



St. Luke's C of E Primary School

Allergy Safety Policy

Headteacher Signature:	
Date Adopted:	September 2026
Review Date:	September 2027

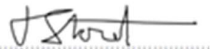
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1. Statement of Intent

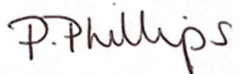
St. Luke's C of E Primary School is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors with allergies. We recognise that allergies can range from mild reactions to life-threatening anaphylaxis and that effective management is essential to safeguard health, wellbeing and full participation in school life.

This policy sets out our arrangements for allergy awareness, risk management, emergency response and support for pupils with allergies. It has been developed with regard to the Department for Education's statutory guidance, Allergy safety in schools, published in July 2026 and applying from 1 September 2026.

Signed: 

(Chair of Governors)

Date: 30.8.26

Signed: 

(Headteacher)

Date: 30.8.26

2. Responsibilities of the Governing Body

The Governing Body will:

- Ensure the school has an effective Allergy Safety Policy.
- Review the policy at least annually.
- Ensure sufficient resources and arrangements are in place to implement this policy, including staff training, Individual Healthcare Plans where required and access to spare emergency AAls.
- Ensure allergy risks are identified and managed within the school's health and safety arrangements, and monitor significant incidents, near misses and lessons learned from allergy-related events.

3. Responsibilities of the Headteacher

The Headteacher will:

- Ensure implementation of the Allergy Safety Policy.
- Appoint a named senior leader as Designated Allergy Lead and ensure they have sufficient authority and oversight to lead allergy safety across the school.
- Ensure all staff receive appropriate allergy awareness and emergency response training, with arrangements for induction and refresher training.
- Ensure emergency procedures are maintained and regularly reviewed.

4. Responsibilities of the Designated Allergy Lead

The Designated Allergy Lead will:

- Maintain records of pupils with allergies.
- Coordinate training and awareness activities.
- Monitor compliance with Individual Healthcare Plans (IHPs).
- Review allergy incidents, near misses and actions arising.
- Liaise with parents, healthcare professionals and catering providers.

Name of Designated Allergy Lead:	Mr P. Phillips, Headteacher
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5. Responsibilities of all Staff

All staff will:

- Understand and follow this policy and the school's emergency allergy procedures.
- Complete the allergy awareness and emergency response training provided by the school.
- Follow Individual Healthcare Plans (IHPs).
- Take reasonable steps to reduce exposure to allergens.
- Know how to recognise and respond to allergic reactions and anaphylaxis.

6. Allergy Awareness and Training

The school will provide annual allergy awareness and emergency response training for all staff, including:

- Teaching and support staff.
- Lunchtime supervisors.
- Office staff.
- After-school club staff.
- Catering staff.
- Regular volunteers.
- Supply and agency staff, where appropriate.

Training will cover:

- Understanding allergies and anaphylaxis.
- Common allergens.
- Recognition of allergic reaction symptoms.
- Use of Adrenaline Auto-Injectors (AAIs).
- Emergency procedures.
- Measures to reduce allergen exposure.
- Reporting incidents and near misses.

All new staff, including relevant temporary and supply staff, will receive allergy awareness and emergency response information during induction before taking responsibility for pupils.

6a. Training Records

The Designated Allergy Lead will maintain a record of all allergy awareness and emergency response training undertaken by staff. Records will include:

- Date of training completed.
- Name of training provider.
- Staff members who attended.
- Date refresher training is due.

Training records are held by / location:	School Office / central staff training records
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Training records will be retained and made available for monitoring, audit and inspection purposes. The school will ensure that all relevant staff remain in date with allergy awareness training and that training compliance is reviewed annually.

7. Promoting Wellbeing

The school recognises that living with allergies may cause anxiety for pupils and families. We will:

- Foster an inclusive and supportive environment.
- Encourage pupils to speak openly about concerns.
- Promote understanding of allergies among pupils.
- Take immediate action against bullying or discrimination related to medical conditions or allergies.

8. Identification of Pupils, Staff and Visitors with Allergies

The school will maintain clear procedures for identifying and supporting pupils, staff and visitors with known allergies. Information regarding known allergens, allergy severity, prescribed medication and emergency requirements will be collected, recorded and reviewed regularly.

8a. Identification of Pupils with Allergies

The school will:

- Gather allergy information during the admissions process.
- Review and update allergy information through annual data collection exercises.
- The school will work in partnership with parents/carers, pupils, previous educational settings and relevant healthcare professionals to obtain accurate and up-to-date information.
- Parents/carers are responsible for informing the school of any changes to a pupil's medical condition or allergy status.
- Copies of relevant medical information will be requested where applicable. The school will work with parents/carers, the pupil and relevant healthcare professionals to put an Individual Healthcare Plan (IHP) in place where the pupil's allergy requires active management by the school.
- All allergy-related records and medical documentation will be stored securely and handled in accordance with data protection requirements.

The school will maintain an up-to-date register of pupils with allergies including:

- Known allergens and triggers.
- Severity of allergy and risk of anaphylaxis.
- Details of prescribed medication, including Adrenaline Auto-Injectors (AAIs).
- Location of emergency medication.
- Details of any Individual Healthcare Plan.
- Emergency contact information.

Relevant allergy information will be made readily available to staff who need it, including in areas where food is served or handled and when planning activities involving potential allergens. Information will be shared in a proportionate and secure way so that staff can respond safely while protecting pupils' privacy.

For pupils joining the school at the start of an academic year, allergy management arrangements will be established before the child begins attendance wherever possible. For pupils joining during the school year, every effort will be made to implement appropriate arrangements within two weeks of receiving the relevant information.

8b. Identification of Staff and Visitors with Allergies

The school recognises that staff and visitors may also have allergies that require consideration. Staff are encouraged to inform the school of any allergies that may affect their health and safety whilst on site. Appropriate support and reasonable adjustments will be considered where necessary.

Visitors attending the school will be asked, where reasonably practicable, to inform the school of any significant allergies, particularly where food or refreshments may be provided. The school will take reasonable steps to minimise known allergy risks and support the safety and wellbeing of all individuals on site.

9. Individual Healthcare (IHPs)

An Individual Healthcare Plan (IHP) will be developed for a pupil whose allergy requires active management by the school. This will include pupils who:

- Has an allergy that significantly affects participation in school activities.
- Requires specific arrangements beyond normal school procedures.
- Has prescribed emergency medication.
- Is at risk of anaphylaxis.

Plans will include:

- Known allergens.
- Symptoms and triggers.
- Emergency procedures.
- Medication requirements.
- Roles and responsibilities.
- Details of any reasonable adjustments.

Plans will be reviewed annually, following an incident or sooner if needs change.

The school will use the DfE Individual Healthcare Plan template, or an equivalent plan containing the required information, as appropriate. [Allergy safety in schools - GOV.UK](#)

Individual Healthcare Plans (IHPs) are held by / location:	School Office / pupil medical records; relevant information is available to staff who need it
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10. Minimising Risk

The school will take proportionate measures to reduce exposure to known allergens. These may include:

Food Provided by the School:

- Providing allergen information for meals.
- Working with catering providers to manage risks.
- Following food safety and allergen management procedures.

Food Brought into School:

- Informing parents of allergy-related requirements.
- Discouraging food sharing between pupils.
- Considering proportionate restrictions only where an individual risk assessment identifies a significant risk. The school will not describe itself as universally “allergen-free” or “nut-free”, as complete elimination of allergens cannot be guaranteed.

Classroom Activities:

Staff planning activities will consider allergen risks in:

- Cooking activities.
- Science lessons.
- Craft activities.
- Music activities.
- Animal encounters.
- School events and celebrations.

Environmental Allergens:

Where pupils have known allergies to environmental, contact or airborne allergens, reasonable control measures will be implemented based on individual circumstances.

11. Educational Visits and Residential Trips

The school is committed to ensuring pupils with allergies can participate fully and safely in educational visits. Prior to visits:

- Risk assessments will be undertaken.
- Relevant staff will be briefed.
- Medication and Individual Healthcare Plans (IHPs) will accompany the pupil / member of staff.
- Emergency arrangements will be confirmed.

Pupils at risk of anaphylaxis must have access to their prescribed medication and trained staff must be present.

12. Medication and Adrenaline Auto-Injectors (AAIs)

Pupils prescribed Adrenaline Auto-Injectors (AAIs) must have rapid access to them at all times. The school will:

- Ensure medication is readily available during lessons, breaks, lunchtimes, PE activities, visits and educational trips.
- Location of prescribed AAIs will be recorded within Individual Healthcare Plans (IHPs)
- Maintain records of prescribed medication.
- Check expiry dates regularly.
- Inform parents when replacements are required.

13. Spare Adrenaline Auto-Injectors (AAIs)

The school will maintain spare emergency Adrenaline Auto-Injectors (AAIs) in accordance with current legislation and the DfE statutory guidance. Spare devices are intended to support an emergency response and do not replace a pupil's own prescribed medication.

Spare AAIs will:

- Be stored securely but not locked away.
- Be clearly labelled.
- Be easily accessible within five minutes in an emergency.
- Be checked regularly for expiry dates.
- Be replaced promptly after use or expiry.

Emergency medication locations will be communicated clearly to all staff, included in induction and checked as part of the school's regular medication arrangements. St. Luke's spare AAls are held in the school office, adjacent to the dinner hall.

Spare Adrenaline Auto-Injectors (AAls) are held at location:	School office, adjacent to the dinner hall
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14. Emergency Response

If an individual experiences an allergic reaction:

1. Staff will follow arrangements in the Individual Healthcare Plan.
2. Emergency medication, including an AAI where indicated, will be administered without delay in accordance with the pupil's IHP and the school's emergency procedures.
3. Emergency services (999) will be called immediately if anaphylaxis is suspected.
4. Parents/carers will be informed as soon as possible after emergency action has been initiated.
5. The incident will be recorded and reviewed.

All suspected cases of anaphylaxis will be treated as a medical emergency. If an AAI is administered, or anaphylaxis is suspected, 999 will be called and the individual will not be left alone.

15. Recording and Reporting Incidents

The school will record:

- Allergic reactions.
- Use of emergency medication.
- Hospital admissions.
- Near misses.
- Identified risks and corrective actions.

Incidents will be reviewed to identify improvements to procedures and reduce future risks.

16. Information Sharing and Confidentiality

The school will manage allergy-related information in accordance with UK GDPR requirements. Information will be shared only with staff who need it to safeguard the individual and enable effective emergency response.

The dignity and privacy of pupils and staff will always be respected.

17. Communication and Awareness

This policy will be:

- Published on the school website.
- Available on request from the school office.
- Shared with staff during training.
- Referenced during induction for new staff.

The school will actively promote allergy awareness among pupils in an age-appropriate manner to support understanding, inclusion and safety.

18. Related Policies and Further Information

- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Educational Visits Policy
- Safeguarding Policy
- Data Protection Policy
- Behaviour and Anti-Bullying Policy

This policy has been developed with regard to the Department for Education's statutory guidance Allergy safety in schools (July 2026), the accompanying DfE allergy safety policy and IHP templates, and the school's Supporting Pupils with Medical Conditions arrangements. [Allergy safety in schools - GOV.UK](#)

19. Policy Review

This policy will be reviewed at least annually, and sooner following any significant allergy-related incident or near miss, legislative change or updated statutory guidance. It will be published on the school website following approval by the Governing Body.