

Thwaites School

ALLERGY SAFETY POLICY
2026 - 2027

THWAITES SCHOOL

Allergy Safety Policy

2026/2027

At the time of publishing the following roles were held:

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Designated Safeguarding Lead	Mark Redhead

Approved by

Name:	Mark Redhead
Position:	Headteacher
Signed:	<i>M. Redhead</i>
Date:	27/09/2026
Review date:	27/09/2027

Approved by

Name:	Jonny Procter
Position:	Health, Safety and Wellbeing Link Governor
Signed:	J. Procter

Review Table				
Version	Description of Change	Date	Approved By	Next Review
1.0	New policy – introduced to strengthen the school's arrangements for allergy safety and reflect current national guidance and good practice.	27/09/2026	Health, Safety and Wellbeing Governor	27/09/2027

This policy will be reviewed annually, or more frequently in response to changes in statutory guidance, local safeguarding procedures or identified safeguarding priorities.

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1. Aims and Scope

Thwaites School is committed to providing a **safe, inclusive and supportive environment** for pupils with allergies and to reducing the risk of allergic reactions while ensuring that pupils with allergies are able to participate fully in school life.

This policy sets out the school's arrangements for:

- identifying and supporting pupils with known allergies;

- reducing the risk of exposure to known allergens;
- ensuring appropriate information is available to staff and others who need it;
- providing appropriate **Individual Healthcare Plans (IHPs)** where required;
- ensuring staff understand how to recognise and respond to an allergic reaction, including **anaphylaxis**;
- managing prescribed allergy medication and adrenaline auto-injectors (AAIs);
- managing allergy risks associated with food, educational activities, wraparound care, visits and other school activities; and
- recording and learning from allergy-related incidents and near misses.

This policy applies throughout **Thwaites School**, including during lessons, nursery provision, lunchtimes, wraparound care, educational visits, residential visits and other school-organised activities.

The school will work in partnership with **pupils, parents and carers, staff and relevant healthcare professionals** to understand individual needs and put appropriate arrangements in place.

This policy should be read alongside the school's **Supporting Pupils with Medical Conditions Policy**, as well as relevant safeguarding, first aid, food safety, educational visits and health and safety arrangements.

2. Roles and Responsibilities

All members of the school community have a role in supporting allergy safety. The **Governing Body** has overall responsibility for ensuring that appropriate arrangements are in place to support pupils with allergies and that the requirements of this policy are implemented.

The Governing Body will ensure that:

- the school has an effective and up-to-date **Allergy Safety Policy**;
- the policy is reviewed **at least annually**, published on the school website and made known to the school community;
- appropriate arrangements are in place to identify and support pupils with allergies;
- staff receive appropriate **allergy awareness and emergency response training**; and
- appropriate systems are in place for monitoring allergy safety and learning from serious incidents and near misses.

The **Headteacher** has responsibility for the day-to-day implementation of this policy and will ensure that:

- staff understand their responsibilities in relation to allergy safety;
- appropriate information about pupils with allergies is communicated to staff who need it;
- appropriate **Individual Healthcare Plans (IHPs)** are developed, implemented and reviewed;
- suitable arrangements are in place for the storage and accessibility of prescribed and emergency medication;
- allergy risks are considered across the school, including during meals, wraparound care, curriculum activities, educational visits and other school activities;
- appropriate staff training is arranged and records of training are maintained; and
- allergy-related incidents and near misses are appropriately recorded, reviewed and acted upon.

Staff and volunteers must:

- follow this policy and any relevant IHP or emergency arrangements;
- take reasonable steps to reduce the risk of exposure to known allergens;
- understand how to recognise an allergic reaction and how to obtain appropriate help;
- follow their training in an emergency; and
- report allergy-related concerns, incidents and near misses promptly.

Parents and carers are expected to provide the school with accurate and up-to-date information about their child's allergies, medication and healthcare needs and to inform the school promptly of any changes.

Pupils will be encouraged, according to their age and understanding, to develop appropriate awareness of their allergies, communicate when they feel unwell or believe they may have been exposed to an allergen, and follow the arrangements put in place to keep them safe.

3. Identifying and Recording Allergies

Parents and carers are asked to inform the school of any **known or suspected allergy** affecting their child when they join the school and to notify the school promptly of any new diagnosis, reaction or change in their child's allergy, treatment or medication.

Information provided by parents and carers will be recorded appropriately and shared with relevant staff on a **need-to-know basis** to enable the pupil to be supported safely.

The school will maintain an **allergy register** identifying pupils with known allergies. This will be kept up to date and made accessible to staff who require the information to carry out their responsibilities safely.

Where appropriate, information about a pupil's allergy will also be included within:

- the pupil's school record;
- relevant medical and emergency information;
- information available to staff responsible for preparing or serving food;
- arrangements for wraparound care;
- risk assessments for educational visits and other activities; and
- an **Individual Healthcare Plan (IHP)** where one is required.

Information will be handled appropriately and in accordance with the school's **data protection and confidentiality arrangements**. The need to protect a pupil's personal information will be balanced with the need to ensure that those responsible for their care have the information necessary to keep them safe.

3.1 Individual Healthcare Plans

Not every pupil with an allergy will require an Individual Healthcare Plan. The school will consider the **nature and severity of the allergy, the risk of exposure, the treatment or medication required and the support needed in school** when determining whether an IHP is necessary.

Where an IHP is required, it will be developed in partnership with the pupil, where appropriate, their parents or carers and relevant healthcare professionals.

The IHP will include, as appropriate:

- the pupil's allergy and known allergens;
- signs and symptoms of an allergic reaction;
- measures required to reduce the risk of exposure;
- medication and treatment required;
- where medication is stored and how it can be accessed quickly;
- arrangements for the use of an **adrenaline auto-injector (AAI)** where prescribed;
- what staff should do in the event of an allergic reaction or anaphylaxis;
- arrangements for meals, snacks, curriculum activities, wraparound care and educational visits where relevant; and
- any other reasonable adjustments or individual arrangements required to enable the pupil to participate safely and fully in school life.

IHPs will be **readily available to staff who need them**, while respecting the pupil's confidentiality.

They will be reviewed **at least annually**, and sooner where there is a change in the pupil's condition, treatment, medication or circumstances, or following a significant allergic reaction or other event indicating that the existing arrangements may need to change.

4. Staff Training and Allergy Awareness

The school will ensure that **all staff receive appropriate allergy awareness training** so that they understand their responsibilities and are able to respond appropriately to allergic reactions and anaphylaxis.

Allergy awareness training will be provided as part of staff induction and **refreshed at least annually**. Additional or updated training will be provided where necessary, including where a pupil with particular allergy needs joins the school or where learning from an incident, near miss or change in guidance indicates that this is required.

Whole-school allergy awareness training will include:

- an understanding of allergies and the potential seriousness of allergic reactions;
- common signs and symptoms of an allergic reaction and **anaphylaxis**;
- the importance of acting quickly where anaphylaxis is suspected;
- how to summon emergency medical assistance;
- the purpose and use of **adrenaline auto-injectors (AAIs)**;
- the location and accessibility of emergency medication and equipment;
- how to reduce the risk of exposure to known allergens;
- the importance of following a pupil's **Individual Healthcare Plan (IHP)** and emergency arrangements;
- appropriate communication and information sharing;
- awareness of the social and emotional impact of allergies, including the potential for **allergy-related bullying**; and
- the school's procedures for reporting allergy-related incidents and near misses.

Where a pupil requires specific support or treatment, relevant staff will receive any **additional training necessary to meet that pupil's individual needs**.

Staff responsible for preparing, handling or serving food will receive appropriate **food allergen and food safety training** relevant to their role.

The school will maintain appropriate records of allergy training undertaken by staff.

Supply staff, volunteers and other adults working with pupils will be provided with the **information and instructions necessary for their role**, including information about relevant pupils, emergency arrangements and how to obtain immediate assistance.

5. Reducing the Risk of Allergic Reactions

Thwaites School will take **reasonable and proportionate steps to reduce the risk of pupils being exposed to known allergens**, while recognising that it is not possible to guarantee an entirely allergen-free environment.

Risk reduction will be based on the individual needs of pupils, information provided by parents or carers and healthcare professionals, and the nature of particular school activities.

The school will:

- ensure relevant staff are aware of pupils with known allergies and the arrangements required to support them;
- ensure allergy information is considered when planning meals, snacks, activities, celebrations, wraparound care and educational visits;
- take appropriate steps to minimise the risk of **cross-contact with allergens**;
- encourage appropriate handwashing and cleaning of surfaces and equipment where this will reduce risk;
- discourage pupils from **sharing or swapping food, drinks, utensils or containers**;
- consider allergy risks when food or other potential allergens are used in curriculum activities, play, crafts or celebrations;
- ensure appropriate supervision and reasonable adjustments are provided according to individual need; and
- review arrangements where an incident, near miss or change in a pupil's circumstances identifies a need for additional precautions.

The school will not rely solely on general bans of particular foods or allergens as a substitute for appropriate **individual risk assessment, staff awareness, emergency preparedness and good allergen management**.

5.1 School Meals and Food Prepared in School

School meals at Thwaites are **prepared on site by the school's own catering staff**.

The school will ensure that staff responsible for purchasing, preparing and serving food have access to relevant allergy information and receive appropriate training for their role.

Arrangements will include:

- maintaining accurate information about the ingredients and allergens contained in food provided by the school;
- checking ingredient labels and allergen information when products, suppliers or recipes change;
- taking appropriate precautions during storage, preparation and serving to reduce the risk of allergen cross-contact;
- ensuring appropriate alternatives are available where necessary to meet a pupil's identified dietary requirements;
- communicating relevant information between school staff, catering staff and parents or carers; and
- complying with applicable **food information and allergen-labelling requirements**.

Where a pupil has an IHP relating to a food allergy, relevant information from the plan will be made available to staff responsible for preparing and serving their food.

5.2 Food Brought into School and Food-Related Activities

Parents and carers are expected to inform the school of relevant allergies and to follow any reasonable arrangements communicated by the school to help protect pupils with allergies.

Where pupils bring **packed lunches, snacks or other food from home**, the school will promote responsible practices to reduce the risk of accidental exposure, including discouraging food sharing.

Allergy risks will also be considered when food is brought into school or used for:

- birthdays, celebrations and special events;
- curriculum activities, including cooking and baking;
- nursery activities and snacks;
- clubs and wraparound care;
- fundraising or community events; and
- other activities involving food or food packaging.

Staff planning such activities will check relevant allergy information beforehand and make **reasonable adjustments or provide suitable alternatives** where necessary.

Food will not be given to a pupil with a known food allergy where staff cannot be satisfied that it is appropriate for that pupil.

5.3 Non-Food Allergens

The school recognises that allergic reactions may also be caused by **non-food allergens**, including insect stings, medicines, latex, animals and environmental allergens.

Where the school is aware of a pupil's allergy to a non-food allergen, appropriate precautions will be considered when planning the pupil's learning, activities and environment and will be recorded within their IHP where necessary.

6. Medication and Adrenaline Auto-Injectors (AAIs)

Medication required for the management of a pupil's allergy will be managed in accordance with the school's **Supporting Pupils with Medical Conditions Policy** and the pupil's Individual Healthcare Plan (IHP), where applicable.

Parents and carers are responsible for providing the school with any prescribed allergy medication their child requires, ensuring that it is **in date, appropriately labelled and replaced before it expires**.

Allergy medication will be:

- stored safely and in accordance with the manufacturer's instructions;
- readily accessible when required, particularly in an emergency;
- known to relevant staff;
- taken with the pupil when required during educational visits, sporting activities and other activities away from the school site; and
- returned to parents or carers when it is no longer required or has expired, in accordance with the school's arrangements for medicines.

Where appropriate, and taking account of the pupil's age, maturity and individual needs, pupils will be supported to understand and take increasing responsibility for their own allergy medication.

6.1 Adrenaline Auto-Injectors

Where a pupil has been prescribed an **adrenaline auto-injector (AAI)**, arrangements for its storage, accessibility and use will be clearly recorded in the pupil's IHP and communicated to relevant staff.

AAIs prescribed to individual pupils must be **quickly and easily accessible in an emergency** and must not be stored in a way that causes an avoidable delay in treatment.

Where a pupil is considered sufficiently competent to carry their own AAI, this will be agreed with the pupil, their parents or carers and, where appropriate, relevant healthcare professionals, and recorded in their IHP.

Relevant staff will be made aware of:

- where the pupil's AAI is kept;
- how and when it should be used;
- the pupil's individual signs and symptoms of an allergic reaction;
- the emergency arrangements contained within the pupil's IHP; and
- the need to act immediately where anaphylaxis is suspected.

Where an AAI is administered, **emergency medical assistance will be requested immediately**, in accordance with the school's emergency procedures. Parents or carers will also be informed as soon as practicable.

The use of an AAI will be recorded in accordance with the school's procedures for recording the administration of medicines and allergy-related incidents.

6.2 Spare Emergency AAls

Thwaites School will maintain a supply of spare adrenaline devices for emergency use, including appropriate types and dosages, in accordance with current legislation and Department for Education statutory guidance.

The school's spare AAls are intended to provide an additional emergency safeguard and do not replace the requirement for pupils who have been prescribed AAls to have access to their own prescribed devices.

The school will ensure that:

- appropriate types and dosages of AAI are available, taking account of the needs of pupils attending the school;
- devices are stored safely but are readily accessible in an emergency;
- expiry dates are monitored and devices replaced when necessary;
- staff receive appropriate training in their use;
- appropriate records and any required registers are maintained;
- use of a spare AAI is recorded and communicated to parents or carers; and
- appropriate arrangements are in place for replacement and disposal.

7. Responding to Allergic Reactions and Anaphylaxis

All staff will be expected to recognise that an allergic reaction can **develop rapidly and may become life-threatening**. Staff will follow the pupil's Individual Healthcare Plan (IHP), where one is in place, and their training when responding to an allergic reaction.

Where a pupil develops symptoms of a mild or moderate allergic reaction, staff will:

- stay with the pupil and seek appropriate assistance;
- follow the pupil's IHP or allergy management arrangements;
- administer any prescribed medication in accordance with those arrangements and staff training;
- monitor the pupil closely for signs that the reaction is becoming more serious; and
- inform the pupil's parents or carers.

Staff will be alert to signs of **anaphylaxis**, including serious symptoms affecting the pupil's **airway, breathing or circulation/consciousness**. Anaphylaxis may occur without skin symptoms or without a preceding mild allergic reaction.

7.1 Emergency Response to Suspected Anaphylaxis

Anaphylaxis is a medical emergency.

Where anaphylaxis is suspected, staff will:

1. **administer adrenaline without delay**, using the pupil's prescribed adrenaline device or an appropriate school emergency device where available and permitted;
2. **call 999 immediately**, stating that anaphylaxis is suspected;

3. keep the pupil lying flat with their legs raised where possible. If breathing is difficult, the pupil may be allowed to sit up gently, but **must not be allowed to stand or walk**;
4. remain with the pupil and monitor their condition;
5. give a **second dose of adrenaline after five minutes** if symptoms have not improved and a second appropriate device is available;
6. commence **CPR** if the pupil becomes unresponsive and is not breathing normally, in accordance with staff training;
7. arrange for the pupil's parents or carers to be contacted as soon as possible; and
8. ensure that a member of staff remains with and supports the pupil until responsibility is transferred to the ambulance service.

If there is doubt about whether a pupil is experiencing anaphylaxis, staff should treat the situation as anaphylaxis and administer adrenaline where an appropriate device is available.

A pupil who has received adrenaline for suspected anaphylaxis will require **emergency medical assessment**, even if they appear to have recovered.

7.2 After an Allergic Reaction or Anaphylaxis

Following a significant allergic reaction or anaphylaxis, the school will:

- record the incident and any medication administered;
- inform the Headteacher and the pupil's parents or carers;
- ensure that used or depleted medication is replaced as appropriate;
- review the pupil's IHP and individual allergy arrangements where necessary;
- consider whether the incident identifies any changes required to the school's wider allergy arrangements or risk controls; and
- record and review the event in accordance with the school's arrangements for **allergy-related incidents and near misses**.

The school will approach any review constructively, with the purpose of **learning from the incident and reducing the risk of recurrence**.

8. Educational Visits and Off-Site Activities

Pupils with allergies will be supported to participate fully in **educational visits, residential visits, sporting activities and other off-site activities** wherever reasonably possible.

When planning an activity away from the school site, staff will consider the allergy and medical needs of participating pupils as part of the **risk assessment and visit planning process**.

Where relevant, arrangements will include:

- ensuring staff leading or supervising the activity have access to appropriate information about a pupil's allergy and understand their **Individual Healthcare Plan (IHP)**;
- ensuring prescribed emergency medication, including adrenaline devices where applicable, **accompanies the pupil and remains readily accessible** throughout the activity;

- identifying any increased risk of exposure to allergens associated with the activity, venue, travel arrangements or accommodation;
- making appropriate arrangements for **food and catering**, including communicating dietary and allergy requirements to external providers where necessary;
- ensuring sufficient appropriately trained staff are available to support the pupil and respond in an emergency;
- considering access to emergency medical assistance, particularly for residential visits or activities in remote locations; and
- making reasonable adjustments to enable the pupil to participate safely.

Where food is being provided by an external venue or provider, the school will communicate relevant allergy information in advance and seek appropriate information about **allergen management and food provision**.

Emergency arrangements will form part of the planning for the visit. Staff will know how to summon emergency assistance and will follow the pupil's IHP and the emergency procedures set out in **section 7 of this policy** if an allergic reaction occurs.

A pupil will not be excluded from a visit or activity solely because of their allergy. Where participation presents particular risks, the school will work with the pupil, their parents or carers and, where appropriate, relevant healthcare professionals to identify **reasonable measures that will enable the pupil to participate safely**.

9. Incidents, Near Misses and Monitoring

The school will record and review **allergy-related incidents and near misses** so that appropriate action can be taken and lessons learned.

An allergy-related **near miss** is an event which could reasonably have resulted in an allergic reaction or harm but did not, for example where a pupil was mistakenly offered or nearly given food containing a known allergen.

Following a significant incident or near miss, the school will consider:

- what happened and the circumstances surrounding the event;
- whether existing procedures, risk controls and communication arrangements were followed and remain appropriate;
- whether the pupil's **Individual Healthcare Plan (IHP)** or other individual arrangements require review;
- whether changes are required to food preparation, activities, supervision or other school arrangements;
- whether additional information, training or support is required for staff; and
- whether information arising from the event needs to be shared with parents or carers, governors or other relevant parties.

Where an allergic reaction has occurred, details of the reaction and any medication administered will be recorded in accordance with the school's medical and medication procedures.



The school will encourage staff to report allergy-related concerns and near misses promptly. Reviews will focus on **learning and improving safety**, rather than attributing blame.

The Headteacher will monitor the effectiveness of the school's allergy safety arrangements and ensure that significant incidents, recurring concerns or identified patterns are appropriately addressed.

Relevant information about allergy safety will be reported to the **Governing Body** as part of its oversight of this policy.

10. Monitoring and Review

The **Headteacher** will monitor the implementation and effectiveness of this policy and ensure that the school's allergy safety arrangements remain appropriate to the needs of its pupils.

This policy will be reviewed **at least annually**, and sooner where:

- there is a significant change to relevant legislation or statutory guidance;
- a pupil's needs identify a requirement to review the school's wider allergy arrangements;
- a serious allergy-related incident or near miss identifies improvements that should be made; or
- changes to school practice or provision affect allergy safety arrangements.

The policy will be reviewed by the **Headteacher** and approved by the **Governing Body**.

The school will ensure that the policy is **published on its website and made known to staff, parents and carers, pupils where appropriate, and other relevant members of the school community**.

This policy should be read alongside the school's:

- **Supporting Pupils with Medical Conditions Policy;**
- **First Aid Policy;**
- **Health and Safety Policy;**
- **Educational Visits Policy and procedures;**
- **SEND Policy and SEND Information Report; and**
- **relevant food safety and safeguarding procedures.**