regard to:

- Allergy Safety in Schools Statutory Guidance (DfE, July 2026)
- Children's Wellbeing and Schools Act 2026
- Supporting Pupils with Medical Conditions at School
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- relevant statutory safeguarding guidance
- UK GDPR and applicable data protection legislation.

Hollyfield Primary School will have regard to the Department for Education's statutory guidance on allergy safety when implementing and reviewing this policy.

The policy sets out the school's arrangements for identifying pupils with allergies, reducing the risk of exposure to known allergens, providing appropriate support, ensuring access to emergency medication, promoting inclusion and responding effectively to allergic reactions and anaphylaxis.

Understanding Allergies and Anaphylaxis

Allergies occur when the immune system reacts to a substance (allergen) that is normally harmless. Allergic reactions can vary in severity, from mild symptoms to life-threatening anaphylaxis.

Anaphylaxis is a severe allergic reaction that can develop rapidly and requires urgent treatment with adrenaline. Symptoms may affect the airway, breathing and circulation and can include difficulty breathing, swelling of the throat or tongue, dizziness, collapse or loss of consciousness.

Staff should always take suspected anaphylaxis seriously. If anaphylaxis is suspected, adrenaline should be administered without delay in accordance with the pupil's Allergy Action Plan and emergency procedures.

2) Aims

The aims of this policy are to:

- create a culture where allergy awareness is everyone's responsibility.
- reduce the risk of exposure to known allergens.
- ensure pupils with allergies are fully included in school life.
- provide effective emergency procedures.
- ensure staff receive appropriate training.
- ensure Individual Healthcare Plans are implemented where required.
- support pupils' emotional wellbeing.

This policy should be read alongside:

- Supporting Children with Medical Conditions Policy
- First Aid Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Equality Information and Objectives
- Health and Safety Policy
- Anti-Bullying Policy

3) Responsibilities

Governing Body

The governing body will:

- approve and monitor this policy.
- ensure appropriate procedures are in place.
- ensure sufficient resources are available.
- review the policy annually.
- monitor the effectiveness of the school's allergy safety arrangements.
- receive appropriate assurance regarding compliance with the school's allergy safety duties.
- ensure that lessons arising from serious incidents and near misses are considered and acted upon where appropriate.

Headteacher

The Headteacher will ensure:

- the policy is implemented consistently
- staff receive annual allergy awareness training
- appropriate resources and medication are available
- incidents are investigated

The Headteacher will also:

- ensure the school has an identified Designated Allergy Lead.
- ensure appropriate resources, emergency medication and training are available.

- ensure appropriate arrangements are in place for temporary, supply, agency and other staff working with pupils.
- ensure serious incidents and near misses are appropriately reviewed and that identified improvements are implemented.

Allergy Lead

The SENDCo/Medical Needs Lead (Senior Leader with overall responsibility) is responsible for:

- maintaining the allergy register.
- ensuring Individual Healthcare Plans are up to date.
- coordinating staff training.
- monitoring expiry dates of medication.
- reviewing incidents and near misses.
- liaising with parents and healthcare professionals.

The Designated Allergy Lead will also:

- have overall day-to-day oversight of allergy safety arrangements across the school.
- ensure allergy information is communicated appropriately to relevant staff.
- maintain a record of staff allergy training and monitor completion.
- oversee arrangements for prescribed and spare adrenaline auto-injectors.
- ensure spare adrenaline auto-injectors are checked regularly and remain in date and suitable for use.
- ensure allergy arrangements are considered when planning educational visits, activities, clubs and school events.
- ensure serious incidents and near misses are recorded and reviewed.
- identify lessons learned from incidents and near misses and ensure appropriate actions are implemented.
- review whether Individual Healthcare Plans, risk assessments, staff training or school procedures require amendment following an incident or near miss.
- liaise with catering providers and other relevant staff regarding food allergy safety.

Staff

All staff must:

- attend annual allergy awareness training
- read and understand this policy
- know which pupils have allergies
- know how to recognise allergic reactions
- know how to respond in an emergency
- minimise exposure to allergens
- report incidents and near misses

4) Staff Training

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

Training will be provided to staff who are likely to come into contact with pupils, including teachers, teaching assistants, lunchtime supervisors, breakfast and after-school club staff, catering staff, supply and agency staff, volunteers and other relevant personnel.

New staff will receive appropriate allergy information and training as part of their induction.

Arrangements will be in place to ensure that temporary, supply and agency staff are provided with the allergy information they need to work safely with pupils.

Training will be refreshed when there are significant changes to guidance, school procedures or an individual's role, and following an incident or near miss where additional training is identified as necessary.

Training will include:

- understanding allergies and anaphylaxis
- recognising symptoms of an allergic reaction
- recognising anaphylaxis
- emergency procedures
- use of adrenaline auto-injectors
- use of spare adrenaline auto-injectors
- reducing risks associated with known allergens
- food allergy and cross-contamination
- Individual Healthcare Plans and Allergy Action Plans
- the school's emergency procedures
- reporting serious incidents and near misses
- inclusion and allergy-related bullying
- relevant arrangements for asthma where this forms part of the pupil's healthcare needs.

5) Identification of Pupils with Allergies

Information about allergies will be obtained:

- on admission
- from parents/carers
- from previous schools
- from healthcare professionals

- whenever a medical condition changes

The school maintains an up-to-date Whole School Medical Needs and Allergies Register which records pupils with known medical conditions, including allergies. This register is updated regularly and securely stored. Access is restricted to appropriate staff who require this information to support pupils safely.

The register will clearly identify pupils who are known to be at risk of anaphylaxis.

Where appropriate, the register will include:

- pupil's name
- photograph
- known allergen(s)
- severity/risk of anaphylaxis where known
- prescribed medication
- location of medication
- whether an Individual Healthcare Plan is in place
- whether an Allergy Action Plan is in place
- relevant emergency arrangements
- date of last review

The register will be reviewed regularly and whenever there is a change to a pupil's medical circumstances.

Relevant allergy information will be communicated to staff who need the information to keep pupils safe, including staff working in classrooms, lunchtime provision, breakfast and after-school clubs, educational visits and other activities.

Allergy Alert Cards

Where appropriate, Hollyfield Primary School provides pupils with significant allergies with an individual Allergy Alert Card. These cards support safe practice by ensuring key allergy information is readily available to relevant staff during the school day, including during classroom activities, PE, assemblies, lunchtimes and educational visits.

Allergy Alert Cards may include:

- pupil identification details and photograph
- known allergens
- emergency contact information
- signs and symptoms of an allergic reaction
- emergency response procedures
- details of prescribed emergency medication

Allergy Alert Cards are created in consultation with parents/carers and are used alongside the pupil's Individual Healthcare Plan and any Allergy Action Plan provided by healthcare professionals.

The school will consider the pupil's dignity, privacy and lived experience when deciding how allergy information is displayed or communicated.

Visible identification such as lanyards, badges or different-coloured lunch trays will not be used routinely where a discreet alternative can provide the necessary safety information.

Where photographs or allergy information are used for staff purposes, these will be securely stored and accessible only to staff who require the information to support the pupil safely.

The school will seek to balance effective identification with the need to avoid unnecessarily singling out or stigmatising pupils because of their medical condition.

6) Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan (IHP) will be developed where a pupil:

- has an allergy affecting their participation in school.
- is at risk of harm.
- requires additional arrangements beyond normal school practice.

The Individual Healthcare Plan will identify:

- the support required by the pupil
- when and where support is required
- who is responsible for providing support
- prescribed emergency medication
- where medication is stored
- emergency procedures
- arrangements for activities, clubs and educational visits
- any reasonable adjustments required to support inclusion.

IHPs will be reviewed at least annually and sooner where:

- the pupil's medical circumstances change
- healthcare advice changes
- there is a serious incident or near miss
- existing arrangements are no longer appropriate
- there is a significant change in the pupil's school circumstances.

Where provided, Allergy Action Plans, Asthma Action Plans or other healthcare professional guidance will be attached to the Individual Healthcare Plan. These documents remain clinical documents provided by healthcare professionals and are used alongside the school's Individual Healthcare Plan to ensure appropriate support is in place.

Lunchtime Allergy and Dietary Requirement Bands

Hollyfield Primary School uses colour-coded lunchtime bands as part of its system for identifying pupils with specific dietary requirements to relevant lunchtime and catering staff.

The bands are used for a range of dietary requirements and are not solely an indicator of allergy. Their purpose is to support the safe provision of appropriate meals and to assist lunchtime staff in identifying pupils who require specific dietary arrangements.

The use of lunchtime bands will be managed alongside the school's Whole School Medical Needs and Allergy Register, Individual Healthcare Plans and any relevant Allergy Action Plans. The bands do not replace the need for staff to have access to appropriate allergy information or for pupils prescribed adrenaline auto-injectors to have immediate access to their medication.

The school will consider the dignity, privacy and wellbeing of pupils when using identification systems. Where the use of a band is appropriate and proportionate to the lunchtime safety arrangements, it will be used consistently for pupils with relevant dietary requirements rather than identifying allergy as a condition in isolation.

Lunchtime and catering staff will receive appropriate information and training regarding the meaning of the colour-coded bands and the procedures to follow when providing food to pupils with dietary requirements.

7) Minimising Risk

Hollyfield Primary School completes an allergy risk assessment to identify and reduce risks associated with:

- Food provided by school
- liaison with catering staff
- allergen information available
- careful food preparation
- avoiding cross-contamination wherever possible
- Food brought into school

Control measures will be reviewed regularly and following any allergic reaction or near miss.

Allergy risks will be considered before activities, events or changes to routine take place.

This includes:

- school parties and celebrations
- food brought into school
- birthday food or gifts

- cooking and food technology
- science
- art and craft
- sensory activities
- gardening
- animal visits
- school performances and events
- breakfast and after-school clubs
- educational visits and trips.

Where an activity presents a significant risk to a pupil with an allergy, the school will consider reasonable adjustments, alternative resources or alternative activities to enable the pupil to participate safely.

Pupils will not be routinely excluded from activities because of their allergy.

Parents/carers should inform school of any food-related concerns and should not send food intended for sharing without prior agreement from school.

The school cannot guarantee an allergen-free environment but will work with families to reduce risks.

Pupils will be encouraged to understand that they must not share food, drinks or utensils with others due to the potential risk for pupils with allergies.

Classroom activities

Staff will consider allergens when planning:

- cooking
- food tasting
- science
- art
- sensory activities
- animal visits
- gardening

Alternative activities will be provided where necessary.

Airborne and contact allergens

Reasonable adjustments will be implemented where pupils have known allergies to:

- pollen
- animals
- latex
- cleaning products
- fragrances
- other environmental allergens

8) Allergy Medication

Parents remain responsible for providing in-date prescribed medication.

Pupils prescribed adrenaline auto-injectors should have immediate access to them at all times.

A pupil's adrenaline auto-injectors should remain with them or be immediately accessible during all activities, including fire evacuations, lockdown procedures, PE, educational visits and sporting events.

At Hollyfield Primary School, adrenaline auto-injectors and other emergency medication are stored in accessible medical boxes within classrooms and are taken with pupils when they move around school, including during fire evacuations, PE lessons, assemblies, lunchtimes and educational visits.

Medication must never be locked away.

Emergency medication must be readily accessible and capable of being brought to the pupil without delay.

Staff must know where each pupil's prescribed adrenaline auto-injectors are located.

Where a pupil moves between areas of the school, arrangements must ensure that their adrenaline auto-injector remains with them or is immediately accessible.

Emergency medication must also be accessible during fire evacuations, lockdown procedures, PE, assemblies, lunchtimes, extracurricular activities and educational visits.

The school maintains records of:

- medication received
- expiry dates
- replacement arrangements

9) Spare Adrenaline Auto-Injectors

Hollyfield Primary School will maintain spare adrenaline auto-injectors in accordance with current Department for Education guidance.

Spare adrenaline auto-injectors will:

- be stored in pairs
- be clearly labelled
- be readily accessible and not locked away
- be stored appropriately
- be checked regularly

- remain in date and suitable for use
- be located so that they can be brought to a person experiencing anaphylaxis within five minutes.

The school will maintain the appropriate number and dosage of spare adrenaline auto-injectors for its primary school age range.

Spare AAIs are located in the medical cupboard in each staffroom (Reception, KS1 and KS2) and in the main school office.

All staff will be informed of the location of spare adrenaline auto-injectors and this information will form part of allergy awareness training.

Spare adrenaline auto-injectors may be used in an emergency where:

- a pupil does not have their prescribed AAI available
- a prescribed AAI is unavailable
- a prescribed AAI misfires
- an individual presents with anaphylaxis but does not have a known allergy or prescribed AAI.

Following use, the device will be replaced as soon as practicable.

Devices will be checked regularly for expiry, damage and appropriate storage.

Spare adrenaline auto-injectors will be checked monthly to ensure they:

- are in date
- are clearly labelled
- are stored correctly
- are not damaged or discoloured

The school will ensure that pupils are never more than five minutes from emergency adrenaline.

Replacement devices will be requested before expiry.

10) Educational Visits

Risk assessments will be completed for all educational visits involving pupils with allergies.

Planning will include:

- access to medication.
- trained staff.
- emergency procedures.
- communication with venues.
- consideration of food arrangements.

Reasonable adjustments will enable pupils with allergies to participate safely wherever possible.

A pupil prescribed an adrenaline auto-injector must have their prescribed medication with them throughout the visit.

At least one member of staff who is appropriately trained to recognise and respond to anaphylaxis and administer an adrenaline auto-injector must be available during the visit.

The pupil's Individual Healthcare Plan and Allergy Action Plan will be available to relevant staff.

Risk assessments will consider food, environmental and contact allergens and any additional risks associated with transport, venues, activities and meal arrangements.

Parents/carers will not normally be required to accompany their child solely because of their allergy.

The school will consider the pupil's dignity, privacy and lived experience when deciding how allergy information is displayed or communicated. Where identification systems are used, they will be proportionate to the safety need and designed to minimise unnecessary identification or stigmatisation.

11) Emergency Procedures

If an allergic reaction occurs:

1. Stay with the pupil. Do not leave them unattended or move them unless absolutely necessary.
2. Send for trained staff and have the pupil's prescribed or appropriate emergency adrenaline auto-injector brought immediately to them.
3. If anaphylaxis is suspected, administer adrenaline immediately and without delay, in accordance with the pupil's Allergy Action Plan where available. Do not delay administration while waiting for emergency services.
4. Call 999 and state "anaphylaxis".
5. Keep the pupil lying flat with legs raised where possible.
6. Inform parents/carers.
7. Record the incident.
8. If the pupil has not responded adequately, or symptoms persist, a second adrenaline auto-injector should be administered after approximately 5 minutes where available and in accordance with emergency medical guidance.

A second adrenaline auto-injector should be administered if symptoms persist and emergency services have not yet arrived, in accordance with medical guidance.

12) Wellbeing

The school recognises that living with allergies can affect emotional wellbeing.

We will:

- support pupils' confidence.
- promote inclusion.
- prevent bullying related to allergies.
- encourage understanding among peers where appropriate.
- avoid unnecessary identification or stigmatisation of pupils with allergies
- ensure allergy-related bullying is recognised and addressed in accordance with the school's Anti-Bullying Policy.

13) Recording Incidents

All allergic reactions and near misses will be:

- recorded
- investigated
- reviewed

Lessons learned will inform future practice and policy reviews.

Near misses may include accidental exposure to an allergen without a reaction, incorrect food being provided, medication not being available, or a failure in agreed allergy procedures.

Parents/carers may report an allergy-related incident or near miss to the school.

Incidents and near misses will be recorded as soon as reasonably practicable and reviewed by the Designated Allergy Lead.

The review will consider:

- what happened
- who was involved
- where and when it occurred
- how staff responded
- whether the pupil's IHP and Allergy Action Plan were followed
- whether medication was available and accessible
- whether communication arrangements were effective
- whether staff training was sufficient
- whether the risk assessment or school procedure was effective.

Lessons learned will be used to improve practice and may result in changes to:

- the Allergy Safety Policy
- an Individual Healthcare Plan
- a risk assessment
- staff training

- medication arrangements
- catering arrangements
- activity or trip procedures.

Serious incidents and significant near misses will be reported to the Headteacher and, where appropriate, the governing body.

14) Information Sharing

Relevant allergy information will be shared with staff on a need-to-know basis. Information will be handled in accordance with UK GDPR and data protection legislation.

Parents will be consulted regarding appropriate information sharing.

The school will ensure that relevant allergy information is available to staff who need it to keep a pupil safe, including staff working in classrooms, lunchtime provision, breakfast and after-school clubs, educational visits and other activities.

The school will balance the pupil's right to privacy with the need to ensure that staff have sufficient information to respond appropriately in an emergency.

Where information is shared, this will be proportionate, relevant and handled securely.

Allergy Alert Cards containing personal medical information will be handled securely and shared only with staff who require access to support the pupil safely. Parents/carers will be consulted regarding their use.

15. Raising Awareness

This policy will be:

- published on the school website
- available on request
- included in staff induction
- revisited during annual training
- communicated to relevant catering, breakfast club, after-school club and other staff
- made available to governors as part of their oversight of allergy safety.

Age-appropriate allergy awareness may also be promoted with pupils to encourage understanding and inclusion.

16. Safeguarding

Hollyfield Primary School recognises that failure to provide appropriate allergy information, emergency medication or agreed support may place a child at risk of harm.

Concerns relating to allergy management will be considered in accordance with the school's safeguarding procedures.

Where allergy-related concerns indicate that a pupil may be at risk of significant harm, the school's safeguarding procedures will be followed and concerns will be referred to the Designated Safeguarding Lead as appropriate.

The school will also consider whether allergy-related bullying, deliberate exposure to an allergen, intimidation or exclusion constitutes a safeguarding concern.

17. Monitoring and Review

The Designated Allergy Lead will monitor the effectiveness of the school's allergy safety arrangements.

Monitoring will include:

- the accuracy and currency of the allergy register
- completion of staff allergy training
- Individual Healthcare Plan reviews
- medication expiry dates
- spare adrenaline auto-injector checks
- incidents and near misses
- risk assessments
- educational visits
- catering arrangements
- inclusion and pupil wellbeing.

This policy will be reviewed at least annually and sooner where:

- legislation or statutory guidance changes
- a serious incident or significant near miss occurs
- a pupil's medical circumstances change significantly
- healthcare advice changes
- school procedures change
- monitoring identifies a need for improvement.

The Designated Allergy Lead will report significant issues and identified improvements to the Headteacher and, where appropriate, the governing body.