

GRINDON INFANT SCHOOL



Allergy Safety Policy

Grindon Infant School Allergy Safety Policy

Policy Statement

Grindon Infant School is committed to providing a safe, inclusive and supportive environment for all children, staff and visitors. We recognise that allergies can adversely affect health, wellbeing, attendance and participation in school life. We are committed to reducing the risk of exposure to allergens, supporting children with allergies and ensuring that all staff can respond appropriately in an emergency.

This policy has been developed in accordance with the Department for Education's statutory guidance on allergy safety in schools 'Allergy Safety in Schools' (Department for Education, July 2026) and the requirements of the Children's Wellbeing and Schools Act 2026.

Children with allergies will be supported to participate fully and safely in all aspects of school life, including learning activities, visits, clubs and wider enrichment opportunities.

The policy applies to all children, staff, volunteers, governors, regular visitors and contractors working directly with children.

The policy will be reviewed annually, or sooner following any significant incident, near miss or change to statutory guidance.

This policy should be read alongside the school's Supporting Pupils with Medical Conditions Policy.

Roles and Responsibilities

Governing Board

The Governing Board will:

- Ensure the school has an Allergy Safety Policy.
- Review the policy annually.
- Ensure the policy is published on the school website.
- Ensure the policy is available in paper form on request.
- Monitor significant allergy incidents and lessons learned.

Allergy Safety Lead

The designated Allergy Safety Lead is the Head Teacher, Mrs Andrea Charlton.

The Allergy Safety Lead is responsible for:

- Leading the implementation of this policy.
- Maintaining oversight of children with allergies.
- Ensuring allergy records are accurate and up to date.
- Monitoring staff training.
- Reviewing incidents and near misses.
- Coordinating policy reviews.
- Ensuring relevant information is shared appropriately with staff.
- Reporting significant allergy matters to governors.

All staff are responsible for:

- Following this policy.
- Understanding the needs of children with allergies.
- Familiarising themselves with Individual Healthcare Plans.
- Taking reasonable steps to minimise allergen exposure.
- Recognising signs of allergic reactions and anaphylaxis.
- Responding appropriately in an emergency.

- Reporting incidents and near misses.

Parents and Carers

Parents and carers are responsible for:

- Informing the school of allergies and medical conditions.
- Providing medical evidence where appropriate.
- Providing prescribed medication.
- Ensuring medication remains in date.
- Informing school promptly of any changes to their child's condition.
- Providing updated Allergy Action Plans when available.

Working in Partnership

The school recognises that effective allergy management relies on strong partnership working between school, parents/carers and healthcare professionals. The school will work collaboratively with parents and carers to ensure allergy information remains accurate and current and to review arrangements whenever a child's needs change.

Awareness Training

All staff who are present during times when children are on site will receive annual allergy awareness and emergency response training.

This includes:

- Teachers.
- Teaching assistants.
- Lunchtime supervisors.
- Office staff.
- Site staff.
- Catering staff.
- Wraparound care staff.
- Temporary staff.
- Agency workers.
- Supply teachers.
- Peripatetic staff.
- Regular volunteers.

Training will ensure staff:

- Understand allergy and the risks it poses.
- Understand how allergic reactions occur.
- Understand the relationship between allergy, asthma, eczema and hay fever, including the increased risk associated with children who have both food allergies and asthma.
- Understand the difference between food allergy, food intolerance and coeliac disease.
- Know where to find information on allergy triggers.
- Recognise the signs and symptoms of allergic reactions.
- Recognise anaphylaxis.
- Know how to respond in an emergency.
- Know how to summon assistance and call emergency services.
- Know how to locate emergency medication.
- Know how to administer an adrenaline auto-injector (AAI). (Any member of staff who has received appropriate training may administer an adrenaline auto-injector in an emergency where anaphylaxis is suspected, in accordance with the individual's Allergy Action Plan, emergency procedures and current guidance.)

- Understand how to use spare adrenaline devices where appropriate.
- Understand how to use emergency asthma medication where appropriate.
- Understand the impact allergy can have on wellbeing.
- Understand the school's Allergy Safety Policy.
- Know how to access allergy records, Individual Healthcare Plans and Action Plans.
- Understand their responsibilities in reducing allergen exposure.
- Know how to report incidents and near misses.
- Are aware that anaphylaxis can occur in individuals with no previous diagnosis of allergy and should respond immediately where symptoms suggest anaphylaxis.

New staff will receive allergy awareness information during induction.

Supply, agency and cover staff will receive information regarding emergency procedures, location of medication and children with significant allergies before working directly with children.

Relevant staff will be informed of children with allergies before they work with or supervise the child and will know how to access the child's Individual Healthcare Plan (IHP) and Allergy Action Plan.

The school will maintain records of allergy awareness and emergency response training undertaken by staff.

Wellbeing

The school recognises that living with an allergy can be a source of anxiety for children and their families.

We will:

- Promote an inclusive and supportive environment.
- Encourage children to talk to trusted adults about concerns.
- Support children to participate fully in school life.
- Work in partnership with parents and healthcare professionals.

Any bullying, teasing or inappropriate behaviour relating to a child's allergy will be addressed promptly in accordance with the school's Behaviour Policy and Anti-Bullying procedures.

Supporting Children to Understand Their Allergy

The school will support children, in an age-appropriate manner, to understand their allergy and the actions they can take to help keep themselves safe. Where appropriate, children will be encouraged to:

- Recognise symptoms that may indicate an allergic reaction.
- Seek help promptly from a trusted adult if they feel unwell or believe they have been exposed to an allergen.
- Understand the importance of not sharing food, drinks or utensils.
- Develop increasing independence in managing their allergy as they mature.

Where appropriate, the views of the child will be considered when developing and reviewing their Individual Healthcare Plan.

Minimising Risk

Grindon Infant School aims to create an allergy-aware environment rather than an allergy-free environment. The school will take reasonable steps to minimise the risk of individuals

coming into contact with known allergens. Whilst reasonable measures will be taken to reduce exposure to allergens, the school cannot guarantee a completely allergen-free environment.

Food Provided by School

The school will:

- Obtain allergen information from catering providers.
- Ensure allergen information is available when required.
- Communicate relevant information to staff.
- Ensure catering arrangements consider known allergies.

Meal Safety Procedures

Where meals are provided by the school or its catering provider, appropriate procedures will be in place to help ensure that children with known food allergies receive the correct meal. Relevant allergen information will be shared between catering staff and school staff as necessary to support the safe provision of meals.

Staff must follow agreed procedures for checking food provided to children with allergies and must seek clarification where there is any uncertainty regarding allergen content.

Food Brought into School

The school will:

- Discourage the sharing of food.
- Risk assess special events involving food.
- Communicate additional precautions to parents where necessary.
- Consider individual children's needs when planning celebrations and activities.

Curriculum Activities

Staff planning activities will consider allergen risks.

This includes:

- Cooking activities.
- Food tasting sessions.
- Art and craft activities.
- Sensory play.
- Science activities.
- Musical activities involving food products.
- Forest School activities.
- Activities involving plants.
- Activities involving animals.
- Special events and celebrations.

Environmental Allergens

Where children have known airborne or contact allergies, reasonable measures will be implemented to reduce exposure and risk.

Food Allergy Management

The school will maintain clear information regarding children with food allergies and implement reasonable measures to reduce risk.

Staff must never assume that food is safe for a child and should always check relevant information where necessary.

Food-based curriculum activities will be planned with consideration for children's known allergies and medical needs.

Identification of Individuals with Allergies

The school will identify children with allergies as early as possible through:

- Admission documentation.
- Medical forms.
- Discussions with parents.
- Information from previous settings.
- Healthcare professionals where appropriate.

The school will maintain an allergy register identifying:

- Known allergens.
- Severity of reaction.
- Prescribed medication.
- Individual Healthcare Plans.
- Allergy Action Plans.
- Asthma Action Plans where applicable.

The school recognises that some children may experience a first allergic reaction while at school. Staff will treat all suspected allergic reactions seriously and follow emergency procedures where appropriate.

Where appropriate, the school will also seek to identify significant allergies affecting staff, volunteers and regular visitors where emergency arrangements or reasonable adjustments may be required.

The school recognises that some adults or children with allergies may be considered disabled under the Equality Act 2010 and will make reasonable adjustments to ensure they are not placed at a substantial disadvantage.

Transition and Information Sharing

When a child with an allergy joins, transfers to, or leaves the school, the school will take reasonable steps to ensure relevant allergy information is shared appropriately with the receiving setting or school. This will be undertaken in accordance with data protection requirements and, where necessary, in consultation with parents or carers.

Transition arrangements will seek to ensure continuity of support and minimise risks during periods of change.

Individual Healthcare Plans

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

- Has an allergy which has a functional impact upon them in school;
- Is at risk of harm because of their allergy; and
- Requires arrangements which are additional to or different from those made generally for children.

The IHP will include:

- Known allergens.
- Symptoms.
- Emergency procedures.
- Medication arrangements.
- Educational visit arrangements.
- Staff responsibilities where appropriate.

Where appropriate, reasonable adjustments will be made to enable children with allergies to access all aspects of school life safely and participate fully alongside their peers. Such adjustments will be identified through the Individual Healthcare Plan process and may include modifications to classroom activities, food-related activities, educational visits, dining arrangements or other school activities where a risk assessment identifies a need.

Where a healthcare professional has provided an Allergy Action Plan and/or Asthma Action Plan, this will be attached to or referenced within the IHP.

IHPs will be reviewed:

- Annually.
- Following a significant incident.
- Following receipt of updated medical information.
- When a new Action Plan is provided.

Prescribed Adrenaline Auto-Injectors

Children prescribed an adrenaline auto-injector (AAI) must have rapid access to their medication at all times.

The school will ensure:

- Adrenaline is available within five minutes wherever it may be required.
- Adrenaline medication will be kept in a clearly labelled bag within the child's usual classroom. The bag must accompany the child and supervising adult at all times when they leave the classroom, including during playtime, lunchtimes, educational visits, and other activities.
- Relevant staff know where medication is located.
- Medication accompanies children on trips and visits.
- Medication is available during lessons, playtimes, lunchtimes and extracurricular activities.
- Accurate records are maintained of prescribed AAI's and associated Action Plans.

Parents remain responsible for supplying in-date medication and replacing expired devices promptly.

Monitoring Emergency Medication

Whilst parents and carers remain responsible for supplying prescribed emergency medication, the school will maintain arrangements to monitor expiry dates and will notify parents when replacement medication is required.

Where medication has expired or is approaching expiry, parents will be asked to provide a replacement as soon as possible.

Spare Adrenaline Auto-Injectors

The school will maintain spare adrenaline auto-injectors in accordance with national guidance. Spare AAI's may be used in an emergency for children, staff, visitors or other individuals on the school site where anaphylaxis is suspected and in accordance with Department for Education guidance and staff training.

Spare AAI's will:

- Be stored in pairs.
- Be clearly labelled as emergency medication.
- Not be locked away.
- Remain readily accessible- stored centrally in the School Office next to the Defibrillator.

- Be capable of reaching a child within five minutes in an emergency.
- Be supplied and regularly replaced through Kitt Medical, ensuring emergency adrenaline auto-injectors are always available and within their expiry date.
- Be replaced promptly after use or expiry.

The school may maintain an Emergency Anaphylaxis Kit containing:

- Spare AAls.
- Emergency instructions.
- Emergency contact details.
- Asthma inhaler and spacer where appropriate.

Visits and Educational Trips

Grindon Infant School is committed to ensuring children with allergies can participate fully in educational visits where it is safe to do so.

For children at risk of anaphylaxis:

- Individual risk assessments will be completed.
- Prescribed medication will accompany the child.
- Trained staff will attend the visit.
- Emergency procedures will be shared with relevant adults.
- Additional control measures will be implemented where necessary.

Emergency Procedures

If an allergic reaction occurs:

1. Follow the child's Allergy Action Plan and Individual Healthcare Plan.
2. Send for assistance immediately.
3. Administer emergency medication where required.
4. If anaphylaxis is suspected, administer adrenaline without delay.
5. Call 999 and request an ambulance. Where adrenaline has been administered, an ambulance must always be called, even if symptoms appear to improve. Children who have received adrenaline must be assessed by healthcare professionals and monitored in accordance with emergency medical advice.
6. Contact parents or carers.
7. Monitor the child until emergency services arrive.
8. Record the incident in accordance with school procedures.

Staff should always treat suspected anaphylaxis as a medical emergency.

Serious Incidents and Near Misses

All allergy-related incidents and near misses will be recorded and reviewed.

Records will include:

- Date and time.
- Circumstances.
- Actions taken.
- Outcome.
- Learning identified.
- Any changes required to procedures or risk assessments.

Learning from Incidents

The school will promote a culture of continual improvement in allergy safety. Following any allergy-related incident or near miss, arrangements will be reviewed by the Head Teacher to identify learning points and any necessary changes to procedures, training, risk assessments or communication systems. Lessons learned will be shared with relevant staff and, where appropriate, reported to governors.

Information Sharing and Confidentiality

The school will share allergy information only with individuals who need the information to keep the child safe.

Information will be handled in accordance with UK GDPR and Data Protection legislation.

Health information will be stored securely and shared in a respectful and proportionate manner. Relevant staff will have access to:

- Allergy registers.
- Individual Healthcare Plans.
- Allergy Action Plans.
- Emergency procedures.

Visitors and External Providers

Where relevant, contractors, external providers, coaches, activity leaders and organisations using school premises will be informed of allergy safety procedures and emergency arrangements.

The school will ensure that external adults working directly with children are aware of any significant allergy-related risks and know how to obtain assistance in an emergency.

Awareness of Allergy Safety

The school will raise awareness of allergy safety through:

- Annual staff training.
- Staff induction.
- Publication of this policy.
- Communication with parents where appropriate.

Children will receive age-appropriate messages about:

- Respecting the medical needs of others.
- Not sharing food.
- Seeking adult help if a friend becomes unwell.
- Understanding that allergies can be serious and require prompt action.

Monitoring and Review

The Governing Body and Head Teacher will monitor implementation of this policy.

The policy will be reviewed:

- Annually.
- Following a significant allergy incident.
- Following a serious near miss.
- Following changes to legislation or statutory guidance.

Appendix 1

NAME – Individual Healthcare Plan for allergy	
Date of birth:	Current photo
Year / class:	
Emergency contacts:	
Staff who need to be aware:	
Allergy: <i>Note what allergy the child or young person has.</i> <i>Note any known allergens.</i> <i>Note whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others.</i>	
How the allergy is managed: <i>Note any care or action plans or prescribed medication issued by healthcare professionals.</i> <i>If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.</i> <i>Note the extent to which the child or young person is able to take responsibility for managing their allergy.</i>	
Impact on education: <i>Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.</i> <i>Indicate how the allergy may impact on the child or young person's learning.</i> <i>Indicate how the allergy may impact on the child or young person's emotional wellbeing.</i> <i>If relevant, note any interaction between allergy and SEN.</i>	

Arrangements for support:

Give details of the specific support or adaptations which the school, college or early years setting will put in place, within its educational remit.

Outline measures to reduce the risk of contact with known allergens.

Give details of the specific support or adaptations to manage food allergy at meal and snack times.

Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.

Visits and trips:

Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.

Note any requirement for a risk assessment and prompts for specific issues which should be considered.

Emergency response:

Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.

Otherwise summarise the signs or symptoms which would indicate an emergency.

Set out what to do in an emergency, including whom to contact.

If relevant, note where “spare” adrenaline devices are located.

Last discussed with parents:	Date
Issued by:	Date:
Next planned review:	Date:

Appendix 2

Allergy Register Template

This is used to record all children with allergies.

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Appendix 3

Allergy Action Plan Record

Record of current professional action plans.

- BSACI / Allergy UK / NHS plans attached.

Appendix 4
Allergy Incidents/Near Miss Record

Date	Description	Actions	Outcome	Learning Identified



Allergy Safety Policy

Author's Name	Grindon Infant School
Review Date	September 2027

Date Ratified by Governing Body	September 2026
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SIGNATURES:

Head Teacher	
Chair of Governors	