



## HOLY NAME CATHOLIC PRIMARY SCHOOL

# Allergy Safety Policy

Keeping children safe, included and ready to learn

|                            |                                          |
|----------------------------|------------------------------------------|
| Committee / Governing Body | Holy Name Catholic School Governing Body |
| Policy Co-ordinator        | Cathy Hughes                             |
| Date approved              | September 2026                           |
| Review date                | September 2027                           |
| Chair of Governors         | Claire Miller                            |
| Headteacher                | Mr Neil Morris                           |

### Mission statement

"Holy Name is a Catholic Community working in partnership with parents/carers to nurture and educate the whole person, in the way of Christ, enabling all to know their worth and reach their potential."

## 1. Policy statement

Holy Name Catholic Primary School is committed to providing a safe, welcoming and inclusive environment for every pupil, including children who live with allergies or may be at risk of anaphylaxis. The school will take reasonable and proportionate measures to minimise avoidable risks, meet individual medical needs and ensure that staff can respond promptly and appropriately if an allergic reaction occurs.

This policy should be read alongside the school policies and procedures for Supporting Pupils with Medical Conditions, Safeguarding, First Aid, Educational Visits and, where relevant, Intimate Care.

## 2. Aims

- Reduce, as far as reasonably possible, the likelihood of allergic reactions during the school day and school activities.
- Identify pupils with allergies promptly and ensure that their needs are understood, planned for and reviewed.
- Set out consistent arrangements for prevention, emergency action and follow-up.
- Make sure staff understand their responsibilities and receive appropriate allergy awareness and emergency response training.
- Promote full participation in school life so that pupils with allergies are not unnecessarily excluded or isolated.

## 3. Legal and statutory framework

The school will follow the legal duties that apply to schools in England, including section 100 of the Children and Families Act 2014 and the allergy-safety provisions introduced by the Children's Wellbeing and Schools Act 2026. The Department for Education published statutory Allergy Safety in Schools guidance on 6 July 2026. Holy Name Catholic Primary School will review this policy and its procedures against current statutory guidance and any subsequent regulations or updates.



## 4. Key terms

- Allergy: an immune-system reaction to a substance such as a food, medicine, insect sting or latex.
- Anaphylaxis: a severe allergic reaction that can be life-threatening and requires immediate emergency action.
- Adrenaline auto-injector (AAI): a device containing adrenaline for emergency treatment of anaphylaxis, such as prescribed or approved emergency devices.
- Individual Healthcare Plan (IHP): a written plan describing a pupil's medical needs, agreed arrangements, medication and emergency actions.

## 5. Roles and responsibilities

### The Governing Body will

- Approve, monitor and review this policy at least annually.
- Ensure suitable systems, training and resources are in place to support allergy safety.
- Receive appropriate assurance about incidents, staff training and policy implementation.

### The Headteacher will

- Lead the implementation of this policy across the school.
- Ensure relevant training is provided, refreshed and recorded.

### The designated allergy lead will

- Coordinate IHPs and ensure that they are reviewed regularly.
- Ensure appropriate individual plans are in place for identified pupils.
- Liaise with parents/carers, healthcare professionals, catering providers and relevant staff.
- Keep allergy information and medical records accurate and up to date.
- Ensure arrangements for school emergency AAI's are compliant, accessible, checked and understood by staff.

### All staff will

- Familiarise themselves with this policy and the arrangements for pupils they supervise.
- Know the common signs of an allergic reaction and anaphylaxis.
- Know how to obtain emergency medication and summon urgent help.
- Act immediately and in accordance with their training and the child's IHP.

## 6. Identifying pupils with allergies

Information about allergies will be gathered through admission documentation, information supplied by parents/carers, available medical evidence and ongoing communication with families. Parents and carers must tell the school promptly about a new diagnosis, a change in symptoms, medication, dosage or emergency instructions.

Where a pupil has a diagnosed allergy or significant allergy risk, the school will put an IHP or equivalent allergy management arrangements in place. Relevant information will be shared with staff on a need-to-know basis so that the child can be supported safely.



## 7. Individual Healthcare Plans

An IHP will be prepared for pupils who require individual allergy arrangements. It will be reviewed at least annually, and sooner where the child's needs, treatment or circumstances change.

- Known allergens and triggers.
- Signs, symptoms and the child's usual reaction pattern.
- Medication required, including where it is stored and how it can be accessed quickly.
- Clear emergency actions, including calling 999 and administering an AAI where indicated.
- Adjustments needed for meals, lessons, trips, clubs, celebrations and other activities.
- Dietary, environmental or contact precautions.
- Parent/carers and relevant healthcare contact details.

## 8. Prevention and risk reduction

The school will use sensible, proportionate controls rather than unnecessarily restricting a pupil's school experience. Measures may include:

- Making relevant staff aware of individual allergy needs.
- Checking ingredient and allergen information before food is provided.
- Discouraging unsafe food sharing and promoting appropriate hand hygiene.
- Providing informed supervision during meals, snacks and events involving food.
- Considering allergy risks when planning cooking, science, art, music, PE and other curriculum activities.
- Avoiding unnecessary use of a known allergen where a safer alternative is reasonably available.
- Including allergy needs in risk assessments for visits, clubs, sporting events and residential activities.
- Making reasonable adjustments so that pupils with allergies can participate alongside their peers.

## 9. Food safety and catering

Holy Name Catholic Primary School will work with its catering provider and suppliers so that accurate allergen information is available. Substitutions and menu changes must be checked before food is served to a pupil with a known allergy. Where reasonably possible, safe alternatives will be planned so that a child is not excluded from school meals, celebrations or curriculum experiences simply because of an allergy.

## 10. Emergency medication and spare AAIs

The school will maintain arrangements for emergency adrenaline auto-injectors in accordance with current statutory requirements and Department for Education guidance. Emergency devices will be in date, stored securely while remaining quickly accessible, checked routinely and supported by a clear register and procedure for use.

Emergency Epi Pen Auto Injectors are located outside the school hall in the main corridor in a clearly labelled box labelled Emergency Auto Injector Decive.

A pupil's own prescribed medication should be available in school and taken on visits as required by the IHP. Age-appropriate independence will be encouraged where this is safe and agreed. School emergency medication arrangements are intended to provide appropriate resilience if a child's own device cannot be accessed or used, subject to the law, statutory guidance, consent and the school's procedures.



## 11. Staff training

All staff will receive allergy awareness and emergency response training as required by current statutory guidance. Training will be included in induction arrangements and refreshed regularly, with records retained by the school.

- Common allergens and ways exposure may occur.
- Recognition of mild, moderate and severe allergic reactions.
- Immediate action when anaphylaxis is suspected.
- Correct use of AAIs and the school's emergency arrangements.
- Communication with emergency services, parents/carers and senior staff.
- Everyday risk reduction, inclusion and the importance of reporting incidents and near misses.

## 12. Emergency response

Anaphylaxis is a medical emergency. If a severe allergic reaction is suspected, staff will act without delay.

- Call 999 and state that anaphylaxis is suspected.
- Follow the pupil's IHP and current staff training.
- Administer the pupil's prescribed AAI, or an authorised school emergency AAI where the conditions for its use are met.
- Keep the pupil under close observation and follow emergency-service instructions until help arrives.
- Arrange for parents/carers to be contacted as soon as practicable.
- Ensure the pupil is not sent home or to hospital alone.

Any emergency treatment must be recorded in accordance with the school's medication and incident-recording procedures.

## 13. Trips, clubs and off-site activities

Allergy safety must be considered when activities are planned away from the normal classroom or school site.

The visit or activity leader will:

- Review the medical information of participating pupils.
- Ensure required medication and relevant plans are readily available.
- Brief supervising adults on identified risks and emergency action.
- Consider communications, access to emergency services and the location of appropriate medical help.
- Agree safe food arrangements with families, venues and providers where necessary.
- Plan reasonable adjustments so that pupils with allergies can take part wherever this can be achieved safely.

## 14. Record keeping, incidents and near misses

The school will maintain appropriate records of allergy-related incidents and near misses, administration of medication, staff training, risk assessments and reviews of individual plans. Following a serious incident or significant near miss, senior leaders will review what happened, identify learning and amend controls or procedures where necessary.



## 15. Confidentiality and information sharing

Medical information will be handled sensitively and shared only where there is a legitimate need to protect and support the pupil. Parents/carers will be involved in decisions about information sharing with external providers where appropriate. Safety and safeguarding considerations will remain central to these decisions.

## 16. Inclusion and pupil wellbeing

Children with allergies should feel safe, respected and included within the life of Holy Name Catholic Primary School. Staff will avoid arrangements that unnecessarily single out or isolate pupils. Lessons, meals, celebrations, assemblies, clubs and visits should be planned positively so that reasonable precautions support participation rather than create barriers.

## 17. Communication

This policy will be made known within the school community and published in line with statutory requirements. Relevant allergy information and procedures will be communicated to staff, pupils and families in an age-appropriate and proportionate way. Supply staff, volunteers, visitors, contractors and external providers will receive the information they need where their role could affect allergy safety.

## 18. Monitoring and policy review

The Governing Body will review this policy at least annually. An earlier review will take place following a serious incident, a significant near miss, a change in statutory guidance or legislation, or a material change to school practice.

## 19. Appendices

- Appendix 1: Individual Healthcare Plan template
- Appendix 2: Permission to Administer Medicine and Medication Record
- Appendix 3: Emergency response prompt for suspected anaphylaxis
- Appendix 4: Allergy risk assessment template for school activities, trips and events



## Appendix 1: Individual Healthcare Plan

For pupils requiring individual health or allergy arrangements in school.

Child's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Class / year group: \_\_\_\_\_

Home address: \_\_\_\_\_

Date plan completed: \_\_\_\_\_

Review date: \_\_\_\_\_

Parent / carer 1 and contact number: \_\_\_\_\_

Parent / carer 2 and contact number: \_\_\_\_\_

GP / healthcare professional and contact number:  
\_\_\_\_\_

Diagnosed condition / allergy: \_\_\_\_\_

Known allergens or triggers: \_\_\_\_\_

Signs and symptoms: \_\_\_\_\_

Routine healthcare requirements during school hours:  
\_\_\_\_\_

Emergency signs and actions: \_\_\_\_\_

Regular medication: name, dose, method, time and expiry date:  
\_\_\_\_\_

Emergency medication: name, dose, method and expiry date:  
\_\_\_\_\_

Location of medication: \_\_\_\_\_

Self-administration arrangements, if applicable:  
\_\_\_\_\_

Staff trained / authorised to support the pupil: \_\_\_\_\_

Adjustments for curriculum activities: \_\_\_\_\_

Arrangements for trips, clubs and off-site activities:  
\_\_\_\_\_



**Additional information:** \_\_\_\_\_

## **Agreement**

I agree that relevant medical information in this plan may be shared with people involved in the pupil's care and education, including emergency services where necessary. Parents/carers must notify the school promptly of any changes.

**Pupil signature, where appropriate / date:** \_\_\_\_\_

**Parent / carer signature / date:** \_\_\_\_\_

**Healthcare professional agreement / date, where appropriate:**

\_\_\_\_\_

**Headteacher / designated lead agreement / date:**

\_\_\_\_\_



## Appendix 2: Permission to Administer Medicine and Medication Record

Child's name: \_\_\_\_\_

Class / year group: \_\_\_\_\_

Date medication supplied to school: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Dose and method of administration: \_\_\_\_\_

Time / circumstances for administration: \_\_\_\_\_

Quantity received: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Storage requirements: \_\_\_\_\_

Additional instructions: \_\_\_\_\_

Parent / carer emergency contact: \_\_\_\_\_

Parent / carer signature / date: \_\_\_\_\_

Staff member receiving medication / date: \_\_\_\_\_

### Administration record

| Date | Time | Dose given | Staff initials | Notes |
|------|------|------------|----------------|-------|
|      |      |            |                |       |

### Return / disposal of medication

Date returned / disposed: \_\_\_\_\_

Quantity returned: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Parent / carer signature: \_\_\_\_\_



## Appendix 3: Emergency response prompt for suspected anaphylaxis

**If anaphylaxis is suspected: ACT IMMEDIATELY.**

- Call 999 and say “anaphylaxis”.
- Follow the child’s IHP and current training.
- Give adrenaline using the appropriate AAI without delay where indicated and authorised.
- Follow instructions for positioning and monitoring given in current training and by emergency services.
- Do not leave the pupil alone. Send another adult to direct the ambulance to the child.
- Record the event and medication administered, and contact parents/carers as soon as practicable.

This prompt does not replace current staff training, the pupil’s IHP, manufacturer instructions or emergency-service advice.



## Appendix 4: Allergy Risk Assessment Template

Activity / location: \_\_\_\_\_

Pupil(s) / group: \_\_\_\_\_

Known allergy hazards: \_\_\_\_\_

Existing control measures: \_\_\_\_\_

Emergency medication and location: \_\_\_\_\_

Staff briefing / training arrangements: \_\_\_\_\_

Catering / food controls: \_\_\_\_\_

Emergency communication arrangements: \_\_\_\_\_

Additional action required: \_\_\_\_\_

Person responsible: \_\_\_\_\_

Completion date: \_\_\_\_\_

Residual risk rating: Low / Medium / High: \_\_\_\_\_

### Risk considerations

- Medication should be readily accessible throughout the activity.
- Consider catering, snack times, celebrations, wraparound care and food brought from home.
- Review curriculum materials for cooking, science, art, music, PE and outdoor learning.
- Brief supply staff, visitors and external providers where they need allergy information to keep pupils safe.
- For off-site visits consider food provision, cross-contact, emergency access, mobile coverage, nearest emergency care and transport.
- Where risk remains unacceptable, revise the activity or controls before proceeding.