

Bankside Primary School

Allergy Safety Policy



**Bankside
Primary School**

Putting down strong roots for success

Approved by: Governors

Date: September 2026

Last reviewed on: July 2026

Next review due by: July 2027

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1. Aims

This policy aims to:

- Set out our school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community
- Ensure the school is compliant with the DfE July 2026 Allergy Safety in Schools Guidance

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s 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

We take a whole-school approach to allergy awareness. All members of our school community are responsible for creating a culture of allergy awareness and promoting the safety of children and adults with an allergy including anaphylaxis and acute asthma. We want all school stakeholders to enjoy every aspect of school life at Bankside Primary School, and our commitment to allergy safety ensures that risks are minimised in order for this aim to be fulfilled.

3.1 Allergy leads

Our nominated allergy leads are the Estates Manager and Assistant Headteacher for Behaviour and Inclusion.

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils
- Ensuring:

- All allergy information is up to date and readily available to relevant members of staff
 - All pupils with allergies have an allergy action plan completed by a medical professional
 - All staff receive an appropriate level of allergy training
 - All staff are aware of the school's policy and procedures regarding allergies
 - Relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
 - Regularly reviewing and updating the allergy policy

3.2 Estates Manager

The Estates Manager is responsible for:

- Co-ordinating the paperwork and information from families
- Creating a central file of pupils and staff with severe allergies who are at risk of anaphylaxis or acute asthma
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the Headteacher

3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required
- Ensuring that children wear their allergy badges whenever food is served/consumed/prepared in school including during classroom activities, lunchtime, snack time or special events.
- Being aware of specific pupils with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies
- Reporting and incidents of bullying or discriminatory behaviour to a member of SLT
- Reporting concerns of a safeguarding nature to a DSL

3.4 Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy policy
- 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 adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

- Ensuring their child knows not to share food or take food from another child (without prior consent from a member of staff)

3.5 Pupils with allergies

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- Wearing their allergy badge whenever food is served/consumed/prepared in school (including at snack time, lunchtime, during classroom activities or special events)
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose
- Not sharing or taking food from/with another child without the prior consent of a member of school staff

3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Not sharing or taking food from/with another child without the prior consent of a member of school staff

4. Assessing risk

The school will conduct a risk assessment for any pupil at risk of 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 pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

5. Managing risk

5.1 Hygiene procedures

- Pupils are reminded to wash their hands before and after eating.
- Sharing of food is not allowed.
- Pupils have their own named water bottles.

5.2 Catering

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

- Catering staff receive appropriate training and are able to identify pupils with allergies.
- The school works with the catering providers Special Diets Team to deliver a special developed offer for each child that has a known allergy or dietary requirement. Children with known allergies and/or specific dietary requirements wear an allergy lanyard whenever food or consumables are served at school.
- School menus are available for parents/carers to view with ingredients clearly labelled.

- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils.
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination.

5.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts.
- Cereal, granola or chocolate bars containing nuts.
- Peanut butter or chocolate spreads containing nuts.
- Peanut-based sauces, such as satay.
- Sesame seeds and foods containing sesame seeds.

If a pupil brings these foods into school, they may be asked to eat them away from others to minimise the risk.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn.
- Food and drink should be covered.
- Any concerns around insect activity e.g. an increase in bee or wasp activity will be reported to the school's Estates Manager and SLT. This can then be properly investigated and prompt action taken if required.

5.5 Animals

- The school does not have any school pets or animals on site.
- During Educational Visits or on-site enrichment activities, all pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact.
- Pupils with animal allergies will not interact with animals.

5.6 Support for mental health

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Adults at our school are vigilant around pupil to pupil interactions and report any concerns around bullying, in line with the school's Anti-Bullying Policy, as soon as they come to light. At our school we promote inclusion and diversity – Everyone is Welcome Here. We regularly reiterate this message through our PSHE curriculum and wider curriculum delivery, including our assemblies.

Pupils with allergies will have additional support (if required) through:

- Pastoral care.
- Regular check-ins (if needed) with their class teacher/Learning Mentor or member of the pastoral team.

5.7 Events and school trips

- For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part.
- The school will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training.

- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).

5.8 Serious Incidents and Near Misses

A serious incident is any event relating directly to a medical condition (including allergy) in which a child, young person, member of staff or visitor with a medical condition or allergy is harmed or is placed at immediate and significant risk of harm, including situations requiring an 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.

Following any serious incident or “near miss” involving a child, member of staff or visitor with a medical condition or allergy, the school will record what happened, report as appropriate and consider what lessons can be learnt.

Incident Recording:

- The incident must be recorded as soon as feasibly possible, this should be recorded in the school's accident/first aid book.
- The record must detail who, what happened when and where, why it occurred (as far as is known), how staff and pupils responded, what was done to support the individual and whether emergency services were called and how the incident concluded.

Incident Reporting:

- The parent or carers of the child must be notified of the incident or “near miss” **by a member of SLT**, as soon as possible.
- If other pupils have witnessed the incident then **a member of SLT** will inform their parents or carers as soon as possible to alert them to this. This information will be shared in order to support the child that may have been upset, worried or confused by the incident and will be strictly confidential in line with GDPR relating to the child, staff member or visitor concerned.
- The school will share the report with the child's parents or carers as soon as possible. This will provide an opportunity for the child's parents or carers to discuss what happened and contribute their views on to the lessons learned regarding the incident. The school will share with the parents and carers what it has learned from the incident and any actions that will be taken as a result.
- The School's Health and Safety Governor will review this information as part of their regular Governor Monitoring and take any pertinent information to Full Governing Body Meetings.

Supporting Wellbeing Following a Serious Incident:

The school is committed to safeguarding the wellbeing of all school pupils and stakeholders. An incident or “near miss” with the potential to put a child's life at risk is a serious event. The school takes seriously its responsibility to consider the impact of this not only on the individual and their family but also on those involved in responding and any children or adults who may have witnessed it.

- The school will ensure that following an incident, the child and their parents and carers have the opportunity to discuss the incident with the school to ensure they have confidence that the school environment is safe. Our pastoral team will also provide tailored support to their child and family as part of our Nurture offer for as long as needed.
- The school will ensure that any pupils who witnessed the incident have the opportunity to access the school's Nurture offer if required. This decision will be made alongside the child's parents and carers and will be regularly discussed to ensure that the child who witnessed the incident is not negatively affected.
- Following the incident and staff members involved will be given time and space from their role to reflect on what has happened. They will be supported by their Line Manager or a member of SLT. If they require further support then this will be signposted to the individual as well as support from their Line Manager and/or SLT.

- The headteacher will carefully consider how the incident should be communicated internally. This will be balancing the respect and privacy of the individuals involved in the incident whilst prioritising and pertinent health and safety/safeguarding messages to the wider staff team.

Lessons Learned from Incidents and “Near Misses”

At Bankside we approach serious incidents and “near misses” in a “no blame” spirit, seeking to learn lessons and address any issues which the incident identified, so that children are better protected in the future.

- The school will produce a report that outlines could this incident or near miss have been avoided? If so what steps could have been taken? Were the circumstances covered by a policy or Individual Care/Allergy plan? If so was this policy followed? If it was not followed what training, capability or disciplinary issues need to be considered? Was the policy or plan adequate? What changes might be required? Should the school’s policies be updated as a consequence?
- This report will also be shared with the school’s Health and Safety Governor during monitoring visits.

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAls

- The school maintains a register of pupils who have been prescribed AAls or where a doctor has provided a written plan recommending AAls to be used in the event of anaphylaxis. The register includes:
 - Known allergens and risk factors for anaphylaxis.
 - Whether a pupil has been prescribed AAl(s) (and if so, what type and dose).
 - A photograph of each pupil to allow a visual check to be made.
- The register is kept on the staff Google Drive file, a hard copy is kept in the Main Office, Lunchtime First Aid Trolley, School Kitchen and in the Headteacher’s Office and can be checked quickly by any member of staff as part of initiating an emergency response.

6.2 Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, all staff are trained in the school’s allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately
- Staff are trained in the administration of AAls to minimise delays in pupil’s receiving adrenaline in an emergency
- If a staff member believes that a child is having an allergic reaction, even if suspected, they should try to radio for support ASAP they must say **“Code red, urgent support needed in _____ (state location)”**. All available SLT/staff will then come to the location as a matter of urgency without delay. If staff present do not have a radio then alert the school office, if safe to do so, and they will radio for urgent support.
- It is crucial that the support for the child, including emergency medication, is brought to the child, **the child MUST NOT BE MOVED AROUND THE SCHOOL.**
- If a pupil has an allergic reaction, the staff member will initiate the school’s emergency response plan, **following the pupil’s allergy action plan**
 - If an AAl needs to be administered, a member of staff will use the pupil’s own AAl, or if it is not available, a school one
- Staff will follow the school’s procedures on responding to signs of anaphylaxis as below:



- A school AAI device will be used instead of the pupil's own AAI device if:
 - Medical authorisation and written parental consent have been provided, or
 - The pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance
- If the allergic reaction is mild not involving **Airways/Breathing/Circulation** (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents/carers informed. Even if the reaction is mild, the child must be monitored e.g. in first aid room, for at least 60 minutes, just in case the reaction gets worse. Anaphylaxis reactions usually begin within 30 minutes of eating the trigger food but can sometimes occur 4-6 hours later. **Parents and carers of the child must be contacted by SLT as soon as a child is suspected or known to be having a mild allergic reaction.**

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

The allergy lead is responsible for buying spare AAIs and ensuring they are stored according to the guidance.

7.2 Storage (of both spare and prescribed AAIs)

The allergy lead will make sure all AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children
- **Not** locked away, but accessible and available for use at all times
- **Not** located more than 5 minutes away from where they may be needed

Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAIs)

The Estates Manager and AHT for Behaviour and Inclusion are responsible for checking monthly that:

- The AAI's are present and in date
- Replacement AAI's are obtained when the expiry date is near

7.4 Disposal

AAI's can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions.

7.5 Use of AAI's off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAI's should carry their own AAI with them on school trips and off-site events
- All medication required by a pupil on an Educational Visit away from the school premises will be taken with them off-site. Depending on the age and stage of the pupil, the medication may either be carried by the individual pupil or the adult who will be supervising them throughout the trip will carry it with them at all times.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAI's.
- Instructions for the use of AAI's.
- Instructions on storage.
- Manufacturer's information.
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded.
- A note of arrangements for replacing injectors.
- A record of when AAI's have been administered.

8. Training

The school is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- The importance of acting quickly in the case of anaphylaxis
- Where AAI's are kept on the school site, and how to access them
- How to administer AAI's
- The wellbeing and inclusion implications of allergies
- Allergy Awareness Training

Training will be carried out annually for all school staff.

9. Links to other policies and Communication

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Behaviour Policy
- Anti-Bullying Policy

➤ School Admissions Procedures

This policy will be communicated to all staff and for new staff at induction. Children will be reminded of the school expectations around this policy at the start of the school year and regular revisiting termly. The school uses its staff weekly briefings to regularly revisit key messages from this policy.

This policy will be sent annually to parents and carers and will be published on the school website.