

Tottington Primary School



Allergy safety policy

Policy approved: Oct 26

Policy review date: Oct 27

Person responsible: Mrs Briggs

Review frequency: Annually, or sooner following an incident or changes to guidance.

1. Purpose

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

The purpose of this policy is to:

- Reduce the risk of pupils being exposed to allergens.
- Ensure staff know how to recognise an allergic reaction.
- Ensure staff know what to do in an emergency.
- Make sure pupils with allergies can take part fully in school life.
- Work closely with parents/carers and healthcare professionals to manage allergies safely.

This policy should be read alongside the school's Safeguarding, Health and Safety, Behaviour and Anti-Bullying policies.

2. Understanding Allergies

An allergy occurs when the body's immune system reacts to a substance known as an allergen.

Allergens may include:

- Food such as nuts, milk, eggs, wheat, fish, shellfish and sesame.
- Insect stings.
- Medicines.
- Latex and other materials.

A pupil can be allergic to any food or substance. Not all allergies cause anaphylaxis.

Food intolerance and coeliac disease are different from food allergy and do not cause anaphylaxis, although they may require dietary management.

3. Recognising an Allergic Reaction

Mild to moderate symptoms may include:

- Hives or a red, raised rash.
- Itching or tingling in the mouth.
- Swelling of the lips, face or eyes.
- Stomach pain or vomiting.
- Mild throat tightness.
- Sudden changes in behaviour.

More serious symptoms may include:

Airway

- Swelling of the throat or tongue.
- Difficulty swallowing.
- Hoarse voice.

Breathing

- Wheezing.
- Difficulty breathing.
- Noisy breathing.
- Persistent coughing.

Circulation

- Dizziness or feeling faint.
- Pale or clammy skin.
- Extreme tiredness or sleepiness.
- Collapse or loss of consciousness.

These symptoms may indicate anaphylaxis, which is a medical emergency.

4. Emergency Procedure – Suspected Anaphylaxis

If a pupil is showing signs of anaphylaxis:

1. Stay with the pupil and call for help.
2. Keep the pupil where they are. Do not move them unnecessarily.
3. Give adrenaline immediately using their prescribed adrenaline auto-injector (AAI), if available.
4. Note the time the adrenaline was given.
5. Call 999 and state that the pupil is experiencing anaphylaxis.
6. If there is no improvement after 5 minutes, give a second adrenaline device if available.
7. If the pupil stops showing signs of life, begin CPR.
8. Contact the pupil's parent/carer as soon as possible.
9. Keep the pupil lying down with their legs raised where possible. If they are struggling to breathe, they may need to sit up briefly.
10. The pupil must go to hospital for observation, even if they appear to have recovered.

Do not leave the pupil alone and do not allow them to stand or walk around after adrenaline has been given. Adrenaline should never be delayed while waiting for an ambulance.

5. Individual Healthcare Plans

Pupils with allergies requiring active management will have an Individual Healthcare Plan (IHP) where appropriate.

The IHP will set out:

- The pupil's allergy.
- Known allergens and how exposure should be avoided.
- Symptoms to look for.
- Medication and emergency arrangements.
- Where medication is stored.
- Who needs to know about the pupil's allergy.
- Arrangements for trips, activities and school events.

Allergy Action Plans and asthma plans should be included with the IHP where applicable. IHPs will be reviewed at least annually and following any allergic reaction or near miss.

6. Medication and Adrenaline Auto-Injectors

Pupils who have been prescribed adrenaline should have two adrenaline devices available.

Medication must be:

- In date.
- Easily accessible.
- Stored according to the manufacturer's instructions.
- Available during lessons, lunch, playtimes, PE, trips and other activities.

Staff must know where emergency medication is kept and how to access it quickly.

Tottington Primary School will hold spare adrenaline devices for emergency use where required.

Spare adrenaline location: in the first aid cupboard in the main office

Person responsible for checking spare adrenaline: Office manager

Spare adrenaline devices will be checked regularly to ensure they are in date and suitable for use.

7. Reducing the Risk of Exposure

Tottington Primary School will take reasonable steps to reduce the risk of pupils being exposed to known allergens.

This includes:

- Keeping an up-to-date register of pupils with allergies.
- Sharing relevant information with staff who need to know.
- Completing risk assessments for activities involving food.
- Considering allergies when planning trips and visits.
- Maintaining good hygiene standards.
- Taking care when preparing, handling and serving food.
- Ensuring food is appropriately labelled.
- Preventing food sharing between pupils.
- Making reasonable adjustments to enable pupils with allergies to participate fully.

The school will not automatically ban particular foods. Any restrictions will be considered through an appropriate risk assessment and, where necessary, medical advice.

8. Food and Catering

The school and catering provider will work together to manage food allergies safely.

The school will:

- Provide the caterer with up-to-date allergy information.
- Ensure parents/carers can access information about allergens in school meals.
- Ensure pupils with allergies are correctly identified at lunchtime.
- Make sure staff handling food understand allergen information and the risks of cross-contamination.
- Ensure food used in lessons, including cooking activities, is checked for allergens.
- Ensure pupils are taught not to share food, utensils or containers.

Where parents/carers provide food for celebrations or special events, the school will consider the needs of pupils with allergies and seek appropriate information or permission where necessary.

9. Staff Training

All staff, including teaching, support, catering, breakfast club and after-school club staff, will receive allergy awareness and emergency response training. All staff complete annual allergy training through the Schoot platform.

Training will cover:

- What allergies are.
- The difference between allergy, intolerance and coeliac disease.
- Common signs and symptoms.
- How to recognise anaphylaxis.
- How and when to administer adrenaline.
- Where emergency medication is kept.
- How to follow Individual Healthcare Plans.
- How to reduce the risk of allergen exposure.
- How to report allergic reactions and near misses.

All staff will have the opportunity to practise using adrenaline trainer devices.

10. School Trips and Activities

Pupils with allergies will be included in school trips, sporting events and extracurricular activities wherever possible.

Before a trip, staff will consider:

- The pupil's allergy and individual healthcare plan.
- The risk of exposure to allergens.
- Emergency medication.
- How medication will be stored and accessed.
- Transport arrangements.
- Access to emergency medical care.

Staff leading the trip will check that pupils have their required medication before leaving school. Additional spare adrenaline devices will be taken when required following a risk assessment.

11. Recording Incidents and Near Misses

All allergic reactions and near misses will be recorded and reviewed.

Examples of a near miss include:

- A pupil being accidentally exposed to an allergen but not reacting.
- Incorrect food being provided.
- Incorrect allergen information being given.

The school will use incidents and near misses to identify improvements and update the pupil's IHP or school procedures where necessary.

The approach will be supportive and focused on learning rather than blame.

12. Pupil Wellbeing and Inclusion

Tottington Primary School recognises that living with a severe allergy can cause anxiety.

The school will:

- Ensure pupils with allergies are included in school activities and celebrations.
- Raise awareness of allergies with pupils and staff.
- Address any bullying, teasing or stigma relating to allergies.
- Listen to pupils and parents/carers.
- Make reasonable adjustments where necessary.
- Ensure pupils are not unnecessarily excluded from trips, activities or rewards because of their allergy.

All pupils should feel safe, included and supported.

13. Roles and Responsibilities

Headteacher/Senior Leadership Team

- Ensure this policy is implemented.
- Ensure appropriate training and resources are available.
- Monitor allergy safety across the school.

Allergy Lead

Name: Laura Briggs & Jacqui Tebano

The Allergy Lead will:

- Maintain the school's allergy register.
- Ensure allergy information is shared appropriately with relevant staff.
- Coordinate Individual Healthcare Plans.
- Ensure spare adrenaline devices are checked and in date.
- Coordinate staff training.
- Work with parents/carers and healthcare professionals.
- Review incidents and near misses.

All Staff

Staff must:

- Know which pupils have allergies in their care.
- Understand and follow relevant IHPs.
- Recognise the signs of an allergic reaction.
- Act quickly in an emergency.
- Know where emergency medication is stored.
- Complete appropriate risk assessments.
- Report incidents and near misses.

Parents/Carers

Parents/carers should:

- Provide the school with accurate and up-to-date information about their child's allergy.
- Provide in-date prescribed medication.
- Inform school of any changes to their child's allergy or treatment.
- Work with the school to complete and review healthcare plans.

14. Information Sharing

The school will maintain an up-to-date record of pupils with allergies.

Relevant allergy information will be shared securely with staff and catering teams who need the information to keep pupils safe.

Information will also be shared with appropriate staff when pupils move between classes, during staff changes and when pupils transfer to or from another school.

15. Unacceptable Practice

The following are not acceptable:

- Preventing a pupil from accessing their medication when needed.
- Assuming every pupil with the same allergy needs identical support.
- Ignoring the views of the pupil or their parents/carers.
- Ignoring medical advice.
- Sending a pupil who may be experiencing anaphylaxis to the office or medical room without appropriate support.
- Requiring a parent/carer to attend school to administer medication.
- Preventing or unnecessarily restricting a pupil from taking part in trips, activities or school life because of their allergy.

16. Safeguarding

The school will consider safeguarding concerns where a pupil is repeatedly sent to school without essential medication or where information about their medical condition is not provided, placing them at increased risk.

Any safeguarding concerns will be managed in accordance with the school's Safeguarding Policy.

17. Monitoring and Review

This policy will be reviewed at least annually and following any significant allergic reaction, near miss or relevant change to statutory guidance.

The school will use incidents, feedback from pupils, parents/carers and staff, and changes in guidance to improve allergy management.

The policy will be published on the school website.

18. Key Contacts

Headteacher: Mrs Taylor

Allergy Lead: Laura Briggs and Mrs Tebano

First Aid Leads: Mrs Briggs and Mrs Tebano

School Nurse: 0161 206 6287

School Catering Contact: Citywide 0161 925 1261

Location of spare adrenaline devices: The school office

Location of pupil allergy register: The school office

Emergency: Always call **999** for suspected anaphylaxis.

19. Related Policies

- Safeguarding Policy
- Health and Safety Policy
- First Aid/Supporting Pupils with Medical Conditions Policy
- Behaviour Policy
- Anti-Bullying Policy
- Educational Visits Policy
- PMAT Food standards policy

20. Further Guidance

Anaphylaxis UK: for teachers by teachers, the one stop shop for all school allergy needs:

<https://www.anaphylaxis.org.uk/education>

Allergy UK:

<https://www.allergyuk.org/about-allergy/types-of-allergies>

Allergy Safety in Schools July 2026:

<https://www.gov.uk/government/publications/allergy-safety-in-schools>

Guidance on the use of adrenaline auto-injectors in schools Spare Pens in School:

<https://www.sparepensinschools.uk>

July 2026 Benedict's law:

<https://benedictblythe.com/benedicts-law>

<https://www.anaphylaxis.org.uk/education/benedicts-law>

Allergy Guidance for food businesses:

<https://www.gov.uk/government/publications/allergen-guidance-for-food-businesses>

Example allergy incident form



Tottington Primary School



Allergy incident report form - For allergic reactions and near misses

Complete after immediate care has been provided. Follow the school's allergy policy and the pupil's healthcare plan. Do not delay treatment to complete this form.

Pupil name: _____ Class: _____

Date: _____ Time: _____ Location: _____

Type: ☐ Allergic reaction ☐ Near miss

What happened

Briefly record the suspected trigger and any symptoms, or explain the near miss.

Action taken

Include any medication name, dose, time and who gave it. Record each dose separately.

Ambulance called: ☐ Yes ☐ No Time: _____ Hospital transfer: ☐ Yes ☐ No

Parent contact and outcome

Parent/carer informed: _____ Time: _____

Outcome, including collection or hospital transfer:

Follow up needed

Any action needed, who will do it and by when. Write "None" if not needed.

Completed by: _____ Date: _____

Allergy Lead informed: _____ Date: _____