Believe Grow Achieve

Copmanthorpe Primary School

Inspiring Everyone to Thrive

ALLERGY SAFETY POLICY

Approved by:	FGB	**Date:** September 2026
Last reviewed:	New Policy	
Next review due by:	September 2027	

Designated Allergy Lead	Luke Dancer, Headteacher
Named Governor for Allergy Safety	Emily Buchanan, Safeguarding Governor
Approved by	Governing Body
Review frequency	At least annually and sooner where required

1. General statement

Copmanthorpe Primary School is an allergy-aware school. We recognise that allergic reactions can be serious and, in some cases, life-threatening. We take a whole-school approach to reducing avoidable risk, responding rapidly and effectively to emergencies and ensuring that pupils with allergies are included fully in school life.

We cannot guarantee an allergen-free environment. Our approach is therefore based on awareness, proportionate risk reduction, effective communication, individual planning where required and robust emergency arrangements.

Serious allergic reactions, including anaphylaxis, can occur in people with no previously known allergy. Staff should therefore respond to symptoms and the situation presented, not solely to whether a pupil is already known to have an allergy.

This policy sets out the school's arrangements for supporting pupils with allergies and for reducing and responding to allergy-related risks across the school community.

2. Statutory framework and related policies

This policy has been developed in accordance with the allergy safety duties introduced by the Children's Wellbeing and Schools Act 2026 and the Department for Education's statutory guidance, *Allergy safety in schools* (July 2026). The governing body will have regard to that guidance when exercising its functions.

This policy should be read alongside the school's policies and procedures for:

- supporting pupils with medical conditions and the administration of medicines
- first aid and emergency response
- safeguarding and child protection
- equality and inclusion
- educational visits
- behaviour and anti-bullying
- food and catering arrangements, including the EYFS safer eating requirements where applicable.

Some allergies may amount to a disability under the Equality Act 2010. The school will make reasonable adjustments where required so that pupils can participate safely and are not unnecessarily excluded from any aspect of school life.

3. Aims

The school aims to:

- keep pupils with allergies safe, included and supported
- identify pupils with allergies and ensure appropriate individual arrangements are documented and communicated
- reduce the risk of exposure to known allergens through proportionate and practical measures
- ensure staff can recognise and respond appropriately to allergic reactions, including anaphylaxis
- ensure emergency medication is readily accessible when required
- consider allergy safety across all aspects of school life, including food, curriculum activities, clubs, events and educational visits
- record and learn from significant allergic reactions and near misses
- support pupils to develop age-appropriate understanding and independence in managing their allergy.

4. Definitions

Allergen	A substance that can trigger an allergic reaction. Allergens may include foods, medicines, insect venom, latex, animal dander and environmental triggers.
Anaphylaxis	A severe and potentially life-threatening allergic reaction. It is a time-critical medical emergency.
Adrenaline auto-injector (AAI)	A single-use device that delivers a measured dose of adrenaline for the emergency treatment of anaphylaxis.
Individual Healthcare Plan (IHP)	A school plan setting out a pupil's condition, triggers, medication, individual arrangements, risk-reduction measures and emergency actions.
Allergy Action Plan	A clinical action plan that provides instructions for recognising and treating an allergic reaction. Where provided, this is used alongside and forms part of the pupil's school arrangements.

5. Leadership and governance

5.1 Governing body

The Governing Body is responsible for ensuring that the school meets its statutory duties in relation to allergy safety. It will:

- ensure that the school has an appropriate Allergy Safety Policy which is reviewed at least annually and published on the school website
- seek assurance that appropriate arrangements are in place to identify and support pupils with allergies
- ensure that staff receive appropriate information and training
- receive information about significant allergy-related incidents and near misses where appropriate
- consider allergy safety as part of its wider oversight of safeguarding, health and safety and pupil wellbeing.

5.2 Named Governor for Allergy Safety

The **Named Governor for Allergy Safety** provides strategic oversight and seeks assurance that the school's allergy safety arrangements are being implemented effectively.

The named governor is **not responsible for operational management or routine checks**. They will receive appropriate information about the school's arrangements, significant incidents and the annual review of this policy and will provide appropriate challenge and support.

5.3 Designated Allergy Lead

The Headteacher, **Luke Dancer**, is the school's Designated Allergy Lead and named senior leader with responsibility for allergy safety. The Headteacher is responsible for ensuring that:

- this policy is implemented effectively
- pupils with known allergies are identified and appropriate arrangements are put in place
- Individual Healthcare Plans are in place where required and reviewed appropriately
- relevant information is communicated to staff and other adults who need to know
- staff receive appropriate allergy and anaphylaxis training
- emergency medication and equipment are appropriately stored and readily accessible
- significant incidents and near misses are reviewed and any necessary improvements are made.

Day-to-day tasks may be delegated to appropriate members of staff, but overall responsibility for implementing the school's allergy safety arrangements remains with the Headteacher.

6. Identifying pupils with allergies

The school will identify pupils with known allergies through information provided by parents and carers, including as part of the admissions process and through subsequent updates.

Parents and carers are responsible for informing the school of any diagnosed or suspected allergy and for notifying the school promptly of any changes to their child's allergy, treatment or medication.

The school will maintain an **allergy register** containing relevant information about pupils with known allergies. This will be kept up to date and made available to staff who need the information to keep pupils safe.

Where a pupil requires individual arrangements to manage their allergy safely in school, an **Individual Healthcare Plan (IHP)** will be developed in consultation with the pupil's parents or carers and, where appropriate, the pupil and relevant healthcare professionals.

Information about a pupil's allergy will be shared appropriately with staff and other adults who need to know, while respecting the pupil's privacy and the school's data protection responsibilities.

7. Individual Healthcare Plans and Allergy Action Plans

An **Individual Healthcare Plan (IHP)** will be put in place where a pupil's allergy requires individual arrangements to enable them to attend school safely and participate fully in school life.

IHPs will be developed in partnership with parents or carers and, where appropriate, the pupil and relevant healthcare professionals. Plans will reflect the pupil's individual needs and will set out relevant arrangements including known allergens, signs and symptoms, measures to reduce risk, medication, emergency procedures and arrangements for activities away from the usual school environment.

Where a pupil has an **Allergy Action Plan or other clinical plan provided by a healthcare professional**, this will be attached to and form part of the pupil's IHP. School staff will follow the clinical emergency instructions within that plan and will not replace them with school-written medical advice.

IHPs will be reviewed **at least annually**, and sooner where there is a change to the pupil's needs, diagnosis, medication or school arrangements, or following a relevant significant allergic reaction or near miss.

Relevant information from the IHP will be shared with staff and other adults who need it to keep the pupil safe.

8. Responsibilities of staff, parents and pupils

8.1 All staff

All staff have a responsibility to support allergy safety. Staff are expected to:

- be aware of pupils with allergies where this is relevant to their role
- understand and follow relevant IHPs and Allergy Action Plans
- take reasonable steps to reduce the risk of exposure to known allergens
- know how to recognise the signs of an allergic reaction and anaphylaxis
- know where emergency medication is kept and how to access it quickly
- respond promptly to a suspected allergic reaction and follow the school's emergency procedures
- report allergy-related incidents and near misses.

8.2 Parents and carers

- Parents and carers are responsible for providing the school with accurate and up-to-date information about their child's allergy and informing the school promptly of any changes.
- Where medication is prescribed for use in school, parents and carers should provide this in accordance with the school's procedures and ensure that replacement medication is supplied before it expires. Parents and carers should also provide relevant clinical information or Allergy Action Plans where these are available and work with the school in developing and reviewing their child's IHP where one is required.

8.3 Pupils

Pupils will be encouraged, according to their age and understanding, to develop an appropriate awareness of their allergy and how to keep themselves safe. This may include recognising their allergens, understanding the importance of not sharing food and knowing when and how to seek help from an adult.

Pupils will **not be expected to take responsibility beyond what is appropriate for their age, maturity and individual needs**.

9. Reducing allergen exposure in everyday school life

Copmanthorpe Primary School takes an **allergy-aware approach**. While it is not possible to guarantee an allergen-free environment, reasonable and proportionate steps will be taken to reduce the risk of pupils being exposed to known allergens.

Risk reduction measures will be informed by the needs of individual pupils and may include:

- considering allergy risks when planning lessons, practical activities, celebrations, events and clubs
- checking ingredients and product information where food is provided or used as part of an activity
- ensuring appropriate handwashing and cleaning arrangements where necessary
- discouraging pupils from sharing or swapping food
- making appropriate adjustments to activities where a known allergen presents a risk to a pupil
- ensuring relevant adults are aware of individual allergy arrangements.

Pupils with allergies should be enabled to participate fully in school life wherever reasonably possible. **Excluding a pupil from an activity should not be the default means of managing an allergy risk.**

Where an individual pupil's allergy requires additional or specific measures, these will be recorded within their IHP.

10. Food and catering

The school will work with its catering provider to ensure appropriate arrangements are in place for pupils with food allergies.

Information about pupils with known food allergies will be shared appropriately with catering staff. Pupils with known food allergies wear an allergy lanyard at lunchtime to support their identification when meals are served. Where a pupil requires an individual dietary arrangement, this will be communicated to the catering provider and reflected in the pupil's IHP where appropriate.

The school and its catering provider will take reasonable steps to:

- ensure allergen information is available for food provided by the school
- provide suitable alternatives where required
- reduce the risk of cross-contact with known allergens during food preparation and service
- ensure that pupils with food allergies can be identified appropriately when meals are served.

Where food is brought into school for celebrations, curriculum activities or other events, staff will consider the needs of pupils with known allergies before the food is distributed or consumed.

Parents and carers should not assume that food brought into school by others is free from a particular allergen unless this has been specifically confirmed.

11. Medication, AAIs and emergency supplies

11.1 Prescribed medication

Pupils' prescribed emergency medication must be **readily accessible at all times**. Staff will be made aware of where medication is kept and how it can be accessed quickly in an emergency.

Individual pupil medication

Emergency medication prescribed to individual pupils is stored in clearly identifiable **yellow medical bags**. During the school day, these are kept in the pupil's classroom. At lunchtime, they are transferred to the designated class pegs in the hall so that they remain readily accessible while pupils are at lunch.

Individual arrangements, including the medication held and where it can be accessed, will be recorded in the pupil's IHP where one is required.

Medication will be stored in accordance with the manufacturer's instructions. Arrangements will be in place to monitor expiry dates and parents and carers remain responsible for supplying replacement prescribed medication when required.

11.2 School emergency medication

The school holds **spare adrenaline auto-injectors (AAIs) and an emergency inhaler**. These are stored in the **emergency medical cupboard in the medical room opposite the Headteacher's office**. The cupboard is not locked so that emergency medication can be accessed without delay.

The school will maintain a record of the emergency medication held, including relevant expiry dates, and will ensure that replacement devices are obtained when required.

School spare AAIs provide an additional emergency safeguard and do not replace medication prescribed to individual pupils. Their use will be in accordance with current legislation, statutory guidance and the school's emergency procedures.

Before and After school provision

Where a pupil with prescribed emergency medication attends the school's before or after school provision, their medication will remain readily accessible throughout the session. Staff responsible for the provision will know which pupils have allergies, where their medication is located and how to respond in an emergency.

Arrangements will ensure that responsibility for the pupil's emergency medication is clear when they move between the before or after school provision and the main school day.

12. Staff training and awareness

All staff will receive appropriate allergy awareness and anaphylaxis training so that they understand the school's allergy safety arrangements and are able to respond appropriately in an emergency.

Training will include:

- awareness of allergies and common allergens
- recognising the signs and symptoms of an allergic reaction and anaphylaxis
- understanding that anaphylaxis can occur in someone with no previously known allergy
- knowing when and how to administer an adrenaline auto-injector (AAI)
- knowing where pupils' individual emergency medication and the school's spare emergency medication are located
- understanding the need to administer adrenaline promptly where anaphylaxis is suspected and to call 999
- understanding relevant individual arrangements, including IHPs and Allergy Action Plans.

All staff will receive **allergy awareness and anaphylaxis training at least annually**. This may form part of wider first aid training or an annual allergy safety refresher.

New staff will receive appropriate information as part of their induction, with additional training provided where the needs of an individual pupil require

13. Recognising and responding to allergic reactions

Staff should be alert to the signs and symptoms of an allergic reaction and should follow the pupil's Allergy Action Plan or IHP where one is available.

Anaphylaxis is a medical emergency. Signs may include difficulty breathing, wheezing, persistent coughing, swelling of the tongue or throat, difficulty swallowing, a hoarse voice, dizziness, collapse or loss of consciousness. Anaphylaxis may occur with or without visible skin symptoms.

Where anaphylaxis is suspected:

- **administer adrenaline without delay**, using the pupil's prescribed AAI or an appropriate school spare AAI
- call **999** and state that anaphylaxis is suspected
- keep the pupil under continuous supervision and position them appropriately
- follow the pupil's Allergy Action Plan where available
- if there is no improvement after five minutes, or symptoms worsen, administer a second AAI where one is available
- arrange for a member of staff to meet and direct the ambulance
- contact the pupil's parents or carers.

Emergency treatment must not be delayed while seeking parental consent or attempting to contact parents or carers.

Where a pupil develops suspected anaphylaxis but has **no previously known allergy or prescribed AAI**, staff should call 999 immediately, explain that anaphylaxis is suspected and that the school has spare AAIs available, and follow the emergency call handler's instructions.

Following the administration of adrenaline, the pupil must be assessed by emergency medical services and should not simply return to normal school activities, even if their symptoms appear to improve.

14. Educational visits, sport and off-site activities

- Allergy must be considered as part of planning and risk assessment for educational visits and off-site activities. The visit leader will ensure that relevant staff know which pupils have allergies, what controls are required and how to respond in an emergency.
  - A pupil's **yellow medical bag, containing their prescribed emergency medication, must accompany them when they leave the school site** and must be readily accessible throughout the visit, including during travel.
  - Medication must not be placed somewhere inaccessible, such as in the hold of a coach.
  - Food and catering arrangements will be checked in advance where relevant.
  - Parents/carers and the pupil may be consulted where the allergy presents additional or unusual risks.
  - Reasonable adjustments will be made so that pupils with allergies can participate safely.

15. Inclusion, wellbeing and anti-bullying

The school recognises that living with an allergy can affect a pupil's confidence, wellbeing and sense of inclusion. Staff will be alert to anxiety, social exclusion, teasing or bullying related to a pupil's allergy.

Allergy-related bullying, including deliberately exposing or threatening to expose a pupil to an allergen, will be treated seriously under the school's behaviour, anti-bullying and safeguarding procedures.

16. Incidents, near misses and learning

All allergic reactions requiring staff intervention and allergy-related near misses will be recorded. The school will review what happened, identify any contributory factors and make changes to risk controls, training, communication, IHPs or procedures where required.

Parents/carers will be informed of incidents involving their child. Significant incidents will be reported to the governing body through appropriate monitoring arrangements and to external bodies where a statutory reporting requirement applies.

17. Unacceptable practice

It is not acceptable for the school to:

- prevent or unnecessarily delay a pupil from accessing prescribed emergency medication
- assume that all pupils with the same allergy require identical arrangements
- ignore the views of a pupil or parent/carer, or relevant healthcare advice
- send a pupil experiencing a suspected serious allergic reaction to the office or medical room alone
- exclude a pupil unnecessarily from meals, lessons, clubs, trips or other school activities because of an allergy
- require a parent/carer to attend an activity solely because appropriate arrangements have not been made by the school
- rely on a food ban or an **'allergen-free'** label instead of effective individual planning, proportionate risk reduction and emergency preparedness.

18. Communication, publication and review

This policy will be published on the school website, made known within the school and to parents/carers, and brought to the attention of pupils, parents/carers and all people who work at the school at least annually.

The governing body will review the policy at least once every year and make any changes it considers appropriate. It will also be reviewed sooner following a significant allergic incident or near miss, a material change in pupil need, or a change in legislation or statutory guidance.

The Designated Allergy Lead will coordinate the review, with oversight from the Named Governor for Allergy Safety.

Appendix 1 –

Individual Healthcare Plan (IHP)

Pupil name		Insert current photograph here
Date of birth		
Year Group / class		
Plan completed on		
Review date		

1. Medical condition and diagnosis

- Condition(s), diagnosis, triggers/known risks and relevant clinical information

2. Signs and symptoms

What staff might notice and what is usual for this pupil

3. Everyday arrangements and risk reduction

Routine care, reasonable adjustments, food/drink, toileting, physical activity, rest etc

4. Medication and emergency equipment

Medication, dose, timings, storage/access and administration arrangements

5. Emergency response

What constitutes an emergency, exactly what staff should do and when to call 999

6. Educational visits, PE, clubs and off-site activities

Record any additional arrangements required so the pupil can participate safely and inclusively.

7. Communication and information sharing

Identify staff who need to be aware of this plan and any agreed arrangements for communicating with catering staff, wraparound provision, supply staff or other relevant adults.

Parent/carer name(s)	
Parent/carer contact number(s)	
Healthcare professional / service	
Healthcare contact details	
School lead / key contact	

8. Agreement and review

Role	Name / signature	Date
Parent/carer		
School representative		

Attachments / supporting documents

☐ Allergy Action Plan issued by a healthcare professional (where applicable)

☐ Asthma Action Plan (where applicable)

☐ Other relevant clinical information

School note: This plan should be reviewed at least annually and sooner if the pupil's needs, medication, diagnosis or school arrangements change, or following a relevant serious incident or near miss.

Appendix 2 – Annual allergy safety assurance checklist

Check	Complete	Notes / action
Allergy register reviewed and up to date		
Pupils requiring an IHP identified; plans reviewed and current		
Allergy Action Plans attached/available where provided		
Prescribed medication present, accessible and in date		
School spare AAIs accessible and in date		
Annual staff allergy/anaphylaxis training completed		
Catering information and pupil identification arrangements reviewed		
Educational visit procedures reflect allergy requirements		
Relevant incidents and near misses reviewed and actions completed		
Policy published on website and annual communication completed		
Governor assurance completed.		

Appendix 3 – Annual allergy safety assurance checklist

Named Governor for Allergy Safety:
Date of review:

This record supports the Named Governor for Allergy Safety in providing strategic oversight of the school's allergy safety arrangements. It is **not an operational compliance check** and does not require the governor to inspect individual medication, medical records or Individual Healthcare Plans.

Area for assurance	Assurance / key information
Policy and procedures	Has the Allergy Safety Policy been reviewed and are the school's arrangements operating as intended?
Identification and individual planning	Is the school satisfied that pupils with known allergies are identified and that IHPs are in place where required?
Medication and emergency arrangements	Is the school satisfied that prescribed emergency medication and school spare AAIs are accessible and appropriately managed?
Staff training	Has annual allergy awareness and anaphylaxis training been completed or planned for all staff?
Food and catering	Are appropriate arrangements in place to communicate and manage pupils' food allergies, including lunchtime identification arrangements?
Incidents and near misses	Have there been any significant incidents or relevant near misses since the previous review? If so, what has the school learned and what action has been taken?
Areas requiring further action	Are there any matters arising from this review that require further action or consideration by the school or Governing Body?