

Allergy Safety Policy

Waddesdon Village Primary School – a *Pathway to Excellence*



Approved by:	Laura Forchione	Date: September 2026
Last reviewed on:	September 2026	
Next review due by:	September 2027	

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1. Introduction

The governing bodies of maintained schools, proprietors of academies and management committees of PRUs must “have regard to” this guidance when carrying out their statutory duty to put allergy safety policies in place.

To “have regard to” means to take account of the guidance and to carefully consider it. A decision not to comply with the guidance should be supported by a clear or justifiable reason. Where advice is flagged as good practice, it is non-statutory.

Early years settings and schools which offer provision for “young children” (from birth until the 1st September following their fifth birthday) should continue to apply the Statutory Framework for the Early Years Foundation Stage (EYFS).

The Governing Body of Waddesdon Village Primary School recognises that allergy is a significant and potentially life-threatening medical condition which can affect pupils, staff and visitors.

This policy has been developed in accordance with:

- Section 34 of the Children's Wellbeing and Schools Act 2026.
- Allergy Safety in Schools: Statutory Guidance (DfE July 2026).
- Supporting Pupils at School with Medical Conditions statutory guidance.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974.
- Food Information Regulations 2014.

The school is committed to creating an allergy-aware environment which minimises the risk of exposure to allergens whilst enabling pupils with allergies to participate fully in all aspects of school life. The school recognises that inclusion, wellbeing and safety are equally important objectives.

2. Responsibility and accountability

2.1 Governing Body

While schools do not need to have a named governor overseeing allergy safety, some schools do so as a matter of good practice.

The Governing Body will ensure:

- An Allergy Safety Policy is in place and reviewed annually.
- Suitable arrangements are established for pupils with allergy.
- Sufficient resources are available to implement this policy.
- Allergy risks are included within the school's risk management arrangements.
- Staff receive appropriate allergy awareness training.
- Appropriate emergency medication is available.
- Lessons are learned from incidents and near misses.
- The policy is published and communicated to parents, staff and pupils.

2.2 Headteacher

The Headteacher will ensure:

- Effective implementation of this policy.

- Appointment of a designated Allergy Lead.
- Adequate staffing and training arrangements.
- Appropriate Individual Healthcare Plans (IHCPs) are developed and reviewed.
- Emergency procedures are established and tested.
- Allergy issues are considered during visits, trips and activities.
- Records of pupils with allergies are maintained.

2.3 Designated Allergy Lead

The designated Allergy Lead will be:

Name: Debbie Arnaud in conjunction with Laura Forchione

Responsible for:

- Coordinating allergy arrangements.
- Maintaining allergy registers.
- Ensuring staff access to allergy registers (detailing a photograph, name and class of child, allergens, allergy, treatment and emergency response).
- Ensuring staff training is completed.
- Monitoring emergency medication.
- Reviewing incidents and near misses.
- Liaising with parents and healthcare professionals.
- Reviewing this policy annually.

2.4 Staff Responsibilities

All staff must:

- Be familiar with this policy.
- Know how to identify allergic reactions and anaphylaxis.
- Know the location of emergency medication.
- Follow Individual Healthcare Plans.
- Take reasonable steps to minimise exposure to allergens.
- Respond appropriately to emergencies.
- Report incidents and near misses promptly. Refer to page 60 of [Allergy safety in schools statutory guidance](#):
 - **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 an immediate and significant risk of harm, including situations requiring 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.

2.5 Parents and Carers

Parents are expected to:

- Inform the school of their child's allergy.
- Provide up-to-date medical information.
- Supply prescribed medication and replacement medication before expiry.
- Provide Action Plans issued by healthcare professionals if/when received.
- Participate in reviews of Individual Healthcare Plans.
- Inform the school promptly of any changes in medical condition.

2.6 Pupils

Where age and ability permit, pupils will be encouraged to:

- Understand and manage their own allergy.
- Carry their medication where appropriate.
- Follow agreed safety arrangements.
- Alert staff immediately if they feel unwell or experience symptoms.

3. Implementation

3.1 Allergy Awareness Training

The school will provide annual allergy awareness and emergency response training for all staff, via The National College, including:

- Teachers.
- Support staff.
- Catering staff.
- Supply staff.
- Volunteers.
- After-school club staff.

Training will include:

- Understanding allergy and allergic conditions.
- Food allergy awareness.
- Asthma and allergy risks.
- Recognising allergic reactions.
- Recognising anaphylaxis.
- Emergency response procedures.
- Administration of adrenaline devices.
- Use of emergency asthma inhalers.
- Understanding Individual Healthcare Plans.
- Preventing allergen exposure.

- Incident reporting procedures.

New staff will receive allergy awareness information as part of induction.

Any training must be Benedict's Law compliant such as [AllergyWise® School Training | CPD Accredited | Anaphylaxis UK](#)

Any visitors to the school will be given the 'School Protocols and Procedures' sheet on signing in. This includes safeguarding information, health and safety information including lock down and fire drill procedures and information on allergy safety.

3.2 Wellbeing and Inclusion

The school recognises that allergies can have a significant impact on emotional wellbeing.

The school will:

- Promote an inclusive environment.
- Provide reassurance through effective safety arrangements.
- Encourage pupil involvement in decisions affecting them.
- Prevent discrimination.
- Address allergy-related anxiety.
- Promote awareness amongst staff and pupils.

Signage will be placed around school to notify all members of our community of the allergens we have in school.

Bullying

The school will not tolerate bullying associated with allergies including:

- Deliberate exposure to allergens.
- Threats involving allergens.
- Derogatory comments.
- Exclusion from activities.

Incidents will be managed in accordance with the Behaviour and Anti-Bullying Policies.

3.3 Minimising Exposure to Allergens

The school will implement reasonable and proportionate measures to minimise allergen exposure.

This includes:

- Maintaining records of known allergens.
- Considering allergy risks during lesson planning.
- Assessing activities involving food.
- Considering allergens within science, art, DT and cookery lessons.
- Risk assessing animal visits and petting experiences.
- Ensuring cleaning arrangements minimise contamination risks.
- Considering airborne or contact allergens where relevant.

The school adopts an **allergy-aware approach** and does not rely solely on "nut-free" policies.

3.4 Food Allergy Management

The school will:

- Ensure allergen information is available for food provided.
- Work with catering providers to meet legal requirements.
- Minimise cross-contamination risks.
- Prohibit food sharing.
- Ensure food used during lessons and celebrations is appropriately risk assessed.
- Encourage clear labelling of packed lunches where necessary.
- Ensure pupils with allergies are not unnecessarily segregated from peers.

Reasonable adjustments relating to food provision will be recorded within Individual Healthcare Plans.

3.5 Identification of Individuals with Allergy

The school will maintain an up-to-date Allergy Register recording:

- Pupil name.
- Allergy type.
- Known allergens.
- Prescribed medication.
- Individual Healthcare Plan status.
- Allergy Action Plan status.

Information will be obtained from:

- Admission forms.
- Parents and carers.
- Previous educational settings.
- Healthcare professionals.

Information will be reviewed regularly and whenever circumstances change.

3.6 Individual Healthcare Plans (IHCPs)

An Individual Healthcare Plan will normally be developed where:

- A pupil's allergy impacts school life.
- There is risk of harm.
- Additional arrangements are required.

Plans will include:

- Allergy details.
- Known allergens.
- Medication requirements.
- Action Plans where available.
- Preventative measures.

- Support arrangements.
- Educational adjustments.
- Emergency procedures.
- School trip arrangements.

Plans will be reviewed:

- Annually.
- Following changes to medical advice.
- Following incidents or near misses.

3.7 Prescribed Adrenaline Devices

The school will ensure pupils at risk of anaphylaxis have rapid access to prescribed adrenaline devices at all times.

Where appropriate:

- Pupils will carry their own devices.
- Medication will accompany pupils during activities and visits.
- Medication will be accessible within five minutes.

Parents will be responsible for ensuring medication remains in date.

3.8 Spare Adrenaline Devices

The school will maintain spare Adrenaline Auto-Injectors (AAls) in accordance with national guidance.

Spare AAls will:

- Be stored in pairs.
- Be clearly marked.
- Remain accessible and unlocked.
- Be checked monthly for expiry.
- Be located so that no child is more than five minutes from emergency adrenaline. Consider keeping more than one set for larger sites.

Emergency Anaphylaxis Kits

Location(s):

- In the white, unlocked cupboard in the Medical Room in a small green pouch labelled 'Emergency Anaphylaxis kit' located in the red 'EPIPEN' bag.

Contents:

- Spare AAls.
- Emergency instructions.
- Accident book.
- Emergency contact information.

Our emergency anaphylaxis kits can be used in the following situations:

- **For diagnosed individuals:** When a pupil or person at risk is having an anaphylactic reaction, and their personal prescribed pen is misfired, damaged, expired, or cannot be accessed or administered quickly enough.
- **For unexpected emergencies:** Under UK law (Regulation 238 of the Human Medicines Regulations 2012), a spare device kept in a public setting like a school can be administered to *any* child or adult experiencing a sudden, unprescribed life-threatening allergic reaction.

3.9 Emergency Response

All staff will follow the principle:

"If in doubt, give adrenaline."

Where anaphylaxis is suspected:

1. Ensure red card is attached to your lanyard at all times.
2. Remove staff lanyard and give to a child who will act as a 'runner' to a staff member.
3. As a matter of urgency, receiving staff member to take labelled 'Epipen' bag to required area of the school with the 'runner child'
4. Administer adrenaline immediately.
5. Call 999 and state the emergency is '**child with anaphylaxis**'.
6. Inform parents/carers.
7. Monitor the individual continuously.
8. Administer a second dose after five minutes if symptoms persist.
9. Complete incident reporting procedures, in the accident book, as soon as possible thereafter.

The child or adult having the reaction must not be asked to walk to the medication.

Medication must be brought to them.

Staff-run after-school clubs:

Each half-term, Debbie Arnaud will provide a medical register for staff. This list will include a photograph of the child, their medical condition, symptoms and treatment.

Should a reaction occur during a staff-run after-school club the above rules apply. A receiving adult (member of the school leadership team) will be on duty until 4.25pm when required.

Termly drills will occur to ensure staff can respond to an emergency situation safely and swiftly.

3.10 School Visits and Educational Activities

Pupils with allergies will not be excluded from visits, trips, residential or extracurricular activities solely because of their allergy.

Risk assessments will consider:

- Access to medication.
- Emergency procedures.
- Catering arrangements.
- Staff training.
- Location of medical facilities.

Trained staff will accompany relevant pupils.

3.11 Information Sharing and Confidentiality

The school will:

- Process allergy information in accordance with UK GDPR.
- Share information only where necessary to safeguard the pupil.
- Ensure relevant staff can access essential information.
- Balance confidentiality with safety requirements.

All health information will be treated as special category data [What is special category data? | ICO](#).

3.12 Serious Incidents and Near Misses

All allergy-related serious incidents and near misses will be:

- Recorded.
- Reported.
- Investigated.
- Reviewed for improvement opportunities.

Reports will include:

- Who was involved.
- What happened.
- Causes identified.
- Actions taken.
- Lessons learned.

The school adopts a "no blame" learning culture and will use incidents to improve practice.

4. Monitoring and Review

This policy will be:

- Reviewed annually.
- Reviewed following serious incidents or significant near misses.
- Evaluated following emergency drills.
- Amended to reflect legislative or guidance changes.

Approved by: Laura Forchione

Position: Headteacher

Date: September 2026

Review Date: September 2027

5. Additional information and useful contacts

Associated Documents

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Educational Visits Policy

- Behaviour and Relationships Policy
- Child Protection Policy
- Data Protection Policy
- Individual Healthcare Plan Template
- Allergy Action Plans
- Asthma Action Plans

Sources:

DfE Allergy Safety in Schools Statutory Guidance (July 2026) and DfE Allergy Safety Policy Template [Allergy safety in schools - GOV.UK](#)

If you require further support please contact healthandsafety@buckinghamshire.gov.uk

Alternatively call the Health and Safety Team via the HR Support Line by calling 01296 382233 (option 6).

Appendix 1 – School wide poster

WADDESDON VILLAGE PRIMARY SCHOOL

**ALLERGENS
IN OUR SCHOOL**

Dairy – milk, cheese, butter...



Nuts



Eggs



Allergy Safety

Please be aware that we have children in school with severe allergies to dairy/milk, eggs and nuts.

If you suspect that a child is having an allergic reaction or may be experiencing anaphylactic shock, immediately follow the procedures set out in our Allergy Safety Policy.

WADDESDON VILLAGE PRIMARY SCHOOL

**SIGNS TO LOOK
FOR:**

S	T	I	R
Swelling	Tummy ache	Itchy	Rash
			

**ALERT AN ADULT
IMMEDIATELY**

Appendix 2 – Recognising anaphylaxis

Signs and symptoms include:

Mild-moderate allergic reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

ACTION:

- Stay with the child, call for help if necessary
- Locate adrenaline autoinjector(s)
- Give antihistamine according to the child's allergy treatment plan
- Phone parent/emergency contact



**Watch for signs of ANAPHYLAXIS
(life-threatening allergic reaction):**

- | | |
|-----------------------|---|
| AIRWAY: | Persistent cough
Hoarse voice
Difficulty swallowing, swollen tongue |
| BREATHING: | Difficult or noisy breathing
Wheeze or persistent cough |
| CONSCIOUSNESS: | Persistent dizziness
Becoming pale or floppy
Suddenly sleepy, collapse, unconscious |

IF ANY ONE (or more) of these signs are present:

1. Lie child flat with legs raised:
(if breathing is difficult, allow child to sit)
2. Use Adrenaline autoinjector* **without delay**
3. Dial 999 to request ambulance and say ANAPHYLAXIS



***** IF IN DOUBT, GIVE ADRENALINE *****

After giving Adrenaline:

1. Stay with child until ambulance arrives, do NOT stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement **after 5 minutes**, give a further dose of adrenaline using another autoinjector device, if available.

Anaphylaxis may occur without initial mild signs: **ALWAYS use adrenaline autoinjector FIRST in someone with known food allergy who has SUDDEN BREATHING DIFFICULTY** (persistent cough, hoarse voice, wheeze) – even if no skin symptoms are present.

Appendix 3 – School Protocol and Procedures

Safeguarding Guide for Visitors



Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, immediately inform the Headteacher. In their absence, immediately inform the Deputy Headteacher.

First Aid

If a child requires first aid assistance when in school, please alert a staff member.

Allergy Safety

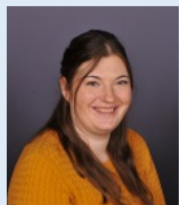
We are a 'no nuts' school.

Our Safeguarding Team

Miss Laura Forchione
Headteacher and DSL



Mrs Sarah Leslie
Deputy Headteacher and DDSL



A copy of the schools Safeguarding policy can be on our school website. A copy is also held in the School Office.

Keeping Ourselves Safe

- All visitors must sign in at the School Office on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival.
- Visitors should remain in the School Office until under the supervision of a designated member of staff.
- Mobile phones are not to be used whilst on the school site.
- Photographs are not to be taken unless by prior agreement.
- There is no smoking anywhere on the school site.
- Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words/actions differently.
- Report to staff any unacceptable behaviour.
- When working with a pupil(s) ensure you are visible to others.
- All visitors must sign out at the School Office.

Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge.

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding team immediately. They will offer advice and take appropriate action.

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability.

If a child discloses something to you:

- React Calmly.
- Listen carefully to the child.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements.
- Clarify and check your concern if you feel that you are not sure, by using, for example, 'tell (T), explain (E), describe (D)' but as soon as you believe that there might be a genuine issue, ask no further questions.
- Reassure the child that they are doing the right thing.
- Report to the School Office to contact DSL/DDSL.