



Allergy Safety Policy

This section should be completed following ratification of the Policy:

Committee Ratifying Policy:	Date of meeting: by email, follow up 8 th Sept 26
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Chair of Committee's Approval	NA FGB
Chair of Governor's Approval	Hilary Spurrier
Recommended Review Date:	Sept 27

NB – during the implementation of new guidance there may be aspects that are a transition period. For example, meeting parents to update plans and information.

Ownership

Blisworth Community Primary School is a Local Authority School. It will be displayed on the policy list whether the policy is Local Authority adopted or school produced. The policy is issued by the Clerk to the Governors, to whom any change requests or queries should be directed by emailing admin@blisworth.northants.sch.uk

Version Control

This document is issued and maintained in accordance with Blisworth Community Primary School's procedures. Any change to the document will increase its version number. It is the responsibility of the reader to check with the Clerk that this is a currently valid copy.

Version	Date	Description of Change	Changed By
1	27/08/26	A new policy written in light of Government updates, new legislation and recent whole-school training	Danielle Warren

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1. Aims

This policy is concerned with a whole school approach to the health, care and management of those member of the school community suffering from specific allergies.

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
- Blisworth Primary School is aware that staff and children who attend may suffer any allergies including (but not limited to) food, bee/wasp sting, animal or nut allergies and believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.
- Blisworth Primary School does not guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility and plan for effective response to possible emergencies.
- Parents are asked to provide details of allergens on admission to our school and an individual health care plan is completed in addition to an allergy action plan.

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](#) (July 2026), the Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#) (2017), and the following legislation:

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

3. Roles and responsibilities

3.1 The governing body

The governing body 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

The governing board delegates the day-to-day implementation of this policy to the allergy safety lead.

3.2 Allergy safety lead

The nominated allergy safety lead is Sarah Price (Deputy Headteacher for Curriculum, DDSL) whom may be supported by other senior leaders.

They're responsible for:

- Implementing this allergy safety policy
- Reviewing the allergy safety policy at least annually, updating it when needed, and making sure it is published
- Promoting and maintaining allergy awareness across our 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
- Ensuring that all pupils have an allergy action plan and IEP updated, though this may be written by other members of staff

3.3 Headteacher

The headteacher is responsible for: (some tasks will be delegated to SLT lead as below)

- Appointing or overseeing a **named senior leader responsible for allergy safety**, including implementation and review of the policy.
- Making sure allergy-related risks are included on the school's risk assessments (register) and actively monitored and managed
- Making sure pupils at risk of anaphylaxis have immediate access to their prescribed medication and that adrenaline devices are not locked away or difficult to access.
- Ensuring the school stocks and appropriately manages spare adrenaline auto-injectors (AAIs) for emergency use.
- Taking reasonable steps to minimise exposure to known allergens across school activities, including catering, educational visits and extracurricular activities.
- Recording, investigating and learning from serious incidents and near misses involving allergy safety.
- Promoting an inclusive environment so that children with allergies can participate fully in all aspects of school life and are not disadvantaged because of their condition.
- 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 school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances
- working with caterers, parents and pupils to ensure allergy risks are identified, minimised and effectively managed so that pupils with allergies and hypersensitivities can be fully included in school meals.

3.4 Allergy Lead Staff

Louise Cooke supported by Lauren Wilcox – directed and supported by Sarah Price are responsible for:

- Checking spare AAIs are present and in date on a monthly basis
- Making sure that replacement AAIs are obtained when expiry dates approach
- Allergy Action Plans and IHP are accessible and stored for all staff, including induction staff along with a register

3.5 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy safety policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific pupils with allergies in their care
- Reducing the risk to pupils with known allergies coming into contact with known allergens
- Ensuring the wellbeing and inclusion of pupils with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead
- Personalising any risk assessments for school activities, trips and sharing this with the allergy safety lead prior to any events

3.6 Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy safety policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- Providing medical information about the allergy from medical professionals including the GP, a hospital specialist or allergy clinic or nurse for example.
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition
- Working in partnership with the school to support all those involved in managing their allergy to the highest possible standard

3.7 Pupils with allergies

If age-appropriate, these pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Carrying their AD on their person and only using it for its intended purpose
- Understanding how and when to use their AD
- Working with teachers to communicate any worries or concerns
- Being aware of their role in protecting themselves
- Being aware of the school's child-friendly anti-bullying policy and clarity on how they can safeguard themselves

3.8 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Being aware of the school's child-friendly anti-bullying policy and clarity on how they should be respectful of their peers regardless of any allergies
- Be inclusive and kind but also aware of any risks and work with staff to navigate this without anyone feeling left out

Older pupils might also be expected to support their peers and staff in the case of an emergency by calling for help, reporting it to an adult and sharing any information they may have noticed (including what they may have experienced prior to any medical emergency)

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 mold
- 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

Blisworth Primary School recognise the importance of identifying those who are at risk of allergies. We will work with individuals to ensure that there is a personalized response to their needs but also ensure that whole-school approaches identify a culture of allergy safety.

We will:

- For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any allergy the pupil has and whether they carry medication. Where a pupil has a new diagnosis and/or has moved to the school mid-term, we will send a form and put arrangements in place as soon as possible (where possible this will be before the child starts the school to ensure that approaches are in place as soon as they start).
- Send a reminder to parents/carers at the start of each year asking them to update their child's medical information as necessary
- We ask that parents/carers proactively inform us by either phone call to the school or an email to if their child's medical needs change during the school year. Where possible, email is preferred to ensure that a clear written update is held. This should be sent to admin@blisworth.northants.sch.uk.

Blisworth Primary School will maintain clear and effective systems to identify pupils with allergies and ensure that appropriate support is in place at all times. The school will:

- Maintain an up-to-date register of all pupils with known allergies, asthma and anaphylaxis risk.
- Ensure allergy information is recorded on the school's management information system and is accessible to relevant staff.
- Develop and maintain Individual Healthcare Plans (IHPs) in partnership with their family and Allergy Action Plans, where required, for pupils with allergies.
- Ensure all staff who work with a pupil are aware of that pupil's allergy, potential triggers and emergency procedures.
- Information sharing of allergy information with catering staff, breakfast club staff, after-school club staff and trip leaders as appropriate – NB – parents and carers MUST also notify all associated partners with school including wrap-around care/ club providers and the catering company.
- Implement at least two robust methods of identifying pupils with known food allergies at mealtimes. At Blisworth, these include staff verification, photographs held in serving areas, allergy registers, and coloured bands worn by the children to identify the allergy in addition to the above.
- Ensure allergy information is available for educational visits, sporting events and other off-site activities.
- Review allergy records whenever there is a change in a pupil's medical needs and at least annually as part of the review of healthcare plans.
- Handle and share allergy information in accordance with UK GDPR and data protection requirements, ensuring information is available to those who need it to keep pupils safe.
- Promote an inclusive approach to allergy management. Pupils with allergies will not be unnecessarily singled out, excluded from activities or segregated from their peers at mealtimes.

4.2 Identifying staff and visitors at risk

Blisworth Primary School recognises that staff and visitors may also have allergies and may require reasonable adjustments or emergency support while on site. The school will:

- Ask new staff to provide information about any allergies, asthma, risk of anaphylaxis and emergency medication requirements before their start date.
- Where required, work with staff to create an appropriate risk assessment
- Encourage existing staff to inform the school of any new allergy diagnosis or changes to their medical needs as soon as possible.

- Record relevant allergy information for staff in a secure and confidential manner, in accordance with data protection requirements.
- Ensure staff at risk of anaphylaxis are able to carry and access their prescribed medication at all times.
- Ask visitors attending the school for extended periods, participating in activities, or accompanying educational visits to notify the school of any significant allergies or emergency medication needs in advance where practicable.
- Make reasonable adjustments, where appropriate, to reduce the risk of staff and visitors being exposed to their known allergens.
- Ensure relevant staff are aware of any allergies disclosed by visitors where emergency support may be required during their visit.
- Include staff and visitors in emergency response arrangements where there is a known risk of anaphylaxis.
- Promote a culture in which staff and visitors feel able to disclose allergy-related needs without fear of discrimination or unnecessary barriers to participation.
- Where a member of staff or visitor experiences an allergic reaction or anaphylaxis while on site, the school's emergency procedures will be followed, including the administration of adrenaline where appropriate and immediate contact with emergency services.

4.3 Individual healthcare plans (IHP)

Blisworth Primary School will use Individual Healthcare Plans (IHPs) to record and communicate the arrangements that are required to support pupils with allergies where those arrangements are additional to or different from those generally available to all pupils. IHPs are important communication tools that help ensure pupils with allergies are safe, included and able to participate fully in school life.

A pupil will normally have an IHP where:

- They have an allergy that has a functional impact on them within the school environment.
- They are at risk of harm as a result of their allergy.
- They require arrangements that are additional to or different from those made generally for all pupils

It is not necessary for a pupil to have a formal diagnosis of allergy in order to have an IHP. Where a pupil has a suspected allergy, or where medical investigations are ongoing, the school will work with parents/carers and relevant professionals to assess risk and put appropriate arrangements in place to support the pupil safely. Where medication is required school would seek further good practice medical advice or request this from parents where appropriate to support the plan.

IHPs will be developed in partnership with the pupil, their parents/carers and, where appropriate, relevant healthcare professionals. The views of the pupil will be considered in an age-appropriate manner throughout the process. [

An IHP is not a clinical document. It sets out how the school will support the pupil and will refer to any Allergy Action Plans, care plans, medication plans or other advice provided by healthcare professionals. Clinical instructions provided by healthcare professionals will be attached to, or referenced within, the IHP rather than duplicated. Parents should provide this clinical information and any updates.

The IHP will set out the additional and/or different arrangements that will be in place to support the pupil, including:

- Measures to reduce the risk of exposure to known allergens.
- Arrangements for access to medication and emergency treatment.
- Any reasonable adjustments required to enable the pupil to participate fully in school life, including school meals, educational visits and extracurricular activities.
- Emergency procedures and reference to any Allergy Action Plans or healthcare plans provided by healthcare professionals.

The school will make every effort to ensure that arrangements identified through an IHP are put in place within two weeks of agreement, or by the beginning of the relevant term for pupils who are new to the school.

Not all pupils with allergies will require an IHP. Some allergies may have little or no impact on a pupil while they are at school, pose no significant risk of harm, or require no arrangements beyond those already available through the school's medical conditions procedures.

The Headteacher is responsible for deciding (with the allergy lead input and recommendation), in consultation with parents/carers and any relevant healthcare professionals, whether a pupil's allergy can be appropriately managed through the school's general medical conditions arrangements or whether an IHP is required to reflect the pupil's individual circumstances.

When making this decision, the school will consider the following principles:

- If the support required would normally be available to any pupil through existing school policies and procedures, an IHP may not be necessary.
- If the pupil only requires non-prescription medication and is able to access support through the school's medical conditions policy, an IHP may not be necessary. [\[](#)
- Where a pupil requires specific arrangements, adjustments or emergency procedures due to allergy, these should normally be recorded in an IHP.

IHPs will be reviewed at least annually and sooner if:

- The pupil's medical needs or treatment change.
- There is a serious incident or near miss relating to the pupil's allergy.
- Parents/carers or healthcare professionals request a review.
- The school identifies that arrangements need to be updated.

Where a pupil transfers to a new school or college, relevant information from the IHP will be shared as part of the transition process to support continuity of care and safe inclusion.

4.4 Allergy and asthma action plans

- All pupils who have a known allergy that places them at risk of an allergic reaction or anaphylaxis should have an appropriate Allergy Action Plan provided by a healthcare professional – school will work with families to seek this should one not be provided immediately.
- All pupils with asthma should have an Asthma Action Plan provided by a healthcare professional where one is available.
- These plans provide important clinical guidance on recognising symptoms and responding to allergic reactions, anaphylaxis and asthma attacks. Where a healthcare professional has issued an Allergy Action Plan or Asthma Action Plan, school staff will follow the plan in the event of an emergency.
- The Allergy Action Plan and/or Asthma Action Plan will be attached to, or clearly referenced within, the pupil's Individual Healthcare Plan (IHP). The IHP will identify the issuing healthcare provider, the responsible healthcare professional (where known) and the review date of the action plan.

The plans should include details of:

- The pupil's allergy and/or asthma diagnosis and known triggers.
- The signs and symptoms of an allergic reaction, anaphylaxis or asthma attack.
- The medication prescribed for the pupil, including any adrenaline auto-injectors (AAIs) or reliever inhalers.
- The action to be taken in an emergency and when emergency services should be contacted.
- Consent for school staff to administer emergency medication where required.

- Relevant staff will be informed of, and have appropriate access to, Allergy Action Plans and Asthma Action Plans so that they can respond effectively in an emergency.
- Whenever an Allergy Action Plan or Asthma Action Plan is updated, the pupil's IHP will be reviewed and amended as necessary to ensure that school arrangements remain accurate and effective.
- The school will request updated plans from parents/carers whenever a pupil's medical needs, medication or emergency procedures change.

4.5 Register of pupils with known allergies

- The school maintains a register of pupils who have a known allergy. The register includes:
 - Known allergens and risk factors for anaphylaxis
 - Whether a pupil has been prescribed ADs (and if so, what type and dose)
 - Where a pupil has been prescribed an AD, whether parental consent has been given to administer emergency medication
 - A photograph of each pupil to allow a visual check to be made (this will require parental consent)
- The register is kept in a location easily accessible to staff and in areas where food is served or handled, in classrooms discreetly but accessible to staff and can be checked quickly by any member of staff as part of initiating an emergency response

Allowing all pupils to keep their ADs with them will reduce delays and allows for confirmation of consent without the need to check the register. However, Blisworth is aware that the age of pupils is an important factor and will therefore personalise this approach and have a delegated box in communal places such as the playground so that children can play without it having an impact on their wellbeing but a clear, accessible place for staff to access. See Section 8 for more information regarding this.

5. Assessing risk

Blisworth Primary School is committed to ensuring that pupils with allergies can participate fully in all aspects of school life while minimising the risk of exposure to known allergens. Individual risk assessments will be undertaken where a pupil's allergy presents a potential risk during school activities.

- The school will carry out risk assessments, taking account of the pupil's Individual Healthcare Plan (IHP), Allergy Action Plan and the advice of parents/carers and healthcare professionals where appropriate.
- Risk assessments will be undertaken for pupils at risk of anaphylaxis or allergic reactions when participating in activities including:
 - Food preparation, cooking and baking activities.
 - Science investigations involving food, plants, insects or other potential allergens.
 - Arts, crafts and sensory activities that may involve food products, food packaging or natural materials.
 - Educational visits, residential visits and off-site sporting events.
 - School celebrations, fundraising activities and events involving food.
 - Animal handling experiences, farm visits, pet visits and activities involving animals.

- Forest School, outdoor learning and gardening activities where exposure to insects, plants or environmental allergens may occur.
 - Breakfast Club, After-School Club and any extracurricular activities involving food.
 - Any other activity where a known allergen may be present.
- Where a visitor, volunteer or contractor requires a guide dog or assistance dog to be on site, the school will undertake an individual risk assessment if any pupil has a known allergy to animals. The school will seek to make reasonable adjustments that support both the needs of the pupil and the visitor.
 - Risk assessments will focus on identifying potential allergens, measures to reduce the risk of exposure, access to emergency medication, staff responsibilities and emergency procedures. Wherever possible, adjustments will be made to enable pupils with allergies to participate safely rather than be excluded from activities.
 - Risk assessments will be reviewed whenever a pupil's medical needs change, following an allergic reaction or near miss, or when new activities are planned that may present additional risks.

6. Minimising risk

6.1 Hygiene procedures

Blisworth Primary School recognises that good hygiene practices are an important part of reducing the risk of accidental exposure to allergens. The school will promote effective hygiene measures throughout the school day and during all activities involving food.

The school will:

- Encourage all pupils and staff to wash their hands with soap and water before and after eating as far as possible, after handling food and following activities where allergens may be present.
- Ensure tables and food preparation surfaces are cleaned before and after use using appropriate cleaning products.
- Remind pupils that food, drinks, lunchboxes, food containers, cutlery and drinking bottles must not be shared.
- Encourage all pupils to use their own named water bottles and lunch containers.
- Ensure that any meals or food items prepared specifically for a pupil with a food allergy are clearly identified where required to reduce the risk of error.
- Ensure staff supervising meals remain vigilant and take appropriate action if concerns arise regarding allergen exposure.
- Promote a clean eating environment in the hall, classrooms and outdoor eating areas.
- Ensure that staff leading cooking, baking or food-based activities follow appropriate hygiene procedures and consider allergen risks during planning.
- Inform parents/carers in advance where food will be used as part of a curriculum activity, celebration or special event and seek information about any allergy-related concerns.
- Seek parental engagement and, where appropriate, permission before food not directly provided by the school is shared or used within school activities.
- Consider allergen risks when food is brought into school for celebrations, fundraising events or curriculum activities and implement appropriate control measures.
- Encourage pupils to tell a member of staff immediately if they think they have been exposed to an allergen or feel unwell following contact with food.

6.2 Catering

Blisworth Primary School is committed to providing safe, inclusive and nutritious food options for pupils with allergies and other medically required dietary needs. The school works closely with the school catering company, parents/carers and pupils to ensure that allergy risks are identified, minimised and managed effectively so that all pupils can participate safely in school meals.

The school will:

- Work in partnership with the school catering company to ensure that pupils with food allergies, intolerances and other special dietary requirements can access suitable meal options but parents are responsible for ordering the correct meal and informing the catering of any known allergies.
- Require catering staff receive appropriate allergy awareness training and understand the procedures for identifying pupils with food allergies and providing safe meals.
- Maintain effective communication between school staff and catering staff regarding pupils with known food allergies and dietary requirements.
- Operate robust systems to identify pupils with food allergies at mealtimes to help ensure they receive the correct meal – including allergy registers, coloured band systems and signing.
- Ask the catering company to make school menus available to parents/carers in advance and ensure allergen and ingredient information is accessible through the catering company's ordering system and published menu information.
- Encourage parents/carers to update their child's dietary requirements directly through the catering company online system and to notify the school immediately of any changes.
- Liaise with the catering company to discuss individual dietary requirements and suitable meal choices where necessary.
- Ensure that any changes to menus continue to meet legal requirements and the dietary needs of pupils with allergies and food hypersensitivities.
- Ensure food allergen information relating to the 14 regulated allergens is provided in accordance with Food Standards Agency requirements and Natasha's Law where applicable (a copy of this is on the catering company's website)
- Ensure staff involved in serving or supervising meals understand the importance of checking allergen information and following agreed procedures for pupils with allergies.
- Ensure catering staff follow food safety, hygiene and allergen management procedures designed to minimise the risk of cross-contamination.
- Recognise that, whilst every reasonable precaution will be taken to reduce allergen risks, neither the school nor the catering company can guarantee that any environment or meal is completely free from allergens.

- Ensure pupils with allergies are not unnecessarily excluded from school meals and are supported to eat safely alongside their peers.

In line with the catering company's Special Diet Policy, parents/carers are responsible for ensuring that their child's allergy and dietary information is accurate and kept up to date within the catering company ordering system. The school will work with the catering company to implement suitable identification procedures for pupils with significant food allergies to help ensure that the correct meal is provided.

Where a pupil has a severe allergy or complex dietary requirement, an individual risk assessment and/or Individual Healthcare Plan (IHP) may be used to document the arrangements necessary to keep the pupil safe during mealtimes.

6.3 Insect bites/stings

Blisworth Primary School recognises that insect stings can cause severe allergic reactions, including anaphylaxis. Reasonable steps will be taken to reduce risks while ensuring pupils can participate fully in outdoor activities.

- Pupils will be encouraged to wear appropriate footwear when outdoors.
- Food and drinks will be covered where practicable during outdoor activities.
- Staff will remain vigilant for increased insect activity during outdoor learning, sports and educational visits.
- Pupils at risk of anaphylaxis must have immediate access to their prescribed adrenaline devices and staff will follow the pupil's Allergy Action Plan in the event of a reaction.

6.4 Animals

Blisworth Primary School will take reasonable steps to minimise the risk of exposure to animals where a pupil has a known animal allergy, whilst ensuring pupils are included in school activities wherever possible.

- Risk assessments will be completed before animal visits or activities involving animals.
- All pupils will be required to wash their hands thoroughly after handling animals.
- Appropriate adjustments will be made for pupils with known animal allergies, based on their Individual Healthcare Plan and level of risk.
- Where a visitor requires an assistance or guide dog, individual risk assessments will be undertaken where necessary.

6.5 Visits and trips

Blisworth Primary School is committed to ensuring that pupils with allergies can participate fully in educational visits, residential experiences and extracurricular activities. Pupils will not be excluded from activities because of their allergy. School trips and visits will be planned to enable safe participation and inclusion for all pupils with allergies.

- A risk assessment will be completed for pupils at risk of anaphylaxis before educational visits and off-site activities.
- Visit leaders will be informed of pupils' allergies, medical needs and emergency procedures.
- Pupils prescribed adrenaline devices must have them readily accessible throughout the visit.
- At least one member of staff on the visit will be trained to recognise anaphylaxis and administer adrenaline where required.
- Appropriate arrangements will be made for food provision, allergen management and emergency response in line with the pupil's Individual Healthcare Plan and the school's medication procedures.
- Section 8 will outline AD transportation and use on trips

7. Procedures for handling an allergic reaction

Blisworth Primary School will ensure that all staff receive allergy awareness training and are able to recognise the signs and symptoms of both mild allergic reactions and anaphylaxis, and know how to respond quickly and appropriately in an emergency.

- Staff will follow the pupil's Allergy Action Plan and/or Individual Healthcare Plan where one is in place.
- Any pupil showing signs of anaphylaxis will be treated as a medical emergency.
- Adrenaline will be administered without delay where anaphylaxis is suspected. If in doubt, staff will administer adrenaline and call 999.
- Emergency services (999) will always be called following the administration of adrenaline.
- Staff will remain with the pupil until emergency services arrive and parents/carers will be informed as soon as possible.
- Pupils experiencing a severe allergic reaction will not be sent unaccompanied to the school office or to collect medication. Help and medication will be brought to the pupil.
- A second dose of adrenaline will be administered if there is no improvement after 5 minutes and a second device is available.
- A school spare adrenaline device (AAI) may be used where:
 - A pupil does not have their own prescribed adrenaline device available.
 - A pupil's prescribed device is unavailable, out of date, damaged, misfires or cannot be administered without delay.
 - A pupil experiences anaphylaxis for the first time and requires emergency treatment.
- Following any allergic reaction requiring medical intervention, the incident will be recorded and reviewed to identify any lessons learned and determine whether amendments are required to the pupil's Individual Healthcare Plan, risk assessment or school procedures.

8. Adrenaline devices (ADs)

Blisworth follow the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#).

8.1 Prescribed ADs

Pupils who are prescribed adrenaline devices (ADs) will be encouraged, where age and maturity permit, to carry their devices with them at all times, including when travelling to and from school, during outdoor activities and on educational visits. Pupils prescribed adrenaline should have access to two devices at all times.

Where pupils are unable to carry their own ADs (recognizing that they include needles and we are a primary setting with younger children who love to play, climb and build), Blisworth Primary School will ensure that they are stored in a clearly identified, centrally accessible location within the school office/medical area, where they can be accessed immediately during an emergency.

Devices will:

- Be stored in an unlocked location that is accessible to staff at all times.
- Be no more than five minutes away from where they may be needed.
- Be stored at room temperature and protected from direct sunlight and extremes of temperature, in accordance with manufacturer guidance.

- Be clearly labelled with the pupil's name and accompanied by their Allergy Action Plan.

To ensure rapid access throughout the school day:

- Class teachers, support staff and lunchtime supervisors will be informed of pupils who are prescribed ADs and where medication is stored.
- ADs will accompany pupils during PE lessons, forest school activities, extracurricular clubs, educational visits and any off-site activities.
- Pupils will never be sent to collect their medication in an emergency. Medication will be brought directly to the pupil.

Parents/carers are responsible for:

- Ensuring that prescribed ADs are supplied to the school and replaced before their expiry date.
- Informing the school promptly if medication is replaced, changed or no longer required.
- Providing an up-to-date Allergy Action Plan from a healthcare professional.

The school will maintain a register of pupils prescribed adrenaline devices. This register will include:

- The pupil's name and class.
- Confirmation that an Allergy Action Plan has been received.
- Details of the location of the pupil's medication.
- Expiry dates of prescribed ADs.
- Records of any use of prescribed or spare ADs.

Medication checks will be completed at least termly, and parents/carers will be notified when devices are approaching their expiry date.

8.2 Spare ADs and inhalers

Please note: current regulations only allow schools to purchase adrenaline auto-injectors (AAIs) 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 AAIs 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 reliever inhaler] and ensuring they are stored according to the guidance.

- Where possible, the ADs will be sourced from the local surgery and if unable to do so, purchased with school funds.
- The school will have a minimum of one of each dose, with two of each dose being the consistent where supply chains allow.
- School preference is EpiPen but where this is not available the school will use Jext.
- The school will have both dosages of 0.3 and 0.15 to account for different weights and ages.

- Spare pens are stored in a red first aid bag hung in the staffroom next to the defibrillator
- **This is an accessible unlocked area within ease of reach including higher risk areas of the playground and dinner hall.**
- They are kept at room temperature as per guidance

Spare AAls will be kept:

- In pairs, in case a second one is necessary
- Separate from any pupils' prescribed ADs and clearly labelled to avoid confusion

Sarah Price and Lauren Wilcox (supported by Louise Cooke) are responsible for:

- Checking monthly that spare ADs [and the emergency asthma reliver inhaler] are present and in date
- Obtaining replacement ADs when the expiry date is near

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 by requesting disposal at the Local GP surgery or pharmacy.

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 at risk of anaphylaxis who are able to administer their own adrenaline should carry their own ADs with them on school trips and off-site events. Where children are young or need support, safe arrangements may be made to support transport.

An assessment of pen availability will take place and the pupils attending site and trips. This may include a spare pen at school and a further spare pen taken on the trip.

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

The school will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded in the accident record, including the following information:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and pupils responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded

The school has accident slips and makes use of the West Northants portal. Information with details will/ may be recorded on CPOMs.

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 information on 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 designated allergy lead and report to the Governors as required. 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. [See [how to make a RIDDOR report](#)]

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.

Allergy awareness training will ensure that all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Understand the difference between food allergy, coeliac disease and food intolerance
- Know where to find information on allergy triggers
- Can identify the range of symptoms of allergic reactions
- Understand and can recognise anaphylaxis
- Know how to respond in an emergency, including:
 - Calling emergency services and informing parents/carers
 - How to locate and administer emergency medication
 - How to use the medication/device in an emergency
- Understand the impact allergy can have on a pupil's wellbeing
- Understand the school's allergy safety policy
- Know how to check whether an individual is on the record of those with known allergy, and how to use an allergy or asthma action plan
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss')
- A recommended online training programme enables ease of access for new and temporary staff

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 the school year.

All staff should be aware of and understand the policy as part of annual allergy awareness training.

Allergy awareness forms part of the wider PSHE curriculum and is shared in assemblies.

11. Wellbeing

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. School has this embedded in the behaviour policy and will always seek to personalise any support needed.

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher.
- Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis

The school will respond to any instance of bullying in line with its behavior policy.

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. Parents and Carers should be aware that good and appropriate information sharing helps to keep their child safer.

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