Allergy Safety Policy 2026/27

RIDGEWAY EDUCATION TRUST

Approved by Health and Safety Committee: 28th September 2026

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This policy should be read in conjunction with the following:

- Allergy Safety in Schools Statutory Guidance
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy

Purpose

The purpose of this Allergy Safety Policy is to provide a Trust-wide framework for protecting the health, safety and wellbeing of all pupils, staff and visitors affected by allergies. The Trust is committed to creating inclusive and supportive school environments where individuals with allergies can participate fully in all aspects of school life while minimising the risk of allergic reactions, including anaphylaxis.

Whilst the Trust expects a consistent standard of allergy awareness, risk management and safeguarding across all schools, it recognises that allergy management is not a one-size-fits-all approach. Each school operates within its own unique context, taking into account factors such as pupil needs, age ranges, site layouts, catering arrangements and local risks. Schools are therefore required to develop and implement procedures that are appropriate to their setting while ensuring compliance with the principles, expectations and requirements set out within this policy.

This policy establishes clear areas of responsibility for the identification, assessment and management of allergy-related risks and promotes effective communication between schools, families, healthcare professionals and other relevant stakeholders. Through a balanced approach of prevention, awareness, preparedness and emergency response, the Trust aims to ensure that all schools meet their statutory duties, provide appropriate support for those with allergies, and foster a culture of vigilance, understanding and shared responsibility across the Trust.

Culture

Awareness training

All staff will be expected to undertake Allergy Awareness Training annually via Smartlog.

All staff present during times when pupils are scheduled to be on site will be expected to complete allergy awareness training. This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It includes catering staff and others who may oversee pupils at breakfast or after school clubs. It does not include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

New staff will be assigned Allergy Awareness Training when they join; they will be expected to complete this typically within one month of their start date, but sooner where required.

External supply and cover staff must provide their evidence of training prior to starting.

The allergy awareness training completed by school staff ensures that they:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;

- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including:
    - 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);
- Understand the impact allergy can have on a child or young person's wellbeing;
- Understand the school, college or setting's allergy safety policy;
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan;
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").

Training under this guidance should be understood as allergy awareness and emergency response training. It should not be read as replacing any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

Wellbeing

The school recognises that allergies can affect a pupil's emotional wellbeing as well as their physical health. Staff will foster an inclusive and supportive environment. Bullying, teasing, intimidation or deliberate exposure to allergens will be treated as a serious matter, in line with our Behaviour Policy.

The school will support pupils living with a serious allergy by implementing the following to create a safer environment for pupils with serious allergies, ensuring their well-being and reducing the risk of life-threatening allergic reactions:

- Developing an Allergy Safety Policy that outlines arrangements to reduce the risk of contact with known allergens and includes emergency response plans for anaphylaxis.
- Ensuring all staff receive annual allergy awareness training to recognise and manage allergic reactions.
- Stocking spare AAIs for use in an emergency.
- Managing food allergies by ensuring that the catering staff provide allergen information and comply with the Food Information Regulations.
- Reviewing and updating policy and procedures annually, to ensure they are current and effective.

Minimising risk

Ridgeway Education Trust has taken the stance not to have blanket ban of any particular allergen in our schools. This is because peanuts and tree nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free

environment for a child living with food allergy. We advocate instead for our schools to adopt a culture of allergy awareness and education. We have a duty of care to all staff and pupils, so need to have procedures and controls in place to minimise the risk of an allergic reaction occurring. All patients are different, and specific cases need specific advice, so a comprehensive care plan that accommodates the child's needs should be developed with the input of parents, carers and medical professionals.

The school will ensure:

- Individual IHCPs will be implemented.
- Individual risk assessments are completed for pupils at risk of anaphylaxis when planning activities, trips and lessons.
- Pupils with allergies can participate in school life fully and safely.
- Food produced in school will not contain nuts and special menu items for pupils with severe allergies will be offered.
- Children are discouraged from trading and sharing food.

Food Allergy

School meals are prepared by a member of the RET Catering Team. The school ensures allergen information is available. Special dietary requirements are recorded and cross-contamination controls followed.

The school will support with special diet procedures to support pupils with severe allergies.

Individual Pupils

Identification

All schools use Sign In App for visitors. Visitors are asked to notify the person they are visiting if they have a severe allergy and/or carry an AAI.

Pupil information is collected through admission forms, medical records, parent discussions and previous settings and recorded on Arbor.

Individual Healthcare Plans

Pupils should have an Individual Healthcare Plan (IHCP) if:

- they have an allergy which has a functional impact on them in their school, college or setting;
- they are at risk of harm as a result of their allergy and
- they require arrangements which are additional to or different from those made generally.

The IHCP will set out the additional and/or different arrangements that will be in place in the school, college or early years setting for supporting the child or young person with their medical condition or allergy, including in emergency situations.

Pupils requiring additional support, flexibility and reasonable adjustments will have an IHCP developed with parents and healthcare professionals. Allergy Action Plans/Asthma Action

Plans issued by a healthcare professional will be attached to the IHCP. IHCPs will be stored in the medical folder in the Digital Staffroom and a copy stored with the prescribed device.

Commented [LR1]: Please state where IHP's will be stored.

Prescribed Adrenaline

Pupils prescribed AAIs will have rapid access to them at all times. Devices accompany pupils on trips and activities. In a case of anaphylaxis, adrenaline will be administered without delay.

The Medical Lead will ensure that records are kept, ensuring that AAIs are in date. Where an AAI has a short date, the Medical Lead will contact the parent. All medicines are sent home at the end of the school year and the Medical Lead is responsible for updating IHCPs and ensuring that appropriate medication is kept in school at the start of the new academic year.

School-wide policies

"Spare" adrenaline devices

"Spare" devices can be used if a pupil's prescribed injector fails or if someone appears to be experiencing anaphylaxis for the first time.

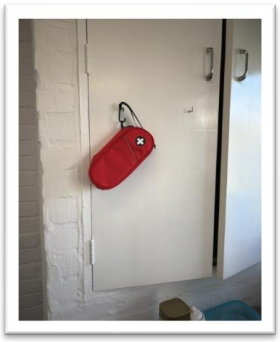
When storing "spare" adrenaline devices:

- "Spare" adrenaline devices must be readily accessible and not locked away;
- In the event of an anaphylaxis, adrenaline should be administered as soon as possible. In practice, this should be no more than five minutes, i.e. adrenaline devices must be able to be brought to the person having anaphylaxis within 5 minutes.
- "Spare" adrenaline devices will be stored in pairs, so that if a second one is necessary it is on hand rather than needing to be obtained from elsewhere on site;
- "Spare" adrenaline devices will be clearly labelled, to avoid any confusion with adrenaline devices prescribed to a named person.

"Spare" AAIs will be kept in the Staffroom and the Meeting Room in the Nursery Building.



Staffroom



Meeting Room

Checking the "Spare" AAIs weekly will be part of the school's regular Health and Safety checks carried out by the Caretaker and recorded on iAM Compliant.

If an individual (whether a child, young person, member or staff or visitor) experiences a life-threatening medical emergency, anyone – staff, volunteers or bystanders – may take reasonable action to save their life, including the use of "spare" AAI devices or asthma inhalers. The law recognises that rescuers act under extreme pressure.

People who attempt to save a life in good faith are protected, even if an injury occurs while giving emergency care (for example, broken ribs during CPR are common and not a sign of wrongdoing). This includes administering adrenaline when an individual is suffering anaphylaxis.

Staff in our schools are reassured that mistakes, hesitation, or imperfect technique do not amount to serious and wilful misconduct. The expectation is simply that our staff act reasonably, to the best of their ability, in an emergency.

Safe disposal of used or out of date devices:

- Keep expired AAIs secure until collection/disposal.
- Take them to a local pharmacy and ask them to dispose of them as expired medicines/sharps.
- If the AAI has been used, treat it as a sharps item because the needle may be exposed.
- Record the disposal in your medical supplies log and replace any spare school stock as required

Visits and trips

Pupils with allergies will be able to participate in educational visits. Allergy risks will be considered during trip planning. Medication and action plans will accompany pupils where required. Risk assessments will identify pupils who may be at risk and detail appropriate measures to ensure staff respond appropriately if needed.

Visitors

Visitors will be prompted, via the school's electronic sign-in system, to declare any severe allergies to the member of staff they are visiting.

Serious incidents and "near misses"

Parents will be notified by telephone of any serious incidents as soon as practically possible.

Serious incidents and "near misses" are recorded in Smartlog as soon as practically possible. Following an investigation by the School Business Manager/Headteacher, supported by the allergy lead and completion on Smartlog, these will be reported to and reviewed by the Health and Safety Committee. Findings from the investigation including learnings will be recorded in the relevant Smartlog accident/incident file and disseminated amongst staff where appropriate.

Pupils, their carers or others including healthcare professionals should notify the school by email or telephone to the School Office if a child or young person has experienced an incident relating to exposure to an allergen whilst not in school and this will be recorded in the Management Information System as a medical event.

Information sharing

Information will be shared on a need-to-know basis with relevant staff, catering teams and activity providers. Details about the allergy will be recorded and maintained on Arbor, with information shared with the catering team on the school meal register, which is produced daily. Parents complete a separate registration form for wrap around care, which includes allergy information. Catering and wrap around care staff are all employed directly by the school, so pupils with allergies are known and readily identified.

Awareness of the allergy safety policy

This policy forms part of the Trust's Allergy Safety Framework. The Trust Board has delegated responsibility for approving the Trust-wide Allergy Safety Policy template to the Finance and General Purposes Committee. Each school is responsible for adopting and implementing a school-specific version of this policy, reflecting its local arrangements and risks.

The Headteacher is responsible for ensuring that the policy is communicated to staff, pupils, parents/carers, contractors and visitors where appropriate, and that procedures are embedded in day-to-day practice.

The school's Health and Safety Committee will review the school-specific policy annually/bi-annually/every 3 years and monitor its effective implementation. The school's Local Governing Body will receive assurance regarding compliance with allergy safety requirements through regular health and safety reporting arrangements."

Once approved it will be published on the school's policies web page:

Carterton Primary School - Policies

Staff will be required to read this policy annually and as part of their induction. This will be facilitated via Smartlog document library where policies will be issued, and staff will be required to mark as read and understood.

Awareness will be promoted through assemblies, PSHE, posters and communications with families. Discussions with parents will seek agreement in sharing specific allergy awareness among pupils in class.