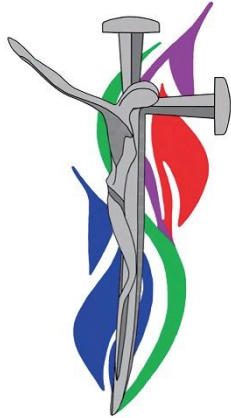


Holy Cross Catholic MAC



Christ the King Catholic Primary
School



Allergy safety policy

Responsible for policy	Headteacher
Date of policy	1 September 2026
Date approved by LGB	September 2026
Date of policy review	September 2027

MAC MISSION STATEMENT

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.

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1. Aims

This policy sets out our approach to allergy safety of Holy Cross Catholic MAC.

The allergy safety lead responsible for implementing this policy at **Christ the King Catholic Primary School** is named in **section 3.2.**

This policy aims to:

- Set out our school's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on [allergy safety in schools](#) and [supporting pupils with medical conditions at school](#), the Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#), and the following legislation:

- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

3. Roles and responsibilities

3.1 The MAC Board of Directors

The MAC Board of Directors is responsible for ensuring:

- Risks relating to pupils with allergy are included in the risk register and actively managed
- The school has an allergy safety policy which sets out:
 - Arrangements to reduce the risk of individuals coming into contact with their known allergens
 - Emergency response plans for cases of anaphylaxis
- Ensuring the allergy safety policy is reviewed at least annually, updated when needed, and is published

The MAC Board of Directors delegates the day-to-day implementation of this policy to the School Headteacher/School Allergy Safety Lead.

3.2 Allergy safety lead

The nominated allergy safety lead is Mrs Sue Horrocks (AHT, DDSL and SENDCO)

They're responsible for:

- Implementing this allergy safety policy
- Contributing to the review of the allergy safety policy at least annually, updating it when needed, and making sure it is published
- Promoting and maintaining allergy awareness across the school community
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (AD)
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - All pupils who require support with allergies have an up-to-date individual healthcare plan (IHP)
 - All pupils with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional
 - All staff receive regular allergy awareness training
 - All staff are aware of the school's policy and procedures regarding allergies
 - Relevant staff are aware of what activities need an allergy risk assessment
 - Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff:
 - What lessons there are to learn
 - Any potential changes to the medical conditions and/or allergy safety policies and/or to any pupil's IHP

3.3 Headteacher

The headteacher is responsible for:

- Deciding, in discussion with parents/carers and any relevant healthcare professionals, whether a pupil's allergy can be managed through the adjustments made under the Medical Conditions Policy or whether an Individual Healthcare Plan (IHP) is required to specify arrangements that reflect the pupil's circumstances.

- Ensuring the school has appropriate arrangements in place to support pupils with allergies, including access to emergency medication where required.
- Ensuring that relevant staff are appropriately trained and confident in recognising and responding to allergic reactions and anaphylaxis.
- Ensuring that staff are aware of pupils with identified allergies and understand the individual arrangements and emergency procedures that apply to them.
- Ensuring that appropriate risk assessments and preventative measures are in place to reduce the risk of exposure to known allergens.
- Ensuring that parents/carers are kept informed about relevant arrangements and are involved in the development and review of their child's IHP where one is required.
- Ensuring that allergy and medical information is regularly reviewed and updated, particularly where there are changes to a pupil's diagnosis, medication or treatment.
- Ensuring that emergency procedures are understood and that appropriate arrangements are in place for summoning emergency medical assistance when required.
- Ensuring that incidents involving allergic reactions are appropriately recorded, reviewed and followed up, including consideration of whether existing arrangements need to be amended.
- Ensuring that the school's arrangements for supporting pupils with allergies are implemented in accordance with its Medical Conditions Policy, safeguarding procedures and relevant statutory guidance.

3.4

Miss Kate Morgan and Miss Kimberley Bridget are responsible for:

- Checking spare AAls (Adrenaline Auto-Injector) are present on school site and in date on a monthly basis.
- Making sure that replacement AAls are obtained when expiry dates approach.
- Ensuring spare AAls are stored safely, securely and in an accessible location, in accordance with the school's procedures.
- Maintaining an up-to-date register of spare AAls, including expiry dates and details of the pupils for whom they may be appropriate.
- Ensuring that relevant staff know where spare AAls are stored and how to access them quickly in an emergency.
- Ensuring that any AAI that has been used, damaged or is otherwise unsuitable is replaced as soon as possible.
- Ensuring that parents/carers are informed where their child's spare AAI has been used and that a replacement is obtained promptly.

3.5 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils in an age-appropriate way.
- Maintaining awareness of our Allergy Safety Policy and procedures.
- Being able to recognise the signs and symptoms of severe allergic reactions and anaphylaxis and knowing the appropriate emergency response.
- Being aware of specific pupils with allergies in their care and familiarising themselves with any relevant Individual Healthcare Plans (IHPs).
- Reducing the risk of pupils with known allergies coming into contact with known allergens, including following agreed risk-reduction measures.
- Ensuring the wellbeing, safety and inclusion of pupils with allergies and avoiding unnecessary restrictions on their participation in school activities.
- Knowing the location of pupils' prescribed medication and spare Adrenaline Auto-Injectors (AAls), where applicable, and ensuring they are readily accessible when required.

- Following the pupil's Individual Healthcare Plan and emergency procedures in the event of an allergic reaction.
- Ensuring that prescribed medication and AAIs are not left inaccessible or unattended when they may be required during activities or trips.
- Taking appropriate precautions during school trips, residential visits, PE, outdoor learning, cooking and other activities where there may be an increased risk of exposure to allergens.
- Checking relevant allergy information before providing or supervising food, including snacks, cooking activities, celebrations and school events.
- Reporting any allergic reaction or case of anaphylaxis to the Allergy Safety Lead and following the school's incident-reporting procedures.
- Reporting any concerns, near misses or suspected allergen exposure to the appropriate member of staff so that preventative measures can be reviewed.
- Completing any required allergy awareness or emergency response training and keeping their knowledge up to date.
- Maintaining appropriate confidentiality when handling information about pupils' medical conditions and allergies, while ensuring that staff who need the information to keep a pupil safe are appropriately informed

3.6 Parents/carers

Parents/carers are responsible for:

- Being aware of and following the school's Allergy Safety Policy and procedures.
- Providing the school with up-to-date information about their child's medical needs, dietary requirements and any history of allergies, allergic reactions or anaphylaxis.
- Providing the school with a copy of any relevant medical information, prescriptions or healthcare plans from healthcare professionals where required.
- If required, providing their child with 2 in-date adrenaline auto-injectors (AAIs) and any other prescribed or agreed medication, such as inhalers or antihistamines, and ensuring these are replaced promptly before they expire or following use.
- Ensuring that all medication provided to school is clearly labelled with the pupil's name and is in date.
- Following the school's guidance regarding food brought into school to be shared, including providing appropriate information about ingredients where requested.
- Informing the school promptly of any changes to their child's allergy, medical condition, medication, dietary requirements or treatment.
- Informing the school of any new allergic reactions or suspected exposure to an allergen, including reactions that occur outside school where this may affect the child's safety in school.
- Working with the school to develop and review their child's Individual Healthcare Plan (IHP) where one is required.
- Providing any relevant information about their child's known triggers, symptoms, early warning signs and effective strategies for managing their allergy.
- Ensuring that their child understands, where age and developmentally appropriate, the importance of avoiding known allergens and telling a trusted adult if they feel unwell or think they may have been exposed to an allergen.
- Ensuring that any medication or AAIs taken home, used or replaced are returned to school promptly, where they are required to be available during the school day.
- Informing the school in advance of school trips, residential visits or other activities where additional medication or allergy-related arrangements may be required.

3.7 Pupils with allergies

If age-appropriate, these pupils are responsible for:

- Being aware of their known allergens and understanding the risks they may pose.
- If leaving school site - carrying their adrenaline auto-injector (AAI) with them where this has been agreed as part of their individual healthcare arrangements, and using it only for its intended purpose.
- Telling a trusted adult immediately if they think they have come into contact with an allergen or begin to feel unwell.
- Recognising, where age-appropriate, the early signs and symptoms of an allergic reaction and knowing when to seek help.
- Following agreed allergy management and safety arrangements, including avoiding known allergens where reasonably possible.
- Not sharing food, drinks or utensils with other pupils where this could present a risk.
- Asking a member of staff for help if they are unsure whether food or another item is safe for them.
- Taking reasonable care of their medication and informing a member of staff if their AAI or other medication is lost, damaged or unavailable.
- Participating, where appropriate, in discussions about their Individual Healthcare Plan and allergy management, including identifying strategies that help them feel safe and included.
- Following school procedures during trips, activities, lunchtimes and other situations where their allergy may require additional precautions.

3.8 Pupils without allergies

These pupils are responsible for:

- Being aware of common allergens and the risks they may pose to their peers.
- Following the school's allergy safety rules and guidance, including any arrangements relating to food and drinks.
- Not sharing food, drinks or utensils with pupils who have known allergies where this could create a risk.
- Following staff instructions if an allergic reaction or emergency occurs.
- Telling a member of staff if they see a pupil having an allergic reaction or if they become aware of possible allergen exposure.
- Treating pupils with allergies with respect, understanding and sensitivity, and avoiding behaviour that could deliberately expose another pupil to an allergen.
- Not bringing food or other items containing a known allergen into school where they have been asked not to do so as part of the school's allergy safety arrangements.
- Supporting an inclusive environment where pupils with allergies can participate fully in school activities without unnecessary stigma or exclusion.
- Older pupils may also be expected, where appropriate and age-appropriate, to alert a member of staff promptly and support their peers in an emergency, while following staff instructions and never attempting to administer medication unless they have been specifically trained and authorised to do so.

4. Identifying individuals at risk

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis
- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

4.1 Identifying pupils at risk

We will:

- For new starters, a form will be sent to all parents/carers after their place at the school has been confirmed, but before their first school year starts, to confirm any allergy the pupil has, whether they carry medication and any relevant dietary requirements.
- Where a pupil has a new diagnosis and/or has moved to the school mid-term, we will send the appropriate medical information and allergy forms and put arrangements in place within 2 weeks, or sooner where the pupil's needs require immediate action.
- The SENDCo may also meet with the parents or previous setting to support transition to the school and gather key information so support is put in place prior to a child starting. This may include staff training to support individual needs.
- At the start of each academic year, send a reminder to parents/carers asking them to review and update their child's medical and allergy information, including any changes to allergies, medication or dietary requirements.
- Require parents/carers to complete the school's dietary and allergy information form for the catering provider, ensuring that information about their child's allergies and dietary requirements is accurate and up to date. Parents/carers are responsible for informing the school promptly of any changes so that the catering provider can be updated.
- Ensure that relevant allergy information is shared appropriately with the school catering provider and staff who need the information to keep the pupil safe, while maintaining appropriate confidentiality.
- Ask parents/carers to proactively inform us if their child's medical needs change during the school year, either by telephone to the school or through the school's agreed communication system.
- Where a pupil has a known allergy requiring medication, ensure that appropriate arrangements are made for the storage, accessibility and administration of medication, in accordance with the pupil's Individual Healthcare Plan and the school's Medical Conditions Policy.
- Work with parents/carers, the pupil where appropriate, and relevant healthcare professionals to develop or review an Individual Healthcare Plan (IHP) where required.
- Ensure that allergy information is reviewed following any allergic reaction, suspected allergen exposure or significant change in the pupil's circumstances, and that arrangements are amended where necessary.

We ask that parents/carers proactively inform us by either phone call to the school on **02476335790** or via email CTK-Parentlink@hccmac.co.uk if their child's medical needs change during the school year.

4.2 Identifying staff and visitors at risk

We will:

- Ask new staff, as part of the pre-employment and induction process, to provide relevant information about any allergies, medical conditions or dietary requirements that may affect their safety at work.
- Encourage all staff to inform the school of any newly diagnosed or changing allergies or medical needs during their employment.
- Ensure that staff allergy information is treated confidentially and only shared with relevant colleagues where this is necessary to support the individual's health and safety.
- Where appropriate, work with staff who have a known severe allergy to identify suitable emergency arrangements, including access to their prescribed medication and appropriate first-aid/emergency procedures.
- Ask visitors, contractors and volunteers to provide relevant information about any known severe allergies or medical needs in advance of their visit where this information is necessary for their safety.
- Where advance information is not available, provide visitors with an appropriate opportunity to inform reception or their school contact of any relevant allergy or medical need on arrival.
- Ensure that staff responsible for first aid and emergency procedures are aware of any relevant information that may be needed to respond appropriately to an emergency.
- Take reasonable steps to ensure that known allergens are managed appropriately in the school environment, while recognising that the school cannot guarantee an entirely allergen-free environment.

- Where a staff member or visitor experiences an allergic reaction or anaphylaxis on school premises, staff will follow the school's emergency procedures and seek emergency medical assistance where required.

4.3 Individual healthcare plans (IHP)

Pupils should have an IHP if they:

- Have an allergy which has a functional impact on them in the school environment
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally

It is not necessary for a pupil to have a formal diagnosis of allergy for them to have an IHP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the pupil. The school will make every effort to make sure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Not all children with an allergy will require an IHP. Some allergies will have little or no impact on the pupil while they are at school, or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

The headteacher is responsible for deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances.

The school will consider the following principles:

- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, an IHP may not be required
- If the pupil only needs non-prescription medication and the medical conditions policy would permit them to carry and administer it, an IHP may not be required

IHPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school or college, their IHP will be shared as part of the transition.

4.4 Allergy and asthma action plans

All pupils who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

All pupils who have asthma should be issued with an asthma action plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

The allergy action plan and/or asthma action plan should be attached to the pupils IHP. Whenever the allergy action plan is updated, the pupil's IHP should be reviewed to incorporate it.

4.5 Register of pupils with known allergies

The school maintains an **up-to-date electronic register of pupils with known allergies through Arbor**, our school management information system (MIS).

- The allergy register will include, where applicable:

- The pupil's name and photograph, where parental consent has been provided, to support quick visual identification.
 - Known allergens and any relevant risk factors for anaphylaxis.
 - Whether the pupil has been prescribed an **Adrenaline Auto-Injector (AAI)** and, where applicable, the type and dose.
 - Details of any other prescribed emergency medication.
 - Where an AAI has been prescribed, whether **parental consent has been given for emergency medication to be administered.**
 - Details of any relevant **Individual Healthcare Plan (IHP), allergy action plan or other medical plan.**
- Relevant allergy and dietary information will also be recorded in **Arbor's medical and dietary requirement records** and shared with appropriate staff and the school's catering provider where necessary to support the safe management of the pupil's allergy.
 - The Arbor allergy register will be **reviewed and updated regularly**, including when a pupil joins the school, at the start of each academic year and whenever parents/carers notify the school of a change to their child's allergy, medication or medical needs.
 - Appropriate staff will have access to the relevant information in Arbor in accordance with their **role and access permissions**. Staff will be familiar with how to access allergy information quickly when responding to an emergency.
 - The school will ensure that allergy information is available to staff in **areas where food is prepared, served or handled**, where this is necessary to reduce the risk of allergen exposure.
 - Where appropriate, pupils who are able to safely carry their own AAI will have their medication **readily accessible to them at all times**, in accordance with their Individual Healthcare Plan and the school's medication procedures. This can help to reduce delays in an emergency.
 - Spare AAIs held by the school will be stored in an **accessible location known to relevant staff** and will be checked regularly to ensure they are present, in date and suitable for use.
 - The school will maintain appropriate arrangements for checking **AAI expiry dates** and obtaining replacements before they expire. Arbor records will support the management of pupil medical information, but the school's separate medication-checking process will be used to monitor the physical availability and expiry dates of AAIs.
 - Information held on Arbor will be treated as **confidential medical information** and accessed only by staff who require it to support the pupil's health, safety and wellbeing.

5. Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

6. Minimising risk

6.1 Hygiene procedures

To reduce the risk of allergen exposure and cross-contamination, we will:

- Remind pupils to wash their hands thoroughly with soap and water before and after eating and after handling food.

- Ensure that sharing of food, food containers, cutlery and utensils is not permitted, particularly where this could result in allergen exposure.
- Encourage pupils not to share drinks or water bottles.
- Ensure that pupils use their own named water bottles and lunch boxes.
- Ensure that lunch boxes, food containers and any medication belonging to pupils with allergies are clearly labelled with the pupil's name where appropriate.
- Ensure that tables and other eating surfaces are cleaned before and after food is eaten, in accordance with the school's cleaning procedures.
- Where appropriate, ensure that food preparation areas, equipment and utensils are cleaned thoroughly to reduce the risk of cross-contamination.
- Take reasonable steps to prevent pupils from handling or coming into contact with another pupil's food, particularly where a known allergen is involved.
- Ensure that staff supervising mealtimes are aware of pupils with known food allergies and relevant dietary requirements.
- Where food is not directly provided by the school, including food brought in for celebrations, events or activities, parental engagement and permission will be sought in advance where appropriate.
- Follow the school's arrangements for food brought into school, including any restrictions or precautions relating to known allergens.
- During cooking, food technology or other practical activities involving food, ensure that appropriate hygiene, supervision and allergen controls are in place.
- If allergen exposure is suspected, staff will follow the pupil's Individual Healthcare Plan and the school's emergency procedures and seek medical assistance where required.
- Regularly remind pupils, in an age-appropriate way, about the importance of good hygiene and not sharing food or drinks, while ensuring that pupils with allergies are supported to participate fully in school life.

6.2 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering staff receive appropriate training and are able to identify pupils with allergies
- The school will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements
- School menus are available for parents/carers and pupils to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers
- Where changes are made to school menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of pupils
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all [legal requirements](#) that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Where food is provided by the school, staff will understand how to read labels for food allergens
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

6.3 Insect bites/stings

To reduce the risk of insect bites and stings, particularly for pupils with known insect venom allergies, we will:

When outdoors:

- Ensure pupils wear shoes at all times, particularly when using grassed areas or playing fields.

- Encourage pupils to avoid walking barefoot or disturbing areas where insects may nest, such as long grass, hedges or bushes.
- Keep food and drinks covered when outdoors and ensure that food waste is disposed of promptly.
- Encourage pupils not to swat at or deliberately disturb insects, as this may increase the likelihood of being stung.
- Take additional precautions for pupils with known bee or wasp venom allergies, in accordance with their Individual Healthcare Plan.
- Check outdoor areas regularly and report or arrange the safe removal of known insect nests or hazards, such as wasp nests, where identified.
- During outdoor activities, ensure that staff are aware of pupils with known insect sting allergies and know where their prescribed emergency medication is located.

If a pupil is bitten or stung:

- Staff will assess the pupil and provide appropriate first aid in accordance with the school's first-aid procedures.
- Where a stinger is visible, it should be removed promptly and safely, without unnecessary handling of the affected area.
- The pupil will be closely monitored for signs of an allergic reaction or anaphylaxis, particularly if they have a known allergy.
- If the pupil develops signs or symptoms of anaphylaxis, staff will follow their Individual Healthcare Plan/emergency allergy plan and administer their adrenaline auto-injector (AAI) without delay, where appropriate and in accordance with the pupil's plan and school procedures.
- Emergency medical assistance will be called (999) where anaphylaxis is suspected or where the pupil's condition requires urgent medical attention.
- A second AAI will be administered where required and in accordance with the pupil's emergency plan and current guidance, while awaiting emergency medical assistance.
- Parents/carers will be informed of any significant insect bite or sting, particularly where the pupil has a known allergy or has required emergency medication.
- The incident will be recorded on CPOMS where it involves a significant allergic reaction, use of emergency medication or a safeguarding/medical concern, and the pupil's Individual Healthcare Plan or risk assessment will be reviewed where appropriate.

6.4 Animals

- The school does not keep or have any resident pets or animals on the school premises.
- Dogs and other animals are not permitted on the school playground, unless specifically authorised by the school for an appropriate purpose, such as an assistance dog or an organised educational visit.
- Parents, carers and visitors are asked not to bring dogs onto the school playground when dropping off or collecting pupils.
- Where an assistance dog or other authorised animal is required to be on the school premises, appropriate arrangements and risk assessments will be considered to reduce the risk of allergic reactions for pupils and staff with known animal allergies.
- Pupils will be encouraged to wash their hands thoroughly with soap and water after contact with animals during off-site visits or organised activities.
- Where a pupil has a known animal allergy, staff will take appropriate steps to avoid or minimise exposure in accordance with the pupil's Individual Healthcare Plan and risk assessment.

Any suspected allergic reaction following contact with an animal will be managed in accordance with the pupil's Individual Healthcare Plan, allergy emergency plan and the school's emergency procedures.

6.5 Visits and trips

- No pupils with allergies will be excluded from taking part
- The school will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training

- The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip
- Pupils at risk of anaphylaxis should have their own AD with them
- Staff trained to administer adrenaline in an emergency will be present on the school trip
- Appropriate measures will be taken in line with the school's AD protocols for off-site events and school trips (see section 8.5).

7. Procedures for handling an allergic reaction

- As part of our whole-school awareness approach to allergies, all staff are expected to be familiar with the signs and symptoms of mild and severe allergic reactions (anaphylaxis) and know how to respond appropriately.
- Staff who are responsible for pupils with allergies will receive appropriate training in recognising anaphylaxis and administering adrenaline using an Adrenaline Auto-Injector (AAI) to minimise delays in an emergency.
- If the pupil has an Individual Healthcare Plan (IHP), allergy action plan or emergency plan, this must be followed.
- If a pupil is showing signs of anaphylaxis, staff should act immediately and not wait for symptoms to worsen.
- The pupil's prescribed AAI should be administered in accordance with their emergency plan and school procedures. Emergency medical assistance should be requested by calling 999.
- A spare school AAI will only be used in accordance with current guidance and the school's procedures, including where:
 - The pupil has no prescribed AAI available.
 - The pupil's prescribed AAI is not available, has been used, is defective or misfires.
 - The circumstances otherwise meet the requirements for use of the school's spare AAI.
- Where an AAI is administered, 999 will be called immediately and the pupil will remain under appropriate supervision while awaiting emergency medical assistance.
- If symptoms do not improve or return and a second AAI is available, it will be administered in accordance with the pupil's emergency plan and current guidance while awaiting the ambulance.
- Staff will ensure that a pupil who has received adrenaline is not left alone and is monitored continuously until responsibility is transferred to medical professionals.
- Parents/carers will be contacted as soon as reasonably practicable following an allergic reaction, particularly where emergency medication has been administered or medical assistance has been required.
- Any allergic reaction requiring significant intervention, including administration of an AAI, will be recorded on CPOMS and reported to the appropriate member of the safeguarding/medical team.
- Following a significant reaction, the school will review the pupil's Individual Healthcare Plan, risk assessment and allergy management arrangements, in consultation with parents/carers and relevant healthcare professionals where appropriate.
- The school will ensure that any used or expired AAI is replaced promptly and that emergency medication remains available and in date.

Staff should remember that anaphylaxis is a medical emergency. Where there is uncertainty about whether symptoms constitute anaphylaxis, staff should follow the pupil's emergency plan and seek emergency medical assistance rather than delay treatment.

8. Adrenaline devices (ADs)

8.1 Prescribed ADs

Pupils who are prescribed Adrenaline Auto-Injectors (AAIs) are encouraged, where age and individual circumstances allow, to keep their AAIs near or on their person at all times, including when travelling to and from school or **between school sites (Westhill Road and Scots Lane)**, moving around the school site and participating in school trips and activities. It is recommended that two AAIs are available at all times, in accordance with the pupil's healthcare arrangements.

- Pupils who are able to safely carry their own AAls should take them home at the end of each school day. Parents/carers are responsible for ensuring that the AAls remain in date and are replaced promptly when they have been used, damaged or are approaching their expiry date.
- Where a pupil is not able to safely carry their AAls due to their age, developmental needs or other individual circumstances, the AAls will be stored in an unlocked, clearly identified and readily accessible location agreed by the school.
- Prescribed AAls will be stored so that they are no more than 5 minutes away from any location where the pupil may reasonably require them.
- Where necessary, additional storage arrangements will be made so that AAls are readily accessible in key areas, including the classroom, dining area, playground, sports field and other activity areas.
- AAls will be stored at room temperature, in accordance with the manufacturer's instructions, and protected from direct sunlight, excessive heat, freezing temperatures and other conditions that could affect the medication.
- AAls must not be stored in a locked cupboard or location where access could be delayed during an emergency.
- Staff who regularly work with the pupil will be made aware of where their AAI is stored and how to access it quickly.
- When pupils participate in school trips, visits, residentials, sporting activities or off-site activities, their prescribed AAls and relevant allergy action plan will accompany them. Staff will ensure that the medication remains readily accessible throughout the activity.
- Arrangements will be made for pupils travelling to and from school to have appropriate access to their AAls, in accordance with their individual healthcare arrangements.
- A copy of the pupil's allergy action plan/Individual Healthcare Plan will be kept alongside their medication where appropriate, as this provides important information about recognising and responding to an allergic reaction.
- Prescribed AAI records
- The school will maintain an up-to-date record of pupils who have been prescribed AAls through Arbor, including relevant allergy and medical information and details of their Individual Healthcare Plan or allergy action plan.
- Where appropriate, the school will record the type and dose of prescribed AAI, together with relevant consent and emergency medication information.
- Parents/carers are responsible for ensuring that prescribed AAls are in date and replaced promptly when required.
- Where a pupil carries their own AAls, parents/carers should ensure that the AAls are taken home each day and returned to school as required.
- Where AAls are stored by the school, the designated member of staff will carry out regular checks to ensure that they are present, clearly identifiable and in date.
- The school will maintain a separate AAI expiry-date checking process, with checks carried out at least monthly and replacements requested in good time before expiry.
- Any used, expired, damaged or unavailable AAI will be reported to the appropriate member of staff and replacement arrangements will be made promptly.
- Following any use of an AAI, the incident will be recorded on CPOMS and the pupil's parents/carers will be informed as soon as reasonably practicable. The pupil's healthcare arrangements will be reviewed where appropriate.

8.2 Spare ADs and inhalers

Please note: current regulations only allow schools to purchase adrenaline auto-injectors (AAls) as spare devices. Non-injectable adrenaline devices (nasal spray) may be prescribed to individuals but cannot currently be stocked as a spare device. If an individual who is prescribed nasal adrenaline suffers anaphylaxis, a school's spare AAls may be used in an emergency. Schools can purchase an emergency asthma reliever inhaler which can only be used if the pupil's prescribed inhaler is not available and where written consent has been obtained.

The allergy safety lead is responsible for sourcing spare ADs and an emergency asthma reliver inhaler as well as ensuring they are stored according to the guidance.

- CTK will purchase spare Adrenaline Auto-Injectors (AAIs) and an emergency asthma reliver inhaler through Eureka, using the school's established purchasing procedures.
 - Additional spare AAIs will be purchased where required to ensure that the school has an appropriate number available for use in an emergency, including replacing any AAIs that have been used, damaged or have expired and additional items needed for a residential trip.
 - The Eureka ordering system will be used to purchase the required AAIs and any associated items needed to support the school's allergy emergency arrangements.
 - The school will purchase one consistent brand of AAI where possible, to minimise confusion and ensure that trained staff are familiar with the device and its method of administration.
 - The dosage and number of spare AAIs purchased will be determined in accordance with current Department for Education guidance and the relevant age/weight criteria.
 - There will also be a number of spare items ordered for use at each school site.
- The designated member of staff will monitor the stock of spare AAIs and ensure that replacement devices are ordered in good time before existing devices expire.

Spare AAIs will be stored:

- Stored in the School Administration Office in a clearly identified, unlocked cupboard at both school sites.
- The cupboard will be accessible to all members of staff at all times during the school day to ensure that spare AAIs and an emergency asthma reliver inhaler can be accessed quickly in an emergency.
- Staff will ensure spare AAIs and inhalers are taken to appropriate locations during activities, trips and off-site visits.
- Kept at room temperature, in accordance with the manufacturer's instructions, and protected from direct sunlight, excessive heat, freezing temperatures and other extremes of temperature.
- Clearly labelled and stored in a way that allows staff to identify and access them without delay.
- Checked monthly by the designated member of staff to ensure that the required number of AAIs are present, in date, undamaged and stored correctly.
- Any AAI or inhaler that has been used, expired or damaged will be replaced as soon as possible through the school's established purchasing arrangements.

8.3 Disposal

ADs can only be used once. Once an AD has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

8.4 Using spare ADs in an emergency situation without prior consent

The [Human Medicines \(Amendment\) Regulations 2017](#) do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

The school will obtain advance consent from parents/carers or pupils for spare adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place.

However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

8.5 Use of ADs off school premises

- Pupils who are at risk of anaphylaxis and are able to safely administer their own Adrenaline Auto-Injector (AAI) should carry their prescribed AAIs with them at all times during school trips and off-site activities.
- Where a pupil is unable to carry or administer their own AAI, their prescribed medication will be carried by a named member of staff who is appropriately trained and aware of the pupil's Individual Healthcare Plan/allergy action plan.
- Spare school AAIs will be taken on all school trips and off-site events where pupils with known allergies are participating, in accordance with the school's risk assessment and current guidance.

- The member of staff responsible for the trip will ensure that the spare AAIs are readily accessible at all times and are not stored in a location where access could be delayed.
- Spare AAIs will be transported and stored in accordance with the manufacturer's storage requirements, including protection from excessive heat, cold and direct sunlight.
- A copy of the relevant pupil's allergy action plan/Individual Healthcare Plan and any necessary medication information will accompany the pupil and be readily available to the supervising staff.
- Before leaving school, the trip leader will check that all required prescribed and spare AAIs are present, in date and accessible, and that appropriate staff know where they are being kept.
- For residential trips or activities where pupils are away from school for an extended period, arrangements will be made to ensure that AAIs remain accessible throughout the day and night, including during travel, activities, meals and sleeping arrangements.
- Where an AAI is administered during a trip or off-site event, staff will call 999 immediately, follow the pupil's emergency plan and notify the school and parents/carers as soon as reasonably practicable.

Any AAI used during a trip will be reported and recorded on return to school, and a replacement will be obtained promptly.

9. Serious incidents and 'near misses'

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a pupil, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A **'near miss'** is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

9.1 Incident recording

Incidents will be recorded on CPOMS in accordance with the school's safeguarding and incident-recording procedures. Where appropriate, any first-aid treatment will also be recorded in the school's accident/first-aid records.

The incident record will include, where applicable:

- Who was affected, including the pupil, staff member or visitor involved.
- What happened, when and where the incident occurred.
- The known or suspected allergen or cause of the incident.
- Why the incident occurred, as far as this is known, including any potential exposure or cross-contamination.
- How staff and pupils responded and what was done to support the individual.
- Whether the pupil's Individual Healthcare Plan/allergy action plan was followed.
- Whether an Adrenaline Auto-Injector (AAI) or other emergency medication was administered.
- Whether emergency services were called and any advice or treatment provided by medical professionals.
- Details of any injury or symptoms experienced.
- How the incident concluded and the pupil's condition following the incident.
- Whether parents/carers were informed and any relevant information shared.
- Any follow-up actions required, including review of risk assessments, the pupil's healthcare plan or allergy safety arrangements.
- The safeguarding team will have access to incidents recorded on CPOMS and will review relevant records, marking them as read and adding any further information or actions taken where appropriate.
- Serious incidents, including any incident involving anaphylaxis or administration of an AAI, will be reviewed by the appropriate member of the school's leadership/safeguarding team to identify any learning points and determine whether changes to procedures or individual support arrangements are required.
- Near misses will also be recorded and reviewed, even where no allergic reaction occurred, so that potential risks and weaknesses in existing arrangements can be identified and addressed.

- Parents/carers will be informed of any significant allergic reaction or incident involving their child in accordance with the school's communication procedures.
- The school will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

9.2 Incident reporting

The parents/carers of a pupil aged up to 16 should be notified of the incident or 'near miss' as soon as possible.

The school will share the report with the pupil's parents, the pupil or the individual involved.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The school will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the pupil is at home. This means that incident reporting is not limited to staff – the pupil, parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.

Staff will always share the incident report with the safeguarding team and allergy safety lead – Mrs Sue Horrocks. The allergy safety lead will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The school will also share the report with other agencies in the following circumstances:

With the Health and Safety Executive (HSE): incidents which arise directly out of the way the school carried out a work activity which results in death or immediate hospitalization. For example, where a pupil has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff.
To the local authority: any allergen-related food safety incidents.

In the event that the incident or 'near miss' was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

10. Allergy awareness

10.1 Staff training

The school ensures that all staff expected to be present during times when pupils are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction.

This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It also 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.

The school has purchased 'training pens' from EpiPen and Jext so staff can practise safely and be familiar with the differences.

The school will conduct allergy safety drills annually. This is a simulated case of anaphylaxis to test out how staff respond, without risk to any individual. The results of the drill will be recorded and used to inform the ongoing review of this policy.

All staff will receive appropriate allergy awareness training to ensure that they:

- Have an awareness of allergies, the risks they pose, how allergic reactions can occur and how they should be managed.
- Understand that allergy can include a range of conditions, including food allergy, asthma, eczema and hay fever, which may co-exist.

- Understand the difference between food allergy, coeliac disease and food intolerance.
- Know where to find information about pupils' known allergies, allergens and potential triggers.
- Can recognise the range of symptoms associated with an allergic reaction.
- Understand and can recognise anaphylaxis and appreciate that it is a medical emergency.
- Know how to respond appropriately in an emergency, including:
 - Calling 999 and requesting emergency medical assistance.
 - Informing parents/carers as soon as reasonably practicable.
 - Locating a pupil's prescribed or spare Adrenaline Auto-Injector (AAI).
 - Knowing when and how to administer an AAI in accordance with the pupil's emergency plan and school procedures.
- Understanding the arrangements for accessing and administering the school's spare AAI where appropriate.
- Understand the potential impact of allergy on a pupil's wellbeing, confidence, inclusion and participation in school life.
- Understand the school's Allergy Safety Policy and their individual responsibilities.
- Know how to check whether a pupil is recorded on the school's Arbor allergy/medical register and how to access and follow an allergy or asthma action plan/Individual Healthcare Plan where appropriate.
- Understand their responsibilities for reducing the risk of pupils with known allergies coming into contact with their identified allergens.
- Understand how to report an allergic reaction, anaphylaxis or 'near miss', including the use of CPOMS and the school's accident/first-aid recording procedures.
- Training arrangements
 - New staff will receive allergy awareness information as part of their induction and will be made aware of the school's allergy procedures, including how to access relevant information on Arbor and how to respond in an emergency.
 - Staff with specific responsibility for pupils with allergies, first aid or the administration of emergency medication will receive appropriate practical training in the use of AAIs and emergency response.
 - The school will ensure that supply staff, temporary staff and other staff working directly with pupils are provided with appropriate information about allergy safety and emergency procedures.
 - Training records will be maintained by the school and reviewed regularly to identify any staff who require refresher training or additional support.
 - Staff will be given opportunities to refresh their knowledge through annual allergy safety drills, updates from the School Nursing Team and training provided by Midland Training Provider, where appropriate.
 - Following an allergic reaction, anaphylaxis incident or significant near miss, the school may provide additional training or a refresher briefing where this is identified as necessary.
 - The school will review its training arrangements regularly to ensure staff remain confident in recognising anaphylaxis, accessing emergency medication and following the appropriate emergency response procedures.

10.2 Awareness of allergy safety policy

This Allergy Safety Policy will be published on the school's website and shared with parents/carers at the start of each school year. Parents/carers will also be encouraged to inform the school promptly of any changes to their child's allergies, medical needs, medication or dietary requirements.

All staff will be expected to read, understand and follow this policy as part of their induction and annual allergy awareness training.

Allergy education for pupils

The school will promote age-appropriate awareness of allergies and allergy safety across the school. This will include:

- Pupils receiving age-appropriate first aid and allergy awareness training each year as part of the school's annual first aid programme delivered by Midland Training Provider.
- Teaching pupils how to recognise when someone may be experiencing an allergic reaction and the importance of telling an adult immediately.
- Teaching pupils not to share food, drinks, lunch boxes, cutlery or utensils, helping to reduce the risk of allergen exposure.
- Reinforcing good handwashing and hygiene practices, particularly before and after eating.
- Helping pupils understand that allergies can affect people differently and promoting a supportive, inclusive and respectful approach towards pupils with allergies.
- Ensuring pupils understand that they should never deliberately expose another pupil to an allergen, including as a joke or as part of a game.
- Providing additional individual support and education to pupils with allergies, where appropriate, to help them understand their own allergy, recognise symptoms and know how to seek help.
- Older pupils may be taught how they can support a peer experiencing an allergic reaction, such as alerting a member of staff and helping to keep the area clear, while recognising that emergency medication should only be administered by appropriately trained individuals or in accordance with the school's procedures.
- Where appropriate, the school may use suitable external resources, including Allergy School, to support age-appropriate teaching and awareness activities. Allergy School

The school will ensure that allergy education is delivered in a way that does not unnecessarily single out or stigmatise pupils with allergies and supports all pupils to participate fully in school life.

11. Wellbeing

The school recognises that living with an allergy, particularly a severe allergy, can affect a pupil's mental health, emotional wellbeing, confidence and participation in school life. Pupils may experience anxiety about exposure to allergens or emergency situations and may be at increased risk of bullying or feeling different from their peers.

Pupils with allergies will be supported through:

- Pastoral support from appropriate members of staff, including the class teacher and other members of the pastoral team where required.
- Regular check-ins with the pupil's class teacher or another trusted member of staff, where appropriate, to provide an opportunity for the pupil to discuss any concerns or worries relating to their allergy.
- Providing pupils with age-appropriate information and reassurance about the measures the school has in place to reduce the risk of allergen exposure.
- Ensuring pupils understand what will happen in an emergency and reassuring them that staff are trained to recognise and respond to anaphylaxis, including accessing and administering emergency medication where required.
- Working with parents/carers and relevant healthcare professionals, where appropriate, if a pupil is experiencing increased anxiety, distress or concerns relating to their allergy.
- Supporting pupils to participate fully in lessons, social activities, school trips, clubs and other school experiences, while making reasonable adjustments where necessary to manage allergy-related risks.
- Monitoring for any changes in a pupil's behaviour, confidence, attendance, relationships or emotional wellbeing that may indicate that their allergy is affecting them.

- Providing opportunities for pupils to speak to a trusted adult if they feel worried, excluded, embarrassed or unsafe because of their allergy.
- Ensuring that allergy-related concerns are considered alongside the school's existing pastoral, safeguarding and mental health and wellbeing arrangements.

Bullying

The school has a zero-tolerance approach to bullying and will respond to any concerns about allergy-related bullying, teasing, intimidation, exclusion or deliberate exposure to an allergen in accordance with the school's Behaviour Policy and Anti-Bullying procedures.

Any deliberate attempt to expose a pupil to a known allergen will be treated as a serious matter and managed in accordance with the school's behaviour and safeguarding procedures.

Where concerns are raised, the school will:

- Listen to and support the pupil concerned.
- Investigate the incident appropriately.
- Inform parents/carers where appropriate.
- Take action in line with the school's Behaviour Policy and Anti-Bullying Policy.
- Provide ongoing pastoral support to the pupil following the incident.
- Review the pupil's individual risk assessment or healthcare arrangements where necessary to ensure appropriate measures remain in place.

11.1 Wellbeing support following an incident or 'near miss'

The school recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the pupil but their family, those involved in responding, and any witnesses. The school will provide support to those involved.

The school will support staff involved in any incident or 'near miss'.

See section 9 of the policy for more detail on incidents and 'near misses'.

12. Information sharing

Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

13. Monitoring arrangements

This policy will be monitored by the allergy safety lead.

It will be reviewed and approved annually by the allergy safety lead, or more frequently if a serious incident or 'near miss' identifies an area for improvement.

14. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Data protection policy

➤ Behavior policy