



Nash Mills CofE Primary School

Allergy Policy

Reviewed: March 2026

Ratified: March 2026

To be reviewed termly

Next Full Review: June 2027

Introduction

In line with the 'Supporting children and young people with medical conditions and allergies' statutory guidance, this policy incorporates strengthened requirements for allergy management, including mandatory all-staff allergy awareness training, stocking of spare emergency adrenaline auto-injectors, enhanced incident reporting and review processes, and a clearly defined allergy management framework

This policy applies to:

- The whole school, including EYFS, staff and visitors.
- All activities provided by the school including those outside the normal school hours.
- All staff (teaching and non-teaching) and volunteers working within the school.

The Policy has regard for the DfE Allergy guidance for schools (2025) and the DfE 'Supporting Pupils with Medical Conditions at School' (2017), Reference should also be made to the school's Health and Safety Policy and Child Protection Policy.

The Policy also references the school's work to be allergy aware. This draws together guidance from Anaphylaxis UK and Allergy UK, who have worked with the British Society for Allergy and Clinical Immunology (BSACI) and the Medical Conditions in Schools Alliance.

The Headteacher maintains responsibility for this policy and in ensuring that it is carried out.

Statement

The school takes seriously its responsibilities to care for the children, staff, parents and visitors at all times. In addition, the school expects children to have regular school attendance and will work to support this. Our work will extend to consider those with specific medical needs, including allergies.

Being Allergy Aware

Around 2-5% of children in the UK live with a food allergy, and young people are at risk of anaphylaxis, a potentially life-threatening reaction which requires an immediate emergency response. 20% of serious allergic reactions to food happen whilst a child is at school and these can happen in someone with no prior history of food allergy.

In accordance with updated 2026 statutory requirements, the school operates under a dedicated Allergy Management Framework, which outlines prevention measures, emergency procedures, and staff responsibilities. This framework forms part of the school's statutory duty to support pupils with allergies.

Our School provides a range of systems to ensure that pupils have appropriate First Aid treatment where needed. There are a number of members of staff trained to deliver treatment across the school.

More information about our First Aid provision can be found within our 'First Aid and Medication Policy'.

Supporting Allergies in School

It is the responsibility of parents to ensure that the school is aware of any known allergies of pupils. Annually, during the Autumn term, the school will ensure that any medical information held for pupils is updated by parents to maintain accuracy.

All pupils with diagnosed allergies will have a clearly defined Individual Healthcare Plan (IHP) that includes a specific allergy management plan, emergency response steps, and storage/administration details for adrenaline devices. These plans will be monitored, updated annually, and reviewed after any allergic incident. Pupils should have a IHP provided by their GP, however a template is provided in Appendix A if they do not.

Pupils' medical conditions, including allergies, that may impact on their ability to access the school curriculum will be displayed on a Medical Details, which will be displayed in the Rainbow Bag, held in each classroom. Where there is a more significant need, information will also be available to view in the staff room.

Pupil medication is kept as accessible to the pupil as is safe. Inhalers and auto-injectors, are kept in the Rainbow Bags held in each classroom. These should be taken to PE lessons and on trips with the children. For other medication, this may be kept in the office depending on the perceived risk when it is brought into school. Where appropriate, pupils will have some independence in administering this medication, under the close supervision of an adult who will then record it using the medication form.

There is an emergency epi-pen and emergency inhalers also kept in the school office. The school is required to maintain spare adrenaline auto-injectors (AAs) for emergency use, in addition to pupils' prescribed devices, in line with 2026 statutory guidance. These spare AAs will be checked regularly and replaced before expires.

Any medication that needs to be refrigerated will be kept in the Staff Room, which is only accessible to staff.

All medication (short and long term), held in school will have the child's name and the dosage clearly labelled. Permission to administer long or short-term medication is sought from parents/carers.

Every time medication is provided, this will be recorded on the Medication Record Form (as per First Aid and Medication Policy), which will be signed by the member of staff providing the medication and countersigned by another adult who will check the dosage.

Medication kept in school will be checked at least termly to ensure that it is in date by the Appointed First Aiders. Where medication is out of date, it will be provided back to parents to take home.

For pupils who have food-related allergies, the catering company (Herts Catering) have a clear system of control for the preparation and serving of school lunches. Parents should register any dietary needs with the company directly.

Staff Training

All staff must now complete compulsory annual allergy awareness training, including:

- recognising allergic symptoms and anaphylaxis
- emergency response procedures
- correct use of adrenaline auto-injectors
- participation in simulated emergency drills

This is mandatory and applies to all teaching, non-teaching and lunchtime staff.

School Outings and Trips

All pupils are expected to take part in all activities and the school will make the necessary adjustments for children with special medical needs.

The school will take the child's medication with them and find a suitable place to administer such medication.

Hygiene and infection control

Staff must take precautions to avoid infection and must follow basic hygiene procedures.

Incident Reporting & Lessons Learned:

If there are any allergy incidents the form in appendix B will be used to record the incident in as much detail as possible and include what lessons have been learned from the incident so that adjustments can be made where necessary. All incidents will be reviewed by the Senior Leadership Team (SLT) in line with a good practice approach.

Confidentiality

All members of staff should treat medical information confidentially. Medical information can be displayed within classrooms and shared amongst staff due to it being a GDPR 'Special Category'. Data displayed will be kept a minimum.



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Appendix A



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Nash Mills CofE Primary School Allergy Individual Healthcare Plan

To be used in the absence of a plan provided by a GP.

Name		Year Group	
Main Allergen(s)			
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc			
Name of medication, dose, method of administration, when to be taken			
Daily care requirements – How to minimise a reaction			
Describe what constitutes an emergency, and the action to take if this occurs			
Parent Name and Signature		Date	

Appendix B

Nash Mills CofE Primary School Allergy Incident Form



To be completed for all incidents which involve an incident or near miss relating to a pupil who has an allergic reaction.

Name		Year Group	
Address (If not a pupil or adult from our school)			
Date of Accident		Time of Accident	
Date Reported		Time Recorded	
Where did the accident happen?			
Description of Incident (inc injury)	Allergen involved: _____ Exposure route: ☐ Ingestion ☐ Contact ☐ Airborne ☐ Unknown Symptoms Observed ☐ Itching / hives ☐ Swelling ☐ Breathing difficulty ☐ Vomiting ☐ Dizziness ☐ Behaviour changes Other: _____		
Action Taken	☐ First Aider called ☐ AAI administered — Pupil's / Spare AAI Time: _____ ☐ Second AAI required ☐ Antihistamine given ☐ Emergency services called ☐ Parent contacted ☐ Pupil taken to hospital/GP		

Post Incident Review (to be completed by SLT)	Was the IHP followed? ☐ Yes ☐ No Does the IHP require updating? ☐ Yes ☐ No Why did the incident/near miss occur? Were procedures followed? ☐ Yes ☐ No Did catering contribute? ☐ Yes ☐ No Is further staff training required? ☐ Yes ☐ No		
How communicated with parents			
SLT Name and Signature		Date	