BRIMSHAM GREEN SCHOOL POLICY / PROCEDURE DOCUMENT			
DATE ORIGINATED	September 2026	TITLE: Allergy Safety	
LAST REVIEW	September 2026		
NEXT REVIEW	September 2027		
OWNER	J Hewitt		

Allergy Safety

Signature (Headteacher)	.....
Date of review and approval	1 September 2026

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1. Aims

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 students with allergies to ensure their wellbeing and inclusion.
- Promote and maintain allergy awareness among 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:

The Food Information Regulations 2014

The Food Information (Amendment) (England) Regulations 2019

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for ensuring:

- Risks relating to students with allergies are included on SIMs as having medical need, including an allergy
- 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 Ms J Hewitt (Deputy Headteacher).

They are 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 students who require support with allergies, including a known food or insect sting allergy have an up-do-date individual healthcare plan (IHCP);
- All staff receive annual allergy awareness training;
- All staff are aware of the school's policy and procedures regarding allergies, and we will use MyConcern to 'mark as read' to indicate that staff have read and understood their responsibilities;
- 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 student's IHP.

3.3 Support staff

Anna Wilkins and Becci Wilmot are responsible for:

- Checking spare Adrenaline Auto-injectors (AAIs) are present and in date on a monthly basis;
- Making sure that replacement AAIs are obtained when expiry dates approach.

3.4 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among students;
- 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 students with allergies in their care;
- Reducing the risk to students with known allergies coming into contact with known allergens;
- Ensuring the wellbeing and inclusion of students with allergies;
- Reporting any allergic reaction or case of anaphylaxis to the Allergy Safety lead;
- Where they are involved in a cake sale, all allergens are made clear i.e. nuts, milk, eggs etc.
- Staff to be clear with any allergens when giving rewards i.e. at SRS events.

3.5 Parents/guardians

Parents/guardians are responsible for:

- Being aware of our school's Allergy Safety policy through our Home/School agreement;
- 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 AAIs 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, namely that it is labelled;
- Updating the school on any changes to their child's condition.

3.6 Students with allergies

Students are responsible for:

- Being aware of their allergens and the risks they pose;
- Carrying their medication (e.g. epi-pen or inhaler) on their person and only using it for its intended purpose;
- Understanding how and when to use their medication.

3.7 Students without allergies

Students are responsible for:

- Being aware of allergens and the risk they pose to their peers;
- Engaging with any guidance received through the following curriculums: tutor, PSE, Food preparation and Nutrition and Science
- Older students might also be expected to support their peers and staff in the case of an 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 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 students at risk

We will:

- Ask Year 6 teachers to identify any students who have an allergy in their Y6>7 transition information.
- For new starters, send a form to all parent/guardians of students after their place at the school has been confirmed, but before their first school year starts, to confirm any allergy the student has and whether they carry medication. Where a student 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/guardians at the end of each year asking them to update their child's medical information as necessary.
- We ask that parents/guardians proactively inform us if their child's medical needs change during the school year.

4.2 Identifying staff and visitors at risk

We will:

- Ask new staff to provide details of their allergies in advance of their start date.
- Ask visitors to inform us of any allergies prior to arriving into school and again when they sign in at Main Reception.

4.3 Individual healthcare plans (IHCP) – at Brimsham these are called ***Internal*** IHCP

Students should have an IHCP if they (it is parent/guardians responsibility to ensure that the IHCP is shared with school staff and updated at least annually):

- 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 student to have a formal diagnosis of allergy for them to have an IHCP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHCP will set out the additional and/or different arrangements that will be in place for supporting the student. 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 students who are new to our school.

Not all children with an allergy will require an IHCP. Some allergies will have little or no impact on the student while they are at school, or pose no risk to the student. Some allergies will not require arrangements which are additional to or different from those made generally.

IHCPs will be reviewed at least annually and more frequently if the student's needs have changed. Where a student moves on to a new school or college, their IHCP will be shared as part of the transition.

4.4 Allergy and asthma action plans – at Brimsham these are called ***External*** IHCP

All students who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan (External IHCPs) by their healthcare professional. It is the responsibility of parents/guardians to share this with school staff.

All students who have asthma should be issued with an asthma action plan (External IHCP) by their healthcare professional. It is the responsibility of parents/guardians to share this with school staff.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

4.5 Register of students with known allergies

We maintain a register of students who have a known allergy (this is stored on SIMs). The register includes:

- Known allergens and risk factors for anaphylaxis;
- Whether a student has been prescribed adrenaline device (and if so, what type and dose);

- Where a student has been prescribed an adrenaline device, whether parental consent has been given to administer emergency medication;
- A photograph of each student to allow a visual check to be made.

The register is kept in the Main Office and the canteen and can be checked quickly by any member of staff as part of initiating an emergency response.

5. Assessing risk

The school will conduct a risk assessment for any student at high risk of severe anaphylaxis taking part in:

- Lessons such as food technology;
- Science experiments involving foods;
- Crafts using food packaging;
- Off-site events and school trips;
- Any other activities involving animals or food, such as animal handling experiences or baking;
- A risk assessment for any student 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

- Students are reminded to wash their hands before and after eating;
- Sharing of food, food containers, and food utensils is not allowed;

6.2 Catering

The school is committed to providing safe food options to meet the dietary needs of students with allergies.

- Catering staff receive appropriate training and are able to identify students with allergies;
- The school will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements;
- School menus are available for parents/guardians and students to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/guardians;
- Where changes are made to school menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of students;
- Food allergen information relating to the ‘top 14’ allergens is on display packaging for all food products, allowing students and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA);
- Where food is provided by the school, staff will understand how to read labels for food allergens;
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination.

6.3 Insect bites/stings

When outdoors:

- Shoes should always be worn;
- Students are encouraged to cover their food and drink.

6.4 Animals

- All students will always wash hands after interacting with animals to avoid putting students with allergies at risk through later contact;
- Students with animal allergies will not interact with animals.

6.5 Visits and trips

No student with allergies will be excluded from taking part. To ensure this:

- The school will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of students' allergies and to have received appropriate training;
- The school will conduct a risk assessment for any student at risk of anaphylaxis taking part in a school trip;
- Students at risk of anaphylaxis should have their own adrenaline devices 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 adrenaline devices 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 student has an allergy action plan, this must be followed. A spare school adrenaline devices device will only be used if:
    - The student does not have a prescribed adrenaline devices;
    - The student's prescribed adrenaline devise are not available or misfire.

8. Adrenaline devices

8.1 Prescribed adrenaline devices

Students who are prescribed adrenaline devices are encouraged to keep them near or on their person at all times including when travelling to or from the school and on school trips. It is recommended that two devices are carried at all times. Students with prescribed adrenaline device should take them home with them at the end of each school day, and parents/guardians are responsible for ensuring that they are in date.

If a student cannot keep their adrenaline devices with them in the classroom (due to age or other considerations), then the devices will be stored:

- In an appropriate central location that is unlocked and accessible at all times;
- **No more than** 5 minutes away from where they may be needed;
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature.

A copy of the student's allergy action plan (Externals IHCP) is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

Students and parents/guardians take individually prescribed adrenaline devices home (for example, at the end of the day for the journey home) and for checking that they remain in date.

8.2 Spare adrenaline devices and inhalers

Anna Wilkins and Becci Wilmot are responsible for sourcing spare adrenaline devices and an emergency asthma reliver inhaler and ensuring they are stored according to the guidance.

8.3 Disposal

Adrenaline devices can only be used once. Once an adrenaline device has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

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/guardians or students 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 adrenaline devices off school premises

Students at risk of anaphylaxis who are able to administer their own adrenaline should carry their own adrenaline device with them on school trips and off-site events.

Staff who lead trips will ensure that any child who has medication has it prior to the trip leaving school and keeps it on them at all times.

9. Serious incidents and 'near misses'

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a student, 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 students responded and what was done to support the individual;
- Whether emergency services were called;
- How the incident concluded.

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/guardians of a student aged up to 16 should be notified of the incident or 'near miss' as soon as possible. In the case of a student aged 16 and over, the school will confirm that the student agrees that their parents/students should be informed.

The school will share the report with the student's parents/guardians, the student 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 student is at home. This means that incident reporting is not limited to staff – the student, parents/guardians 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 Jo Hewitt, Anna Wilkins and Becci Wilmot. 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 student's IHCP. 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 student has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff;
- To the local authority: any allergen-related food safety incidents;
- 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 students 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 (through the agency), peripatetic staff, agency workers and regular volunteers. It also includes catering staff and others who may oversee students at breakfast or after-school clubs. It does not include contractors carrying out work with no student-facing role such as builders, electricians or other ad hoc maintenance personnel.

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/guardians;
  - How to locate and administer emergency medication;
  - How to use the medication/device in an emergency;
  - Understand the impact allergy can have on a student'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/guardians 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

Students with allergies will have additional support through:

- Check-ins with their Tutors

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 student but their family, those involved in responding. and any witnesses. The school will provide support to those involved.

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.

13. Monitoring arrangements

This policy will be monitored by the Allergy Safety lead, Ms J Hewitt.

It will be reviewed and approved annually by the Headteacher, or more frequently if a serious incident or 'near miss' identifies an area for improvement. An annual Health and Safety report will include a section on allergies.

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;
- Behaviour policy;
- Safeguarding and child protection policy;
- Staff code of conduct.