Dunnington C of E VA Primary School

Allergy Policy

We Care, We Believe, We Succeed – Together

Our Christian Vision

'Encourage one another and build each other up' (1 Thessalonians 5: 11)

Our Vision is to place the child at the heart of everything we do. It is to work together, where everyone encourages each other to be a partner in learning.

We aim to provide a safe, happy, caring and stimulating community, where every child is given the opportunity to reach their true potential and to celebrate their successes. Within our learning environment, children will:

- develop a thirst for knowledge, they will be encouraged to raise questions and develop their thinking and learning skills.
- develop physically, emotionally and spiritually, ensuring they are equipped for the ever-changing and demanding world in which we live.

In our school we will:

- respect each other's beliefs
- care for each other and the environment
- connect with the wider community

In learning and teaching we will set high standards and aspire for excellence in everything we do, ensuring that our curriculum is relevant and purposeful. We are determined to create an inclusive culture of learning where all children are challenged in their thinking, discover their talents, achieve to the best of their abilities and become motivated and resilient life-long learners.

Policy Author	Monica Hogan McDonagh– Headteacher
Policy Approved by	Emma Daniell
Date Approved	September 2026
Signed By Chair of Governors (Emma Daniell)	
Review Date	September 2027

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1. Introduction and Purpose

This policy has been developed in line with Section 34 of the Children's Wellbeing and Schools Act 2026, which requires that LA-maintained schools must have an allergy safety policy.

At Dunnington C of E VA Primary School, we are committed to ensuring the safety and wellbeing of all pupils, staff and visitors with allergies. This policy sets out our approach to managing allergy risks and responding to allergic reactions, including anaphylaxis.

Our Christian values underpin our approach: We show compassion, respect and care for all members of our school community, ensuring that children with allergies can learn and thrive in a safe, inclusive environment.

Named Responsible Person

Monica Hogan McDonagh, Headteacher, has overall responsibility for allergy safety at our school, including:

- Driving the implementation of this policy
- Leading the annual review of the policy

- Ensuring staff receive appropriate training
- Maintaining records of pupils with allergies

Policy Review
This policy will be reviewed at least annually. It may be reviewed more frequently, particularly where incidents or "near misses" suggest areas for improvement. Any review will take account of incidents and "near misses" and seek to learn lessons from them.

The governing body will approve this policy and ensure it is readily accessible to parents and staff through our school website and in hard copy on request.

pg 7 location to be completed, and under management procedures the name/ role person to be filled for our site. Pg 10 add the name for reviewed by……

2. Culture and Awareness

2.1 Staff Training
All staff present during times when pupils are scheduled to be on site will receive allergy awareness training at least annually. This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It includes catering staff and others who may oversee children at breakfast or after school clubs.

At Dunnington C of E VA Primary School, we will:

- Provide annual allergy awareness training for all staff during our September INSET day
- Ensure new staff receive allergy awareness training as part of their induction within the first week of employment
- Brief supply teachers and visitors about our allergy safety procedures on arrival, including location of emergency medication and key contacts
- Maintain a register of staff who have completed training

Our training will ensure 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, how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack), and training on how to use the medication/device in an emergency
- Understand the impact allergy can have on a child'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 arrangements:

- A folder containing all Individual Healthcare Plans and Allergy Action Plans is kept in [location, e.g., the school office]
- Photos of children with severe allergies are displayed in [location, e.g., the staffroom and kitchen] with their allergens clearly marked
- Emergency response posters are displayed in [key locations, e.g., each classroom, hall, office]

2.2 Pupil Wellbeing
We will promote the wellbeing of children with allergy, since the risk posed by allergy (and the possibility of anaphylaxis) can be a significant cause of anxiety.

At Dunnington C of E VA Primary School, we will:

- Ensure children with allergies feel included and supported
- Teach age-appropriate lessons about allergies through our PSHE curriculum, helping all pupils understand how to keep their friends safe
- Encourage open conversations with pupils and parents about their needs and concerns
- Make reasonable adjustments to ensure children with allergies can participate fully in all school activities

We will address and avoid bullying of children with allergy. Any incidents of bullying related to allergies will be dealt with in line with our Anti-Bullying Policy. We will:

- Monitor vulnerable pupils
- Encourage pupils to report concerns
- Take swift action if bullying occurs
- Educate pupils about difference and respect

3. Minimising Risk
We will minimise the risk of individuals (whether children, staff or visitors) coming into contact with their known allergens.

3.1 Food Provided by School
School meals and snacks:

- Our catering team maintains detailed allergen information for all meals provided
- Allergen information is available to parents via [method, e.g., our website/on request from the office]
- Kitchen staff are trained in allergen awareness and cross-contamination prevention
- Individual dietary requirements are clearly communicated to kitchen staff
- Children with food allergies sit at designated tables during lunch if appropriate, to minimise cross-contamination risk

3.2 Food Brought from Home
Packed lunches and snacks:

- Parents are informed about pupils with severe allergies in their child's class (with parental consent)
- We request that parents avoid sending in foods containing [specific allergens present in school, e.g., nuts] in packed lunches
- Birthday treats and celebration foods must be approved by staff before being shared
- We operate a 'no sharing food' policy to prevent accidental exposure

3.3 Classroom and Activity Planning
Staff planning any activity will consider the risk of exposure to allergens, for example in craft, science, musical or cooking activities, or where activities involve animals.

At Dunnington C of E VA Primary School:

- Teachers check Individual Healthcare Plans before planning activities involving food, cooking, or potential allergens
- Alternative materials are provided where necessary (e.g., glue sticks instead of PVA glue for latex allergies)
- Risk assessments are completed for activities involving animals or outdoor learning
- Parents are consulted about specific activities where appropriate

3.4 School Environment

- Classrooms are cleaned regularly to remove potential allergens
- Hand washing is encouraged before and after eating
- Tables are cleaned with appropriate products after meals and snacks
- We maintain good ventilation to reduce airborne allergens where possible

4. Food Allergy Management

Our detailed approach to managing food allergies is set out above in Section 3. Key points include:

- Clear allergen labelling on all school-provided food
- Communication with parents about allergens in school meals
- Training for catering staff
- Procedures to prevent cross-contamination
- Protocols for food brought from home

Additional information:

- Allergen information for school meals is available from [location/person]
- Parents can discuss their child's dietary needs with [name/role]
- We review our food allergy procedures termly with our catering provider

5. Individual Children and Young People

5.1 Identification of Pupils with Allergies

We maintain arrangements for identifying individuals with allergy, their known allergens and whether they carry medication (for example adrenaline autoinjector (AAI) devices). We keep a record of all individuals with allergies, including whether children have Individual Healthcare Plans and/or an Allergy Action Plan.

At Dunnington C of E VA Primary School:

- Information about allergies is gathered during the admission process
- Parents complete a medical information form before their child starts school
- We request updated information annually via our data collection forms
- Information is gathered from the child's previous setting during transition
- A central register of pupils with allergies is maintained by [name/role] and kept in [location]
- Class teachers maintain individual records for their class
- The register includes:
    - Child's name and class
    - Known allergens
    - Severity of allergy
    - Symptoms to watch for
    - Whether they have prescribed medication
    - Location of medication
    - Whether they have an Individual Healthcare Plan and/or Allergy Action Plan

5.2 Individual Healthcare Plans (IHPs)

Children should have an Individual Healthcare Plan (IHP) if they have an allergy which has a functional impact on them in their school, they are at risk of harm as a result of their allergy and they require arrangements which are additional to or different from those made generally.

At Dunnington C of E VA Primary School:

IHPs will be developed for pupils with allergies who need specific support arrangements. Where children have an Allergy Action Plan and/or Asthma Action Plan issued by a healthcare professional, the IHP will refer to or attach it. Whenever an updated Action Plan becomes available, the child's Individual Healthcare Plan will be reviewed to incorporate it.

Our IHP process:

- IHPs are developed in partnership with parents, the child (where appropriate), and healthcare professionals
- The [name/role] coordinates the development of IHPs
- IHPs are reviewed at least annually, or sooner if the child's needs change
- IHPs are shared with all relevant staff on a need-to-know basis
- A copy is kept in [location] and with the child's class teacher
- Supply teachers and visitors are informed of relevant IHPs

IHPs will include:

- Details of the child's allergy and triggers
- Symptoms to watch for
- Steps to avoid exposure
- What to do in an emergency
- Who to contact
- Location of medication
- Any specific adjustments needed for activities or trips

5.3 Prescribed Adrenaline Devices

We will ensure that children who are prescribed adrenaline devices have rapid access to their devices at all times, noting that in a case of anaphylaxis, adrenaline should be administered within five minutes. This includes in the lunch area, playground and sports fields or when on visits or trips.

At Dunnington C of E VA Primary School:

- Prescribed adrenaline devices are stored in [location, e.g., the school office in a clearly labelled box]
- Devices are readily accessible and never locked away
- For younger pupils, devices are kept by staff; older pupils may carry their own device if agreed with parents
- During outdoor play and PE, devices are taken outside by the supervising adult
- A register is maintained showing which pupils have prescribed adrenaline devices
- Devices are checked monthly to ensure they are in date
- Parents are reminded to replace devices before expiry dates
- Arrangements are in place for children and parents to take individually prescribed adrenaline devices home (for example at the end of the day for the journey home)

6. School-Wide Emergency Medication

6.1 "Spare" Adrenaline Devices

We will use and manage "spare" adrenaline devices to ensure rapid response in emergencies.

Storage and location:

- "Spare" adrenaline devices are readily accessible and not locked away

- Adrenaline devices are able to be brought to a person having anaphylaxis within 5 minutes
- "Spare" adrenaline devices are stored in pairs, so that if a second one is necessary it is on hand
- "Spare" adrenaline devices are clearly labelled, to avoid any confusion with adrenaline devices prescribed to a named person

At Dunnington C of E VA Primary School:

- "Spare" adrenaline devices are kept in the First Aid locker in a clearly marked emergency anaphylaxis kit box
- Given our small school size and single site, one pair of spare devices is sufficient to reach any location within 5 minutes
- The emergency kit also contains emergency asthma reliever inhalers, spacers and instructions for use

When to use "spare" devices:

- When a pupil's prescribed device is not available
- For a pupil whose allergy was previously unknown
- For staff or visitors experiencing anaphylaxis

Management procedures:

- Naomi Barrett-Meade, TA responsible for First Aid is responsible for checking spare devices monthly
- Checks include confirming devices are in date and stored correctly
- A log is kept of all checks
- Devices are replaced immediately after use or when they expire
- Used devices are disposed of safely via [method, e.g., sharps bin collected by medical waste contractor]

6.2 Emergency Asthma Inhalers

We also maintain emergency asthma reliever inhalers and spacers, stored with the spare adrenaline devices. These are checked and managed in the same way.

7. Visits and Trips

We will put arrangements and adjustments in place to ensure children with allergy are able to participate in visits and trips, and do so safely (including access to adrenaline where required).

At Dunnington C of E VA Primary School:

Risk assessments will be conducted for any child at risk of anaphylaxis taking part in a trip off the premises. Children at risk of anaphylaxis will have their own adrenaline device with them, and there will be staff trained to administer adrenaline in an emergency.

Our procedures:

Before the trip:

- Review IHPs for all pupils with allergies attending the trip
- Complete a specific risk assessment considering:
    - Allergen exposure risks at the venue
    - Access to emergency medication
    - Proximity to emergency medical services
    - Food provision arrangements
    - Activities planned
- Contact venues in advance to discuss allergen management
- Ensure at least one member of staff trained in administering adrenaline accompanies the trip
- Designate a named member of staff to carry the child's prescribed adrenaline device and any spare devices
- Brief all adults on the trip about pupils with allergies and emergency procedures

During the trip:

- Keep prescribed and spare adrenaline devices readily accessible at all times
- Ensure mobile phone access to call 999
- Monitor pupils with allergies appropriately
- Check food provision for allergens before pupils eat

Residential trips:

- Hold additional planning meetings with parents
- Provide detailed information to the venue about allergen management
- Ensure 24-hour access to emergency medication
- Consider proximity to medical facilities

8. Serious Incidents and "Near Misses"

We will record, report and respond to serious incidents or "near misses" involving allergy safety.

At Dunnington C of E VA Primary School:

Recording incidents:

- All allergic reactions, including "near misses", must be recorded using our incident form
- The form should include:
    - Date, time and location
    - Child's name and known allergies
    - What happened (suspected trigger, symptoms observed)
    - Actions taken (medication given, emergency services called)
    - Outcome
    - Staff involved
    - Any lessons learned

Reporting:

- Parents must be informed immediately of any allergic reaction
- Serious incidents must be reported to the headteacher and governing body
- The responsible SLT member will investigate all incidents
- The impact of exposure to an allergen while in school may not be recognised until the child is back at home. Parents, the child or healthcare professionals can report that there has been an incident.

Learning and improvement:

- All incidents and near misses are reviewed to identify improvements
- Findings are shared with staff
- The allergy safety policy and procedures are updated if necessary
- Additional training is provided where gaps are identified

Incident forms are stored: [location, e.g., in the child's file and the central incident log]

9. Information Sharing

A child's health information is considered special category data under UK GDPR, which means it is highly sensitive and has additional legal protections. Schools have a lawful basis to hold, use and share a child's special category health data when this is necessary, but it should always be done in a controlled and respectful way.

At Dunnington C of E VA Primary School:

Information we share and why:

- Essential allergy information is shared with staff on a need-to-know basis to keep children safe
- We obtain parental consent before sharing information more widely
- Information shared includes: allergens, symptoms, emergency procedures, location of medication

Who we share with:

- Class teachers and support staff working with the child
- Lunchtime supervisors and catering staff
- Office staff who may need to respond in an emergency
- Supply teachers and regular volunteers
- External providers (e.g., sports coaches, after-school club staff) with parental consent
- Emergency services if required

How we share information:

- Securely, using password-protected systems where electronic
- On a need-to-know basis only
- With respect for the child's dignity and privacy
- In accordance with our Data Protection Policy

Respecting privacy:

- We discuss with parents and the child (where appropriate) what information to share and with whom
- We avoid unnecessary disclosure that could embarrass the child
- Photos and allergen information displayed in staff areas are positioned discreetly
- We teach all pupils about confidentiality and respecting others' privacy

Further details about data protection are set out in our Data Protection Policy.

10. Raising Awareness of this Policy

The allergy safety policy will be published on the school's website. All staff will be aware of and understand the policy, as part of annual allergy awareness training.

At Dunnington C of E VA Primary School:

Staff awareness:

- This policy is shared with all staff during September INSET
- New staff receive a copy during induction
- The policy is available on our staff shared drive at [location]
- Key points are included in our staff handbook
- Reminders are given at staff meetings as needed

Parent awareness:

- The policy is published on our school website under 'Policies'
- Hard copies are available from the school office on request
- Parents of children with allergies receive a copy when their child's IHP is developed
- Key information is shared in our school newsletter and new parent information packs
- We hold an annual information session for parents about allergy safety

Pupil awareness:

We will consider how to raise awareness of allergy safety among children. Where children are prescribed adrenaline devices, it may be appropriate for their friends to be made aware of how to seek help in an emergency. Any wider awareness or training will be considered carefully and discussed with the child and their parents, and will not replace staff emergency response arrangements.

At Dunnington C of E VA Primary School:

- Age-appropriate lessons about allergies are included in our PSHE curriculum
- We teach children not to share food
- We explain the importance of hand washing
- With parental consent, we may inform close friends of a child with severe allergies about how to get help quickly

- We create a culture of care and respect for differences

11. Monitoring and Review

This policy will be:

- Reviewed annually by Monica Hogan McDonagh, Headteacher
- Approved by the governing body
- Reviewed sooner if incidents suggest improvements are needed
- Updated to reflect any changes in legislation or guidance

Next review date: September 2027

12. Related Policies

This policy should be read alongside:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Data Protection Policy
- Anti-Bullying Policy
- Educational Visits Policy

Key Contacts

Role	Name	Contact Details
Headteacher	Monica Hogan McDonagh	01789 772200 slt@welearn365.com
School office	Louise Mellows	01789 772200 Admin5203@welearn365.com
Chair of Governors	Emma Daniell	Via school office

Emergency contacts:

- Emergency services: 999
- NHS non-emergency: 111