



# Bentham Community Primary School

## Allergy & Anaphylaxis Policy

**Policy Status:** Statutory Supporting Policy

**To be read alongside:**

- Medical Conditions Policy
- Health & Safety Policy
- Educational Visits Policy
- First Aid Policy
- Safeguarding & Child Protection Policy
- SEND Policy
- Equality & Accessibility Policy

**Policy Owner:** Headteacher

**Named Allergy Leads:** Richard Wright and Emma Chapman

**Approved by Governors:** September 2026

**Review Date:** September 2027

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### 1. Policy Statement

Bentham Community Primary School is committed to providing a safe, inclusive and supportive environment for all pupils, including those with allergies and those at risk of anaphylaxis.

The school recognises that allergies can range from mild intolerance to severe, life-threatening reactions. Every reasonable step will be taken to minimise risk whilst ensuring pupils with allergies are able to participate fully in all aspects of school life.

We are committed to creating an environment where pupils with allergies are treated with dignity and respect and are protected from discrimination under the Equality Act 2010.

The school adopts a whole-school approach to allergy management involving staff, governors, pupils, parents, healthcare professionals and external providers.

No child will be excluded from activities solely because they have an allergy where reasonable adjustments can be made to allow safe participation.

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## 2. Purpose

The purpose of this policy is to:

- protect pupils with allergies from avoidable harm;
- provide clear procedures for preventing allergic reactions;
- ensure staff understand their responsibilities;
- establish effective emergency procedures;
- ensure compliance with statutory duties;
- promote confidence amongst parents and carers;
- support an inclusive educational environment.

This policy applies during:

- the normal school day;
  - breakfast club;
  - after-school clubs;
  - wraparound provision;
  - educational visits;
  - residential visits;
  - sporting events;
  - transport organised by the school;
  - activities organised by third parties on behalf of the school.
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## 3. Scope

This policy applies to:

- all employees;
- governors;
- volunteers;
- agency staff;
- supply teachers;
- trainee teachers;
- contractors working within school;
- catering providers;
- pupils;
- parents and carers.

Everyone working within school has a shared responsibility for promoting the safety and wellbeing of pupils with allergies.

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## 4. Our Commitment

Bentham Community Primary School will:

- identify pupils with allergies as early as possible;
- work closely with families and healthcare professionals;
- maintain accurate allergy records;
- implement Individual Allergy Management Plans where appropriate;
- provide appropriate staff training;
- maintain emergency medication arrangements;
- minimise exposure to known allergens wherever reasonably practicable;
- regularly review allergy management procedures;
- investigate incidents and near misses to improve future practice.

The school recognises that risk cannot always be eliminated but can be managed through careful planning, training and communication.

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## 5. Legal Framework

This policy reflects the school's duties under:

### Primary Legislation

- Children and Families Act 2014
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Food Safety Act 1990
- Food Information Regulations 2014
- Human Medicines Regulations 2012
- UK General Data Protection Regulation
- Data Protection Act 2018

### Department for Education Guidance

This policy should be read alongside current Department for Education guidance on:

- Supporting Pupils with Medical Conditions at School
- Keeping Children Safe in Education
- Health and Safety in Schools
- Educational Visits

The school will review this policy whenever revised national guidance affecting allergy management is issued.

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## 6. Definitions

### 7. Guiding Principles

The school's allergy management is based upon the following principles.

#### **Safety**

The safety of pupils remains the school's highest priority.

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#### **Inclusion**

Pupils with allergies should participate in school life as fully as possible.

Reasonable adjustments will always be considered before restricting participation.

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#### **Prevention**

Preventing exposure to allergens is preferable to managing emergencies.

Risk reduction measures will therefore be embedded into everyday school practice.

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#### **Partnership**

Effective allergy management depends upon collaboration between:

- parents;
  - healthcare professionals;
  - school staff;
  - governors;
  - catering providers;
  - pupils themselves.
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#### **Continuous Improvement**

The school will continually review allergy procedures following:

- incidents;
- near misses;
- changes in national guidance;
- lessons learned.

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## 8. Roles and Responsibilities

### Governing Board

The Governing Board will:

- approve this policy;
- ensure suitable resources are available;
- monitor implementation;
- ensure adequate insurance arrangements exist;
- review annual allergy reports;
- monitor training compliance;
- support continuous improvement.

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### Headteacher

The Headteacher has overall responsibility for implementing this policy.

Responsibilities include:

- appointing a Named Allergy Lead;
- ensuring suitable staffing arrangements;
- ensuring emergency procedures exist;
- ensuring staff training is completed;
- ensuring appropriate medication is available;
- ensuring policy compliance;
- ensuring parents are informed appropriately;
- reporting significant incidents to governors.

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### Named Allergy Leads

The Headteacher will serve as an allergy lead and appoint an additional Named Allergy Lead Mrs Emma Chapman to support him in his duties

Responsibilities include:

- maintaining the Allergy Register;
- coordinating Individual Allergy Management Plans;
- arranging staff training;
- monitoring medication expiry dates;
- liaising with parents;
- liaising with healthcare professionals;
- coordinating annual reviews;
- supporting educational visits;

- reviewing incidents;
  - maintaining policy documentation.
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### **School Business Manager / Administration Team**

The administration team will:

- maintain allergy records;
  - record parental consent;
  - monitor medication expiry dates;
  - notify parents before medication expires;
  - maintain emergency medication records;
  - update management information systems.
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### **SENDCo**

The SENDCo team includes both Mr Wright and Mrs Chapman and will:

- ensure allergy needs are reflected within SEND arrangements where appropriate;
  - support pupils whose allergies impact learning;
  - contribute to Individual Allergy Management Plans;
  - assist with reasonable adjustments.
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### **Teachers**

Teachers will:

- understand pupils' allergies;
  - follow Individual Allergy Management Plans;
  - implement classroom risk reduction measures;
  - supervise activities involving food;
  - ensure medication accompanies pupils during off-site activities;
  - seek advice before introducing food-based learning activities.
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### **Teaching Assistants**

Teaching assistants will:

- support pupils according to Individual Allergy Management Plans;
- understand emergency procedures;
- recognise signs of allergic reactions;
- administer emergency medication where trained and authorised.

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## **Lunchtime Supervisors**

Lunchtime staff will:

- understand pupils' dietary needs;
  - supervise meal arrangements;
  - reduce cross-contamination risks;
  - respond promptly to allergic reactions;
  - report concerns immediately.
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## **Catering Provider**

Where meals are provided, catering staff will:

- comply with food allergen legislation;
  - provide accurate allergen information;
  - maintain suitable food preparation procedures;
  - reduce cross-contamination risks;
  - communicate changes to menus promptly.
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## **Parents and Carers**

Parents are responsible for:

- informing school immediately of allergies;
  - providing accurate medical information;
  - supplying prescribed medication;
  - ensuring medication remains in date;
  - attending review meetings;
  - informing school of changes;
  - providing updated healthcare advice when required.
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## **Pupils**

Where age and understanding allow, pupils will be encouraged to:

- understand their allergy;
- recognise symptoms;
- avoid known allergens;
- tell an adult immediately if feeling unwell;
- avoid sharing food;
- carry medication where agreed.

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## 9. Identification of Pupils with Allergies

The school will seek allergy information:

- during admission;
- annually through data collection;
- following diagnosis;
- following medical advice;
- following hospital admission.

Parents must notify school immediately if:

- allergies develop;
  - medication changes;
  - emergency treatment has been given;
  - healthcare advice changes.
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## 10. Allergy Register

The school will maintain an electronic Allergy Register.

The register will include:

- pupil name;
- photograph (where parental consent has been obtained);
- allergens;
- severity;
- medication required;
- medication location;
- emergency contacts;
- review dates.

The register will be reviewed at least termly.

Information will only be shared with staff who require it to fulfil their safeguarding and duty of care responsibilities.

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## 11. Individual Allergy Management Plans (IAMPs)

An Individual Allergy Management Plan will normally be developed for any pupil with:

- prescribed adrenaline auto-injectors;
- previous anaphylaxis;

- multiple allergies;
- complex allergies;
- allergies affecting school participation.

Plans will be developed in partnership with:

- parents;
- healthcare professionals;
- the Named Allergy Lead;
- the pupil where appropriate.

Plans will be reviewed:

- at least annually;
- after any allergic reaction;
- following changes in treatment;
- following hospital admission;
- before transition to a new key stage where appropriate.

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## 12. Risk Assessment

The school will undertake suitable and sufficient allergy risk assessments where required.

Risk assessments may cover:

- classrooms;
- dining hall;
- cooking activities;
- science;
- design technology;
- Forest School;
- educational visits;
- residential visits;
- sports events;
- fundraising events;
- visitors bringing food onto site.

Risk assessments will be reviewed whenever circumstances change.

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## 13. Confidentiality and Information Sharing

The school recognises allergy information constitutes special category personal data.

Information will be shared only where necessary to protect pupils.

Staff will receive information appropriate to their role whilst respecting confidentiality.

Where a pupil's safety requires wider awareness (for example severe food allergy), relevant staff will receive sufficient information to respond appropriately.

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## 14. Record Keeping

The school will maintain accurate records relating to:

- Allergy Register
- Individual Allergy Management Plans
- parental consent
- medication administration
- medication expiry dates
- emergency medication
- training records
- incident reports
- near miss reports
- risk assessments
- annual policy reviews

Records will be stored securely in accordance with UK GDPR and the school's Records Management Policy.

## 15. Preventing Exposure to Allergens

The most effective way to manage allergies is to prevent exposure to known allergens wherever reasonably practicable.

Bentham Community Primary School recognises that it is **not possible to create a completely allergen-free environment**, however the school will take all reasonable and proportionate steps to reduce the likelihood of accidental exposure.

Risk reduction measures will be based upon:

- individual medical advice
- Individual Allergy Management Plans (IAMPs)
- environmental risk assessments
- staff awareness
- appropriate supervision
- effective communication.

Measures implemented for one pupil should not unnecessarily disadvantage other pupils and must remain proportionate to the level of risk identified.

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## 16. Food in School

Food plays an important part in school life. The school aims to balance inclusion with the need to protect pupils with allergies.

Staff should:

- encourage good hygiene before and after eating
- discourage food sharing
- supervise younger pupils appropriately
- ensure pupils eat only their own food unless prior agreement has been obtained
- follow Individual Allergy Management Plans where food restrictions are required.

The school will avoid creating unnecessary anxiety around food whilst promoting safe behaviours for all pupils.

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## 17. School Meals

Where meals are provided, the school and catering provider will work collaboratively to ensure pupils receive appropriate meals.

This includes:

- maintaining accurate allergen information
- identifying pupils with dietary allergies
- clear communication between kitchen staff and school staff
- procedures to minimise cross-contamination
- reviewing menus where necessary.

Parents remain responsible for informing both the school and catering provider of any allergies.

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## 18. Packed Lunches

Parents are responsible for ensuring packed lunches are suitable for their own child.

The school will:

- encourage pupils not to share food
- supervise meal times appropriately
- promote handwashing after eating
- remind families where particular allergens present a significant risk.

The school will **not routinely inspect packed lunches** but reserves the right to discuss concerns where repeated unsafe practices place another pupil at risk.

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## 19. Birthday Treats and Celebrations

The school recognises celebrations are important for children's wellbeing.

Where food is provided:

- prior discussion with class teachers is required
- parents of pupils with allergies will be consulted where appropriate
- alternatives may be offered
- non-food celebrations will be encouraged where suitable.

The school encourages consideration of inclusive alternatives such as:

- books
  - stickers
  - pencils
  - certificates
  - games
  - additional play opportunities.
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## 20. Cooking Activities

Cooking forms part of the curriculum.

Prior to any cooking activity staff will:

- review allergy information
- consult relevant IAMPs
- adapt recipes where appropriate
- avoid unnecessary use of allergens
- clean equipment thoroughly
- supervise pupils appropriately.

Alternative ingredients will be considered wherever reasonably practicable.

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## 21. Design Technology

Where food is used in Design Technology lessons:

- risk assessments will be completed
- allergens considered during planning
- parents informed where appropriate
- cross-contamination minimised
- pupils with allergies fully included wherever safely possible.

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## 22. Science

Science activities may involve:

- plants
- insects
- latex
- chemicals
- biological materials.

Teachers will:

- consider allergy implications during planning
- review risk assessments
- adapt activities where required
- consult healthcare advice where necessary.

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## 23. Forest School and Outdoor Learning

Outdoor environments may contain:

- pollen
- insect stings
- plants
- moulds
- fungi.

Before activities staff will consider:

- seasonal risks
- known allergies
- emergency medication
- access for emergency services
- communication arrangements.

Emergency medication must accompany pupils at all times.

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## 24. Gardening Activities

Gardening projects may involve:

- compost
- seeds

- plant sap
- insect exposure.

Suitable gloves should be provided where appropriate.

Handwashing must take place following activities.

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## 25. Sensory Play

Sensory resources may contain allergens including:

- flour
- oats
- lentils
- beans
- food colouring
- scented products.

Where pupils have known allergies, alternative materials will be used whenever reasonably practicable.

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## 26. Classroom Resources

Teachers should consider allergies when selecting:

- art materials
- play dough
- modelling materials
- rewards
- science resources
- food-based activities.

Commercial products should be checked where ingredients are relevant.

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## 27. Breakfast Club, Wraparound Care and After School Clubs

All provisions operating on behalf of the school must comply with this policy.

Leaders will:

- receive relevant allergy information
- know emergency procedures
- have access to medication

- supervise food safely
  - maintain communication with parents.
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## 28. Educational Visits

Educational visits require careful planning.

Visit leaders must:

- review Individual Allergy Management Plans
- complete visit-specific risk assessments
- identify medical facilities where appropriate
- ensure emergency medication accompanies pupils
- ensure trained staff attend
- check medication before departure
- carry emergency contact details.

Medication must never be left on transport.

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## 29. Residential Visits

Residential visits require enhanced planning.

Additional considerations include:

- accommodation providers
- catering arrangements
- menu discussions
- supervision ratios
- access to emergency medical care
- overnight medication arrangements
- medication storage
- contingency planning.

Parents should be involved in planning where allergies are severe.

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## 30. School Events

School events including:

- fairs
- discos
- productions

- sports days
- fundraising events

must include consideration of allergy management.

Organisers should avoid unnecessary allergen exposure and ensure emergency medication remains accessible.

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## 31. Visitors and Contractors

Visitors providing food must comply with school procedures.

External providers should be informed where activities involve pupils with severe allergies.

Contractors must not leave food or allergenic materials accessible to pupils.

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## 32. Handwashing

Handwashing is one of the most effective ways to reduce allergen transfer.

The school will encourage:

- washing hands before eating
- washing hands after eating
- washing hands following messy activities
- use of soap and water wherever possible.

Alcohol hand gels are **not** an effective substitute for removing food allergens.

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## 33. Cleaning Procedures

Tables, equipment and shared surfaces will be cleaned appropriately after food activities.

Cleaning should:

- remove food residues
- use suitable cleaning materials
- include frequently touched surfaces
- avoid spreading allergens between surfaces.

Disposable cloths are preferable where cross-contamination is a concern.

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## 34. Cross-Contamination Prevention

Staff will minimise cross-contamination by:

- cleaning surfaces thoroughly
- washing hands regularly
- avoiding shared utensils
- using separate preparation equipment where appropriate
- supervising younger pupils carefully.

The school recognises that complete elimination of allergen risk cannot be guaranteed.

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## 35. Medication

Parents remain responsible for providing prescribed medication.

Medication should:

- be in date
- remain in original packaging where appropriate
- contain pharmacy labels
- include dosage instructions
- be replaced before expiry.

Parents should immediately notify school if medication changes.

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## 36. Adrenaline Auto-Injectors (AIs)

Where prescribed, pupils should have immediate access to their adrenaline auto-injectors.

Depending upon age and medical advice, pupils may:

- carry their own device
- have medication stored in an agreed accessible location
- require staff to carry medication during activities.

The school will never deliberately delay access to prescribed emergency medication.

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## 37. Spare Adrenaline Auto-Injectors

Where the Governing Board has agreed, the school will maintain spare adrenaline auto-injectors in accordance with current national guidance.

Spare devices:

- are not a substitute for a pupil's own medication
- may be used in an emergency where appropriate
- will be stored securely but remain quickly accessible
- will be checked regularly for expiry.

A register of eligible pupils will be maintained.

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## 38. Storage of Medication

Medication must be:

- readily accessible
- clearly labelled
- protected from excessive heat
- protected from unauthorised access
- available during all school activities.

Emergency medication must never be locked away in a manner that delays access.

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## 39. Monitoring Expiry Dates

The Named Allergy Lead will ensure:

- routine medication checks
  - expiry dates monitored at least termly
  - parents notified in advance of expiry
  - replacement medication requested promptly.
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## 40. Recognising an Allergic Reaction

All staff should recognise possible symptoms including:

### **Mild to Moderate Symptoms**

- itching
- rash
- hives
- tingling lips
- swelling around the face
- stomach pain
- vomiting.

### Possible Signs of Anaphylaxis

- swelling of tongue
- swelling of throat
- difficulty breathing
- wheezing
- persistent coughing
- difficulty speaking
- collapse
- pale or floppy appearance
- confusion
- loss of consciousness.

Staff must never wait for all symptoms to develop before seeking emergency assistance.

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## 41. Emergency Response to Suspected Anaphylaxis

If anaphylaxis is suspected:

1. Stay with the pupil.
  2. Send another adult to obtain the adrenaline auto-injector immediately.
  3. Administer adrenaline without delay if indicated in the Individual Allergy Management Plan or if anaphylaxis is strongly suspected.
  4. Call **999** immediately and state:
    - "Suspected anaphylaxis."
    - Child has received adrenaline (if administered).
  5. Inform the Headteacher or senior member of staff.
  6. Contact parents as soon as practicable.
  7. Monitor the pupil continuously.
  8. Be prepared to administer a second dose if clinically indicated and in accordance with the manufacturer's guidance and healthcare advice.
  9. Send the used injector with the ambulance crew.
  10. Record the incident fully.
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## 42. Following an Allergic Reaction

Following any significant allergic reaction the school will:

- review the incident
  - update the risk assessment
  - review the Individual Allergy Management Plan
  - identify lessons learned
  - meet with parents where appropriate
  - arrange additional staff training if required.
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## 43. Incident Reporting

All allergic reactions, whether minor or severe, should be recorded.

Records should include:

- date
  - time
  - location
  - trigger (if known)
  - symptoms
  - treatment given
  - medication administered
  - ambulance attendance
  - outcome
  - recommendations for preventing recurrence.
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## 44. Near Miss Reporting

The school recognises that near misses provide valuable learning opportunities.

Examples include:

- incorrect food identified before consumption
- missing medication discovered before a trip
- allergen brought into classroom but managed safely
- communication failures identified before harm occurred.

Near misses will be reviewed by the Named Allergy Lead to identify improvements to systems and procedures.

## 45. Staff Training

Bentham Community Primary School recognises that effective allergy management depends upon staff having the appropriate knowledge, confidence and competence to prevent, recognise and respond to allergic reactions.

The school will ensure that staff receive training proportionate to their role and responsibilities.

Training will be coordinated by the Named Allergy Leads and recorded centrally.

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## 46. Whole School Allergy Awareness Training

All staff will receive allergy awareness training as part of their induction and at regular intervals thereafter.

Training will include:

- understanding allergies
- recognising common allergens
- recognising symptoms
- recognising anaphylaxis
- preventing cross-contamination
- emergency procedures
- use of Individual Allergy Management Plans
- reporting procedures
- reasonable adjustments
- inclusion of pupils with allergies.

The school aims for all staff to refresh allergy awareness annually or sooner if national guidance changes or following a significant incident.

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## **47. Practical Adrenaline Auto-Injector (AAI) Training**

Staff identified as likely to respond to emergencies will receive practical instruction in:

- recognising anaphylaxis
- administering prescribed AAI
- use of spare AAI (where held)
- calling emergency services
- monitoring the pupil
- post-incident procedures.

Training should be delivered or verified by an appropriately competent healthcare professional or suitably qualified trainer and refreshed in line with current guidance or sooner if competency concerns arise.

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## **48. Induction of New Staff**

All new staff, volunteers and regular contractors will receive an induction covering:

- this policy
- emergency procedures
- location of medication
- Allergy Register
- reporting arrangements
- named first aiders
- Named Allergy Lead.

Where they will support individual pupils, they will also be briefed on the relevant Individual Allergy Management Plans before undertaking those duties.

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## 49. Supply Teachers and Agency Staff

Supply staff must be informed of:

- pupils with significant allergies in their class
- emergency procedures
- location of medication
- how to summon assistance.

A copy of relevant emergency information should be readily available to them.

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## 50. Volunteers

Volunteers involved in school activities must:

- understand emergency procedures relevant to their role
- know how to seek assistance
- follow staff instructions.

Volunteers will not normally administer medication unless specifically authorised, appropriately trained and covered by the school's arrangements.

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## 51. Educational Visits Training

Staff leading educational visits should receive additional briefing where pupils with allergies are attending.

This should include:

- visit-specific risks
  - emergency medication
  - local emergency arrangements
  - communication procedures
  - contingency planning.
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## 52. Competency Assessment

Attendance at training alone does not automatically confirm competence.

The Headteacher and Named Allergy Lead will ensure that staff expected to administer emergency medication are confident and competent to do so.

Additional training will be arranged where necessary.

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## 53. Named Allergy Lead

The school will appoint a Named Allergy Lead to coordinate allergy management. Initially there will be two leads, Mr Wright and Mrs Chapman to deliver on this new policy and ensure systems are in place. Once this has happened a new dedicated Allergy Lead may be appointed within the school.

Responsibilities include:

- maintaining the Allergy Register
  - coordinating reviews
  - monitoring medication
  - organising training
  - reviewing incidents
  - supporting educational visits
  - advising staff
  - reporting to governors
  - monitoring compliance.
- 

## 54. Monitoring Compliance

The Named Allergy Lead will undertake regular monitoring of:

- Individual Allergy Management Plans
- medication availability
- medication expiry dates
- staff training records
- incident records
- educational visit planning
- classroom practice
- food management procedures.

Any deficiencies identified will be addressed promptly.

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## 55. Governor Oversight

The Governing Board will receive an annual report summarising:

- number of pupils with allergies
- number prescribed adrenaline auto-injectors
- staff training completion
- incidents
- near misses

- educational visit compliance
- policy review outcomes
- recommendations for improvement.

Personal information about individual pupils will not normally be included.

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## 56. Incident Investigation

Every significant allergic reaction should be reviewed.

The review should consider:

- what happened
- contributing factors
- emergency response
- communication
- training
- equipment
- lessons learned.

Recommendations should be implemented without unnecessary delay.

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## 57. Near Miss Review

Near misses provide valuable opportunities to strengthen procedures.

Examples include:

- allergen almost served
- medication almost forgotten
- incorrect information identified before use
- unsafe practice corrected before exposure.

Near misses should be recorded and reviewed to identify trends and the headteacher / Allergy Leads informed immediately.

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## 58. Annual Allergy Audit

The school will complete an annual allergy audit to assess compliance with this policy.

The audit should review:

- policy implementation

- staff training
- medication
- documentation
- educational visits
- catering
- communication
- incidents
- governance.

The findings should inform the annual policy review and school improvement planning.

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## 59. Equality and Inclusion

The school is committed to ensuring that pupils with allergies are not disadvantaged.

Reasonable adjustments will be considered in accordance with the Equality Act 2010.

The school will seek to ensure pupils with allergies can participate fully in:

- learning
  - clubs
  - educational visits
  - residential visits
  - sporting activities
  - celebrations
  - performances
  - wider school life.
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## 60. Bullying

The school recognises that pupils with allergies may be vulnerable to bullying or inappropriate behaviour.

Examples include:

- teasing
- threatening with allergens
- deliberate exposure
- exclusion
- misuse of medication.

Such behaviour will be treated seriously under the Behaviour Policy and Anti-Bullying Policy.

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## 61. Communication with Parents

The school values open communication with families.

Parents should:

- notify changes promptly
- attend reviews
- replace medication
- discuss concerns early.

The school will communicate promptly following:

- allergic reactions
  - medication use
  - changes to procedures
  - educational visits where additional planning is required.
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## 62. Data Protection

Allergy information constitutes special category personal data.

Information will be processed in accordance with:

- UK GDPR
- Data Protection Act 2018
- the school's Data Protection Policy.

Only those requiring information to safeguard pupils will have access.

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## 63. Policy Monitoring and Review

This policy will be reviewed:

- annually;
- following significant incidents;
- following changes in legislation or national guidance;
- where monitoring identifies improvements are required.

Minor operational updates may be authorised by the Headteacher between formal reviews where appropriate.

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## 64. Linked Policies

This policy should be read alongside:

- Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding & Child Protection Policy
- Behaviour Policy
- Anti-Bullying Policy
- SEND Policy
- Educational Visits Policy
- Accessibility Plan
- Equality Policy
- Food Safety Procedures.

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## Appendix A – Annual Allergy Compliance Checklist

The Headteacher/Named Allergy Lead should confirm annually that:

- ☐ Allergy Register is current.
- ☐ Individual Allergy Management Plans reviewed.
- ☐ Medication in date.
- ☐ Spare AAIs checked (where held).
- ☐ Staff training completed.
- ☐ New staff inducted.
- ☐ Educational visit procedures reviewed.
- ☐ Catering arrangements reviewed.
- ☐ Emergency procedures tested.
- ☐ Governors informed.

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## Appendix B – Educational Visit Allergy Checklist

Before departure confirm:

- ☐ Medication present.
- ☐ Spare medication present where applicable.

- ☐ Risk assessment completed.
  - ☐ Staff briefed.
  - ☐ Emergency contacts available.
  - ☐ Mobile phones available.
  - ☐ Local emergency facilities identified (where appropriate).
  - ☐ Parents informed of arrangements.
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## **Appendix C – Classroom Allergy Checklist**

Teachers should ensure:

- ☐ Allergy information available.
  - ☐ Medication accessible.
  - ☐ Food activities risk assessed.
  - ☐ Pupils supervised.
  - ☐ Tables cleaned.
  - ☐ Handwashing completed.
  - ☐ Rewards checked if food based.
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## **Appendix D – Catering Checklist**

- ☐ Allergen information current.
  - ☐ Staff aware of pupils.
  - ☐ Cross-contamination controls followed.
  - ☐ Menu changes communicated.
  - ☐ Cleaning procedures followed.
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## Appendix E – Allergy Incident Report

Record:

- Date
  - Time
  - Pupil
  - Location
  - Suspected allergen
  - Symptoms
  - Medication given
  - Ambulance called
  - Parent informed
  - Outcome
  - Follow-up actions
  - Staff completing report.
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## Appendix F – Near Miss Report

Include:

- Description
  - Potential consequences
  - Immediate action taken
  - Root cause
  - Lessons learned
  - Recommendations
  - Responsible person
  - Completion date.
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## Appendix G – Medication Monitoring Log

Include:

- Pupil name
  - Medication
  - Batch number (if recorded)
  - Expiry date
  - Date checked
  - Checked by
  - Parent notified
  - Replacement received.
-

## Appendix H – Training Record

Include:

- Staff name
  - Role
  - Allergy awareness training date
  - Practical AAI training date (where applicable)
  - Competency confirmed
  - Refresher due date.
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## Policy Approval

| Version | Date           | Approved By     | Review Due     |
|---------|----------------|-----------------|----------------|
| 1.0     | September 2026 | Governing Board | September 2027 |