

Harewood Junior School

Allergy Safety Policy



Approved by:

Date: 26.09.2026

Last reviewed on:

New Policy

Next review due by:

September 2027

Person responsible:

Headteacher

1. Purpose of this Policy

At **Harewood Junior School** we recognise that allergies can have a significant impact on the health, safety, wellbeing and inclusion of children and young people.

The purpose of this policy is to:

- Protect pupils, staff and visitors from the risks associated with allergies.
- Reduce the risk of exposure to known allergens.
- Ensure that staff are able to recognise and respond appropriately to allergic reactions and anaphylaxis.
- Ensure pupils with allergies can participate fully in school life.
- Provide clear arrangements for emergency medication, including adrenaline devices.
- Ensure appropriate Individual Healthcare Plans (IHPs) are in place where required.
- Promote the wellbeing and confidence of children with allergies.
- Provide clear arrangements for recording and learning from allergy-related incidents and near misses.

This policy has been developed with reference to the **DfE statutory guidance: Allergy Safety in Schools (July 2026)**.

2. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure the school has an effective allergy safety policy.
- Ensure allergy-related risks are appropriately identified and managed.
- Ensure allergy safety is considered within the school's wider safeguarding, health and safety and risk management arrangements.
- Ensure the policy is reviewed at least annually.
- Monitor the implementation and effectiveness of the policy.
- Ensure appropriate resources are available to support allergy safety.

Headteacher

The Headteacher will:

- Ensure this policy is implemented effectively.
- Ensure a named member of the senior leadership team has responsibility for allergy safety.
- Ensure staff receive appropriate training.
- Ensure pupils with allergies are identified and supported.
- Ensure appropriate emergency procedures are in place.
- Ensure incidents and near misses are recorded, investigated and used to improve practice.

Named Allergy Safety Lead

Name: Headteacher

Role: Headteacher

The Allergy Safety Lead will:

- Lead the **implementation** of this policy.
- Maintain an **up-to-date record** of pupils and staff with known allergies.
- Coordinate Individual Healthcare Plans (**IHPs**).
- Ensure relevant staff are aware of individual allergy needs.
- **Monitor** prescribed and spare adrenaline devices.
- Coordinate allergy awareness **training**.
- **Monitor** allergy-related incidents and near misses.
- Lead or contribute to the **annual review** of this policy.
- **Liaise with parents/carers** and healthcare professionals where appropriate.

The responsibility for allergy safety will not rest solely with the school's catering provider or catering manager.

3. Allergy Awareness and Staff Training

All relevant staff will receive **allergy awareness and emergency response training at least annually**.

Link to training

Training will include:

- Understanding what an allergy is and the risks it presents.
- Understanding different allergic conditions, including:
 - Food allergy
 - Asthma
 - Eczema
 - Hay fever
 - Other allergic conditions
- Understanding the difference between:
 - Food allergy
 - Coeliac disease
 - Food intolerance
- Recognising known allergens and individual allergy triggers.
- Recognising the symptoms of an allergic reaction.
- Recognising anaphylaxis.
- Knowing how to respond in an emergency.
- Knowing how to locate prescribed and spare emergency medication.
- Understanding how to administer adrenaline devices where appropriate.
- Knowing when and how to contact emergency services.

- Understanding the impact allergies can have on children's wellbeing.
- Understanding this policy and individual Allergy Action Plans.
- Understanding how to reduce the risk of allergen exposure.
- Knowing how to report an allergy-related incident or near miss.

Staff covered by training

Training will include, where applicable:

- Teachers
- Teaching Assistants
- Supply and temporary staff
- Agency staff
- Peripatetic staff
- Catering staff
- Regular volunteers

New and temporary staff

- Allergy safety will form part of the **induction process** for new staff.
- Supply and temporary staff will be provided with **relevant information** before working with pupils.
- Staff must know where to **access the school's allergy information** and **emergency procedures**.

Training will complement, rather than replace, any clinical training, competency or delegation arrangements required for individual pupils.

4. Promoting Wellbeing and Inclusion

The school recognises that living with an allergy, particularly an allergy that may result in anaphylaxis, can cause anxiety for children and their families.

We will therefore:

- Promote a **positive** and **supportive culture** around allergies.
- Ensure pupils with allergies are **included fully** in school life.
- Avoid unnecessary restrictions on participation.
- **Listen** to the views and concerns of pupils and parents.
- **Support** pupils to develop confidence in managing their allergy as appropriate to their age and level of understanding.
- Ensure pupils are not unnecessarily singled out because of their allergy.
- **Address allergy-related bullying promptly.**
- **Ensure pupils understand how to seek help** in an emergency where appropriate.

Any wider pupil awareness activity will be planned sensitively and, where appropriate, discussed with the pupil and their parents/carers. It will not replace staff emergency response arrangements.

5. Identifying Pupils, Staff and Visitors with Allergies

The school will maintain appropriate records of individuals with known allergies.

Information will be gathered from:

- Parents/carers.
- The pupil, where appropriate.
- Previous schools or settings.
- Healthcare professionals, where appropriate.
- Staff members themselves.
- Other relevant sources.

Records will include, where appropriate:

- The known **allergy/allergens**.
- **Symptoms** and potential **severity**.
- Whether the pupil is at risk of **anaphylaxis**.
- Whether the pupil has an **Allergy Action Plan (AAP)**.



- Whether the pupil has an **Individual Healthcare Plan (IHP)**.
- Whether the pupil has prescribed **medication**.
- The **location** of prescribed medication.
- Any **reasonable adjustments** or additional support required.

Information will be reviewed and updated whenever circumstances change.

6. Individual Healthcare Plans

An Individual Healthcare Plan (IHP) will be considered where a pupil:

- Has an allergy that has a functional **impact** on them in school;
- Is at risk of harm as a result of their allergy; and
- Requires arrangements that are additional to or different from those made generally.

An IHP will set out:

- The pupil's **individual allergy needs**.
- Known allergens and potential sources of **exposure**.
- **Symptoms** and **warning signs**.
- **Preventative** measures.
- **Emergency** arrangements.
- **Medication** arrangements.

- The **location** and accessibility of medication.
- Responsibilities of relevant staff.
- Arrangements for **school trips** and **visits**.
- Any **reasonable adjustments** required.
- Arrangements for **reviewing** the plan.

Where an Allergy Action Plan or Asthma Action Plan has been provided by a healthcare professional, this will be incorporated into or attached to the IHP.

Plans will be **reviewed** when:

- The pupil's circumstances change.
- New medical advice is received.
- Medication changes.
- An incident or near miss occurs.
- An updated Allergy Action Plan is provided.

7. Prescribed Adrenaline Devices

Pupils prescribed adrenaline devices must have **rapid access to their medication at all times**.

This includes:

- Classrooms
- Dining areas
- Playground
- Sports field
- Forest School / outdoor learning
- Educational visits
- School trips
- Other off-site activities

The school will:

- Record which pupils have prescribed adrenaline devices.
- Ensure staff know where the devices are located.
- Ensure devices are readily accessible.
- Check expiry dates regularly.
- Ensure arrangements are in place for devices to go home with pupils where appropriate.
- Communicate clearly with parents/carers regarding medication arrangements.
- Ensure medication is available during trips and visits.

Adrenaline should be administered **as soon as possible in anaphylaxis and within five minutes**.

8. Spare Adrenaline Devices

The school will maintain appropriate arrangements for the storage and use of spare adrenaline devices.

Location of spare adrenaline devices:

School Main Office – currently in the medical cupboard

Person responsible for checking devices:

Louise Lennox and Margaret North (role start date TBC)

The school will ensure:

- Spare devices are readily accessible and not locked away.
- Devices are clearly labelled.
- Devices are stored in pairs.
- Expiry dates are checked regularly.
- Used or expired devices are replaced promptly.
- Appropriate arrangements are in place for safe disposal.
- Staff know where the devices are located and how they may be used.
- The location of spare devices enables access within five minutes.

The school will ensure that no pupil is more than five minutes from appropriate adrenaline devices.

9. Responding to Anaphylaxis

If a pupil or other individual is suspected of experiencing anaphylaxis:

1. **Administer adrenaline immediately** in accordance with their Allergy Action Plan and training.
2. **Call 999** and request an ambulance.
3. Inform the pupil's parent/carer.
4. Ensure the individual remains with an appropriate adult.
5. Use a second adrenaline device where appropriate and in accordance with the emergency guidance.
6. Continue to monitor the individual while waiting for emergency services.
7. Follow the pupil's individual emergency plan where available.
8. Record and report the incident following the school's incident procedures.

Staff must not delay administration of adrenaline while waiting for emergency services to arrive.

10. Minimising the Risk of Allergen Exposure

The school will take reasonable measures to minimise the risk of individuals coming into contact with known allergens.

This will include consideration of:

Food provided by school

- School meals.
- Snacks.
- Food used in lessons.
- School celebrations and events.

Food brought into school

- Packed lunches.
- Snacks.
- Birthday or celebration food.
- Food brought in by pupils.
- Food brought in by staff or parents/carers.

Contact and airborne allergens

Where appropriate, reasonable measures will be taken to reduce exposure to:

- Animal allergens.
- Pollen.
- Latex.
- Cleaning products.
- Art and craft materials.
- Other known contact or airborne allergens.

Curriculum activities

Staff planning activities will consider allergy risks, including activities involving, but not exclusively:

- Art and craft materials.
- Science.
- Cooking.
- Design and Technology.
- Music.
- Animals.
- Outdoor learning.
- Forest School.
- Gardening.
- Other practical activities.

Where a risk is identified, appropriate control measures or reasonable adjustments will be put in place.

11. Food Allergy and Catering

The school will work closely with its catering provider to ensure food allergy risks are appropriately managed.

The school will ensure:

- Parents/carers are able to provide information about their child's food allergies.
- Appropriate allergen information is available for food provided.
- Catering staff understand the school's allergy arrangements.
- Known allergens are appropriately identified.
- Cross-contamination risks are considered.
- Relevant staff understand individual pupils' dietary requirements.
- Changes to a pupil's allergy information are communicated promptly.
- Allergy information is considered during special events and celebrations.

Catering provider: ABM – (changing in December to GCC)

School contact for catering/allergy queries: Zoe Williams, zwilliams@abmcatering.co.uk

12. School Trips and Educational Visits

The school is committed to ensuring that pupils with allergies can participate fully in educational visits and trips.

Before a visit:

- Allergy needs will be identified.
- Relevant Individual Healthcare Plans will be reviewed.
- A specific risk assessment will be undertaken where appropriate.
- Prescribed adrenaline devices will accompany the pupil.
- Staff trained to respond to anaphylaxis will be identified.
- Emergency contact arrangements will be confirmed.
- Parents/carers will be consulted where appropriate.

For pupils at risk of anaphylaxis, their own adrenaline device should accompany them and appropriately trained staff must be available to administer adrenaline in an emergency.

13. Incidents and Near Misses

The school will record, report and respond appropriately to allergy-related:

- Allergic reactions.
- Cases of anaphylaxis.
- Serious incidents.
- Near misses.
- Allergen exposures.

An incident may only become apparent after the pupil has left school. Parents/carers and healthcare professionals will therefore be able to report relevant incidents to the school.

Following an incident or near miss, the school will:

- Record what happened.
- Inform parents/carers as appropriate.
- Report the incident through the school's established procedures.
- Investigate what happened.
- Identify any contributing factors.
- Consider whether existing control measures were effective.
- Review the pupil's IHP where appropriate.
- Review the school's allergy safety arrangements.
- Implement improvements where required.
- Share relevant learning with staff.

Incidents and near misses will be used as opportunities for learning and improvement.

14. Information Sharing and Confidentiality

Information about a pupil's allergy is sensitive personal and health information.

The school will:

- Share information with staff who need it to keep the pupil safe.
- Ensure relevant staff have access to necessary allergy information.
- Store information securely.
- Respect the pupil's dignity and privacy.
- Avoid unnecessary sharing or publicly identifying pupils with allergies.
- Share information with external professionals where necessary and appropriate.
- Ensure parents/carers understand how allergy information will be used.

Health information is special category data under UK GDPR and must therefore be handled carefully and respectfully.

15. Raising Awareness

This policy will be:

- Published on the school website.
- Available to parents/carers.
- Available to staff.
- Available in hard copy on request.
- Included within relevant staff induction and training.

The school will also consider appropriate ways of raising awareness of allergy safety with pupils.

Where a pupil has a prescribed adrenaline device, it may be appropriate for close friends to understand how to seek help in an emergency. Any such approach will be discussed sensitively with the pupil and parents/carers and will not replace staff emergency arrangements.

16. Risk Management

Allergy-related risks will be considered within the school's wider risk management arrangements.

The school will identify and assess risks associated with:

- Food.
- Curriculum activities.
- Outdoor learning.
- Sports.
- School trips.
- School events.
- Visitors.
- Medication.
- Emergency response.

Where risks are identified, appropriate control measures will be implemented and reviewed.

17. Monitoring and Review

This policy will be reviewed **at least annually**.

The review will consider:

- Allergy-related incidents.
- Near misses.

- Changes to pupil needs.
- Changes to medication.
- Staff training records.
- Emergency medication checks.
- Educational visits.
- Catering arrangements.
- Feedback from pupils and parents/carers.
- Changes in statutory guidance.
- Any recommendations arising from incidents, complaints or inspections.

The policy may be reviewed earlier where an incident or near miss indicates that changes are required.

Next review date: September 2027

18. Key Contacts

Responsibility	Name	Contact
Headteacher	L Lennox	office@harewoodjunior.co.uk
Allergy Safety Lead	L Lennox	office@harewoodjunior.co.uk
	L Kidd	sendco@harewoodjunior.co.uk
First Aid Lead	Margaret North	office@harewoodjunior.co.uk
SENDCo	L Kidd	office@harewoodjunior.co.uk
Catering Lead	Zoe Williams,	zwilliams@abmcatering.co.uk