BECKSTONE PRIMARY

Allergy Safety Policy



Contents

1. Policy Statement 2
2. Statutory Framework 3
3. Scope 3
4. Roles and Responsibilities 3
5. Identification of Pupils with Allergies 5
6. Individual Healthcare Plans (IHPs) 5
7. Preventing Exposure to Allergens 5
8. Medication 6
9. Staff Training 7
10. Emergency Response 8
11. School Trips and Off-Site Activities 8
12. Record Keeping and Incident Reporting 8
13. Inclusion and Equality 9
14. Monitoring and Review 9
References 9
Appendix - Allergy Risk Assessment 10

---

1. Policy Statement

Beckstone Primary School is committed to providing a safe, inclusive and supportive environment for all pupils, including those with allergies and at risk of anaphylaxis. The school recognises its duty to safeguard and promote the welfare of all children and to make appropriate arrangements to support pupils with medical conditions and allergies.

The school aims to:

- Reduce the risk of exposure to known allergens.
- Ensure staff are trained to recognise and respond to allergic reactions.
- Support pupils with allergies to participate fully in school life.
- Maintain effective communication with parents, carers and healthcare professionals.
- Ensure emergency procedures are in place and understood by all relevant staff.

---

2. Statutory Framework

This policy is based on:

- Department for Education (DfE) **Allergy Safety in Schools: Statutory Guidance (2026)**. [gov.uk], [assets.pub...ice.gov.uk]
- DfE **Supporting Pupils with Medical Conditions at School** statutory guidance. [gov.uk]
- Children and Families Act 2014.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974.
- Children's Wellbeing and Schools Act 2026 requirements relating to allergy safety in schools. [consult.ed...ion.gov.uk], [gov.uk]

---

3. Scope

This policy applies to:

- All pupils.
- All employees and volunteers.
- Contractors and visitors.
- School activities including educational visits, clubs, sports events and school transport where applicable. [assets.pub...ice.gov.uk], [gov.uk]

---

4. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure the school has an effective Allergy Safety Policy.
- Monitor implementation of the policy.
- Ensure appropriate resources are available.
- Ensure systems are in place to maintain Anaphylaxis Emergency 'KITT'
- Review incidents and lessons learned. [gov.uk], [assets.pub...ice.gov.uk]

Headteacher

The Headteacher will:

- Implement and monitor this policy.
- Ensure staff training is completed.

- Maintain allergy records and risk assessments.
- Remind parents of safety with regard to food coming in to school.
- Ensure suitable emergency arrangements are in place. [gov.uk], [gov.uk]

DSL & Deputy

The DSL & Deputy will

- Maintain allergy records & add evidence to document vault
- Implement, review and update IHPs & review/chase up medical evidence as appropriate.
- Add notes to CPOMS & MIS and inform all relevant staff
- Inform & liaise with Canteen staff

School Office

- School has contract with Kitt Medical (anaphylaxis emergency pen store) They ensure medication is always compliant and in date. All current staff and new staff have full training with their school induction.
- All staff are first aid trained on a 3-year cycle. EYFS and Extended Services staff hold the Paediatric First Aid qualification.

School Office & Caterers

- If a pupil has an allergy medical evidence is required before the following process takes place. The school office then liaises with the school catering company (Caterlink) who send out communication to the parents. The parent completes an Allergy and Intolerance form for their school meal. Caterlink will then create a paper menu for the child tailored to their allergy. Copy of their personalised allergy menu would be given to the school kitchen. School office to record on school management system to make all staff aware.
- The school kitchen is completely nut free. Any food supplied to the school for lunch or snacks is nut free.

All other staff

All staff will:

- Be aware of pupils with allergies.
- Follow Individual Healthcare Plans (IHPs).
- Attend allergy awareness training.
- Regularly update their online KITT training and this to be part of any induction.
- Respond appropriately to allergic reactions.
- Report concerns, incidents and near misses. [gov.uk], [assets.pub...ice.gov.uk]

Parents and Carers

Parents/carers are expected to:

- Inform the school immediately of any allergy diagnosis and provide written medical evidence.

- Provide prescribed medication and ensure it remains in date.
- Participate in developing and reviewing IHPs.
- Immediately notify the school of any changes in medical needs. [gov.uk], [gov.uk]

---

5. Identification of Pupils with Allergies

The school will identify pupils with allergies through:

- Admission forms.
- Medical information updates.
- Healthcare professionals' advice.
- Parent/carer communication.

Where required, an Individual Healthcare Plan will be developed and regularly reviewed. [gov.uk], [assets.pub...ice.gov.uk]

---

6. Individual Healthcare Plans (IHPs)

An IHP will normally be created for pupils whose allergy requires active management in school.

The IHP will include:

- Details of allergens.
- Signs and symptoms of reaction.
- Medication requirements.
- Emergency procedures.
- Storage location of medication.
- Contact information for parents/carers and healthcare professionals.

IHPs will be reviewed at least annually and whenever circumstances change. [gov.uk], [assets.pub...ice.gov.uk]

---

7. Preventing Exposure to Allergens

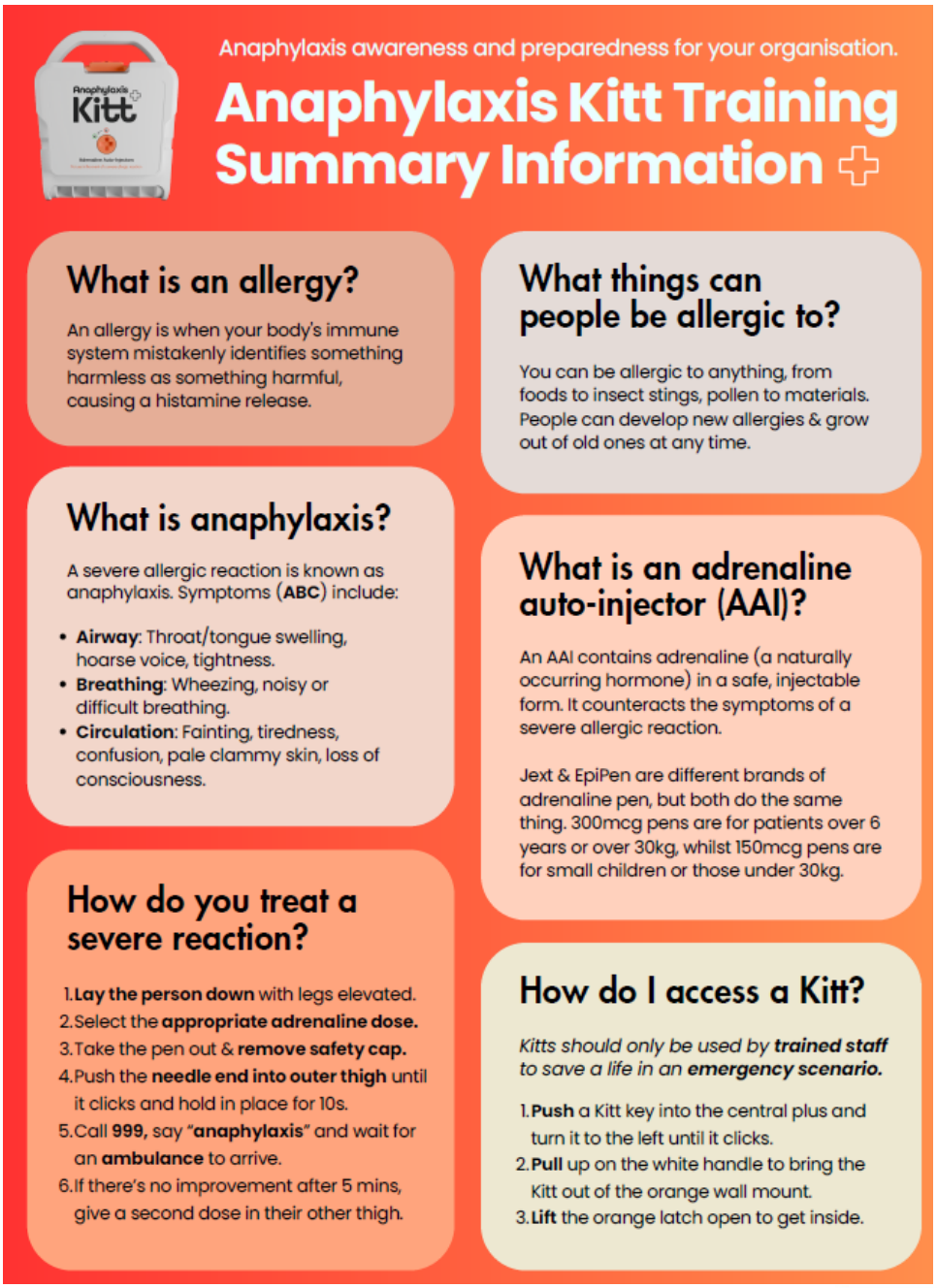


The school recognises that it is not possible to guarantee an allergen-free environment. However, reasonable measures will be taken to reduce risk. [assets.pub...ice.gov.uk]

These may include:

- Risk assessments for identified pupils.
- Clear communication with catering providers.
- Clear communication with parents via newsletters e.g. 'peanut free school'

- Awareness of allergens in curriculum activities.



- Appropriate supervision during meals and snacks.
- Hand washing before and after eating.
- Cleaning of dining and classroom surfaces.
- Careful management of educational visits and special events.



8. Medication

Adrenaline Auto-Injectors (AAIs)

Pupils prescribed AAIs should have access to them at all times. In addition the school has an anaphylaxis 'KITT':

The school will:

- Store medication safely while ensuring rapid access.
- Permit pupils to carry medication where appropriate.
- Check KITT website for records of expiry dates (replacements should be automatic under the KITT Medical contract).
- Maintain the Anaphlaxis 'KITT' which is housed on the wall in the School Office & complete check log in M:\Health & Safety\Office Medical Checks\KITT Medical





Medication must be clearly labelled and supplied by parents/carers.

---

9. Staff Training

The school will provide:

Whole Staff Training

Training covering:

- Allergy awareness.
- Recognition of symptoms.
- Emergency procedures.
- Use of adrenaline auto-injectors

Is available using the online KITT training packages. The training will also form part of the induction process.



Enhanced Training

Additional training will be made available in partnership with Health for staff who have direct responsibility for pupils with severe allergies.



Training records will be maintained by the school. [gov.uk], [assets.pub...ice.gov.uk]

---

10. Emergency Response

All suspected allergic reactions will be treated seriously.

Where anaphylaxis is suspected:

1. Administer an adrenaline auto-injector immediately.
2. Call 999 and request an ambulance stating "anaphylaxis".
3. Contact parents/carers.
4. Monitor the pupil continuously.
5. Administer a second AAI if symptoms persist and medical advice indicates this is necessary.

The **pupil must always be assessed by medical professionals following administration of adrenaline.** [assets.pub...ice.gov.uk]

---

11. School Trips and Off-Site Activities

Pupils with allergies will be enabled to participate fully in educational visits wherever reasonably possible. As a result:

- Pupils with known allergies who have prescribed medication need to have their medication available to them when out of school on a trip.
- All trip leaders need to take an anaphylaxis kit with them on the trip (there is a designated red back pack for trip leaders to take). They need to be accessible by mobile phone to all other trip adults.
- As a result of the above trips out need to be limited to the number of portable EpiPens the school has on any given day.

---

12. Record Keeping and Incident Reporting

The school will maintain records of:

- Allergy diagnoses.
- Individual Healthcare Plans.
- Staff training.
- Medication held in school.
- Allergic reactions.
- Near misses and lessons learned.

Serious incidents will be reviewed and actions identified to reduce future risk. [gov.uk], [assets.pub...ice.gov.uk]

---

13. Inclusion and Equality

No pupil will be excluded from activities solely due to an allergy unless a risk assessment demonstrates there is no safe alternative arrangement.

The school will make reasonable adjustments in accordance with the Equality Act 2010. [assets.pub...ice.gov.uk], [gov.uk]

---

14. Monitoring and Review

This policy will be:

- Reviewed annually.
- Reviewed following any significant allergy-related incident.
- Updated in line with statutory guidance and legislation.

References

- Department for Education, *Allergy Safety in Schools: Statutory Guidance* (July 2026). [gov.uk], [assets.pub...ice.gov.uk]
- Department for Education, *Supporting Pupils with Medical Conditions at School*. [gov.uk]

Appendix - Allergy Risk Assessment

Section 1: Risk Matrix (5x5)

Severity ↓ / Likelihood →	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
1 Insignificant	1	2	3	4	5
2 Minor	2	4	6	8	10
3 Moderate	3	6	9	12	15
4 Major	4	8	12	16	20
5 Severe	5	10	15	20	25

Section 2: Allergy Risk Assessment Table

Task/Activity	Hazards Identified	Persons at Risk	Initial Risk (L×S)	Control Measures	Residual Risk (L×S)	Notes/Actions
Food preparation and serving	Exposure to allergens	Pupils with allergies	20	Ingredient checks; trained staff; allergen procedures	8	Catering guidance followed
Packed lunches	Cross contamination	Pupils	15	Supervision and allergy-aware practice	6	Parent communication
Classroom activities	Food/craft allergens	Pupils & staff	12	Check materials and provide alternatives	4	Teacher approval
School trips	Unknown allergen exposure	Pupils & staff	16	Medication carried and staff briefed	8	Trip risk assessment

Medication management	Missing or expired medication	Pupils	20	Regular checks and trained staff	8	Termly audit
Anaphylactic reaction	Severe allergic response	Pupils	25	Emergency response plan and AAI use (KITT)	10	Review incident
Visitors/events	Food brought into school	Pupils	12	Allergen information shared	4	Monitor events
Cleaning routines	Residual allergens	Pupils & staff	12	Effective cleaning and handwashing	4	Routine checks
Staff awareness	Symptoms not recognised	Pupils	15	Annual training	6	Maintain records