



St. Aloysius' Catholic Primary School

Allergy Safety Policy

1. Purpose and statutory basis

This policy sets out how St. Aloysius' Catholic Primary School will identify and manage allergy risk, support pupils with allergies, respond to allergic reactions and anaphylaxis, and learn from incidents and near misses. The school is committed to ensuring that pupils with allergies are safe, fully included and able to participate in school life.

The governing body will ensure that the policy is reviewed at least annually, made known within school and to parents, brought to the attention of pupils, parents and all people who work at the school at least annually, and published on the school website.

2. Leadership and responsibilities

The governing body has overall responsibility for ensuring that the school complies with its statutory allergy safety duties. A named member of the senior leadership team will act as Allergy Safety Lead and will:

- drive implementation of this policy and coordinate its annual review;
- ensure effective systems are in place to identify pupils with allergies and to keep information current;
- ensure appropriate Individual Healthcare Plans (IHPs), Allergy Action Plans and Asthma Action Plans are in place where required;
- ensure all relevant staff receive annual allergy awareness and emergency response training, with suitable induction arrangements for new, supply and cover staff;
- oversee arrangements for prescribed and spare emergency medication, including accessibility, expiry checks, replacement and records;
- ensure allergy risks are considered in food provision, curriculum activities, clubs, trips and visits;
- ensure incidents and near misses are recorded, reviewed and used to improve practice.

All staff are responsible for understanding this policy, knowing how to obtain allergy information for pupils in their care, following individual plans and risk controls, and acting immediately in an emergency.



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3. Allergy awareness and emergency response training

All staff who are present when pupils are scheduled to be on site will receive allergy awareness and emergency response training at least annually. This includes permanent and temporary staff, supply teachers, peripatetic staff, agency workers, regular volunteers, catering staff and staff supervising breakfast or after-school provision.

New staff will receive allergy safety information as part of induction. Supply and cover staff will receive essential allergy information before taking responsibility for pupils. Training will ensure staff:

- understand allergy, common triggers and how allergic reactions can occur;
- understand that allergy can coexist with conditions such as asthma, eczema and hay fever, and understand the distinction between food allergy, coeliac disease and food intolerance;
- can recognise the range of symptoms of an allergic reaction and anaphylaxis;
- know how to call 999, summon help and inform parents/carers;
- know where prescribed and spare emergency medication is kept and how to access it without delay;
- are trained in the use of adrenaline auto-injectors (AAIs) and emergency asthma medication relevant to their role;
- know how to use a pupil's Allergy Action Plan, Asthma Action Plan and/or IHP;
- understand their role in reducing exposure to known allergens;
- understand the emotional and wellbeing impact of allergy;
- know how to report and record an allergy incident or near miss.

4. Identification and records

The school will actively identify pupils with known allergies on admission and whenever health information changes. Information will be gathered from parents/carers, the pupil where appropriate, previous settings and healthcare professionals.

The school will maintain an up-to-date allergy register recording, as appropriate, the pupil's allergen(s), symptoms, prescribed medication, whether an AAI is prescribed, and whether an IHP and/or professional Action Plan is in place. Parents/carers are responsible for informing the school promptly of any diagnosis, change in allergy, medication or Action Plan.

Relevant information will be shared with staff who need it to keep the pupil safe, while respecting confidentiality and UK GDPR requirements for special category health data.



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5. Individual Healthcare Plans and Action Plans

An Individual Healthcare Plan will be put in place where a pupil's allergy has a functional impact at school, places the pupil at risk of harm, and requires arrangements that are additional to or different from those generally available. The IHP will set out the pupil's individual arrangements, reasonable adjustments and emergency response.

Where a healthcare professional has issued an Allergy Action Plan and/or Asthma Action Plan, it will be attached to or referenced in the IHP. The IHP will be reviewed when an updated Action Plan is received, after a significant incident or change in need, and at least annually where appropriate.

6. Minimising exposure to allergens

The school will take reasonable and proportionate steps to minimise the risk of known allergen exposure. The school cannot guarantee an entirely allergen-free environment; instead, controls will be based on the needs of individual pupils and current risk assessment.

- Staff will check allergy information before providing food or using food in learning activities.
- Food brought into school for sharing, celebrations or events will be managed in line with individual risk assessments and school instructions to families.
- Handwashing and appropriate cleaning will be used to reduce cross-contact where relevant. Sharing of food, drinks, bottles, cutlery and utensils will be discouraged.
- Where a pupil has a contact or airborne allergy, reasonable measures will be agreed through the pupil's IHP/risk assessment.
- Staff planning cooking, craft, science, music, sensory, animal-related or other practical activities must consider allergen exposure in advance and make adjustments where necessary.
- Breakfast clubs, after-school clubs and externally provided activities must follow the same allergy safety expectations.



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7. Food and catering

The school will work with its catering provider to ensure that allergen information is available and that pupils' medically required diets are managed safely. Catering procedures will support identification of pupils with food allergies, prevention of cross-contact and clear communication when menus or ingredients change.

Parents/carers must provide accurate allergy information. Where a special menu or dietary arrangement is required, this will be agreed with the catering provider and school before provision begins. Staff must not make assumptions about whether food is safe for a pupil with an allergy.

8. Prescribed adrenaline auto-injectors

Pupils prescribed adrenaline must have rapid access to their prescribed AAIs at all times, including during lessons, lunch, break, PE, on the playground and sports areas, and on visits and trips. In anaphylaxis, adrenaline must be administered as soon as possible; school arrangements will ensure an AAI can reach the pupil within five minutes.

- Prescribed AAIs will be stored in an agreed, readily accessible location and will not be locked away.
- Medication will be clearly labelled for the named pupil and stored with the pupil's emergency information/Action Plan where practicable.
- Arrangements for medication travelling between home and school will be agreed with parents/carers so that the pupil is never left without required emergency medication.
- The school will maintain records of pupils supplied with prescribed AAIs and will have a system for checking expiry dates. Parents/carers remain responsible for supplying in-date prescribed medication.

9. School spare adrenaline auto-injectors

- St. Aloysius' Catholic Primary School will maintain school spare AAIs in accordance with current statutory guidance and applicable medicines regulations. Spare AAIs will be:
 - stocked and stored in pairs, with appropriate dosage(s);
 - kept readily accessible and never locked away;
 - clearly labelled as school emergency/spare devices and kept separate from named pupils' prescribed medication;
 - located so that a pair can be brought to any pupil experiencing anaphylaxis within five minutes;



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- checked routinely for expiry and condition, with prompt replacement after use or before expiry;
- disposed of safely following use because AAIs contain a needle.

School spare AAI location: School Office

The school will follow current legal requirements and Department for Education guidance governing when a spare AAI may be administered. Staff will call 999 immediately where anaphylaxis is suspected.

10. Emergency response to suspected anaphylaxis

Anaphylaxis is a medical emergency. If anaphylaxis is suspected, staff must act immediately:

1. Give adrenaline without delay in accordance with the pupil's Action Plan/training and current emergency guidance. Do not wait to see whether symptoms improve.
2. Call 999 and state 'anaphylaxis'. Give the school's full address and follow the call handler's instructions.
3. Send for the pupil's second prescribed AAI and/or the school's spare pair as appropriate. A second dose may be required in accordance with the Action Plan, training and emergency service advice.
4. Ensure the pupil is appropriately positioned and supervised continuously; do not allow them to stand or walk. Follow current anaphylaxis first-aid guidance.
5. Inform the pupil's parents/carers as soon as practicable, but do not delay emergency treatment or the 999 call.
6. Record the incident, medication administered, timings and actions taken. Used AAIs must accompany the pupil or be disposed of as directed by emergency services/current guidance.

Staff must not hesitate to administer adrenaline where anaphylaxis is suspected. Prompt administration is critical.

11. Visits, trips, PE and off-site activities

Pupils with allergies will be supported to participate fully in trips and visits. A specific allergy risk assessment will be completed for any pupil at risk of anaphylaxis, with reasonable adjustments made to reduce risk.

- The pupil's prescribed AAI(s), Action Plan and other required medication must accompany them.
- A trained member of staff able to respond to an allergic emergency must be present.



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- Staff will consider food, transport, accommodation, activities, animals, remote locations and access to emergency medical assistance.
- Medication will remain rapidly accessible and will not be stored where it cannot be reached immediately.

12. Wellbeing, inclusion and bullying

The school recognises that living with allergy and the possibility of anaphylaxis can cause significant anxiety. Pupils will be supported to participate safely and inclusively, without unnecessary restriction or being singled out.

Bullying, teasing, threatening behaviour or deliberate exposure involving a pupil's allergy will be treated seriously under the school's behaviour and safeguarding procedures. Staff will promote age-appropriate understanding and respect while protecting the pupil's privacy.

13. Incidents and near misses

All allergic reactions, anaphylaxis events and allergy-related near misses will be recorded and reported to the named Allergy Safety Lead. Parents/carers will be informed as appropriate. Reports made after the pupil has returned home will also be accepted and reviewed.

Following a serious incident or near miss, the school will review what happened, identify learning, consider whether individual or whole-school controls require change, update relevant plans/risk assessments and, where necessary, review this policy before its scheduled annual review.

14. Information sharing and confidentiality

Allergy information is health information and therefore special category personal data. The school will share it only where there is a lawful basis and where sharing is necessary to keep the pupil safe or meet the school's legal duties. Information will be handled in a controlled, respectful and proportionate way.

Relevant staff, including lunchtime, club, supply and trip staff, will have access to the information they need. Wider pupil awareness will be considered carefully with the pupil and parents/carers and will never replace trained adult emergency response.

15. Awareness and publication

This policy will be published on the school website and made available in hard copy on request. All staff will be made aware of it through annual allergy training and induction. At least annually, the school will bring the policy to the attention of pupils, parents/carers and all persons who work at the school.

Age-appropriate allergy awareness will be promoted among pupils, including how to get adult help quickly in an emergency.



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16. Monitoring and review

The governing body and named SLT Allergy Safety Lead will review this policy at least annually. It will be reviewed sooner following an allergy-related serious incident, anaphylaxis event, significant near miss, change in statutory guidance or legislation, or where monitoring identifies that arrangements need improvement.

17. Related school documents

- Administration of Medicines Policy
- First Aid Policy
- Safeguarding and Child Protection Policy
- Behaviour / Anti-Bullying Policy
- Educational Visits Policy
- Data Protection Policy and Privacy Notices
- Individual Healthcare Plans, Allergy Action Plans and Asthma Action Plans
- School food/catering allergen procedures and relevant risk assessments

Date September 2026

Review September 2029