

Allergy Safety Policy

Approved by: Paul Thirkettle
(Chair of Governors) **Date:** September 2026

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1. Aims

This policy aims to:

- Set out our school's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community
- St Giles School is committed to creating a culture in which pupils with allergies can participate fully, safely and confidently in all aspects of school life. The school recognises that effective allergy management is both a health and safeguarding responsibility and will take all reasonable steps to minimise avoidable risk while promoting inclusion, wellbeing and educational participation.

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on [allergy safety in schools](#) and [supporting pupils with medical conditions at school](#), the Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#), and the following legislation:

- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

3. Roles and responsibilities

3.1 The Governing Board

The governing board is responsible for ensuring:

- Risks relating to pupils with allergy are included in the risk register and actively managed
- The school has an allergy safety policy which sets out:
 - Arrangements to reduce the risk of individuals coming into contact with their known allergens
 - Emergency response plans for cases of anaphylaxis

The governing board delegates the day-to-day implementation of this policy to the allergy safety lead.

- The governing board will receive regular reports relating to significant allergy incidents, episodes of anaphylaxis and identified near misses.
- Lessons learned from incidents will be reviewed and used to strengthen school procedures, staff training and risk management arrangements.
- The governing board will monitor the effectiveness of allergy safety arrangements through the annual review of this policy.

3.2 Allergy safety lead

The nominated Allergy Safety Lead is **Tony Carlin, Director of Finance and Operations**.

They are responsible for:

- Implementing this Allergy Safety Policy.

- Reviewing the Allergy Safety Policy at least annually, updating it when necessary and ensuring that it is published.
- Promoting and maintaining allergy awareness across the school community.
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (ADs).
- Ensuring that:
 - All allergy information is up to date and readily available to relevant members of staff.
 - All pupils who require support with allergies have an up-to-date Individual Healthcare Plan (IHP).
 - All pupils with a known food or insect sting allergy have up-to-date Allergy Action Plans issued by a medical professional.
 - All staff receive regular allergy awareness training.
 - All staff are aware of the school's policy and procedures regarding allergies.
 - Relevant staff are aware of activities that require an allergy risk assessment.
 - Serious incidents and near misses relating to allergy safety are recorded and reported appropriately, and that the following are considered and shared with staff:
 - Lessons learned.
 - Any potential changes to the Medical Conditions Policy, Allergy Safety Policy and/or an Individual Healthcare Plan (IHP).
- Ensuring that significant allergy incidents, episodes of anaphylaxis, near misses and lessons learned are reported to the Governing Board as part of the school's monitoring and review arrangements.

3.3 Headteacher

The headteacher is responsible for:

- Ensuring that this Allergy Safety Policy is implemented consistently across the school.
- Supporting the Allergy Safety Lead in maintaining effective allergy safety arrangements.
- Ensuring that all pupils with allergies are supported in accordance with their Individual Healthcare Plans (IHPs).
- Ensuring that adequate staffing, resources and training are in place to support the effective management of allergies and allergic reactions.
- Promoting a culture of inclusion, wellbeing and safety for pupils with allergies.
- Ensuring that allergy safety is considered as part of the school's wider safeguarding, health and safety, and medical needs arrangements.
- Supporting the investigation and review of significant allergy incidents, episodes of anaphylaxis and near misses where appropriate.
- Working with the Governing Board and the Allergy Safety Lead to ensure ongoing compliance with statutory guidance and the school's allergy safety procedures.

3.4 Designated Staff Responsible for Emergency Medication

Tony Carlin, Director of Finance and Operations, and Kelly Whiting (Deputy Headteacher) are responsible for:

- Checking that spare adrenaline auto-injectors (AAIs) are present and in date on a monthly basis.
- Ensuring that replacement AAIs are obtained before expiry dates are reached.

- Maintaining records of medication checks and expiry dates.
- Ensuring that spare AAls are stored safely and remain readily accessible in accordance with the school's procedures.
- Reporting any concerns regarding the availability, storage or condition of emergency medication to the Allergy Safety Lead.
- Ensuring that emergency medication accompanies pupils on educational visits and off-site activities where required.
- Supporting the review of emergency medication arrangements following an incident, episode of anaphylaxis or near miss.
- Liaising with relevant staff to ensure that medication is replaced promptly following use.

3.5 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils.
- Maintaining awareness of the school's Allergy Safety Policy and procedures.
- Being able to recognise the signs of severe allergic reactions and anaphylaxis.
- Being aware of specific pupils with allergies in their care.
- Reducing the risk of pupils with known allergies coming into contact with known allergens.
- Ensuring the wellbeing and inclusion of pupils with allergies.
- Reporting any allergic reaction or case of anaphylaxis to the Allergy Safety Lead.
- Following Individual Healthcare Plans (IHPs), Allergy Action Plans and emergency procedures, where applicable.
- Participating in allergy awareness and emergency response training as required.
- Ensuring that allergy-related concerns, incidents and near misses are reported promptly and in accordance with school procedures.
- Taking reasonable steps to minimise allergen risks during classroom activities, enrichment activities, educational visits and off-site activities.
- Supporting pupils to develop an age-appropriate understanding of allergy safety and risk management.
- Working collaboratively with parents, carers and relevant professionals to support pupils with allergies where required.
- Maintaining appropriate confidentiality whilst ensuring that relevant information is shared with staff who need to know in order to keep pupils safe.

3.6 Parents/carers

Parents/carers are responsible for:

- Being aware of the school's Allergy Safety Policy.
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis.
- If required, providing their child with two in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamines and other prescribed medication, and ensuring these are replaced in a timely manner.
- Following the school's guidance on food brought in to be shared.
- Updating the school on any changes to their child's condition.

- Providing the school with updated medical advice, Allergy Action Plans and other relevant healthcare information as required.
- Working in partnership with the school to support the effective management of their child's allergies.
- Responding promptly to requests for information relating to their child's allergy management and healthcare needs.
- Ensuring that emergency contact details remain accurate and up to date.
- Informing the school immediately if their child experiences a significant allergic reaction, receives a new diagnosis, is prescribed new medication or if their healthcare needs change.
- Supporting their child, where appropriate, to understand and manage their allergies safely.

3.7 Pupils with allergies

Where appropriate and in accordance with their age, level of understanding and individual needs, pupils will be encouraged to:

- Participate in allergy awareness activities appropriate to their developmental level.
- Follow support and safety arrangements put in place by staff.
- Inform a member of staff if they feel unwell, where they are able to do so.
- Develop an age-appropriate understanding of personal safety and health needs.
- Cooperate with agreed medical and healthcare arrangements.

For pupils with PMLD, SLD or significant communication needs, responsibility for allergy management will remain with appropriately trained adults, in accordance with the pupil's Individual Healthcare Plan (IHP), Allergy Action Plan and agreed support arrangements.

3.8 Pupils without allergies

Where appropriate and in accordance with their age, level of understanding and individual needs, pupils without allergies will be encouraged to:

- Develop an awareness of allergies and the impact they can have on others.
- Follow staff instructions relating to allergy safety.
- Avoid sharing food, drinks or medication with other pupils.
- Respect the needs of pupils with allergies and help to promote an inclusive and supportive environment.
- Report concerns to a member of staff where they are able to do so.

Where appropriate, older pupils and those with the capacity to do so may be encouraged to support allergy awareness and seek assistance from staff in the event of a medical emergency.

4. Identifying individuals at risk

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances such as nickel, latex and some chemicals.

- Food allergy, which can cause symptoms ranging from mild itching in the mouth to whole-body reactions, including anaphylaxis.
- Asthma, which may be triggered by airborne allergens.
- Allergy to insect stings and medicines.

4.1 Identifying pupils at risk

The school will identify pupils with known allergies through its admission, assessment and annual review processes.

We will:

- Obtain detailed medical information from parents/carers and relevant professionals before a pupil starts at St Giles School.
- Record all known allergies, dietary requirements, medication and emergency procedures as part of the pupil's Individual Healthcare Plan (IHP).
- Ensure that allergy information is reviewed as part of annual review meetings and whenever there is a significant change in a pupil's medical needs.
- Request updated medical information from parents/carers at least annually and whenever concerns arise.
- Work with parents/carers, healthcare professionals and other agencies, where appropriate, to ensure that allergy information remains accurate and up to date.
- Ensure that staff have access to relevant allergy information and emergency procedures in accordance with the school's information-sharing arrangements.
- Maintain an up-to-date register of pupils with allergies and any associated medication requirements.

Parents/carers are expected to notify the school immediately of any changes to their child's medical condition, allergy status, prescribed medication, dietary requirements or emergency healthcare arrangements. We ask that parents/carers proactively inform us in writing by email to office@st-giles.croydon.sch.uk if their child's medical needs change during the school year.

4.2 Identifying staff and visitors at risk

The school recognises that staff and visitors may also have allergies that require consideration in order to ensure their safety whilst on site.

We will:

- Ask new staff to provide details of any known allergies, anaphylaxis risks and emergency medication requirements as part of the pre-employment and induction process.
- Encourage existing staff to inform the school of any new allergy diagnoses or changes to existing medical conditions.
- Ask regular visitors, contractors, agency staff and volunteers to inform the school of any significant allergies or medical conditions that may require emergency support whilst on site.
- Ensure that relevant information is shared with appropriate staff where necessary to support health and safety arrangements.
- Make reasonable adjustments, where appropriate, to reduce the risk of staff and visitors coming into contact with known allergens.

- Ensure that emergency procedures are followed if a member of staff or visitor experiences an allergic reaction whilst on school premises.
- Encourage staff and visitors who have been prescribed adrenaline auto-injectors (AAIs) to have them available whilst on school premises.

4.3 Individual healthcare plans (IHP)

All pupils attending St Giles School have an Individual Healthcare Plan (IHP) which is developed in partnership with parents/carers and relevant healthcare professionals.

The IHP will set out any additional and/or specific arrangements required to support the pupil's health, medical, allergy and emergency care needs whilst attending school and participating in educational activities.

Where a pupil has a diagnosed allergy, suspected allergy or is identified as being at risk of an allergic reaction, the IHP will include:

- Details of known allergens.
- Information about previous allergic reactions and associated risks.
- Required control measures to reduce exposure to allergens.
- Details of prescribed medication and emergency treatment.
- Emergency response procedures.
- Any reasonable adjustments required to support the pupil's participation in school life.
- Reference to any Allergy Action Plan or Asthma Action Plan provided by healthcare professionals.

It is not necessary for a pupil to have a formal diagnosis of allergy for appropriate support arrangements to be put in place. The school will take account of medical advice, symptoms, parental information and professional recommendations when determining support arrangements.

IHPs will be reviewed at least annually by NHS staff and more frequently where a pupil's medical or allergy needs change. Reviews may also take place following an allergic reaction, significant incident or near miss.

Where a pupil transfers to another school or educational setting, relevant healthcare information and the IHP will be shared as part of the transition process, in accordance with information-sharing and data protection requirements.

4.4 Allergy and asthma action plans

All pupils who have a known allergy to food, insect stings or other identified allergens should have an appropriate Allergy Action Plan issued by NHS healthcare professional.

All pupils who have asthma should have an Asthma Action Plan issued by a healthcare professional.

These plans should include relevant medical information and parental consent for staff to administer emergency medication, including adrenaline for anaphylaxis and a reliever inhaler in the event of an asthma attack.

The Allergy Action Plan and/or Asthma Action Plan will be attached to, or referenced within, the pupil's Individual Healthcare Plan (IHP).

Whenever an Allergy Action Plan or Asthma Action Plan is updated, the pupil's IHP will be reviewed and updated accordingly.

The school will ensure that relevant staff have access to current Allergy Action Plans and Asthma Action Plans and are familiar with the emergency procedures detailed within them.

4.5 Register of pupils with known allergies

This section should be read alongside the school's Supporting Pupils with Medical Conditions Policy and Individual Healthcare Plan (IHP) procedures.

The school maintains an up-to-date register of pupils with known allergies. The register includes:

- Known allergens and risk factors for anaphylaxis.
- Details of any prescribed adrenaline devices (ADs), including the type and dosage.
- Details of other relevant allergy-related medication.
- Confirmation of parental consent for the administration of emergency medication, where required.
- A photograph of each pupil, where appropriate and with parental consent, to support identification during an emergency.
- Details of any Allergy Action Plan and/or Asthma Action Plan.

The register is stored securely and is readily accessible to relevant members of staff who may need to respond to an emergency. Relevant allergy information is also available to staff through the school's medical information and Individual Healthcare Plan (IHP) systems.

The Allergy Safety Lead is responsible for ensuring that the register remains accurate and is reviewed regularly.

Where pupils have been prescribed adrenaline devices, arrangements for storage and access will be determined in accordance with their Individual Healthcare Plan (IHP), level of need and ability. The school recognises that many pupils may require medication to be stored safely and accessed by trained staff when needed.

5. Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Food preparation and food technology activities.(Cooking, baking and enrichment activities involving food ingredients).
- Science activities involving food or other potential allergens.
- Arts, crafts and sensory activities involving food products, food packaging or other known allergens.
- Educational visits and on and off-site activities.
- Activities involving animals or animal handling.

- Any other activity where exposure to a known allergen may occur.

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog or where animals are brought onto the school site.

Risk assessments will take account of the pupil's Individual Healthcare Plan (IHP), Allergy Action Plan, level of need, communication abilities and any medical advice provided by healthcare professionals.

Where required, risk assessments will be reviewed prior to activities taking place and following any allergy-related incident or significant change in a pupil's needs.

6. Minimising risk

6.1 Hygiene procedures

To minimise the risk of exposure to allergens and cross-contamination, St Giles School will implement the following measures:

- Pupils will be supported to wash their hands before and after eating, food-related activities and sensory activities involving food products.
- Staff will support pupils with personal hygiene where required in line with their individual needs and care plans.
- Sharing of food, drinks, food containers, eating utensils or medication will not be permitted.
- Food and drinks brought into school will be managed in accordance with individual pupil allergy requirements and school procedures.
- Pupils will have clearly identifiable drinking bottles, containers and lunch items where appropriate.
- Lunch boxes and food items provided for pupils with allergies will be clearly labelled where necessary.
- Tables, work surfaces, equipment and sensory resources used for food-related activities will be cleaned appropriately before and after use.
- Staff will consider allergy risks when planning cooking, food tasting, sensory play, enrichment activities and curriculum activities involving food products.
- Where food is not directly provided by the school, parental engagement and permission will be sought in advance and in writing by the relevant teacher.
- Staff will follow individual pupil healthcare plans, allergy action plans and risk assessments when managing food-related activities.
- Appropriate infection prevention and hygiene procedures will be followed throughout the school day to reduce the risk of accidental allergen exposure.
- Any concerns regarding allergen contamination or accidental exposure will be reported immediately in accordance with the school's allergy safety procedures.

6.2 Catering

The school is committed to providing safe food options that meet the dietary, medical and allergy-related needs of pupils.

- Catering provider ensure that their staff receive appropriate allergy awareness training and are made aware of pupils with allergies, dietary requirements and associated risk factors.
- The school will work closely with its catering provider to ensure that food preparation and service arrangements comply with relevant food safety and allergen legislation.
- School menus are available for parents/carers to view and include information about ingredients and allergens. Parents/carers are encouraged to discuss specific dietary requirements with the school and catering provider where necessary.
- Where changes are made to school menus, the school will ensure that dietary requirements, allergies and individual healthcare needs continue to be met.
- Food allergen information relating to the statutory allergens will be available in accordance with Food Standards Agency (FSA) requirements.
- Catering staff will understand how to identify allergens within food products and read food labels correctly.
- Catering staff will follow established hygiene, food preparation and storage procedures to minimise the risk of cross-contamination.
- Individual dietary requirements relating to allergies will be communicated appropriately to relevant staff involved in food preparation, food service and pupil supervision.
- Staff supervising meals and snacks will be aware of pupils with significant allergies and will take reasonable steps to reduce the risk of accidental exposure to allergens.
- Where appropriate, meals will be adapted in accordance with medical advice, Individual Healthcare Plans (IHPs), Allergy Action Plans and special dietary requirements.
- Any concerns relating to allergens, food safety or accidental exposure will be reported immediately in accordance with the school's allergy safety procedures.

6.3 Insect bites/stings

The school recognises that insect bites and stings may present a significant risk to some pupils with allergies.

To minimise the risk of insect bites and stings:

- Pupils will be supervised appropriately during outdoor activities.
- Pupils will wear suitable footwear when accessing outdoor areas where appropriate.
- Food and drinks consumed outdoors will be covered or supervised to reduce the risk of attracting insects.
- Outdoor eating areas will be monitored and maintained to minimise the presence of insects.
- Staff will remain aware of pupils who have known allergies to insect bites or stings and will follow Individual Healthcare Plans (IHPs) and Allergy Action Plans where applicable.
- Emergency medication will be readily available in accordance with the pupil's healthcare arrangements.
- Any suspected allergic reaction to an insect bite or sting will be managed in accordance with the school's emergency procedures.

6.4 Animals

The school recognises that animal contact can present allergy risks for some pupils and staff.

To minimise these risks:

- Risk assessments will be completed before planned activities involving animals.
- Parents/carers will be informed of activities involving animals where appropriate.
- All pupils will be supported to wash their hands after interacting with animals.
- Pupils with known animal allergies will have appropriate control measures identified through their Individual Healthcare Plan (IHP) and risk assessment.
- Where necessary, alternative arrangements will be made for pupils who are unable to take part safely in animal-related activities.
- Areas used for animal interaction will be cleaned appropriately following activities.
- Staff supervising animal activities will be aware of relevant allergy information and emergency procedures.
- Visiting therapy animals, guide dogs or other animals brought onto the school site will be risk assessed and appropriate precautions taken to minimise risks to pupils and staff with allergies.

6.5 Visits and trips

- No pupil will be excluded from participating in educational visits, on or off-site activities or trips solely because of an allergy where reasonable adjustments can be made to support their safe participation.
- The school will plan carefully for all visits and trips, ensuring that relevant staff are aware of pupils' allergies, healthcare needs and emergency procedures.
- A risk assessment will be completed for any pupil at risk of an allergic reaction or anaphylaxis before participation in an off-site activity, visit or residential experience.
- Risk assessments will take account of the pupil's Individual Healthcare Plan (IHP), Allergy Action Plan, medical needs, communication needs and any advice provided by healthcare professionals.
- Appropriate allergy information and emergency procedures will be shared with staff involved in the visit on a need-to-know basis.
- Emergency medication, including prescribed adrenaline devices (ADs), antihistamines and inhalers where required, will be readily available throughout the visit.
- Where pupils are unable to carry or manage their own medication, arrangements will be made for appropriately trained staff to carry and administer medication in accordance with the pupil's IHP and medical consent arrangements.
- At least one appropriately trained member of staff will accompany visits involving pupils at risk of anaphylaxis and will be able to respond appropriately in an emergency.
- The school will ensure appropriate staff-to-pupil ratios and medical support arrangements are in place, taking account of the individual needs of pupils attending the visit.
- Catering, food provision and allergen risks associated with the visit will be considered during the planning process.
- Appropriate measures will be taken in accordance with the school's adrenaline device (AD) procedures and other relevant medical protocols.
- Following any allergy-related incident occurring during a visit or trip, the school will review arrangements and update risk assessments and procedures where necessary.

7. Procedures for handling an allergic reaction

- All staff are trained to recognise the signs of both mild and severe allergic reactions (including anaphylaxis) and respond appropriately, seeking support from NHS professionals where necessary.
- Relevant NHS and school staff are trained in the administration of adrenaline to minimise delays in an emergency.
- If the pupil has an Allergy Action Plan, this must be followed.

- A spare school adrenaline device (AD) will only be used if:
 - The pupil does not have a prescribed AD.
 - The pupil's prescribed AD is not available or has misfired.

In the event of a suspected allergic reaction or anaphylaxis, staff will:

- Remain calm and reassure the pupil.
- Immediately summon assistance from a trained member of staff and/or an NHS professional where available.
- Follow the pupil's Individual Healthcare Plan (IHP), Allergy Action Plan and any emergency medical guidance available.
- Administer emergency medication, including adrenaline, where indicated and in accordance with training and the pupil's emergency care arrangements.
- Call 999 immediately if anaphylaxis is suspected, stating that anaphylaxis is suspected and providing details of any medication administered and at the advice of NHS nursing team.
- Inform the Headteacher, Allergy Safety Lead and parents/carers as soon as practicable.
- Ensure that a member of staff accompanies the pupil if they are taken to hospital and a parent/carer is not present.
- Record all allergic reactions, administration of medication, episodes of anaphylaxis and near misses in accordance with school procedures.
- Review the incident following the event and update risk assessments, Individual Healthcare Plans (IHPs) and procedures where necessary.

8. Adrenaline devices (ADs)

Following the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#), St Giles School's procedures for ADs, are as follows:

8.1 Prescribed ADs

Pupils who are prescribed adrenaline devices (ADs) must have rapid access to them at all times during the school day, when travelling to and from school, and whilst participating in on and off-site activities and educational visits.

The school recognises that many pupils may be unable to carry or manage their own medication independently. Therefore, arrangements for storing and accessing adrenaline devices will be determined according to each pupil's Individual Healthcare Plan (IHP), Allergy Action Plan and level of need.

Prescribed adrenaline devices will be:

- Stored in an appropriate location that is readily accessible to trained staff at all times.
- Kept no more than five minutes away from where they may be required.
- Stored in accordance with manufacturer guidelines.
- Protected from direct sunlight and extremes of temperature.
- Clearly labelled with the pupil's name and relevant medical information.

- Stored alongside, or with immediate access to, the pupil's Allergy Action Plan.

The school will ensure that appropriate arrangements are in place to maintain rapid access to prescribed adrenaline devices throughout the school day, including:

- During classroom activities.
- During lunch and break times.
- In specialist teaching areas.
- During physical activities and outdoor learning.
- During educational visits and off-site activities.
- During transport arrangements where required.

A copy of the pupil's Allergy Action Plan will be kept with, or readily accessible alongside, their prescribed medication so that staff can follow emergency procedures without delay.

The school will maintain records of:

- Pupils who have been prescribed adrenaline devices.
- The type and dosage of prescribed medication.
- The location of medication.
- Parental consent arrangements.
- Associated Allergy Action Plans and Individual Healthcare Plans.
- Medication expiry dates and replacement arrangements.

Parents/carers are responsible for ensuring that prescribed medication remains in date and for providing replacement medication when required. The school will notify parents/carers when medication is approaching its expiry date.

Where prescribed adrenaline devices are taken home, parents/carers are responsible for ensuring that the devices accompany the pupil when returning to school and remain available for educational visits and other activities.

8.2 Spare ADs and inhalers

The school will maintain spare adrenaline auto-injectors (AAIs) in accordance with current legislation and Department of Health and Social Care guidance. Where permitted by current guidance, spare AAIs may be used in an emergency when a pupil's prescribed device is unavailable, has misfired, or where emergency circumstances require their use.

The school recognises that only adrenaline auto-injectors may currently be purchased and held as spare emergency adrenaline devices. Any other forms of prescribed adrenaline medication will be managed in accordance with individual healthcare arrangements and current national guidance.

The Allergy Safety Lead is responsible for ensuring that sufficient spare adrenaline devices and, where applicable, emergency salbutamol inhalers are available, maintained and stored in accordance with national guidance.

Spare ADs and emergency inhalers will be obtained through approved pharmacy suppliers and purchased in accordance with current Department of Health and Social Care guidance.

The school will ensure that sufficient spare emergency medication is available to meet the needs of pupils and the operational requirements of the school site.

Spare ADs will be stored:

- In secure but readily accessible locations available to trained staff at all times.
- No more than five minutes away from where they may be required.
- In accordance with manufacturer storage instructions.
- Protected from direct sunlight and extremes of temperature.
- Clearly labelled as emergency school medication.
- Separately from individually prescribed medication to avoid confusion.

Tony Carlin, Director of Finance and Operations, and NHS Manager are responsible for:

- Checking monthly that spare adrenaline devices and emergency inhalers are present and in date.
- Maintaining records of medication checks and expiry dates.
- Obtaining replacement devices before expiry dates are reached.
- Ensuring that replacement medication is obtained promptly following use.
- Reporting any concerns regarding the storage, availability or condition of emergency medication to the Allergy Safety Lead.
- Ensuring that spare emergency medication is available for educational visits and off-site activities where required.
- Spare adrenaline devices will be kept in pairs to ensure a second dose can be administered if required.

8.3 Disposal

Adrenaline devices (ADs) can only be used once. Once an AD has been used, it will be disposed of in accordance with the manufacturer's instructions and relevant healthcare waste procedures (for example, in a sharps bin for collection and disposal by an approved provider).

Following use of an AD, replacement medication will be obtained as soon as reasonably practicable and the use of the device will be recorded in accordance with the school's medication and incident reporting procedures.

8.4 Using spare ADs in an emergency situation without prior consent

The [Human Medicines \(Amendment\) Regulations 2017](#) do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

The school will obtain advance consent from parents/carers or pupils for spare adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place.

However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

8.5 Use of ADs off school premises

The school recognises, that the majority of pupils at risk of anaphylaxis may be unable to carry or administer their own medication independently. Appropriately trained staff will be responsible for carrying and administering emergency medication in accordance with the pupil's Individual Healthcare Plan (IHP), Allergy Action Plan and agreed medical procedures.

Prior to any educational visit, off-site activity or residential trip, staff will ensure that:

- Appropriate risk assessments have been completed.
- Relevant staff are aware of pupils' allergies and emergency procedures.
- Prescribed adrenaline devices and other essential medication accompany the pupil.
- Spare adrenaline devices are available where required.
- Staff trained in the recognition and management of anaphylaxis attend the visit.
- Emergency contact details and healthcare plans are accessible throughout the visit.

Medication carried on educational visits and off-site activities will be stored and transported safely whilst remaining readily accessible in the event of an emergency.

Following any use of an adrenaline device during an educational visit or off-site activity, the incident will be reported and reviewed in accordance with the school's allergy safety procedures.

For educational visits, off-site activities and residential visits, a designated member of staff will be responsible for carrying and maintaining access to prescribed medication, Individual Healthcare Plans (IHPs), Allergy Action Plans and emergency contact information. Where required, spare adrenaline devices and emergency inhalers will also accompany the visit.

Medication and emergency equipment will remain readily accessible throughout the activity and will not be stored in locations that could delay access during an emergency.

9. Serious incidents and 'near misses'

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a pupil, 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.

9.1 Incident recording

The school will record serious incidents and 'near misses' relating to allergy safety as soon as is reasonably practicable. The incident will be recorded in the accident book, including the following information:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and pupils responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded
- Incidents and near misses will be recorded in the school's accident and incident reporting systems.
- The Allergy Safety Lead will be informed of all allergy-related incidents and near misses.
- Relevant information will be added to the pupil's Individual Healthcare Plan (IHP) where appropriate.
- Parents/carers will be informed of incidents involving their child as soon as reasonably practicable.
- Records will be stored securely in accordance with the school's data protection and records management procedures.

The school will approach serious incidents and near misses in a **'no blame' culture**, with the aim of identifying lessons learned and improving future practice.

9.2 Incident reporting

The parents/carers of a pupil will be notified of the incident or near miss as soon as reasonably practicable. Parents/carers will normally be contacted by telephone in the first instance. This may be followed by email and/or written communication where appropriate.

The school will share the report with the pupil's parents/carers and any other individual directly affected by the incident.

Those involved will be given the opportunity to discuss what happened and contribute their views to any lessons learned review. The school will confirm any findings arising from the review and outline any actions being taken as a result.

The school recognises that the effects of exposure to an allergen may not become apparent until a pupil has returned home. Therefore, incident reporting is not limited to school staff, and parents/carers and healthcare professionals are encouraged to inform the school of any delayed allergic reactions associated with school activities.

Staff will always share allergy-related incident reports with **Tony Carlin, Director of Finance and Operations / Allergy Safety Lead.**

Incident records will be stored securely in accordance with the school's Data Protection Policy, Record Management procedures and Individual Healthcare Plan (IHP) arrangements.

The allergy safety lead will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The school will also share the report with other agencies in the following circumstances:

- With the Health and Safety Executive (HSE): incidents which arise directly out of the way the school carried out a work activity which results in death or immediate hospitalization. For example, where a pupil has

suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff. [[how to make a RIDDOR report](#)]

➤ To the local authority: any allergen-related food safety incidents. [[how to report a food safety issue](#)]

In the event that the incident or 'near miss' was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

Significant allergy incidents, episodes of anaphylaxis, near misses and lessons learned will be reported to the Governing Board as part of the school's monitoring and review arrangements.

9.3 Learning from incidents

Following any serious allergy-related incident or near miss, the Allergy Safety Lead will undertake a review to identify contributory factors and any improvements required.

The review may consider:

- Whether existing control measures were followed.
- Whether staff training was sufficient.
- Whether communication arrangements were effective.
- Whether amendments are required to Individual Healthcare Plans.
- Whether changes are required to school procedures, catering arrangements or risk assessments.

Outcomes from reviews will be shared with relevant staff and, where appropriate, reported to the governing board.

The school will promote a culture of learning rather than blame and will use incidents and near misses as opportunities to continually improve allergy safety throughout the school.

10. Allergy awareness

10.1 Staff training

The school ensures that all staff expected to be present during times when pupils are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction.

This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It also includes catering staff and others who may oversee pupils at breakfast or after-school clubs. It does not include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

The school has purchased 'training pens' from EpiPen and Jext so staff can practise safely and be familiar with the differences.

The school will conduct at least one allergy safety drill annually. This is a simulated case of anaphylaxis to test staff responses without risk to any individual. The results of the drill will be recorded and used to inform the ongoing review of this policy.

Allergy awareness training will ensure that all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Understand the difference between food allergy, coeliac disease and food intolerance
- Know where to find information on allergy triggers
- Can identify the range of symptoms of allergic reactions
- Understand and can recognise anaphylaxis
- Know how to respond in an emergency, including:
 - Calling emergency services and informing parents/carers
 - How to locate and administer emergency medication
 - How to use the medication/device in an emergency
- Understand the impact allergy can have on a pupil's wellbeing
- Understand the school's allergy safety policy
- Know how to check whether an individual is on the record of those with known allergy, and how to use an allergy or asthma action plan
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss')
- Practical refresher sessions on the use of adrenaline auto-injectors will be undertaken regularly.
- Records of all allergy awareness training, emergency response training and allergy safety drills will be maintained by the school and monitored by the Allergy Safety Lead.
- Any learning identified following an incident or near miss will be incorporated into future staff training programmes.

10.2 Awareness of allergy safety policy

This Allergy Safety Policy will be published on the school's website and shared with parents/carers at the start of each school year.

All staff will be aware of and understand the policy as part of their allergy awareness training and induction arrangements.

The school will promote awareness of allergies through its curriculum, health education activities and daily practice, as appropriate to the age, communication needs and level of understanding of pupils.

Pupils will be supported to develop an age-appropriate understanding of personal health, safety and wellbeing through a range of accessible learning opportunities, including communication, sensory and experiential approaches where appropriate.

Staff will promote a culture of inclusion, respect and understanding, helping pupils to recognise that some individuals have allergies and medical needs that require additional support and consideration.

Information relating to allergy safety will also be shared with parents/carers, staff, volunteers and visitors where appropriate to help maintain a safe environment for all members of the school community.

11. Wellbeing

The school recognises that pupils with allergies and other complex medical needs may experience anxiety, distress or discomfort relating to their health needs and medical interventions.

St Giles School is committed to promoting the wellbeing, dignity and inclusion of all pupils and ensuring that appropriate support is available in relation to allergy management and medical needs.

Pupils with allergies will be supported through:

- A nurturing and inclusive school environment.
- Pastoral care and wellbeing support.
- Ongoing support from class teams and relevant healthcare professionals.
- Appropriate communication and reassurance based on the pupil's individual needs and level of understanding.
- Individual Healthcare Plans (IHPs), Allergy Action Plans and risk assessments that support safe participation in school life.
- Reasonable adjustments to help pupils access educational, social and enrichment activities safely.
- Measures to minimise the risk of exposure to allergens and ensure appropriate emergency response arrangements are in place.

The school will work closely with parents/carers, healthcare professionals and other relevant agencies to support the wellbeing and safety of pupils with allergies.

The school will respond to any instance of bullying, discrimination or inappropriate behaviour relating to a pupil's medical condition, disability or allergy in accordance with the Behaviour Policy, Anti-Bullying Policy and Equality objectives.

11.1 Wellbeing support following an incident or 'near miss'

The school recognises that an allergic reaction, anaphylaxis incident or near miss may have an emotional impact on pupils, families and staff.

Following an incident, appropriate support will be offered to those involved and consideration will be given to any additional support, reassurance or adjustments that may be required.

Where appropriate, Individual Healthcare Plans (IHPs), risk assessments and support arrangements will be reviewed following an incident or near miss.

12. Information sharing

Information relating to an individual's health is classified as special category personal data under UK GDPR and the Data Protection Act 2018.

The school will ensure that all allergy-related information is collected, stored, used and shared in accordance with the school's Data Protection Policy, Records Management Policy and relevant legislation.

Information will only be shared with staff, healthcare professionals and other individuals who need access to the information in order to support the health, safety and wellbeing of the pupil, member of staff or visitor concerned.

The school will ensure that relevant allergy information, Individual Healthcare Plans (IHPs), Allergy Action Plans and emergency procedures are readily available to staff who may need to respond to an allergic reaction or medical emergency.

All records relating to allergies, medication and healthcare needs will be stored securely and handled confidentially.

13. Monitoring arrangements

This policy will be monitored by the Allergy Safety Lead **Tony Carlin**

It will be reviewed at least annually and sooner where:

- A serious allergy-related incident occurs.
- A significant near miss occurs.
- Statutory guidance changes.
- Monitoring identifies a need for improvement.

The annual review will consider:

- Incident and near miss records.
- Feedback from staff, pupils and parents.
- Staff training records.
- Risk assessments.
- The effectiveness of emergency response arrangements.

Findings from the review will be reported to the governing board and used to inform continuous improvement of allergy safety across St Giles School.

14. Links to other policies

This policy should be read alongside the following school policies, procedures and guidance:

- Health and Safety Policy.
- Supporting Pupils with Medical Conditions Policy.
- Safeguarding and Child Protection Policy.
- Data Protection Policy.
- Behaviour Policy.
- SEND Policy.
- First Aid Policy.
- Administration of Medicines Policy.
- Food Safety and Catering Procedures.
- Risk Assessment Procedures.
- Intimate Care Policy.
- Lettings Policy, where activities involve the use of school premises by external organisations.