

# Allergy Safety and Anaphylaxis Policy

## A place where everyone belongs

**Our vision:** Templars - a place where everyone belongs; where everyone is proud to belong; and where everyone is welcomed, feels safe and strives to achieve their full potential.

**Our mission:** Every child. Every day. Every chance.

**Our values:** Care, Respect and Honesty.

### DOCUMENT CONTROL

|                                        |                                                                                                         |
|----------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Document status</b>                 | Statutory / Governing Body policy                                                                       |
| <b>Policy owner</b>                    | Headteacher                                                                                             |
| <b>Operational lead</b>                | Kerri Davies                                                                                            |
| <b>Approved by</b>                     | Governing Body                                                                                          |
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*Safeguarding and equality are considered throughout the implementation of this document.*

## **1. Purpose**

Templars Primary School is committed to providing a safe, inclusive environment for pupils, staff and visitors with allergies.

Allergy can range from mild symptoms to severe, life-threatening anaphylaxis. The school recognises that:

- any child may experience an allergic reaction;
- some children will have known allergies;
- some children may experience their first allergic reaction while at school;
- anaphylaxis can develop rapidly and requires immediate treatment; and
- effective allergy management depends on awareness, individual planning, reducing exposure to known allergens and a prompt emergency response.

This policy sets out the school's arrangements for:

- identifying pupils with allergies;
- reducing the risk of exposure to known allergens;
- ensuring individual needs are properly planned for;
- staff training;
- management of prescribed and spare adrenaline auto-injectors;
- emergency response;
- catering and food management;
- school trips and activities;
- inclusion and wellbeing;
- reporting and learning from incidents and near misses; and
- working with parents, healthcare professionals and pupils.

The DfE's 2026 statutory guidance requires schools to have a dedicated allergy safety policy covering these areas.

## **2. Legal and Statutory Framework**

This policy has regard to:

- section 100 of the Children and Families Act 2014;
- section 34 of the Children's Wellbeing and Schools Act 2026;
- Department for Education statutory guidance, *Allergy Safety in Schools*;
- statutory guidance on supporting pupils with medical conditions at school;
- the Equality Act 2010;
- the Health and Safety at Work etc. Act 1974;
- the Education Act 2002;
- the Early Years Foundation Stage statutory framework where applicable;
- Keeping Children Safe in Education;

- the Human Medicines Regulations 2012, as amended; and
- relevant food-allergen legislation and Food Standards Agency guidance.

The 2026 legislation requires maintained schools to have an allergy safety policy, publish it and keep it under review.

### **3. Definitions**

**Allergy** is an abnormal immune response to a normally harmless substance, known as an allergen.

Allergens may include:

- foods;
- medicines;
- insect stings;
- latex;
- pollen;
- animals;
- dust mites;
- moulds; and
- other contact or airborne allergens.

**Anaphylaxis** is a potentially life-threatening allergic reaction which may affect the airway, breathing and/or circulation.

**Food intolerance** is different from food allergy and does not involve the same immune response.

**Coeliac disease** is also distinct from food allergy and requires its own appropriate dietary management.

The school recognises that **any food can cause an allergic reaction**. Food law identifies 14 allergens which require particular labelling, including peanuts, tree nuts and sesame.

### **4. Allergy-Aware Approach**

Templars Primary School operates an **allergy-aware environment**.

We do not describe the school as completely “nut-free” because it is not possible to guarantee the absence of every allergen, and such wording may create a false sense of security.

However, because nuts are a common cause of severe allergic reactions, the school **discourages pupils, staff and visitors from bringing nuts and foods containing nuts into school**.

Examples include:

- packets of nuts;

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- peanut or nut butters;
  - foods where nuts are a listed ingredient; and
  - homemade foods containing nuts.

Where an individual pupil's risk assessment identifies that further restrictions are necessary, additional measures will be put in place.

Foods carrying precautionary labels such as **“may contain nuts”** will not automatically be prohibited across the whole school. Their suitability will be considered in the context of individual pupils' allergies, risk assessments and catering arrangements.

Current DfE guidance specifically recommends an allergy-aware rather than blanket nut-free approach.

## **5. Roles and Responsibilities**

### **Governing Board**

The Governing Board will:

- ensure the school fulfils its statutory allergy-safety duties;
- approve and review this policy;
- ensure a named senior leader is responsible for implementation;
- ensure appropriate training and resources are available;
- receive information about serious allergy incidents and near misses where required; and
- hold leaders to account for effective implementation.

### **Headteacher / Named Senior Leader**

The named senior leader will:

- oversee implementation of this policy;
- ensure pupils with allergies are appropriately identified;
- coordinate arrangements for Individual Healthcare Plans where required;
- ensure training takes place;
- ensure emergency medication arrangements are robust;
- ensure spare adrenaline auto-injectors are stocked, checked and accessible;
- liaise with catering staff, parents and healthcare professionals;
- oversee serious incident and near-miss review; and
- ensure this policy is reviewed at least annually.

Current statutory guidance expects a **named senior leader** to have responsibility for allergy safety.

### **All Staff**

All staff are responsible for:

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- completing required allergy-awareness training;
  - knowing how to recognise an allergic reaction and anaphylaxis;
  - knowing how to summon help and access emergency medication;
  - following pupils' Individual Healthcare Plans and Allergy Action Plans;
  - reducing avoidable exposure to known allergens;
  - following food and hygiene arrangements;
  - taking reasonable care during lessons, activities, trips and events; and
  - reporting allergy-related incidents or near misses promptly.

## **6. Identifying Pupils with Allergies**

Parents and carers must inform the school of:

- diagnosed allergies;
- suspected allergies;
- previous allergic reactions;
- prescribed medication;
- changes in diagnosis or treatment; and
- relevant healthcare advice.

The school will gather allergy information:

- on admission;
- when a diagnosis is first disclosed;
- when information changes; and
- during annual review processes.

Information about a pupil's allergy will be shared with staff who need it in order to keep the pupil safe.

Records will be kept securely and handled in accordance with the school's Data Protection and Records Management policies.

## **7. Individual Healthcare Plans**

Any pupil whose allergy requires the school to make supportive arrangements should have those arrangements recorded through an **Individual Healthcare Plan (IHP)**.

The IHP should be developed collaboratively with:

- the pupil where appropriate;
- parents or carers;
- relevant school staff; and
- healthcare professionals where advice is available.

The plan should include, where appropriate:

- the pupil's allergens;

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- usual symptoms;
  - risk factors;
  - preventative measures;
  - medication;
  - where medication is stored;
  - whether and when the pupil carries their own medication;
  - emergency procedures;
  - arrangements for meals and snacks;
  - arrangements for PE, trips and activities;
  - how information will be shared; and
  - the pupil's Allergy Action Plan and/or Asthma Plan.

The DfE states that any child whose allergy requires supportive arrangements should have these captured through an IHP.

### **8. Allergy Action Plans**

Where a healthcare professional has provided an Allergy Action Plan, this should form part of the pupil's IHP and be accessible to relevant staff.

Action plans must be:

- current;
- clear;
- available in an emergency;
- reviewed following changes in the pupil's condition or treatment; and
- understood by staff responsible for the pupil.

### **9. Staff Training**

All staff who are present while pupils are on site will receive **allergy-awareness training at least annually**.

This includes, as applicable:

- teachers;
- teaching assistants;
- senior leaders;
- administrative staff;
- midday supervisors;
- breakfast and after-school club staff;
- catering staff;
- temporary and supply staff;
- agency staff;
- peripatetic staff; and

- 
- regular volunteers.

Training will include:

- what allergy and anaphylaxis are;
- how allergic reactions may occur;
- common signs and symptoms;
- the distinction between allergy, intolerance and coeliac disease;
- how to reduce the risk of exposure;
- how to respond to an allergic reaction;
- when and how to use an adrenaline auto-injector;
- how to access emergency medication;
- when to call 999; and
- the school's individual arrangements.

First-aid training alone is **not sufficient** as allergy-awareness training. The 2026 statutory guidance expects all pupil-facing staff to receive regular, at least annual allergy training.

Staff with responsibility for individual pupils may require additional training relating to that child's specific needs.

### **10. Reducing Exposure to Allergens**

The school will take reasonable and proportionate steps to reduce the risk of pupils being exposed to known allergens.

Measures may include:

- appropriate supervision at meal and snack times;
- discouraging sharing or swapping food;
- effective hand washing;
- appropriate cleaning of eating and preparation surfaces;
- managing seating or eating arrangements where required by an individual risk assessment;
- checking food and ingredient information;
- considering allergens when planning cooking, science, craft or sensory activities;
- preventing known allergens from being deliberately introduced into activities involving an at-risk pupil;
- careful management of celebrations and food brought into school;
- liaison with catering providers; and
- individual risk assessments where necessary.



The school will not rely solely on environmental bans as a substitute for individual planning, staff awareness and emergency preparedness.

### **11. Food Brought into School**

Parents and carers are asked to support the school's allergy-aware approach.

Food brought into school must not deliberately contain nuts where the school has communicated this expectation.

Parents should:

- follow any specific restrictions communicated by the school;
- check ingredient labels where appropriate;
- inform staff where they are unsure whether a food is suitable; and
- avoid sending food intended for sharing with other pupils unless this has been agreed with the school.

### **Homemade food**

Homemade food for general sharing will only be accepted where this is consistent with school arrangements and adequate allergen information can be provided.

Where the school cannot establish ingredients or allergen risk with sufficient confidence, the food will not be distributed.

### **12. Catering and School Meals**

The school will work with its catering provider to ensure that food-allergen requirements are met.

Catering arrangements will include:

- accurate allergen information;
- appropriate staff training;
- clear identification of pupils with food allergies;
- measures to reduce cross-contamination;
- appropriate communication between catering and school staff;
- procedures for checking meals before service where required by an IHP; and
- safe management of substitutions or menu changes.

The Food Standards Agency requires food providers to make allergen information available for the 14 regulated allergens.

The school will **not claim that meals or catering are completely free from traces of an allergen unless this can genuinely be guaranteed.**

### **13. Snacks, Celebrations and Food Rewards**

Staff should avoid unnecessary use of food as a reward.

Where food is provided for:

- celebrations;

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- curriculum activities;
  - parties;
  - seasonal events;
  - fundraisers; or
  - rewards,

staff must consider known allergies and check appropriate ingredient/allergen information.

No pupil should be excluded unnecessarily from a celebration or activity because of their allergy. Reasonable alternatives should be provided where possible.

#### **14. Prescribed Adrenaline Auto-Injectors**

Pupils prescribed adrenaline auto-injectors should have appropriate access to their medication at all times.

Arrangements should take account of:

- the pupil's age;
- independence;
- healthcare advice;
- their IHP; and
- the practical need for adrenaline to be available immediately in an emergency.

Emergency medication must **not be stored in a location that causes avoidable delay in an emergency.**

Staff must know where individual pupils' medication is kept.

Parents/carers are responsible for ensuring prescribed medication supplied to school is:

- in date;
- correctly labelled;
- replaced when used or expired; and
- consistent with the pupil's current prescription and healthcare plan.

#### **15. Spare Adrenaline Auto-Injectors**

Templars Primary School will maintain **spare adrenaline auto-injectors for emergency use.**

For a primary school, current statutory guidance recommends appropriate pairs of spare AAIs and requires that spare devices are kept in pairs and are available rapidly.

The school will ensure that:

- appropriate doses are stocked;

- spare devices are stored in pairs;
- they are clearly identified as school emergency devices;
- they are **readily accessible and not locked away**;
- they can be brought to a person experiencing anaphylaxis **within five minutes**;
- expiry dates are checked regularly;
- used or expired devices are replaced promptly; and
- safe disposal arrangements are followed.

The location of spare AAIs will be communicated to staff.

The school will determine the number and location of spare devices according to the size and layout of the site and the needs of pupils.

### **16. Use of Spare AAIs**

A spare school AAI may be used in accordance with the law and current national guidance.

In a life-threatening emergency, the priority is to administer adrenaline without unnecessary delay.

Prior written consent is **not legally required before a spare AAI can be used in an emergency to save a life**, although advance consent remains good practice where circumstances allow.

Staff must follow the emergency procedure and current training.

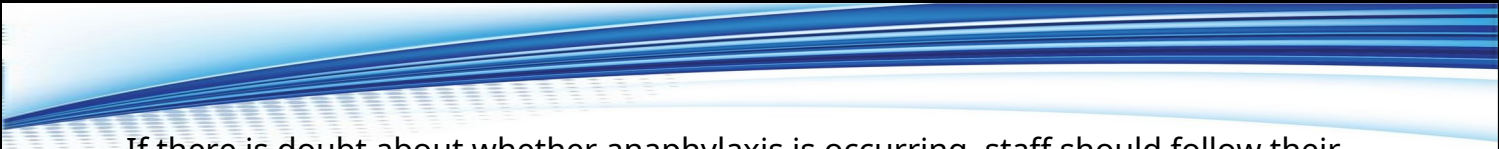
### **17. Emergency Response to Suspected Anaphylaxis**

**Anaphylaxis is a medical emergency.**

Staff must act immediately where anaphylaxis is suspected.

The emergency response will include:

1. **Administer adrenaline without delay** in accordance with the pupil's Action Plan and/or current training.
2. **Call 999 immediately** and state that anaphylaxis is suspected.
3. Keep the individual appropriately positioned and monitored in accordance with training.
4. Ensure a second AAI is immediately available if required.
5. Do not allow the pupil to stand or walk unnecessarily.
6. Inform parents/carers as soon as possible.
7. Send the pupil's IHP/Action Plan and relevant information with them where they are transported to hospital.
8. Record and report the incident.



If there is doubt about whether anaphylaxis is occurring, staff should follow their training and treat suspected anaphylaxis as an emergency.

National guidance emphasises prompt adrenaline administration followed by an immediate 999 call.

### **18. School Trips and Off-Site Activities**

Pupils with allergies must be enabled to participate in educational visits and activities wherever reasonably possible.

Planning must consider:

- the pupil's known allergens;
- catering arrangements;
- access to prescribed medication;
- spare emergency medication;
- staff competence;
- emergency medical access;
- travel;
- accommodation;
- communication with external providers; and
- any additional risk assessment required.

A pupil must not be excluded from a trip simply because they have an allergy where reasonable arrangements can enable safe participation.

The DfE expects allergy safety policies to set out how pupils with allergies will participate in school trips and external visits.

### **19. PE, Outdoor Learning and Other Activities**

Staff must consider allergy risk when planning activities such as:

- PE;
- outdoor learning;
- gardening;
- forest-school-style activities;
- cooking;
- sensory play;
- science;
- art and craft;
- animal visits; and
- seasonal activities.

Where an allergen is not essential to the activity, it should be avoided where it poses a known risk.

## **20. Inclusion and Wellbeing**

Pupils with allergies should be supported to:

- participate fully in school life;
- develop age-appropriate awareness of their allergy;
- become increasingly confident in managing their condition;
- ask adults for help;
- avoid unsafe food sharing; and
- understand their emergency medication where appropriate.

The school will seek to avoid:

- unnecessary exclusion;
- embarrassment;
- isolation;
- stigma;
- bullying; and
- inappropriate assumptions about a pupil's allergy.

Severe allergy may meet the definition of disability under the Equality Act 2010, depending on its effect on the individual.

## **21. Pupils' Responsibilities**

As appropriate to their age and understanding, pupils with allergies will be encouraged to:

- understand their known allergens;
- avoid sharing food;
- tell an adult immediately if they feel unwell;
- recognise familiar symptoms;
- carry or know the location of medication where appropriate; and
- contribute to their IHP and risk-management arrangements.

Other pupils will be taught to:

- respect allergy rules;
- avoid pressuring others to eat or share food;
- understand that allergies can be serious;
- tell an adult if someone becomes unwell; and
- support an inclusive school environment.

## **22. Parents and Carers**

Parents and carers should:

- provide accurate and current allergy information;
- provide prescribed medication as required;

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- ensure medication is in date;
  - notify school promptly of changes;
  - provide healthcare plans or specialist advice where available;
  - attend planning/review meetings where required;
  - support age-appropriate self-management by their child; and
  - comply with reasonable school measures designed to protect pupils with allergies.

### **23. Staff and Visitors with Allergies**

Staff and regular visitors are encouraged to inform the school where an allergy may require workplace or emergency arrangements.

Appropriate information will be shared only where necessary and with due regard to privacy and data protection.

Emergency arrangements for adults will be proportionate to the individual's needs and circumstances.

### **24. Serious Incidents and Near Misses**

The school will record and review **serious allergy-related incidents and near misses**.

A near miss is an event which did not cause harm but had clear potential to do so.

Following a serious incident or near miss, the school will:

- record what happened as soon as reasonably practicable;
- inform parents/carers promptly;
- notify the named senior leader;
- make any statutory or external reports required;
- review the relevant IHP, Action Plan and risk assessment;
- consider whether staff training or communication needs strengthening;
- identify any failures in systems or procedures;
- implement lessons learned; and
- report to the Governing Board as appropriate.

The 2026 statutory guidance expressly requires schools to record, report and learn from serious allergy incidents and near misses.

The purpose of review is **learning and prevention**, not automatic attribution of blame.

### **25. Information Sharing**

Relevant allergy information will be shared with staff who need it to keep pupils safe.

This may include:

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- teaching staff;
  - support staff;
  - midday supervisors;
  - catering staff;
  - breakfast/after-school staff;
  - supply staff;
  - trip leaders; and
  - external providers where required for the pupil's safety.

Information will be handled sensitively and in accordance with data-protection requirements.

## **26. Record Keeping**

The school will maintain appropriate records relating to:

- identified allergies;
- IHPs;
- Allergy Action Plans;
- medication;
- staff training;
- emergency AAI stock and expiry checks;
- incidents;
- near misses;
- communications with parents and healthcare professionals; and
- relevant risk assessments.

Records will be retained in accordance with the school's Records Management Policy and Record Retention Schedule.

## **27. Complaints**

Concerns about allergy arrangements should initially be raised with the school so that they can be addressed promptly.

Where a concern remains unresolved, parents/carers may use the school's Complaints Policy.

Nothing in this section prevents an urgent safeguarding or health-and-safety concern being raised immediately through the appropriate route.

## **28. Related Policies**

This policy should be read alongside:

- Supporting Pupils with Medical Conditions / Medical Needs Policy;
- First Aid Policy;
- Administration of Medicines Policy;

- Child Protection and Safeguarding Policy;
- SEND Policy;
- Educational Visits Policy;
- Health and Safety Policy;
- Food / School Meals procedures;
- Data Protection Policy;
- Records Management Policy; and
- relevant risk assessments and Individual Healthcare Plans.

## **29. Monitoring and Review**

The named senior leader will monitor implementation of this policy.

The policy will be:

- reviewed **at least annually**;
- reviewed following any serious allergy incident or significant near miss where this indicates that arrangements may need to change;
- updated when legislation or statutory guidance changes;
- made accessible to staff and parents;
- published on the school website; and
- promoted appropriately to pupils, staff and families.

The 2026 statutory guidance expects the allergy safety policy to be reviewed at least annually and published on the school's website.

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## **Appendix 1 – Emergency Anaphylaxis Quick Response**

**Suspect anaphylaxis if there is sudden difficulty involving Airway, Breathing or Circulation, with or without skin symptoms.**

### **ACT IMMEDIATELY**

#### **1. Give adrenaline.**

Use the person's prescribed AAI or an appropriate school spare AAI.

#### **2. Call 999.**

Say: **"Anaphylaxis."**

#### **3. Position safely.**

Follow current training. Do not allow the person to stand or walk around.

#### **4. Get the second AAI ready.**

#### **5. Stay with the person and monitor them.**

#### **6. Inform parents/carers.**

#### **7. Record and report the incident.**



Emergency arrangements must always follow the individual's Allergy Action Plan and current staff training.