Bloxham CE Primary School
Be · Build · Become

"Encourage one another and build each other up."
1 Thessalonians 5:11

BLOXHAM PRIMARY SCHOOL

ALLERGY SAFETY POLICY

Academic Year: 2026–2027

School	Bloxham CE Primary School
Approved by	Governing body
Approval date	17th September 2026
Policy owner	Headteacher
Policy status	Statutory / school-wide policy
Operational lead	Designated Allergy Lead
Current version	September 2026
Review	September 2027 (or earlier following an incident, near miss or significant change)

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1. Purpose and aims

At Bloxham CE Primary School, our Christian vision — "Encourage one another and build each other up" (1 Thessalonians 5:11) — and our iCATCH values (Inclusive, Caring, Ambitious, Trustworthy, Creative and Honest) underpin our approach. Bloxham Primary School is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors with allergies. The purpose of this policy is to reduce the risk of exposure to known allergens, ensure that staff understand their responsibilities, and make sure that appropriate emergency arrangements are in place.

The school recognises that allergies can have a significant physical and emotional impact and that some allergic reactions can be life-threatening. The school will therefore take reasonable and proportionate steps to reduce avoidable risks while enabling pupils with allergies to participate fully in school life.

This policy has been developed from the Department for Education's Allergy Safety Policy template provided to the school. It should be read alongside the school's arrangements for supporting pupils with medical conditions, administering medication, educational visits, first aid, food provision and safeguarding.

2. Scope

This policy applies to pupils, staff, volunteers and visitors while on the school premises and when participating in school activities, educational visits, residential visits, clubs and other activities organised by the school.

The policy covers food and non-food allergies, including allergies that may involve contact or airborne exposure. It recognises that allergy may co-exist with conditions such as asthma, eczema and hay fever.

This policy does not replace individual clinical advice, Individual Healthcare Plans (IHPs), Allergy Action Plans or emergency medication instructions provided by healthcare professionals.

3. Responsibilities

3.1 Governing Body

- Ensure that the school has an allergy safety policy and that it is reviewed at least annually.
- Ensure that the policy is readily accessible to staff and parents/carers and published on the school website.
- Provide appropriate oversight of the school's arrangements for allergy safety.

3.2 Headteacher and Designated Allergy Lead

- The Headteacher, Mrs. Sarah Marshall, will ensure that the policy is implemented effectively.
- A named member of the senior leadership team, Mrs. Louise Thomas, will have responsibility for allergy safety, including implementation and review of the policy.
- Ensure that staff receive appropriate allergy awareness and emergency response training at least annually.

- Ensure that arrangements are in place for identifying pupils with allergies and maintaining accurate records.
- Ensure that prescribed and spare emergency medication is appropriately stored, accessible and checked.
- Review incidents and near misses and identify any learning or changes required.

3.3 All staff

- Read and follow this policy and relevant individual plans.
- Complete required allergy awareness and emergency response training.
- Know which pupils they are responsible for have a known allergy and know where relevant plans and medication are located.
- Take reasonable steps to prevent known allergen exposure.
- Respond promptly to signs of an allergic reaction and follow the pupil's emergency plan.
- Report allergic reactions and near misses promptly.

3.4 Catering staff

- Follow the school's arrangements for identifying and managing allergens in food provided by the school.
- Use the information provided by the school regarding pupils' dietary requirements and known allergens.
- Take appropriate steps to prevent cross-contamination and accidental exposure.
- Report any concern, error or near miss immediately.

3.5 Parents/carers

- Provide the school with accurate and up-to-date information about their child's allergy.
- Provide prescribed medication and relevant Allergy Action Plans/IHP information as requested.
- Inform the school promptly of changes to their child's allergy, medication or emergency arrangements.
- Ensure medication supplied to school remains in date and is replaced when necessary.

4. Identifying and recording allergies

The school will seek information about known allergies when a pupil joins the school and whenever new information is provided. Information may be obtained from parents/carers, the pupil, previous settings and healthcare professionals where appropriate.

The school will maintain an appropriate record of pupils with known allergies, including the known allergen(s), relevant symptoms, emergency medication and whether an IHP and/or Allergy Action Plan is in place.

Relevant information will be made available to staff who need it to keep a pupil safe. Health information is special category data and will be handled sensitively and only shared where necessary.

5. Individual Healthcare Plans and Allergy Action Plans

A pupil should have an Individual Healthcare Plan where their allergy has a functional impact in school, presents a risk of harm, and requires arrangements that are additional to or different from those generally available.

Where a healthcare professional has provided an Allergy Action Plan or Asthma Action Plan, this will be referred to or attached to the pupil's IHP where appropriate.

Individual arrangements may include reasonable adjustments, dietary arrangements, avoidance measures, medication, supervision and specific emergency procedures.

Plans will be reviewed when circumstances change and following receipt of an updated healthcare professional plan.

6. Reducing the risk of allergen exposure

The school will take reasonable and proportionate measures to reduce the likelihood of pupils coming into contact with known allergens. Absolute elimination of risk cannot always be guaranteed, particularly in a busy primary school environment; however, known risks will be assessed and managed.

6.1 Food provided by school

- Relevant allergen information will be available for food provided by the school.
- Catering arrangements will take account of pupils' recorded allergies and agreed dietary requirements.
- Where appropriate, measures will be used to reduce cross-contamination.
- Staff supervising meals will know which pupils require specific arrangements.

6.2 Food brought into school

- Parents/carers will be informed of the school's expectations regarding food brought into school.
- Where a pupil has a known severe food allergy, reasonable measures will be considered to reduce exposure to the allergen.
- The school will balance allergy safety with proportionate expectations, recognising that complete control of food brought onto the premises may not be possible.
- Staff will be alert to food sharing between pupils where this could create a known risk.

6.3 Classroom and curriculum activities

Staff planning activities will consider whether pupils may be exposed to allergens through cooking, food technology, science, art and craft materials, animals, plants or other resources. Where a known risk exists, reasonable alternative arrangements or additional precautions will be considered.

6.4 Visitors, clubs and other activities

Where appropriate, information about a pupil's allergy will be shared with staff or adults supervising activities so that reasonable safety arrangements can be made.

7. Emergency medication and adrenaline

Pupils who are prescribed adrenaline auto-injectors (AAIs) must have rapid access to their prescribed medication. The school's arrangements will ensure that medication is available wherever the pupil is taking part in school activities, including classrooms, the dining area, playground, sports areas and educational visits.

Where a pupil has a prescribed AAI, staff responsible for the pupil will know where it is stored and how to access it. Staff who may need to respond will receive appropriate training in the use of emergency medication.

In anaphylaxis, adrenaline should be administered as soon as possible and within five minutes. The school will therefore ensure that emergency medication can be brought to the pupil within five minutes.

8. Spare adrenaline auto-injectors

Where the school holds spare AAIs, these will be managed in accordance with the relevant statutory arrangements and manufacturer's instructions.

- Spare AAIs will be clearly labelled and kept separately from medication prescribed to a named pupil.
- Spare AAIs will be readily accessible and will not be locked away in a way that prevents rapid access.
- Spare AAIs will be stored in pairs.
- The school will assess the site to ensure that spare AAIs can be brought to a pupil within five minutes where they may be required.
- **Bloxham Primary School holds spare AAIs in the appropriate 150 microgram and 300 microgram doses. These are kept in the main building reception office, in the first aid cupboard, which is not locked.**
- Where appropriate for the size and layout of the school, more than one pair of spare devices will be considered.
- Expiry dates will be checked regularly and devices replaced before they expire.
- Used devices will be replaced promptly and disposed of safely because they contain a needle.
- Records will be maintained of checks, use and replacement.

9. Emergency response to anaphylaxis

If a pupil is showing signs of anaphylaxis, staff must act immediately and follow the pupil's Allergy Action Plan where available.

1. Stay with the pupil and assess the situation.
2. Administer the pupil's prescribed adrenaline auto-injector immediately where anaphylaxis is suspected, in accordance with the pupil's plan and training.
3. If appropriate and available, use a second adrenaline device if symptoms do not improve or return, following the emergency plan and current guidance.
4. Call 999 and request an ambulance, stating that the pupil is experiencing anaphylaxis.
5. Inform the parent/carer as soon as practicable, without delaying emergency treatment.

6. Ensure the pupil is monitored and remains with an appropriately supervised adult until emergency services take over.
7. Record and report the incident in accordance with school procedures and review the circumstances afterwards.

Staff should not delay administration of adrenaline while attempting to establish whether symptoms are definitely caused by an allergy. Where anaphylaxis is suspected, the emergency response should be followed.

10. Staff training and induction

All staff present during times when pupils are scheduled to be on site will receive allergy awareness and emergency response training at least annually. This includes permanent staff, temporary and supply staff, agency staff, peripatetic staff, regular volunteers and catering staff. Contractors without a pupil-facing role are not normally included.

Training and induction will cover, as appropriate:

- what allergy is and the risks it can pose;
- the different forms of allergy and related conditions;
- the difference between food allergy, coeliac disease and food intolerance;
- common symptoms of allergic reactions and recognition of anaphylaxis;
- where information about individual pupils' allergies can be found;
- how to access and use Allergy Action Plans and IHPs;
- how and when to administer emergency medication;
- the location and use of spare AAIs where held by the school;
- how to call emergency services and inform parents/carers;
- ways of reducing the risk of allergen exposure; and
- how to report incidents and near misses.

New staff will receive allergy safety information as part of induction. The school will make reasonable arrangements to ensure that supply and cover staff have access to essential information about pupils with known allergies before supervising them.

11. Pupil wellbeing and preventing bullying

The school recognises that living with the risk of an allergic reaction can cause anxiety and may affect a pupil's confidence and participation.

- Pupils with allergies will be supported to participate as fully as possible in school life.
- Staff will avoid unnecessarily singling pupils out because of their allergy.
- Any bullying, teasing, deliberate exposure to an allergen or misuse of a pupil's medication will be treated seriously and addressed in line with the school's behaviour and anti-bullying procedures.
- Where appropriate, pupils may be supported to understand their own allergy and how to seek help.
- Any wider pupil awareness activity will be discussed appropriately with the pupil and parents/carers and will not replace staff emergency arrangements.

12. Educational visits and trips

Pupils with allergies should be able to participate in educational visits and trips wherever this can be achieved safely.

Before a visit, staff will consider the individual pupil's allergy, known triggers, food arrangements, access to medication, travel arrangements, activities and the location of emergency medical assistance.

Where a pupil is at risk of anaphylaxis, their own prescribed adrenaline device(s) should accompany them and appropriately trained staff must be available to administer adrenaline in an emergency.

Risk assessments for visits will identify any additional controls or reasonable adjustments required.

13. Incidents and near misses

Allergic reactions, suspected reactions and significant near misses will be recorded and reported using the school's established reporting arrangements.

A near miss may include accidental exposure to a known allergen where a reaction did not occur, an error in food provision, medication being unavailable or an avoidable delay in accessing emergency medication.

Following a significant incident or near miss, the school will consider:

- what happened and why;
- whether the pupil received appropriate emergency treatment;
- whether existing arrangements were followed;
- whether staff training or communication was sufficient;
- whether the IHP/Allergy Action Plan needs review;
- whether the risk assessment or school procedures need changing; and
- whether parents/carers or other relevant professionals need to be informed.

The policy may be reviewed earlier than the annual review date where an incident or near miss identifies a potential weakness in the school's arrangements.

14. Information sharing and confidentiality

Information about a pupil's allergy will be shared with staff and other adults on a need-to-know basis where this is necessary to keep the pupil safe. Information will be handled respectfully and confidentially.

The school recognises that health information is special category data under UK GDPR and will ensure that unnecessary sharing is avoided. At the same time, essential information will be available to staff who need it to respond safely to an emergency.

15. Communication with parents and carers

The school will communicate with parents/carers about their child's allergy, individual arrangements, medication and emergency procedures.

- Parents/carers will be asked to provide up-to-date allergy information and emergency medication.
- Parents/carers should notify the school promptly of changes to diagnosis, triggers, symptoms or medication.
- Parents/carers will be contacted following a significant allergic reaction or relevant near miss.
- Where an Allergy Action Plan or IHP is updated, the school will review the arrangements and communicate relevant changes to staff.

16. Awareness of this policy

This policy will be published on the school website and made available to parents/carers and staff.

All staff will be expected to understand the policy as part of annual allergy awareness training. Essential arrangements will also be reinforced through staff induction and relevant briefings.

Where appropriate, pupils will receive age-appropriate information about allergy safety and how to seek help in an emergency.

17. Monitoring and review

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

The policy will be reviewed at least annually and sooner where there is a significant incident, near miss, change in statutory guidance, change in school arrangements or other reason to believe that amendments are necessary.

The review will consider incidents and near misses, staff training, medication checks, individual plans and feedback from pupils, parents/carers and staff where appropriate.

18. Related school documents

- Supporting Pupils with Medical Conditions / Medical Conditions Policy
- Medication and Administration of Medicines procedures
- First Aid Policy
- Educational Visits Policy and risk assessment procedures
- Food and Catering arrangements
- Behaviour and Anti-Bullying Policy
- Safeguarding and Child Protection Policy
- Data Protection / Privacy arrangements
- Individual Healthcare Plans and Allergy Action Plans

Appendix 1 – Allergy safety checklist

☐ Known allergies recorded and information kept up to date.

☐ Individual Healthcare Plan/Allergy Action Plan in place where required.

☐ Relevant staff know which pupils have allergies and where their plans are kept.

☐ Prescribed medication is available and accessible.

☐ Prescribed adrenaline devices are checked and remain in date.

☐ Spare AAIs, where held, are stored accessibly and in pairs.

☐ Spare medication expiry dates are checked and recorded.

☐ Staff receive annual allergy awareness and emergency response training.

☐ New and temporary staff receive essential allergy information.

☐ Food provision and allergen information are appropriately managed.

☐ Classroom activities and educational visits consider allergen risks.

☐ Incidents and near misses are recorded and reviewed.

☐ Parents/carers are informed of significant changes or incidents.

☐ Policy is reviewed annually and following significant incidents/near misses.

Appendix 2 – Information to be available for pupils with significant allergy

- Pupil's name and class
- Known allergen(s)
- Typical symptoms / signs of reaction
- Emergency medication and location
- Allergy Action Plan / IHP
- Emergency response instructions
- Parent/carer contact details
- Relevant healthcare professional information where provided
- Date medication and plan were last checked