Allergy Safety Policy

School or setting:	Yox Valley Schools: Middleton Primary, Southwold Primary and Yoxford & Peasenhall Primary Schools
Member of school's SLT with responsibility for allergy safety:	Katy Last

Background
The school acknowledges its responsibility under the Children's Wellbeing and Schools Act 2026 to have an allergy safety policy.

This policy sets out how the school will ensure pupils with an allergy are able to attend and participate in school life as fully as possible.

Responsibilities
The school will appoint a member of its Senior Leadership Team to have responsibility for allergy safety at the school, including driving the implementation of the allergy safety policy and contributing to or leading review of the policy.

The appointed individual will apply in school the guidance given in Allergy safety in schools, published by the Department for Education in July 2026.

All staff should be aware of the specific needs of pupils in their care and be able to recognise signs of severe allergic reaction and anaphylaxis and know what to do in an emergency.

Policy review
This policy will be reviewed at least annually. It should be reviewed earlier if an incident or change or circumstances need to be reflected.

Where appropriate, individuals with allergies will be encouraged to contribute to the development and review of this policy.

Policy visibility
This policy will be made available to staff and parents by publishing it on the school's website and providing hard copies on request.

Culture
Awareness training
School staff will be trained in allergy awareness and emergency response, at least annually.
Training will be given to all staff likely to be on site when pupils are present. This includes permanent staff, temporary staff, peripatetic staff, agency workers, regular volunteers, catering staff and those supervising meals or school clubs.

Supply and cover staff will need to demonstrate they have received appropriate training.

Induction training for new staff will include allergy awareness and emergency response.

Training content

The training will cover:

- how to respond in an emergency (see below)
- the school's allergy safety policy
- the risks of allergies
- how allergic reactions can occur
- how to manage allergy risk
- that allergy includes multiple conditions that can co-exist
- the difference between food allergy, coeliac disease and food intolerance
- where to find information on allergy triggers
- the range of symptoms of allergic reactions
- anaphylaxis and how to recognise it
- how an allergy can impact a pupil's wellbeing
- how to check if someone has a recorded allergy and how to use an Allergy or Asthma Action Plan
- staff responsibility to reduce the risk of individuals with a known allergy coming into contact with their known allergens
- how to report an allergic reaction or case of anaphylaxis, including near misses.

Emergency response training

The training will include:

- calling emergency services and informing parents
- how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack)
- training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's spare adrenaline devices)

Wellbeing

The school recognises that allergies can cause anxiety. The school will promote the wellbeing of pupils with allergies. We will use our weekly class assemblies to broaden our children's knowledge and understanding of allergies, encouraging empathy, awareness, and respect for those living with allergic conditions.

The school will take steps to prevent bullying of pupils with allergies. Staff will be vigilant in identifying and addressing any incidents of bullying, teasing or exclusion related to a pupil's allergy. Pupils will be educated about allergies and the potential seriousness of allergic reactions through age-appropriate discussions and activities. Any concerns or incidents of bullying will be dealt with promptly in accordance with the school's behaviour and anti-bullying policies, and appropriate support will be provided to the pupil affected. The school will work closely with parents, carers and relevant professionals to ensure that pupils with allergies feel safe, included and supported at all times.

Reducing risk

The school will take steps to reduce the risk of individuals coming into contact with their known allergens, including:

- managing the risk arising from food the school provides
- managing the risk arising from food brought in by others
- managing the risk arising from known allergies to airborne or contact allergens
- considering the risk of allergen exposure when planning activities such as crafts, science, music, cooking or those involving animals
- managing the risk during educational visits

Staff will be reminded that packaging and other products used in preparing lessons may contain traces of allergens.

To support these measures, the school will:

- maintain up-to-date records of pupils' allergies and ensure that relevant staff are aware of individual needs and emergency procedures
- share allergy information with staff on a need-to-know basis while maintaining confidentiality
- ensure that all staff receive regular allergy awareness training, including recognising the signs and symptoms of an allergic reaction and understanding how to respond in an emergency
- undertake risk assessments for pupils with allergies and review these regularly or whenever circumstances change
- encourage thorough handwashing before and after eating, cooking activities and other activities involving potential allergens
- ensure that tables, work surfaces and equipment are cleaned appropriately to minimise the risk of cross-contamination
- carefully check ingredients and product labels when food is provided by the school and seek clarification from suppliers where necessary
- communicate clearly with parents and carers regarding food-related events, celebrations and special activities
- discourage the sharing of food, drinks, utensils, lip balms and other personal items between pupils
- provide suitable alternative learning materials or activities where an identified allergen may be present
- ensure that medication, including prescribed adrenaline auto-injectors, is accessible in line with individual healthcare plans
- consider allergy risks when arranging visitors, performances, enrichment activities and external providers on the school site

Food allergy
The school will provide information on allergens for all food it provides. Our school catering company 'The Pantry' will share information on allergens.

The school will take into account any known allergies when preparing and serving food. Information regarding pupils' allergies will be obtained from parents/carers and recorded appropriately. Relevant staff, including catering staff and those supervising mealtimes, will be made aware of any dietary requirements or allergens that must be avoided.

Where food is provided by the school, ingredient information and allergen content will be considered when planning menus and selecting food items. Alternative food options will be provided where necessary to ensure that pupils with allergies can access meals safely. Care will be taken to minimise the risk of cross-contamination during food preparation, storage and serving.

When food is used as part of classroom activities, celebrations, fundraisers or special events, staff will consider the needs of pupils with allergies in advance. Parents/carers may be consulted where appropriate, and suitable alternatives will be offered to ensure that all pupils can participate safely and inclusively.

The school will encourage clear communication between parents/carers, catering providers and school staff to ensure that allergy information remains accurate and up to date. While the school cannot guarantee an allergen-free environment, every reasonable effort will be made to reduce the risk of accidental exposure to known allergens.

Individual pupils
Identification
The school will seek to identify any individuals with an allergy, their known allergens and whether they carry medication or devices. Information regarding allergies will be obtained through admission forms, medical information forms, discussions with parents/carers, Individual Healthcare Plans, Allergy Action Plans and any relevant information provided by healthcare professionals. Parents/carers will be encouraged to notify the school promptly of any new diagnosis, changes to existing allergies or changes to prescribed medication. The school will ensure that records are reviewed regularly and updated as necessary. Where appropriate, staff will be informed of individuals' allergies, triggers and emergency procedures on a need-to-know basis to help ensure the safety and wellbeing of those affected. The school will also identify the location of any prescribed emergency medication, such as adrenaline auto-injectors or antihistamines, and ensure that staff responsible for the individual are aware of how to access and administer medication in an emergency.

The school will keep a record of all individuals with known allergies, including whether children and young people have Individual Healthcare Plans and/or an Allergy Action Plan. These records will include details of known allergens, the severity of the allergy, signs and symptoms of an allergic reaction, prescribed medication, emergency contact information and any specific risk management strategies that need to be implemented. Records will be maintained securely and in accordance with data protection requirements, while ensuring that relevant information is readily accessible to staff who require it to safeguard the individual. Allergy records will be reviewed at least annually, and whenever there is a change in a pupil's

medical needs or treatment. The school will work in partnership with parents/carers and healthcare professionals to ensure that all information remains accurate, up to date and reflective of the individual's current needs. In the event of a school transfer, transition or educational visit, relevant allergy information will be shared appropriately to support the individual's safety and continuity of care.

The school will gather information about known allergies, for example from the child or young person, their parents and their previous setting.

Individual Healthcare Plans
Children and young people should have a IHP if their allergy has a functional impact on them in school, they are at risk of harm as a result of their allergy and they require arrangements that are additional to or different to those applied generally.

The IHP should document those arrangements, including actions to be taken in an emergency. The IHP should detail any required medication and any reasonable adjustments to be made.

The IHP should refer to or include any relevant Allergy Action Plan or Asthma Action Plan that has been issued by a healthcare professional. The IHP should be reviewed if these action plans are updated.

Prescribed adrenaline
The school will ensure that pupils have rapid access to their prescribed adrenaline devices at all times, so that adrenaline can be administered within five minutes in a case of anaphylaxis.
The school will ensure that prescribed emergency medication and medical devices are readily available during mealtimes, outdoor activities and educational visits. For children who require this level of medical intervention, medication and devices, such as adrenaline auto-injectors, will be kept in an accessible location within the main dining areas and other relevant school environments. Responsibility for ensuring that medication is available and accessible will rest with the child's designated key worker, who will follow the procedures outlined in the child's Individual Healthcare Plan and Allergy Action Plan. Staff supporting the child will be aware of the location of the medication and the action to take in the event of an allergic reaction.

The school will check emergency medication and medical devices regularly to ensure that they remain in date and fit for use. A designated member of staff will maintain a record of expiry dates and undertake half in outermly checks, or more frequently where appropriate. Any medication that is due to expire within the forthcoming term will be flagged, and parents/carers will be contacted in writing and, where necessary, by telephone to request a replacement.

Parents/carers are responsible for providing in-date medication and replacement devices when required. Once replacement medication has been received, school records will be updated and the expiry date logged. If replacement medication is not provided within an appropriate timescale, the school will issue reminders and, where necessary, arrange a meeting with parents/carers to discuss how the child's medical needs can be safely supported.

Expired, damaged or unusable medication will not be administered and will be returned to the parent/carer for safe disposal and replacement. The school will maintain clear records of all medication checks,

communications with parents/carers and any actions taken to ensure compliance with the child's Individual Healthcare Plan and Allergy Action Plan.

The school will agree with parents/carers and document any arrangements for emergency medication and medical devices to be taken home. These arrangements will be recorded in the school's medical records and, where applicable, within the child's Individual Healthcare Plan.

The school will maintain an up-to-date record of all pupils who have been prescribed an adrenaline auto-injector (AAI). This information will be recorded on Arbor and stored within the school's medical folder on our shared drive.

The school will maintain a record of which pupils have an Allergy Action Plan. This record will be held on Arbor and with our shared medical folder.

School-wide policies

Spare adrenaline devices

The school will maintain an appropriate stock of spare adrenaline devices for emergency use. These devices will be stored in the Office Manager's Office so that all pupils can access them within five minutes. Adrenaline devices will always be stored in pairs. They will be readily available and not locked away. The spare devices will be clearly labelled as such.

Devices will be checked at the start of each half term to ensure they are in date.

The Office Manager will reorder devices when they have been used, or they are out of date.

Discarded devices will be placed in the sharps bin.

Educational visits

The school will ensure that pupils with allergies are able to participate in educational visits safely. Risk assessments will be carried out for participating pupils at risk of anaphylaxis. Relevant pupils will have their own adrenaline device with them. The visit will be accompanied by an appropriate number of staff who have been trained to administer adrenaline in an emergency.

Incident reporting

Serious incidents or near misses involving allergy safety will be recorded on Every. These incidents will be reported to and reviewed by the Academy Head and Head of Services for Facilities.

Information sharing

The school will be conscious that health information is special category data and will store, process and share it in accordance with UK GDPR.

Health data will be shared securely when it is necessary to do so in a controlled and respectful manner.

Policy awareness

The school will raise awareness of the Allergy Safety Policy by publishing it on the school's website. New staff will receive allergy awareness training as part of their induction. This training will be refreshed each year as part of the statutory training.

Pupils will be made aware of allergy safety using displays and posters around the school, assemblies, PSHE lessons and other areas of the curriculum. Learning opportunities will help pupils to develop an understanding of allergies, the importance of respecting the medical needs of others, and the potentially serious consequences of exposure to allergens. The school will promote an inclusive culture in which pupils are encouraged to support one another and take responsibility for helping to maintain a safe environment. When a pupil is prescribed an adrenaline device, the school will consider what information, or training should be given to those other pupils with whom they spend their school day.

Document Control

Changes History

Version	Date	Amended By	Details of Change
V1	17/07/2026	HoS Facilities	New policy

Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	CEO	Electronic signature	17/07/2026

This policy will be reviewed annually by Head of Service Facilities or as required by changes in legislation.

At every review, this policy will be approved by the Audit and Risk Committee.

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