



OVERBURY C E FIRST SCHOOL

ALLERGY SAFETY POLICY

Date: September 2026

Coordinator: Sian Nolan

Our School Vision

Discover, nurture and share God's gifts

At Overbury First School, we believe God has given each of us special gifts to enable us to learn and flourish as unique children of God. We seek to act justly, love mercy and to walk humbly, fostering an environment where everyone is treated equitably and pupils develop into compassionate, responsible individuals who take care of each other, our community and the world in which we live.

Allergy Safety Lead: Sian Nolan, Headteacher

Approved by: Pending Governing Board

Date: September 2026

Review Date: September 2027

Discover, nurture and share God's gifts

At Overbury C.E. First School, we believe God has given each of us special gifts to enable us to learn and flourish as unique children of God. We seek to act justly, love mercy and walk humbly, fostering an environment where everyone is treated equitably and pupils develop into compassionate, responsible individuals who take care of each other, our community and the world in which we live.

Central to this policy is our school ethos, **'We look out for others.'** This includes ensuring that children with allergies are safe, valued, included and able to participate fully in all aspects of school life.

1. Aims

This policy aims to:

- Support our safeguarding duties in relation to allergy safety.
- Set out our school's approach to allergy safety, including reducing the risk of exposure and the procedures in place in the event of an allergic reaction.
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion.
- Promote and maintain allergy awareness throughout our school community.

2. Legislation and Guidance

This policy is based on the Department for Education (DfE) statutory guidance on Allergy Safety in Schools and Supporting Pupils at School with Medical Conditions, the Department of Health and Social Care guidance on Using Emergency Adrenaline Auto-Injectors in Schools, and relevant food information and allergen legislation.

The Children's Wellbeing and Schools Act 2026 introduced new statutory allergy safety duties for schools. From September 2026, schools must have an allergy safety policy, have regard to statutory allergy safety guidance, review their policy at least annually, publicise it to staff and pupils and publish it on the school website.

3. Roles and Responsibilities

3.1 The Governing Board

The governing board is responsible for ensuring that:

- Risks relating to pupils with allergies are included in the school's risk management arrangements and are 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; and
 - emergency response plans for cases of anaphylaxis.
- Appropriate staff training and emergency arrangements are in place.

The governing board delegates the day-to-day implementation of this policy to the Allergy Safety Lead. The governing board will nominate a named link governor for allergy safety.

3.2 Allergy Safety Lead

The nominated Allergy Safety Lead is:

Sian Nolan – Headteacher

The Allergy Safety Lead is responsible for:

- Implementing this Allergy Safety Policy.
- Reviewing the policy at least annually, updating it when required and ensuring it is published on the school website.
- Promoting and maintaining allergy awareness across the school community.
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (ADs).
- Ensuring that:
 - 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);
 - pupils with a known food or insect-sting allergy have an up-to-date Allergy Action Plan issued by an appropriate healthcare professional;
 - all staff receive regular allergy-awareness training;
 - all staff understand the school's policy and procedures regarding allergies;
 - relevant staff understand which activities require an allergy risk assessment; and
 - serious incidents and near misses relating to allergy safety are recorded and reported appropriately.

Following a serious incident or near miss, the Allergy Safety Lead will consider:

- what lessons can be learned;
- whether changes are required to this policy or wider school procedures;
- whether a pupil's IHP or Allergy Action Plan requires review; and
- what learning should be shared with staff.

3.3 Headteacher

The Headteacher is responsible for deciding, in discussion with parents/carers and relevant healthcare professionals where appropriate, whether a pupil's allergy can be managed through the arrangements made under the school's Supporting Pupils with Medical Conditions Policy or whether an IHP is required to reflect the pupil's individual circumstances.

At Overbury C.E. First School, the Headteacher is also the Allergy Safety Lead.

3.4 Administration of Allergy Medication

Paediatric First Aider will be responsible for:

- checking spare AAls and the emergency asthma inhaler, where held, at least monthly;
- ensuring they are stored appropriately and are readily accessible;
- monitoring expiry dates; and
- ensuring replacement devices are obtained before existing devices expire.

The Allergy Safety Lead retains overall responsibility for ensuring that these arrangements are effective.

3.5 Teaching and Support Staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils.
- Understanding the school's Allergy Safety Policy and procedures.
- Being able to recognise the signs of allergic reactions and anaphylaxis.
- Being aware of pupils with allergies in their care.
- Taking reasonable steps to reduce the risk of pupils with known allergies coming into contact with their allergens.
- Knowing where emergency medication is stored and how it can be accessed promptly.
- Ensuring the wellbeing and inclusion of pupils with allergies.
- Reporting any allergic reaction, serious incident or near miss to the Allergy Safety Lead.

3.6 Parents and Carers

Parents/carers are responsible for:

- Being aware of the school's Allergy Safety Policy.
- Providing the school with accurate and up-to-date information about their child's medical needs, dietary requirements and any history of allergies, reactions or anaphylaxis.
- Providing prescribed medication, including two in-date adrenaline devices where required, inhalers, antihistamines or other medication as appropriate.
- Ensuring medication is replaced before it expires.
- Providing an appropriate Allergy Action Plan from a healthcare professional where required.
- Following the school's guidance regarding food brought into school.
- Informing the school immediately of any changes to their child's condition, medication or medical needs.

3.7 Pupils with Allergies

Due to the age of pupils at Overbury C.E. First School, adults will usually retain primary responsibility for the storage and management of allergy medication.

Where age and developmentally appropriate, pupils with allergies will be supported to:

- develop an understanding of their allergens and the risks they pose;
- recognise and report symptoms promptly;
- understand the importance of avoiding their known allergens;
- know which adults they can approach for help;
- understand how their medication helps to keep them safe; and
- develop increasing independence in managing their allergy.

Where it is appropriate for an older pupil to carry their own adrenaline device, this will be agreed individually with parents/carers and reflected within their IHP and Allergy Action Plan.

3.8 Pupils without Allergies

Pupils will receive age-appropriate allergy awareness and will be encouraged to:

- understand that allergies can make some people seriously unwell;
- respect the medical and dietary needs of others;
- not share food or drinks;
- never touch, move or misuse another pupil's medication; and
- tell an adult immediately if another child appears unwell.

This reflects our school ethos: **'We look out for others.'**

4. Identifying Individuals at Risk

Allergy is a spectrum of allergic diseases. Reactions occur when a susceptible person is exposed to an allergen to which they are allergic.

Common allergic conditions include:

- hay fever (allergic rhinitis), which can be triggered by pollen, house dust mites, animal fur or feathers and mould;
- skin allergies, including eczema, contact dermatitis and urticaria/hives;
- food allergies, which can cause symptoms ranging from mild reactions to anaphylaxis;
- asthma, which may be triggered by airborne allergens; and
- allergies to insect stings and medicines.

4.1 Identifying Pupils at Risk

- When a child is offered a place at Overbury C.E. First School, parents/carers will be asked to provide details of any allergies, medical conditions, dietary requirements and medication before their child starts school.
- Where a pupil receives a new diagnosis or joins the school during the academic year, appropriate arrangements will be put in place as soon as possible.
- Parents/carers will be reminded regularly to ensure that medical information held by the school remains accurate and up to date.
- Parents/carers must inform the school promptly if their child's medical or allergy needs change during the school year.

4.2 Identifying Staff and Visitors at Risk

Staff will be given an opportunity to make the school aware of allergies or associated medical needs that may be relevant while they are at work.

Visitors who have specific allergy-related requirements are encouraged to inform the school in advance where appropriate.

4.3 Individual Healthcare Plans (IHPs)

Pupils should have an IHP where:

- their allergy has a functional impact on them within the school environment;
- they are at risk of harm as a result of their allergy; and
- they require arrangements that are additional to or different from those ordinarily made by the school.

It is not necessary for a pupil to have a formal diagnosis of allergy before an IHP can be considered.

The IHP will set out the additional and/or different arrangements required to support the pupil.

The school will aim to put appropriate arrangements in place as soon as practicable and, for children starting at Overbury, by the beginning of the relevant term wherever possible.

Not every child with an allergy will require an IHP. Some allergies may have little or no impact on the pupil while at school or may be appropriately managed through the school's usual medical arrangements.

The Headteacher will decide, in consultation with parents/carers and relevant healthcare professionals where appropriate, whether an IHP is required.

IHPs will be reviewed at least annually and more frequently where a pupil's needs change.

Where a pupil transfers to another school, their IHP and relevant allergy information will be shared appropriately as part of transition arrangements.

4.4 Allergy and Asthma Action Plans

Pupils with a known allergy to food or insect stings should have an appropriate Allergy Action Plan provided by their healthcare professional.

Pupils with asthma should have an appropriate Asthma Action Plan.

These plans should include the information required to respond to an emergency and the administration of appropriate emergency medication.

Where a pupil also has an IHP, their Allergy or Asthma Action Plan should be attached to or incorporated within it.

Whenever an Action Plan is updated, the pupil's IHP should also be reviewed where appropriate.

4.5 Register of Pupils with Known Allergies

The school will maintain an up-to-date register of pupils with known allergies.

The register will include, where relevant:

- known allergens and risk factors for anaphylaxis;
- whether a pupil has been prescribed an adrenaline device and, if so, the type and dose;
- relevant consent and emergency medication information; and
- a photograph of the pupil where appropriate to allow rapid identification.

The allergy register and individual pupil information will be readily accessible to relevant members of staff while being handled appropriately in accordance with data-protection requirements.

5. Assessing Risk

The school will carry out an individual risk assessment, where appropriate, for pupils at risk of anaphylaxis participating in activities including:

- cooking and food preparation;
- science activities involving food;
- arts and crafts involving food or food packaging;
- educational visits and off-site activities;
- activities involving animals;
- celebrations or special events involving food; and
- other activities where there is a foreseeable risk of exposure to a known allergen.

A risk assessment will also be considered where other circumstances may introduce a known allergen into the school environment.

Risk assessments will be proportionate and individualised.

6. Minimising Risk

Risk will be minimised through whole-school procedures alongside arrangements specific to individual pupils.

The school cannot guarantee an entirely allergen-free environment. Instead, we will take reasonable and proportionate steps to reduce the risk of exposure while ensuring that pupils with allergies remain fully included in school life.

6.1 Hygiene Procedures

- Pupils will be encouraged to wash their hands before and after eating.
- Pupils should not share food, drinks, food containers or utensils.
- Named water bottles should be used.
- Where appropriate, food provided for a pupil with an allergy will be clearly identifiable.
- Tables, surfaces and equipment will be cleaned appropriately.

- Where food is brought into school or used for an activity, relevant allergy risks will be considered in advance.
- Parents/carers will be consulted where appropriate.

6.2 Catering

Overbury C.E. First School is committed to providing safe food options which meet the dietary needs of pupils with allergies.

The school will work closely with its catering provider to ensure that:

- catering staff receive appropriate allergen training;
- staff can identify pupils with allergies and understand their dietary requirements;
- appropriate allergen information is available;
- menus and changes to menus continue to meet pupils' special dietary requirements;
- relevant food-labelling requirements are followed;
- staff understand how to read food labels and identify allergens; and
- appropriate procedures are followed to minimise the risk of cross-contamination.

Parents/carers are encouraged to discuss their child's dietary requirements with the school.

6.3 Insect Bites and Stings

When outdoors, reasonable precautions will be taken to reduce the risk of insect stings.

Where a pupil has a known insect-sting allergy, specific precautions will be identified within their IHP and/or Allergy Action Plan.

Emergency medication must remain readily accessible.

6.4 Animals

Where pupils have contact with animals:

- appropriate hygiene measures, including handwashing, will be followed;
- known animal allergies will be considered within activity planning; and
- reasonable adjustments will be made for pupils with animal allergies.

6.5 Visits and Trips

Pupils with allergies will not be excluded from educational visits or off-site activities because of their allergy.

The school will:

- consider allergy risks as part of visit planning;
- ensure staff accompanying the visit are aware of relevant pupils' allergies;
- undertake individual risk assessments where appropriate;
- ensure prescribed emergency medication accompanies the pupil and remains readily accessible;
- ensure appropriately trained staff are available; and
- consider whether spare AAls should accompany the visit in accordance with current guidance and the risk assessment.

7. Procedures for Handling an Allergic Reaction

All staff will receive training to recognise the signs of mild and severe allergic reactions, including anaphylaxis, and understand how to respond.

Where a pupil has an Allergy Action Plan, this must be followed.

Anaphylaxis is a medical emergency and must be treated immediately.

Where anaphylaxis is suspected:

- administer adrenaline immediately in accordance with the pupil's Action Plan and/or emergency procedures;
- call **999** and state clearly that anaphylaxis is suspected;
- administer a second dose of adrenaline after the recommended interval where symptoms have not improved and a second device is available;
- follow appropriate positioning guidance;
- remain with and supervise the pupil;
- contact the pupil's parents/carers; and
- ensure the pupil is assessed by medical professionals.

The administration of adrenaline must **not be delayed** while waiting for an ambulance or parent/carer.

8. Adrenaline Devices (ADs)

8.1 Prescribed ADs

Pupils prescribed adrenaline devices should have appropriate devices available to them throughout the school day and during school activities and educational visits.

It is recommended that two devices are available.

Due to the age of pupils at Overbury C.E. First School, adrenaline devices will usually remain under adult supervision.

Where it is appropriate for an older child to carry their own device, this will be planned through their IHP and Allergy Action Plan in consultation with parents/carers and the Headteacher.

Prescribed adrenaline devices will be stored:

- where they can be accessed promptly in an emergency;
- at an appropriate room temperature;
- protected from direct sunlight and extremes of temperature; and
- with, or readily accessible alongside, the pupil's Allergy Action Plan.

Parents/carers are responsible for ensuring that prescribed devices provided to the school remain in date and are replaced when required.

8.2 Spare AAls and Emergency Inhalers

Overbury C.E. First School will hold spare AAls in accordance with current statutory requirements and guidance.

The Allergy Safety Lead is responsible for ensuring that appropriate spare AAls are obtained and that arrangements are in place for their safe and accessible storage.

The school will determine the appropriate number and dose of spare AAls according to current guidance and the age profile and needs of pupils within the school.

Spare AAI provision: 4

Spare AAls will be stored:

- In the staffroom and the Office
- where they are readily accessible in an emergency;
- at an appropriate room temperature and protected from direct sunlight and extremes of temperature;
- in pairs where appropriate;

- separately from pupils' individually prescribed devices; and
- clearly labelled to avoid confusion.

First Aid trained staff will:

- check at least monthly that spare AAls and any emergency asthma inhaler are present and in date;
- monitor expiry dates; and
- arrange replacements when required.

8.3 Disposal

Adrenaline devices are single-use devices.

Once used, an adrenaline device will be handled and disposed of in accordance with the manufacturer's instructions and relevant local procedures.

8.4 Using Spare AAls in an Emergency

The school will follow current legislation and statutory guidance regarding the emergency use of spare AAls.

Where possible, appropriate consent information will be obtained in advance and recorded.

However, in a life-threatening emergency, reasonable action must be taken to preserve life and emergency treatment must not be unnecessarily delayed.

8.5 Use of ADs Off School Premises

Where a pupil prescribed adrenaline attends an educational visit or off-site activity:

- their prescribed adrenaline devices will accompany them;
- the devices will remain readily accessible;
- a member of staff who understands the pupil's needs and emergency procedures will be present; and
- the school will consider whether spare AAls should accompany the visit as part of the risk assessment, while ensuring appropriate provision remains available at school.

9. Serious Incidents and Near Misses

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

A **near miss** is an event relating to an allergy or medical condition which did not result in harm but had the clear potential to do so.

9.1 Incident Recording

The school will record serious incidents and near misses relating to allergy safety as soon as reasonably practicable.

Records will include:

- who was affected;
- what happened, when and where;
- why the incident occurred, as far as this is known;
- how staff and pupils responded;

- what was done to support the individual;
- whether emergency services were called; and
- how the incident concluded.

The school will approach the review of serious incidents and near misses with a focus on learning, improving practice and reducing the likelihood of recurrence.

9.2 Incident Reporting

Parents/carers will be informed of an allergy-related serious incident or near miss as soon as reasonably practicable.

They will be given an opportunity to discuss what happened and contribute relevant information to the review.

The Allergy Safety Lead will review the incident and consider:

- whether existing allergy-safety arrangements were appropriate;
- whether changes are required to this policy or school procedures;
- whether the pupil's IHP or Allergy Action Plan needs to be reviewed;
- whether additional training is required; and
- what learning should be shared with staff.

Where appropriate, incidents will be reported to relevant external bodies or healthcare professionals in accordance with statutory requirements.

The school recognises that some allergic reactions may be delayed. Parents/carers should therefore inform the school if a reaction occurs after a pupil has left school and there is reason to believe that exposure may have occurred during a school activity.

10. Allergy Awareness

10.1 Staff Training

All staff expected to be present during times when pupils are on site will receive allergy-awareness training at least annually.

New staff will receive appropriate training as part of their induction.

This includes permanent and temporary staff, supply staff, relevant peripatetic staff, regular volunteers, catering staff and staff supervising pupils at school-run clubs where appropriate.

Training will ensure that staff:

- have an awareness of allergies, the risks they pose and how allergic reactions can occur;
- understand that different allergic conditions can coexist;
- understand the difference between food allergy, food intolerance and coeliac disease;
- know where to find information about pupils' allergy triggers;
- can identify symptoms of allergic reactions;
- can recognise anaphylaxis;
- know how to respond in an emergency;
- know how to call emergency services and inform parents/carers;
- know how to locate and administer emergency medication;
- understand how to use the relevant adrenaline devices;
- understand the potential impact of allergies on pupils' wellbeing;
- understand this Allergy Safety Policy;
- know how to access and follow Allergy and Asthma Action Plans;
- understand their responsibilities in reducing exposure to known allergens; and
- know how to report an allergic reaction, serious incident or near miss.

The school will also undertake an **annual allergy-safety drill**, providing staff with an opportunity to practise the response to a simulated case of anaphylaxis. Learning from the drill will be used to inform future training and practice.

10.2 Awareness of the Allergy Safety Policy

This policy will be:

- published on the school website;
- shared with staff;
- communicated appropriately to parents/carers;
- included within relevant staff induction and training; and
- promoted to pupils in an age-appropriate manner.

y in accordance with its Behaviour and Safeguarding policies.

10.3 Pupil Awareness

Children will receive age-appropriate information about allergies through PSHE, safeguarding education and wider school life.

Children will be encouraged to understand how their actions can help to keep others safe, reflecting our ethos **‘We look out for others.’**

11. Wellbeing

The school recognises that allergies can have an impact on a pupil’s emotional wellbeing, confidence and participation as well as their physical health.

Pupils with allergies will be supported through:

- pastoral care in line with whole-school approaches;
- regular communication with classroom staff;
- reassurance about the measures in place to minimise exposure to known allergens;
- reasonable adjustments to support their full inclusion;
- age-appropriate support to develop increasing independence; and
- additional wellbeing support where appropriate.

The school will respond to any bullying, teasing or deliberate behaviour relating to a pupil’s allergy in accordance with its Behaviour and Safeguarding and Child Protection policies.

11.1 Wellbeing Support Following an Incident or Near Miss

The school recognises that a serious incident or near miss can be distressing and may affect not only the pupil concerned but also their family, staff involved in responding and those who witnessed the incident.

Appropriate pastoral and wellbeing support will be provided or signposted for those affected.

Staff involved in responding to a serious allergic reaction or anaphylaxis will also be offered appropriate support.

Serious incidents and near misses will be reviewed in accordance with Section 9 of this policy, with learning used to strengthen future practice and reduce risk.

12. Information Sharing

Information about an individual’s health is considered special category personal data under UK GDPR and will therefore be handled in accordance with the school’s Data Protection Policy.

Information about a pupil’s allergy will be shared with relevant members of staff where this is necessary to safeguard the pupil, manage risk and provide appropriate support.

Information will be shared appropriately with catering staff, educational visit leaders, wraparound-care staff and other relevant adults where this is necessary to keep a pupil safe.

When a pupil transfers to another school, relevant allergy information, including their Individual Healthcare Plan and Allergy Action Plan where applicable, will be shared securely as part of the transition process.

13. Monitoring Arrangements

This policy will be monitored by the Allergy Safety Lead:

Sian Nolan – Headteacher

The policy will be reviewed and approved at least annually, or sooner where:

- statutory guidance or legislation changes;
- the needs or circumstances of the school change;
- a serious allergy-related incident occurs;
- a near miss identifies an area for improvement; or
- learning from staff training or an allergy-safety drill indicates that procedures should be amended.

The Allergy Safety Lead will ensure that any learning from incidents, near misses, training or changes to individual pupils' needs is reflected in school procedures and communicated appropriately to staff.

The policy will be publicised appropriately to staff and pupils and published on the school website.

14. Links to Other Policies

This policy should be read alongside the following Overbury C.E. First School policies and procedures:

- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- First Aid procedures
- Behaviour Policy
- Educational Visits procedures
- Data Protection Policy
- Food and Catering procedures

Where appropriate, this policy should also be considered alongside individual pupils':

- Individual Healthcare Plans (IHPs);
- Allergy Action Plans;
- Asthma Action Plans; and
- individual risk assessments.