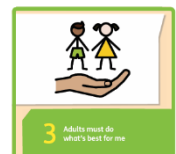




Allergy Safety Policy

August 2026

Article 3 – Adults must do what's best for me



Article 12 – I have the right to be listened to, and taken seriously



Article 24 – I have the right to good quality health care, to clean water and good food



This policy will be reviewed following any concerns and/or updates to national and local guidance or procedures

CONTENTS

		PAGE
1.0	Introduction and Core Principles	4
2.0	Culture	5
2.1	Awareness training	5
2.2	Wellbeing	6
2.3	Minimising risk	6
2.4	Food Allergy	7
3.0	Individual Children and Young People	8
3.1	Identification	8
3.2	Individual Healthcare Plans	8
3.3	Prescribed Adrenaline	9
4.0	School-wide Policies	9
4.1	'Spare' adrenaline devices	9
4.2	Spare asthma reliever pumps - salbutamol	10
4.3	Visits and trips	11
4.4	Serious incidents and 'near misses'	11
4.5	Information sharing	12
4.6	Awareness of the allergy safety policy	
Appendices		
App1	School-wide risk assessment	13

Allergy Safety at Five Acre Wood School

1.0 INTRODUCTION AND CORE PRINCIPLES

In line with Benedict's Law, we are committed to providing a safe, inclusive, and welcoming environment for all children, young people, staff, and visitors with allergies. Recognising the serious and potentially life-threatening risk posed by anaphylaxis, this dedicated policy establishes robust risk-mitigation measures and emergency response protocols.

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Asthma, food allergy, eczema and seasonal rhinitis (hay fever) are all forms of allergy.

Anaphylactic reactions usually begin within minutes of being in contact with the allergen i.e. eating a trigger food, though can occur several hours later (i.e. allergy to Mammalian meat). Anaphylaxis involves difficulty in breathing and affects the heart rhythm. In extreme cases there could be a dramatic fall in blood pressure leading to collapse.

Once started, anaphylaxis reactions progress quickly. Investigations into fatal anaphylaxis show that there is only a 20–30-minute window of opportunity during which steps can be taken to prevent death – therefore giving emergency adrenaline immediately and calling Emergency Services (999) is crucial. Anaphylaxis always requires an emergency response. Anaphylaxis can occur without any other signs (such as a skin rash) being present. Always consider anaphylaxis in someone with a known food allergy who has sudden difficulty in breathing. Giving adrenaline in this context is very safe and may be lifesaving.

The most common causes of "whole body" allergic reactions – including anaphylaxis – are:

- Foods (e.g. peanuts, tree nuts, cow's milk/dairy foods, egg, wheat, fish/shellfish and sesame);
- Insect stings (e.g. bee, wasp);
- Medication (e.g. antibiotics, pain medicines such as ibuprofen);
- Latex (e.g. rubber gloves, balloons, swimming caps).

To reduce the risk of a potentially life-threatening allergic reaction to nuts, Five Acre Wood School is a **nut-free** environment. Staff, pupils, parent/carers, visitors and volunteers are requested to not bring in or provide items to others within the school environment where nuts are listed as an ingredient. To further reduce risk from allergens, not just nuts, food items should be consumed in allocated spaces, such as the pupil's regular classroom, food technology rooms, the FAWLodge and/or the main halls, particular for foods that are known allergens listed above.

Even for food allergy, the vast majority of anaphylaxis reactions require the person to have eaten the food, although less serious allergic reactions can happen through skin or other contact. Anaphylaxis reactions due to skin contact are very rare. Students who have a skin reaction need monitoring for at least an hour.

Five Acre Wood School has a whole school awareness approach, because it ensures all staff and pupils (where appropriate) are aware of what allergies are, the importance of avoiding the individuals' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure procedures are in place to minimise risk of exposure.

Coeliac disease and food intolerance can present symptoms which are similar to those of food allergy; it is important that Coeliac disease and food intolerance is managed through dietary avoidance, but these conditions do not pose a risk of anaphylaxis and so they are not within the scope of this allergy safety policy.

Eczema, asthma and allergies sometimes occur together – known as the atopic triad. It is important that these are managed well in order to keep the individual healthy. Asthma training is needed by all staff and an individual's asthma care plan needs to be included with their individual healthcare plan. These conditions are not included in this allergy safety policy.

Five Acre Wood School understands that severe allergies are included in the Equality Act, 2010. The act considers a person disabled if they have a physical or mental impairment that has a substantial and long-term negative effect on their ability to carry out normal daily activities. Seasonal rhinitis (such as hay fever) is explicitly excluded from the definition of disability, unless it aggravates the effect of another health condition.

2.0 CULTURE

2.1 Awareness Training

All staff in school receive training in allergy awareness and emergency response on an annual basis. This includes all permanent staff, including those in non-pupil-facing roles, as well as temporary staff, supply staff, agency workers, regular volunteers, and peripatetic staff. Catering staff receive further training as per their role supplying meals to pupils within school.

Staff new to school will complete online training as part of their induction, supply and cover staff will complete training upon commencement of their role.

The training provided will ensure staff are allergy aware and can respond to an emergency, it does not replace any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

The training provided will ensure 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.

- how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
- training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices).
- Understand the impact allergy can have on a child or young person's wellbeing.
- Understand the school, college or setting'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").

Responding to anaphylaxis

Recognise the signs of anaphylaxis

A AIRWAYS • Tightening of the throat • Hoarse voice • Difficulty swallowing • Swollen tongue	B BREATHING • Sudden wheezing • Difficult or noisy breathing • Persistent cough	C CIRCULATION • Persistent dizziness • Pale or floppy • Suddenly sleepy • Collapse/unconscious
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If any one (or more) of these signs are present: **Don't delay**

- ① Lie flat with legs raised** (if breathing is difficult, allow to sit)

✓
✓
✗
- ② Give adrenaline device without delay**
 (use the school's spare device if needed)
- ③ Immediately dial 999** for ambulance
 and say ANAPHYLAXIS (ana-fill-axis)

Scan this code for instructions on how to use adrenaline devices

999

After giving adrenaline:

- Stay with person until ambulance arrives, do NOT stand them up.
 - Keep them lying down, even if things seem to be getting better.
- Phone parent/emergency contact.

5:00 minutes

If no improvement after 5 minutes, give another dose of adrenaline using a second device, if available.

Commence CPR at any time if there are no signs of life

ALWAYS GIVE ADRENALINE DEVICE FIRST if someone has **SEVERE AND SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice). **THEN SEEK MEDICAL HELP. Anaphylaxis can occur without skin symptoms**

2.2 Wellbeing

At Five Acre Wood School allergy safety is a priority and actions to ensure that students are included and safe are embedded into the school's culture. Pupils with allergy can become anxious as a result of the risk of exposure to allergens and the potential for anaphylaxis, which may be compounded by living with difficult-to-control asthma or eczema.

Five Acre Wood School will:

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- communicate where appropriate to pupils, parents and staff about allergies, ensuring ongoing awareness and appreciation of the severity of the potential risks.
 - include allergy and anaphylaxis lessons within the appropriate curricula.
 - plan school celebrations, rewards, and communal events inclusively from the outset to eliminate social isolation.
 - involve staff and pupils with allergies, where possible, in developing and reviewing the policy and procedures for allergy management.

Five Acre Wood School

- understand that allergy bullying is extremely serious and actively monitors, prevents, and addresses any stigmatisation or bullying directed at individuals due to their allergies or dietary constraints. (Please refer to the School's Anti-Bullying Policy).
- has proactive engagement with new joiners with known allergies, setting out the school, college or setting's policies and the support available.

2.3 Minimising Risk

Minimising risk and the exposure to allergens is central to ensuring that individuals with allergies are safe from harm. Even a small amount of allergen can cause a reaction. Any food can cause a reaction with serious consequences for the individual and Five Acre Wood School will only eliminate a food following a risk assessment supported by medical advice when necessary. This is to prevent a false sense of security developing and to maintain vigilance to protect those with allergy. Where a food is restricted, this will be to the smallest area for the time necessary; for example, the cooking room for the duration of the lesson when the student with allergy is cooking. Whilst there are 14 key food allergens that cause over 90% of reactions, any food can cause a reaction.

Five Acre Wood School is allergy aware ensuring that staff and pupils, where appropriate, are actively aware of the risk posed by allergens, take steps to minimise the risk of exposure and have robust emergency response plans in place.

At Five Acre Wood School all pupils have an individual healthcare plan (HCP) which documents any known allergies a pupil has, the reaction they may have if exposed to the allergen and the emergency response required.

Five Acre Wood School completes a school wide allergy risk assessment that seeks to minimise the risks of exposure to known allergens.

The risk assessment will include:

- Identifying that food can be used within the curriculum and making adaptations to remove allergens that pose a risk for the whole group not just the student who has the allergy.
- Conducting specific risk assessments to manage the risks of exposure to allergens in individuals when planning external visits or trips
- Identify measures to manage risks of exposure to a food allergen through food brought in by others (for example, parents, students, staff).
- Identify measures to manage the risks of exposure to a food allergen through food provided by the school, college or setting
- Putting in reasonable measures to manage the risk of individuals being exposed to allergens where they have a known allergy to airborne or contact allergens
- Identifying non-food allergens within the environment and making adaptations to remove/reduce allergens that pose a risk; for example, therapy or school dogs

would require enhanced cleaning and limiting to specific areas, hygiene measures after students have worked with the therapy dog

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Five Acre Wood School will ensure that allergy safety is considered within all school risk assessments to identify risks and plan control measures to minimise the risk of exposure.

Five Acre Wood School will ensure that the risk of exposure is minimised by

- Whole school staff allergy training every year
- Educating pupils, where appropriate, through individual curricula.
- Communicating with parent/carers about school expectations for allergy management
- Communicating with all visitors, temporary staff and cover staff that they will be teaching a student with an allergy and ensuring that the member of staff has been trained in allergy and anaphylaxis emergency response
- Working closely with parents/carers and health professionals to understand the student's allergy
- Monitoring this policy to ensure that the agreed practices are implemented
- Establishing and maintaining high hygiene standards amongst staff, students and visitors.

2.4 Food Allergy

Five Acre Wood School will manage the risk of food allergy and provide clear information on allergens in food provided by the school catering team.

Five Acre Wood School will

- Ensure the food produced by the school catering team is compliant with the Food Standards Authority allergen management regulations and KCC guidance.
- Ensure school caterers provide information on food allergens to parents/carers and have this available for pupils to check independently, where possible.
- Ensure the school catering team maintain access to Arbor, where allergen information for specific pupils is kept, to ensure that pupils can eat safely.
- Ensure careplans when received to school are updated on a timely basis, to ensure Arbor information is as accurate as possible and pupils can eat safely.
- Provide opportunity for parents/carers to liaise with the school chef, where required.
- Identify students with allergies at point of service by the use of Arbor information within the kitchen, including pupil photos. Pupils are mainly supervised within class teams at mealtimes, therefore there is an additional layer of supervision in ensuring pupil meals are not given to the wrong pupil.
- Ensure that food is always labelled as unlabelled food poses a potentially greater risk of allergen exposure than packaged food with precautionary ("may contain") labelling suggesting a risk of contamination with allergen. This applies to foods used within the classroom curriculum (e.g. cooking) as well that from the school kitchen or canteen.
- Teach pupils not to food share, trade food or share utensils or food containers with the reasons why explained.

When staff provide food for the pupils, they receive additional training to ensure they understand how to read labels for food allergens and how to prevent cross-contamination during the handling, preparation and serving of food.

Where food is not directly provided by the school (for example brought in as treats or to celebrate birthdays) parent/carer permission will be sought in advance to ensure inclusion and safety for pupils with allergies.

Pupils eligible for benefits based Free School Meals are entitled to their free school meal entitlement. School will work with parents/carers to determine the best way of ensuring that students receive their meal.

3.0 INDIVIDUAL CHILDREN AND YOUNG PEOPLE

3.1 Identification

Staff members share medical information with the Human Resources team within school. Any staff member requiring an emergency protocol and or individual risk assessment in place will have this completed with HR and applicable information shared with their agreed support within school. This also applies to regular visitors and supply staff.

Every pupil within school has an individual healthcare plan, this includes information on any allergy they may have, any medication and/or emergency protocol to be followed. All pupil-specific allergies are also recorded on Arbor.

Where a pupil is joining the school a transition meeting will be held prior to an agreed start date. This is to gather the necessary and relevant information is in place to support the pupil, including any allergy information. Transition meetings typically include the pupil's parents and/or carers, their previous setting (if applicable), the on-site KCHFT school nursing team, a therapist, the class teacher and/or learning approach lead and/or any relevant medical professionals.

3.2 Individual Healthcare Plans

All pupils within Five Acre Wood School have an individual healthcare plan which sets out any health care needs they might have, as well as any allergies.

The allergy section within the healthcare plan includes

- The nature of the allergy or allergies, i.e. specific allergens, severity.
- The risk the allergen(s) pose
- the response required in the event of an emergency, including medications
- any arrangements required which are additional to or different from those made generally.

The allergy section within the healthcare plan will include clarity on whether an Allergy Action Plan or Asthma Action Plan is in place for the pupil and any action plans will be attached to the individual healthcare plan. Any updates to action plans will automatically trigger a review and update of the individual healthcare plan (HCP).

Please refer to the Medication Policy for supporting Children and Young Pupil at FAW for further information.

3.3 Prescribed Adrenaline

Five Acre Wood School recognises that all pupils with a prescribed adrenaline must always have rapid access to their device, noting that in a case of anaphylaxis, adrenaline

should be administered within five minutes. This includes when accessing areas of the school site other than their routine classroom and when on school trips/visits.

Emergency medication, which includes adrenaline devices, are carried by school staff supporting the pupil within a red waist bag unless a risk assessment has been carried out to enable a pupil to carry their own device. The criteria for risk assessment and further information regarding school procedures related to emergency medication, storage of medication and administration are set out in the Medication Policy for supporting Children and Young Pupil at FAW.

Arrangements for pupils with regards to travelling to and from school will be clarified with parent/carers. A pupil should have access to their device when travelling to and from school and therefore clarification is required as to whether the device(s) held in school should travel alongside the pupil or whether a further device will be carried by the parent/carer when collecting/dropping off the pupil to and from school, as well as any arrangements that have been agreed by the parent/carer with KCC school transport, if the pupil travels by this method.

The arrangements in place with regards to travel to and from school and adrenaline device provision will be set out in an individual pupil's healthcare plan (HCP).

Any pupil prescribed an adrenaline device will have this noted on their healthcare plan by the parent/carer. Five Acre Wood School keeps records of all pupil healthcare plans, as well as the inclusion of allergy information on Arbor.

4.0 SCHOOL-WIDE POLICIES

4.1 'Spare' Adrenaline Devices

The Human Medicines (Amendment) Regulations 2017 permit "spare" adrenaline devices to be used for the purpose of saving a life. This might be, for example, a child presenting for the first time with anaphylaxis due to an undiagnosed allergy.

Five Acre Wood School holds spare adrenaline devices for use in emergency situations. These are not a replacement for a student's own adrenaline device. Students prescribed adrenaline are expected to have their own adrenaline devices with them at school for use in an emergency.

The school's spare Adrenaline Devices (AD) can be used for a pupil

- Who has been prescribed an adrenaline device but whose device is not available (i.e. the device is broken, out of date, cannot be accessed, or has misfired). These individuals should have an Allergy Action Plan which includes both medical authorisation and written parental consent for the use of a spare AD in an emergency.
- With food allergies who has been assessed as being at lower risk of anaphylaxis and therefore not prescribed their own AD. Medical authorisation and parental consent must have been obtained and would be within an Allergy action Plan.
- Who is not known by the school to be at risk of anaphylaxis and therefore could not be foreseen. The AD can be used for the purpose of saving life.

At Five Acre Wood School the 'spare' AD can also be used for any adult who presents for the first time with anaphylaxis as set out above and clarified by the MHRA under Regulation 238 of the Human Medicines (Amendment) Regulations 2017 and the DfE guidance *Supporting children and young people with medical conditions and allergy*.

The location and number of spare adrenaline devices held at Five Acre Wood School are set out below. The spare adrenaline devices are stored within specialist cabinets and labelled as '**Emergency anaphylaxis Pen.**' Spare adrenaline devices need to be accessible within 5 minutes.

School site	Specific location	Adrenaline device for children under age 6 years	Adrenaline device for children over 6 years of age
Loose	1. Ground floor photocopier room – opposite Hunter class 2. First floor photocopier room – between Thompson and Jordan classes 3. Second floor photocopier room – next to the therapy office 4. FAWrient Express	2 at each location	2 at each location
Snodland, Wolfe building	Reception	0	2
Oxford Road	SLT office	0	2
St Katherine's	Key Stage 1 classroom	2	2

The allergy lead at each site is responsible for checking that adrenaline devices are in date and remain clear (not cloudy) on a monthly basis. The allergy leads are assigned by the person responsible for this policy. They will secure replacements one month before the current adrenaline device expires

Adrenaline devices that are used will be given to the parent/carer for disposal, any attending paramedic, or handed over to the KCHFT on-site nursing team for safe disposal. Adrenaline devices that are out of date or where the adrenaline has degraded will be taken to a pharmacy to be disposed of.

4.2 Spare asthma reliever pumps - salbutamol

The Human Medicines (Amendment) Regulations 2014 permit “spare” salbutamol devices to be kept in schools for emergency use under the following conditions:

- A pupil with asthma cannot access their own reliever and;
- The device is used in line with the pupil’s own asthma action plan and;
- With parental consent.

There are differences between the guidance for salbutamol relievers and adrenaline devices and all staff must be aware of this, following school policy.

Five Acre Wood School holds spare asthma relievers (salbutamol) for use in emergency situations. These are not a replacement for a pupil’s own asthma reliever. Pupils prescribed asthma relievers with an asthma diagnosis are expected to have their own asthma reliever with them at school for use in an emergency.

The location and number of spare asthma relievers held at Five Acre Wood School are set out below. The spare relievers are stored within specialist cabinets and labelled as ‘**Emergency asthma inhaler kit.**’

School site	Specific location	Asthma relievers and spacers
Loose	1. Ground floor photocopier room – opposite Hunter class 2. First floor photocopier room – between Thompson and Jordan classes 3. Second floor photocopier room – next to the therapy office 4. FAWrient Express	1 salbutamol asthma reliever, 1 child spacer and 1 older child/adult spacer at each location
Snodland, Wolfe building	Reception	1 salbutamol asthma reliever and 1 older child/adult spacer
Oxford Road	SLT office	1 salbutamol asthma reliever and 1 older child/adult spacer
St Katherine’s	Key Stage 1 classroom	1 salbutamol asthma reliever, 1 child spacer and 1 older child/adult spacer

4.3 Visits and Trips

Five Acre Wood School ensures that pupils with allergies are fully included in every trip, sporting event, or extracurricular activities. A risk assessment addressing allergen exposure in each activity, emergency medication, transport, and proximity to local emergency care will be undertaken with control measures identified. In order to ensure that the pupil is safe and included, alternative activities will be planned. This will include the safe storage of adrenaline for the duration of the school trip.

Staff leading school trips will ensure they carry all relevant emergency supplies and necessary training. Trip leaders will check that all pupils have their medication including adrenaline devices with them before departure. Pupils unable to produce their required medication will not be able to attend the excursion.

In conjunction with the allergy lead, the trip leader will review the risk assessment to determine whether the school's spare adrenaline devices should be taken on the trip.

Five Acre Wood School will provide additional spare adrenaline devices should the risk assessment for the trip deem necessary to take them ensuring that pupils remaining in school still have access to spare adrenaline devices should the need arise.

Five Acre Wood School will notify the host school, when arranging a sporting fixture, that a member of the team has an allergy. When a sports tea is provided, the pupils' school will ensure the pupils' allergies are communicated and appropriate food is provided.

4.4 Serious Incidents and 'Near-Misses'

Five Acre Wood School approaches serious incidents and "near misses" to learn lessons and address any issues which the incident identified, so that pupils are better protected in the future.

Five Acre Wood School is aware, when an incident occurs that materials such as residues of food consumed or handled or samples of fluids may constitute evidence, which may need to be seized and retained.

Five Acre Wood School recognises the impact of exposure to an allergen while in an education setting may not be recognised until the pupil is back at home. Therefore, any information shared with school by a parent/carers/pupil regarding an allergic reaction will necessitate a review and potential update to the pupil's individual healthcare plan.

Five Acre Wood School uses Medical Tracker to record allergic reactions (incidents) and near misses (e.g., accidental exposure without reaction, or labelling errors) immediately. The incident or near miss will be reviewed and a report written.

The report for an incident or near miss should include:

- Who was affected.
- What happened, when and where.
- Why the incident occurred (as far as is known).
- How staff and students responded.
- what was done to support the individual.
- whether emergency services were called.
- How the incident concluded.

Incidents will be reported in line with RIDDOR where appropriate. For example, where a child or young person had been given their allergen arising specifically from a work activity, i.e. cooking recipe and ingredients provided by a member of school staff, and suffered harm. This does not apply where an individual has been taken to hospital purely as a precaution, when no injury is apparent.

Five Acre Wood School will share the findings from an incident or near miss with the pupil's parents/carers and the individuals involved. They should be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. Five Acre Wood School will confirm what it has learned from the incident and outline any actions it is taking as a result, including any updates required to this policy. The student's individual HCP will be updated if necessary.

4.5 Information Sharing

Five Acre Wood School acknowledges a child or young person's health information is considered special category data under UK GDPR, which means it is highly sensitive and has additional legal protections.

Please refer to the school's GDPR policies for further information regarding information sharing.

4.6 Awareness of the Allergy Safety Policy

Five Acre Wood School will publish this policy on the school website.

Five Acre Wood School staff will receive annual training on allergy awareness, including sharing the current policy to support their understanding of school policy and process.

Where it may be considered a reasonable proactive measure to raise awareness amongst a pupil's peers, so that they know how to seek help in an emergency, this would be discussed and agreed with the pupil and their parent and/or carers in the first instance. This does not replace emergency response arrangements.

Appendix 1 – Risk Assessment for Allergy Safety at Five Acre Wood School

Identifying the hazards – assessing the risk Consider – the site and its environment, group, leader, activity arrangements and transport	Risk rating (Low / Medium / High)	Control measures – reducing the risk	Risk rating (Low / Medium / High)
Allergens within food provided by the school catering team	High	• Knowledge of pupil-specific allergies from Arbor and individual healthcare plans • Provision of a lunch menu that meets KCC requirements and guidance with varying options provided on a daily basis • Food is provided to pupils that meets their individual requirements • Lunch menus shared with parent/carers to support appropriate food choices • Alternative ingredients selected to minimise exposure to known allergens where required. • Food orders are checked upon delivery to ensure ingredients listed have not altered and foods remain appropriate for specific pupils • Catering team have received further training to support and manage allergy safety in food preparation. • A paediatric first aider to be present where EYFS pupils eat their meals, in line with EYFS statutory guidance. • School staff to have knowledge of where the first aider list is kept within school and to have	Medium

Allergens within food provided by the class team/other school staff	High	knowledge of the first aiders within the immediate vicinity of their regular classroom. • Nut-free school environment • Class team to read individual healthcare plans for all pupils within their class and those they regularly support within school. • Cover staff to receive essential information regarding pupil allergies/health needs when supporting less familiar pupils. • Staff members to confirm food items pupils can/cannot have, prior to feeding a pupil, ensuring pupils are not given a food item containing an ingredient they are allergic to. • Where a pupil has known allergies to food items and an increased risk of responding to previous non-allergic foods, staff to confirm with parents a new food item before proceeding. • Staff members to share any reaction/concern/clarification required and class teachers to provide parent/carers with the HCP for updating. A meeting to be arranged, if further discussion/action required. • Staff to follow training and care plans if a reaction is suspected. • Staff to ensure known allergen containing items are kept out of reach of those that may have a reaction if consumed. • Staff to check ingredients of items prior to providing them, as companies can alter recipes without prior notice.	Low
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Allergen exposure via an airborne / contact method.	High	• If parent/carers wish to provide items for a celebration, i.e. birthday cake, the class teacher will share anonymous allergen risks with the parent/carer providing to reduce risk. The class teacher can politely refuse items if to proceed would exclude specific children or pose an unmanageable risk. • Ensure foods are eaten within designated spaces, particularly known allergens listed within policy. Designated spaces include the main food halls, assigned classrooms, food technology rooms, etc. Soft play areas should remain food free so as not to limit access to those that have an allergy. • Anti-bacterial spray is less effective on allergens, cleaning should require warm, soapy water. • School staff to liaise with medical professionals and parent/carers to understand the risks associated with the specific allergen for the child/young person and to discuss and agree appropriate control measures. • Where the risk to a child is through contact, school staff to be aware of the individual care plan and to follow guidance. • Class team to remove the allergen from the immediate environment, if possible, to remove the risk of accidental contact. Where this is not possible, class staff not to present the allergen via classroom activities. For example, if a pupil is allergic to dogs via contact, school staff will not to bring the school dog to the classroom or take the	Medium
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Exposure to allergens as part of a school trip/visit	High	pupil to the school dog. School dogs move around school with a lead on at all times, therefore class staff to notify the dog handler if meeting incidentally in the corridor and ask the handler to maintain distance whilst passing. • Where the risk to the child can be airborne, it may not be possible to remove the allergen. For example, tree pollen. Therefore class team to be aware of individual care plan and follow guidance set out. • Where pupils may be allergic to an airborne allergen such as tree pollen and take medication to counteract the effects, class team to notify parent/carers if pupil has had heightened symptoms and to confirm if medication given. Any concerns regarding medication to be followed up with parent/carer and/or DSL. • Class staff to follow medication policy within school and confirm appropriate medications are held in school where specified by parent/carer. I.e. Piriton, etc. • Class teachers to plan school visits/trips to take into consideration individual pupil allergies and health needs. • Allergy safety considered and included as part of risk assessment procedures for any school trip/visit. • Emergency first aid measures included as part of risk assessment procedures for any school trip/visit.	Medium
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Allergens within school curriculum activities	High	• A paediatric first aider present for any visit/trip including pupils within EYFS, including where food may be consumed off-site. • No pupil to be excluded from being able to attend a school trip/visit based solely on their allergy. • Activities to be adapted so that they are as inclusive as possible for pupils with known allergies. For example, selecting a recipe that is suitable for the group, rather than some. • Regular reviews of the curricula to ensure pupils can access and engage with their learning. • Allergy safety to be considered as part of any risk assessment procedures. • Class team and school staff to consider any known allergies for participating pupils. • Class team and school staff to notify the wider staff team based at the site of any irregular activities that may pose additional allergens. I.e. school visit by an animal such as a pony.	Low
Non-food allergens within the school environment	High	• Class team to be aware of the specific allergies pupils may have in their class, via care plans. • Class team to be aware of the school environment and risk assess when accessing areas other than the regular classroom. • School dogs are kept on site with the reception as their base. The school dogs are breeds that have a reduced allergy risk. • All pupils to have parental consent prior to any interaction with a school dog.	Medium

Suspected allergic reaction to unknown allergen	High	• The school dogs have a separate risk assessment. • Additional areas within the school are accessed via a rota, therefore allocations can take into consideration time of year for those where allergy poses an increased risk at a specific time, i.e. summer months for those with seasonal rhinitis. • School staff to follow training, seeking medical support. • 'Spare' adrenaline devices are kept in central locations on every school site, within a recognisable medical cabinet. • Loose = reception (2 for under 6y 2 for 6y+) • Snodland = reception (2 for 6y+) • St Katherines = Key Stage 1 classroom (2 for under 6y, 2 for 6y+) • Oxford Road = reception (2 for 6y+) • Once pupil has received medical support from NHS staff, school staff to consider any source of contact, possible allergens so that this can be shared with health professionals to support pupil. • Incident to be logged on Medical Tracker. • Debrief with responding school staff. SLT to consider and action any updates required for school policy and training.	Low
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Emergency Contacts And Procedures

For any incident, illness or injury the **first** responsibility will be to ensure the safety and wellbeing of both the casualty and the group. **Minor Incidents** will be dealt with on the spot and then reported at the earliest possible opportunity. The leader will summon outside help from emergency services by dialling 999.

Written reports of accidents will be kept in addition to completing the relevant accident form(s).

On Going Risk Assessment

- Continual observations, checking and monitoring of potential hazards
- Incidents and near misses to be raised with the allergy lead
- Ongoing review of this policy where required
- Nut-free school
- Annual training for all staff on anaphylaxis and asthma
- Regular reviews of IHP/HCP

Review Comments

Completed (Date)	August 2026
Signed	E. Athwal
Printed Name	Emma Athwal
Authorised By	
Date	