Priory School

Allergy Safety Policy

Version	Authorised	Approval Date	Effective Date	Review Date
1	FGB	November 2026	November 2026	November 2027

Signed: _____ Date:

Caroline Masih – Chair of Governors

Contents:

Statement of intent		3
1	Aims	4
2	Legislation and guidance	4
3	Roles and Responsibilities	4
4	Identifying individuals at risk	5
5	Assessing Risk	5
6	Minimising Risk	6
7	Procedures for handling an allergic reaction	6
8	Adrenaline devices (ADs)	6
9	Serious incidents and 'near misses'	7
10	Allergy awareness	7
11	Wellbeing	7
12	Information Sharing	
13	Monitoring arrangements	
14	Links to other policies	

1. Aims

Priory School is committed to providing a safe, inclusive and supportive environment for all pupils, staff, volunteers and visitors with allergies. We recognise that allergies, including food allergies, can be life-threatening and require a whole-school approach to prevention, awareness and emergency response.

This policy aims:

- 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 amount 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:

- Children's Wellbeing and Schools Act 2026
- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

This policy links to the following polices and procedures:-

- Health and Safety policy
- Supporting pupils with medical conditions policy
- Data Protection policy
- Behaviour Policy
- Safeguarding Policy
- First Aid policy

3. Roles and responsibilities

3.1 The Governing Board

The governing board is responsible for:

- Ensuring 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
- Reviewing and approving the allergy safety policy at least annually
- Taking steps to ensure the allergy safety policy is:
  - Generally known within the school and to parents of pupils at the school

- At least once a year, brought to the attention of all pupils, parents/carers, staff and volunteers
- Published on the school's website
- Ensuring risks relating to pupils with allergies are included in the risk register and actively managed

The governing board delegates the day-to-day implementation of this policy to the allergy safety lead. In addition, the governing board has appointed Vanessa Lakatos as the nominated Lead Governor for Allergies, to provide further oversight and support, ensuring that allergy management and the safety and wellbeing of pupils with allergies remain a priority across the school.

3.2 Allergy safety lead

The nominated allergy safety lead is Chloe O Connor, Deputy Head teacher and member of SLT and Clarissa Chaulk, Welfare Administrator

They're responsible for:

- Implementing this allergy safety policy
- Contributing to the review of the allergy safety policy
- Oversee Individual Healthcare Plans (IHPs)
- 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-do-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:

- This policy is implemented throughout the school
- Allergy management forms part of safeguarding and health and safety
- Sufficient resources are available
- All staff receive annual allergy awareness training

- Emergency medication is available and maintained

3.4 Welfare Assistant

The Welfare Assistant is 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
- Maintaining the allergy 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

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
- 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 school from home
- Updating the school on any changes to their child's condition

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, send a form to all parents/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 within 2 weeks.
- Send a reminder to parents/carers at the start of each year asking them to check and update their child's medical information as necessary.

We ask that parents/carers proactively inform us by either phone call to the school 01628 600300 or an email to office@prioryschool.com if their child's medical needs change during the school year.

4.2 Identifying staff and visitors at risk

The school promotes an allergy-aware environment and encourages staff and visitors to inform the school of any known allergies that may require additional consideration or support. Any information disclosed will be treated confidentially, and appropriate measures will be considered where necessary.

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 school's 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 school's 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

Parents and carers of pupils with known food or insect sting allergies, or asthma, will be asked to provide the school with an appropriate action plan completed by a healthcare professional.

These plans should outline the pupil's medical needs, emergency procedures and any medication required. Appropriate parental consent for the administration of medication will be obtained and recorded.

Where a pupil has an IHP, the relevant allergy or asthma action plan will be included or referenced. The IHP will be reviewed whenever there are significant changes to the pupil's medical needs or treatment.

4.5 Record of individuals with known allergies

The school maintains a record of all individuals who have a known allergy. The record includes:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has an IHP and/or an Allergy Action Plan
- A photograph of each individual (photographs of pupils will require parental consent)

The record is kept in the school O drive, Pupil Welfare Folder.

The school keeps a copy of this record in places where food may be served or handled (including classrooms and kitchen). Kitchen staff have a printed folder with Pupil Allergen Information stored in the Catering Office

Pupil ADs are stored securely within their respective classrooms in a dedicated first aid cabinet. Each AD is kept in an individual wallet clearly marked with the pupil's name and is taken to the dining hall PE and playground by a member of staff.

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 and cooking activities
- Science experiments involving foods or other potential allergens
- Arts and crafts activities involving food products or packaging
- Off-site activities, education visits and school trips
- Activities involving animals, including animal handling experiences
- Sensory activities involving food or other potential allergens

Appropriate control measures will be put in place to minimise identified risks and ensure pupils can participate safely.

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

The school takes appropriate measures to minimise the risk of allergen exposure and cross-contamination. These include:

- Pupils are reminded to wash their hands before and after eating.
- Sharing food, drinks, containers and utensils is not permitted.
- Parents and carers are expected to follow the school's Healthy Packed Lunch Policy and provide lunch boxes that are clearly named.
- Packed lunches are inspected regularly to ensure compliance with the school's Healthy Packed Lunch Policy and allergy procedures.
- Any food items identified as posing a potential allergy risk to other pupils will be removed, stored safely and returned to parents or carers at the end of the school day.
- Where a pupil has consumed a product containing a known allergen, such as nuts, parents or carers will be contacted and asked to provide a toothbrush and toothpaste so the pupil can clean their teeth, where appropriate, and wash their hands before returning to class.
- Pupils have their own water bottles.

6.2 Catering

The school has its own in-house catering team and is committed to providing safe and appropriate meals that meet the dietary needs of pupils with known allergies.

The following measures are in place to minimise the risk of allergen exposure:

- Catering staff receive appropriate food hygiene and allergen awareness training and are informed of pupils with known food allergies.
- Information about pupils' allergies and dietary requirements is shared with relevant catering staff to ensure suitable meals are provided.
- Pupils with known food allergies are provided with a blue lanyard clearly identifying their allergies, which must be worn in the dining hall. This enables catering and supervising staff to recognise pupils with specific dietary requirements and ensure appropriate meals are provided.
- School menus are available to parents and carers, with allergen information provided in accordance with food safety legislation.
- Parents and carers are encouraged to discuss their child's specific dietary requirements with the school.
- Catering staff follow appropriate food preparation, storage and serving procedures to minimise the risk of cross-contamination.
- Ingredients and food labels are checked to identify the presence of any of the 14 legally recognised allergens.
- Any changes to menus or ingredients are checked to ensure that pupils' known dietary requirements continue to be met.
- Where a suitable alternative meal is required, arrangements will be made in consultation with parents or carers and relevant staff.

The catering team works closely with school staff to maintain an allergy-aware environment and minimise the risk of accidental allergen exposure.

6.3 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

6.4 Animals

The school takes reasonable precautions to minimise the risk of allergic reactions arising from contact with animals, including the school therapy dog and animals encountered during educational activities or visits.

The following measures are in place:

- Pupils are encouraged and supported to wash their hands after contact with animals.
- Known animal allergies will be considered when planning activities involving animals.
- Pupils with known animal allergies will not be required to handle or interact directly with animals, and appropriate measures will be taken to minimise exposure.
- The school therapy dog is managed in accordance with its existing risk assessment, which considers potential allergy risks.
- Staff will follow pupils' IHPs or Allergy Action Plans where applicable.

6.5 Visits and trips

- No pupils with allergies will be excluded from taking part
- The school will plan accordingly for all visits and 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 ADs 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

- All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately
- Staff are trained in the administration of adrenaline to minimise delays in an emergency
- If the pupil has an allergy action plan, this must be followed
    - A spare school AD device will only be used if:
    - The pupil does not have a prescribed AD
    - The pupil's prescribed AD are not available or misfire

8. Adrenaline devices (ADs)

8.1 Prescribed ADs

In accordance with current medical guidance, pupils prescribed adrenaline devices should have two devices readily available at all times.

Prescribed ADs are kept in pupils' designated medical wallets within their classroom medical box, where they are readily accessible to staff. When pupils leave the classroom for activities such as lunchtime, PE, outdoor learning or education visits, a member of staff will ensure that their medial wallet accompanies them. The medical wallet includes the device and a copy of the pupil's IHP and a form which is completed should the AD be administered.

Parents and carers are responsible for providing the school with their child's prescribed adrenaline devices, ensuring they remain in date and arrangement replacements when required.

AD's are sent home at the end of the school year or if they have expired

8.2 Spare Ads and inhalers

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

AD's are purchased from Burnham Chemist, 30 High St, Burnham, Slough SL1 7PA

We have 10 spare ADs on site – **five** 150 mg for children 0-6 years and **five** 300 mg for 6-12 year olds

The brand purchased by the school is EpiPen

The following dosing guidelines are offered by the DFE:

- For children age under 6 years: a dose of 150 microgram (0.15 milligram) of adrenaline is used
- For children age 6-12 years: a dose of 300 microgram (0.3 milligram) of adrenaline is used.

Spare ADs are stored in:

- Main office
- Orchard Unit
- Main Hall
- Extended Care Hut
- Acorns Centre

Spare ADs will be:

- Separate from any pupils' prescribed AD's and clearly labelled to avoid confusion

The Allergy Safety Lead and Welfare Administrator 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.

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

When pupils at risk of anaphylaxis attend educational visits, school trips or other off-site activities, a designated member of staff will be responsible for carrying the pupil's prescribed adrenaline devices in their medical wallet.

Staff accompanying pupils will be made aware of their medical needs and will follow the school's emergency procedures in the event of an allergic reaction.

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 book, 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

All incidents and near misses should be recorded on Smartlog.

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 Allergy Safety Lead. 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.

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

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

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 so staff can practise safely and be familiar with the differences.

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')

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.

11. Wellbeing

The school recognises that living with allergies may affect a pupil's emotional wellbeing. Pupils will be supported in accordance with their individual needs and the school's existing pastoral care, Behaviour and Anti-Bullying policies.

11.1 Wellbeing Support Following an Incident or Near Miss

Following an allergic reaction or near miss, appropriate support will be offered to pupils and staff involved, where required, in line with the school's existing wellbeing and safeguarding procedures.

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 out data protection policy.

13. Monitoring arrangements

The arrangements set out in this policy will be monitored by the Allergy Safety Lead.

The governing board will review and approve this policy annually, or more frequently if a serious incident or 'near miss' identifies an area for improvement.