Be the Best You Can,
Guided by God

Our four Christian values that guide us

LOVE

HONESTY RESPECT

RESILIENCE

# BOLNEY CEP SCHOOL

# Allergy Safety Policy

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| **Reviewed** | **Autumn 2026** |
| **Next Review** | **Autumn 2028** |

**Our Whole Child Vision:**

**Each child is unique. We partner with families to nurture the 'whole child' – by understanding their specific emotional, spiritual and learning needs – so children flourish.**
**Children leave us as fearless lifelong learners, ready to meet the world with self-confidence, curiosity and resilience.**

This vision has grown from our belief in the Bible verse:
***"Do for other people what you want them to do for you."***
Luke 6:31 International Children's Bible

Be the Best You Can,
Guided by God

# BOLNEY CE PRIMARY SCHOOL

# ALLEGY SAFETY POLICY

**1. Aims**

This policy aims to:

- Protect pupils, staff and visitors with allergies.
- Promote a culture of awareness and inclusion.
- Minimise exposure to known allergens.
- Ensure a rapid and effective response to allergic reactions and anaphylaxis.
- Define responsibilities for all stakeholders.
- Ensure compliance with statutory requirements.
- Support pupils' emotional wellbeing and participation in school life.

**2. Legislative Framework**

This policy has been developed with reference to **Statutory Guidance and Primary Legislation**

**3. Scope**

This policy applies to all stakeholders including wraparound care providers and visitors and trips.

**4. Definitions**

**Allergy**

A medical condition in which the immune system reacts abnormally to substances that are normally harmless.

**Allergen**

A substance capable of triggering an allergic reaction.

**Anaphylaxis**

A severe and potentially life-threatening allergic reaction affecting the Airway, Breathing and/or Circulation (ABC).

**Individual Healthcare Plan (IHP)**

A document detailing arrangements required to support a pupil with a medical condition or allergy.

**5. Roles and Responsibilities**

**Governing Body**

The Governing Body will:

- Ensure statutory compliance.
- Monitor implementation of this policy.
- Review serious incidents and near misses.
- Ensure appropriate resourcing.

**Headteacher**

The Headteacher will:

- Ensure policy implementation.
- Allocate responsibilities.
- Ensure staff training is completed.
- Monitor compliance.
- Lead incident investigations.

**Named Allergy Safety Lead**

The Allergy Safety Lead will:

- Maintain the allergy register.
- Coordinate Individual Healthcare Plans.
- Organise annual training.
- Monitor emergency medication.
- Ensure incidents are recorded.
- Lead policy review.

**Staff**

Staff will:

- Complete annual allergy awareness training.

- Read relevant healthcare plans.
- Follow emergency procedures.
- Report concerns immediately.
- Promote an allergy-aware environment.

**Parents and Carers**

Parents will:

- Inform school of allergies.
- Provide healthcare information.
- Supply prescribed medication.
- Inform the school of any changes.
- Ensure medication remains in date.

**6. Identification of Pupils with Allergies**

The school will:

**On Admission**

- Obtain medical information.
- Request Allergy Action Plans.
- Request Asthma Plans where relevant.
- Request Individual Healthcare information from previous settings.

**Ongoing**

- Maintain an allergy register.
- Update records promptly.
- Notify relevant staff of changes.
- Review arrangements as required.

Appropriate allergy information will be shared on a need-to-know basis in accordance with UK GDPR.

**7. Individual Healthcare Plans (IHPs)**

An IHP will be developed where:

- The allergy poses a risk of harm.
- The pupil requires additional arrangements.
- Specific support is needed to ensure full participation.

The IHP will:

- Be developed with parents.
- Include healthcare advice.
- Include emergency procedures.
- Attach Allergy Action Plans.
- Be reviewed annually.
- Be reviewed after any significant incident.

**8. Training**

Bolney CE Primary School will provide annual allergy awareness training for all staff.

Training will include:

**Understanding Allergy**

- Food allergies
- Asthma
- Hay fever
- Eczema

**Recognition of Reactions**

- Mild allergic reactions
- Moderate reactions
- Anaphylaxis

**Emergency Response**

- Use of Adrenaline Auto-Injectors
- Use of Emergency Asthma Inhalers
- Calling emergency services
- Incident reporting

New staff and supply staff will receive appropriate induction information.

**9. Creating an Allergy-Aware Environment**

Bolney CE Primary School operates as an **allergy-aware school**.

The school does not describe itself as "nut-free" because statutory guidance advises this may create a false sense of security. Instead, active risk management and awareness are promoted.

**Whole School Expectations**

- No sharing of food.
- No sharing of water bottles.
- Thorough handwashing before and after eating.
- Careful cleaning of eating surfaces.
- Awareness of allergens during curriculum activities.

**10. Food Management**

The school and catering team will:

- Comply with Food Information Regulations.
- Provide allergen information.
- Liaise with families.
- Manage cross-contamination risks.
- Review menu changes carefully.

Children with allergies will not be unnecessarily separated from peers at mealtimes.

**11. Curriculum Activities**

Staff will consider allergens when planning:

- Cooking
- Art
- Science
- Sensory activities
- Forest School

- Gardening
- Educational visits

Examples include checking ingredients used in:

- Play dough
- Bird seed
- Food packaging
- Craft materials
- Scientific investigations

**12. Medication**

**Pupil Medication**

Where appropriate, pupils may carry their own emergency medication.

Where this is not appropriate, medication will be stored in a clearly identified and readily accessible location.

Medication must never be locked away.

**Spare Adrenaline Auto-Injectors**

The school maintains spare AAIs in accordance with national guidance.

For a primary school this should include:

- 2 x Junior AAIs (150mcg)
- 2 x Standard AAIs (300mcg)

**Storage**

Spare AAIs are held:

- In a central location
- Clearly labelled
- Accessible at all times
- Stored within expiry dates

The recommended primary school arrangement is shown below:

**Emergency Asthma Inhaler**

The school maintains an emergency salbutamol inhaler and spacer in accordance with national guidance.

**13. Emergency Response**

**Mild / Moderate Reaction**

Staff will:

1. Stay with the pupil.
2. Follow the Allergy Action Plan.
3. Administer medication if authorised.
4. Contact parents.
5. Observe the pupil for at least 60 minutes.

**Suspected Anaphylaxis**

Staff will:

1. Administer adrenaline immediately.
2. Call 999.
3. Follow the Allergy Action Plan.
4. Remain with the pupil.
5. Contact parents.
6. Administer a second dose if required.

The school follows the statutory principle:

**"If in doubt, give adrenaline."**

Emergency response guidance:

**14. Educational Visits and Residentials**

No child will be excluded from a visit because of an allergy.

Staff will:

- Complete risk assessments.
- Ensure access to medication.

- Identify trained staff.
- Brief trip leaders.
- Review food provision.
- Ensure emergency procedures are understood.

**15. Wellbeing and Inclusion**

The school recognises the emotional impact allergies can have.

We will:

- Promote understanding and awareness.
- Address allergy-related bullying.
- Provide reassurance and support.
- Encourage pupil voice.
- Foster a culture of inclusion.

Any behaviour intended to threaten, intimidate or exclude a pupil because of their allergy will be treated as bullying.

**16. Recording Incidents and Near Misses**

A record will be kept of:

- Allergic reactions.
- Anaphylaxis.
- Near misses.
- Medication administration.
- Emergency service attendance.

Records will include:

- Who was involved.
- What happened.
- Actions taken.
- Outcome.
- Lessons learned.

Serious incidents will be reviewed by senior leaders and reported to governors where appropriate.

**17. Information Sharing**

Information will be shared with:

- Relevant teaching staff.
- Support staff.
- Midday Meals Supervisors.
- Breakfast and After-School Club staff.
- Trip leaders.

Information sharing will comply with UK GDPR requirements.

**18. Unacceptable Practice**

The school will not:

- Restrict access to emergency medication.
- Ignore medical advice.
- Exclude pupils unnecessarily.
- Require parents to attend school to administer emergency medication.
- Penalise pupils for medical-related absences.
- Send a pupil experiencing an allergic reaction alone to seek help.

**19. Monitoring and Review**

This policy will be:

- Reviewed annually.
- Reviewed after any serious incident.
- Reviewed following updated guidance.

The governing body will receive monitoring information as part of its safeguarding and health and safety oversight.

**APPENDICES**

**Individual Healthcare Plan (IHP)** Written by a Health Care Professional

**Parent Consent Form**

**Near Miss Records**