

<i>Policy to be reviewed annually by SLT</i>	<i>September 2026</i>
<i>Policy to be reviewed</i>	<i>September 2027</i>

BOWER GROVE SCHOOL **ALLERGY SAFETY POLICY**

This policy has been developed in accordance with:

- Section 34 of the Children's Wellbeing and Schools Act 2026
- DfE Allergy Safety in Schools Statutory Guidance (2026);
- Supporting Pupils with Medical Conditions at School Guidance;
- Children and Families Act 2014;
- Equality Act 2010;
- Food Information Regulations and applicable food safety legislation;
- Bower Grove School's Medical Conditions Policy, Educational Visits Policy, Safeguarding and Child Protection Policy (including the Intimate Care Policy) and First Aid procedures.

The school recognises its duty to take reasonable steps to safeguard pupils with allergies and to provide safe, inclusive access to education.

The policy should be read alongside the school's Medical Conditions and First Aid Policy, Educational Visits Policy, and Safeguarding Policy.

Bower Grove School recognises that allergies can have a significant impact on the health, wellbeing, confidence and educational experience of children and young people. Allergic conditions may include food allergies, eczema, hay fever, insect sting allergies, and other allergic conditions. These conditions frequently occur together and may increase the risk of a serious allergic reaction.

The school is committed to creating a safe, inclusive, and supportive environment in which pupils with allergies can participate fully in all aspects of school life.

Named Allergy Safety Lead

The DHT will act as the school's Allergy Safety Lead responsible for implementation, review, training, monitoring incidents, and reporting significant allergy matters.

The school's Allergy Safety Lead will work closely with the Medical Lead and Headteacher to ensure allergy management arrangements are fully integrated within the school's Supporting Pupils with Medical Conditions Policy. This includes oversight of Individual Healthcare Plans (IHCPs), medication management, staff training, emergency response arrangements, educational visit risk assessments and incident reporting processes.

This policy will be reviewed annually and sooner where significant allergy-related incidents, near misses, changes in legislation or updated guidance indicate that revisions may be required.

Staff Induction

All new staff will receive allergy safety information as part of their induction. This will include information on pupils with known allergies, emergency procedures, the location of emergency medication and how to access relevant Individual Healthcare Plans and Allergy Action Plans. Refresher training will be provided annually and whenever significant changes occur.

Allergy Awareness Training

All staff who may be present when pupils are on site, including teaching staff, support staff, catering staff, and other pupil-facing personnel, will receive allergy awareness and emergency response training on induction and at least annually thereafter.

Allergy awareness training should ensure all staff:

- Have an awareness of allergies, the risks it poses, how allergic reactions can occur and how to manage them.
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Understand the difference between food allergies, coeliac disease and food intolerance
- Knowing 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).
 - training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices)
- Understand the impact allergies can have on a child or young person's wellbeing
- Understand the school, setting's allergy safety policy
- Know how to check whether an individual is on the record of those with known allergies and how to use an Allergy or Asthma Action Plan
- Understand their responsibilities in reducing the risk of individuals with known allergies 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").
-

Record Keeping and Identification of Pupils with Allergies

- At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions including any allergies on their enrolment form.
- Information regarding allergies may also be obtained from healthcare professionals, previous educational settings, Individual Healthcare Plans, Allergy Action Plans and discussions with parents/carers.
- Where relevant and voluntarily disclosed, the school will make reasonable arrangements to support staff members, volunteers and regular visitors with known severe allergies.
- Records will include details of known allergens, prescribed medication and Individual Healthcare Plans where applicable.
- Allergy information will be reviewed regularly and updated whenever new information is provided.
- All parents/carers of children with allergies are requested to keep the school informed about changes to a child's condition or medication, including how much they take and when. The school will keep a register of all pupils who have allergies which are available to all staff via the medical room and an updated 'live copy on Arbor'. Changes will be notified via email. Details of pupils' allergies' needs are available on Arbor.

Wellbeing and Inclusion

The school recognises that living with an allergy may cause anxiety and affect emotional wellbeing. Appropriate pastoral support will be provided.

Prevention of Bullying

Any deliberate exposure of an individual to a known allergen, threatening behavior or teasing associated with allergies will be treated as a serious matter and dealt with accordingly following school procedures.

Minimising Risk

The school will take all reasonable steps to minimise the risk of exposure to allergens and to support the safety and wellbeing of children and young people with allergies. Risk management will be considered across all aspects of school life, including catering, food brought onto site, curriculum activities, extracurricular activities and educational visits.

This will include:

- Implementing appropriate controls to reduce the risk of exposure to allergens through food and drink provided by the school.
- Establishing clear procedures for managing food brought into school by pupils, parents, visitors and staff, in order to minimise the risk of accidental exposure to allergens.
- Putting reasonable measures in place to manage the risk of exposure to airborne or contact allergens for children and young people with known allergies, based on their individual needs and risk assessments.
- Ensuring that staff consider potential allergen risks when planning and delivering activities, including but not limited to cooking, science experiments, arts and crafts, music activities and activities involving animals.
- Undertaking individual risk assessments for children and young people with allergies when planning off-site activities, educational visits or residential trips, and implementing appropriate control measures to ensure their safety.
- Ensuring that relevant staff are informed of known allergies and understand the measures required to reduce risk and respond appropriately in the event of an allergic reaction.
- Reviewing risk control measures regularly and whenever there is a change in a pupil's medical needs or circumstances.

The school recognises that it is not possible to guarantee an allergen-free environment. However, through effective risk assessment, communication, staff training and reasonable adjustments, every effort will be made to minimise the risk of allergen exposure and support the inclusion of pupils with allergies in all aspects of school life.

Food Allergy

The school recognises that food allergies are one of the most common causes of serious allergic reactions in children and young people. Bower Grove School works closely with parents/carers, catering staff and healthcare professionals to minimise the risk of accidental exposure to allergens.

- The school kitchen maintains up-to-date information regarding pupils with food allergies.
- Catering staff are provided with a laminated photo sheet identifying pupils with diagnosed food allergies and detailing their specific allergens.
- All catering staff are made aware of pupils who require allergen avoidance and the importance of preventing cross-contamination.
- The school's catering service maintains allergen information for all meals provided. Menus clearly identify allergens contained within each food item in accordance with current food safety legislation.
- Catering staff refer to allergen information when preparing and serving meals to ensure that pupils are not provided with food containing known allergens.
- Where necessary, suitable alternative meal options will be provided for pupils with food allergies.
- Parents/carers are encouraged to inform the school immediately of any changes to their child's allergy status or dietary requirements.
- Staff supervising meals will be made aware of pupils with severe food allergies and any specific arrangements identified within Individual Healthcare Plans (IHPs).
- Good hand hygiene and cleaning procedures will be promoted before and after eating to reduce the risk of allergen transfer.
- Risk assessments will be undertaken for curriculum activities, celebrations, cooking activities and educational visits involving food.

The school cannot guarantee an allergen-free environment; however, all reasonable steps will be taken to minimise risk and ensure the safety and inclusion of pupils with food allergies.

Where a pupil requires medication, including antihistamines or adrenaline auto-injectors (AAs), administration will be undertaken in accordance with the school's Medical Conditions and First Aid Policy. All arrangements relating to medication storage, administration, training requirements, record keeping and emergency response procedures are detailed within that policy. Trained First Aiders and authorised staff will respond to allergic reactions and anaphylaxis in line with the pupil's Individual Healthcare Plan, Allergy Action Plan and the school's Medical Conditions and First Aid procedures.

For severe allergic reactions or suspected anaphylaxis, staff must follow the emergency procedures contained within this policy and the Medical Conditions and First Aid Policy, including the immediate administration of adrenaline where indicated, summoning emergency medical assistance and informing parents/carers as soon as practicable.

Individual Healthcare Plans (IHCPs)

Bower Grove School recognises that some pupils with allergies may require additional arrangements to enable them to participate safely and fully in school life.

A pupil with an allergy will normally have an Individual Healthcare Plan (IHP) where:

- their allergy has a significant impact on their daily participation in school activities;
- they are at risk of a serious allergic reaction, including anaphylaxis;
- they require medication within school;
- reasonable adjustments are required to support their attendance, participation or safety; or
- the school, parent/carer or healthcare professional considers that a formal plan is necessary.

For pupils with allergies, the IHP should clearly identify:

- the allergen(s) that must be avoided;
- known triggers and risk factors;
- signs and symptoms of an allergic reaction;
- prescribed medication and its location;
- emergency procedures and actions to be taken in the event of an allergic reaction or suspected anaphylaxis;
- arrangements for curriculum activities, educational visits, school events and lunchtime provision where appropriate;
- any reasonable adjustments required to support the pupil safely within school.

Where a pupil has an Allergy Action Plan and/or Asthma Action Plan provided by a healthcare professional, this should be attached to, or referenced within, the Individual Healthcare Plan. Updated Action Plans should be provided to the school as soon as possible and will be incorporated into the pupil's Individual Healthcare Plan.

The development, implementation, storage, review and monitoring of Individual Healthcare Plans are carried out in accordance with the school's Medical Conditions and First Aid Policy. Staff responsibilities, medication administration arrangements, training requirements, record keeping and emergency procedures are also detailed within that policy.

Emergency Response to Anaphylaxis

Where anaphylaxis is suspected:

- Administer the prescribed or spare adrenaline auto-injector immediately.
 - Call 999 and state that anaphylaxis is suspected.
 - Inform parents/carers as soon as possible.
 - Monitor the pupil continuously until emergency services arrive.
 - If symptoms persist and a second auto-injector is available, administer a second dose after 5 minutes in accordance with medical guidance.
 - A member of staff will accompany the pupil to hospital if parents/carers are not present.
- Any administration of adrenaline will be treated as a medical emergency.

Prescribed Adrenaline Auto-Injectors (AAIs)

Rapid access to prescribed adrenaline auto-injectors (AAIs) is essential, as adrenaline should be administered promptly where anaphylaxis is suspected.

The school will ensure that pupils at risk of anaphylaxis are able to access prescribed or spare adrenaline auto-injectors as quickly as possible and, wherever practicable, within five minutes of an emergency being identified, including during lessons, breaktimes, lunchtimes, sporting activities, educational visits and off-site activities.

- Pupils who have been prescribed AAIs must have access to them at all times, including during lessons, breaktimes, lunchtime, PE activities, educational visits and off-site activities.
- Parents/carers are responsible for providing the school with in-date prescribed AAIs and informing the school of any changes to medication or treatment.
- Parents/carers are responsible for ensuring prescribed AAIs remain in date and are replaced before expiry.
- Where pupils take prescribed AAIs between home and school, parents/carers and pupils are responsible for ensuring the medication accompanies the pupil and is available whenever required.
- The school will maintain records of pupils prescribed AAIs, including details of their Allergy Action Plan and Individual Healthcare Plan where applicable.
- Arrangements for the storage, carriage, checking of expiry dates and administration of prescribed AAIs are detailed within the school's Medical Conditions and First Aid Policy.
- Where appropriate, pupils may carry and manage their own prescribed AAIs in accordance with their Individual Healthcare Plan and the school's Medical Conditions and First Aid Policy.

Spare Adrenaline Auto-Injectors (AAIs)

Bower Grove School maintains a supply of spare adrenaline auto-injectors (AAIs) for use in an emergency in accordance with current guidance.

- Spare AAIs are stored in the main staffroom and are clearly identified as emergency medication.
- The location and number of spare AAIs will be reviewed regularly to ensure that emergency medication can reach any pupil experiencing anaphylaxis within five minutes.
- Spare AAIs will be stored in pairs wherever possible to ensure a second dose is available if required.
- Spare AAIs will remain readily accessible to trained staff and will not be locked away in a manner that could delay emergency treatment.
- Spare AAIs will be clearly labelled to distinguish them from medication prescribed to individual pupils.
- The school will regularly review whether the location of spare AAIs allows emergency medication to reach any pupil experiencing anaphylaxis within five minutes.
- Spare AAIs may be used for a pupil who has been diagnosed as being at risk of anaphylaxis, where parental consent has been provided and it is considered necessary in an emergency.
- Spare AAIs will be readily accessible to trained staff and available for use during school activities and educational visits where required.
- The school will monitor expiry dates and replace spare AAIs as necessary.
- Following use, spare AAIs will be replaced as soon as practicable and disposed of safely in accordance with healthcare guidance.
- Records will be maintained of pupils prescribed AAIs and those for whom parental consent has been provided for the emergency use of school spare AAIs. School will also hold records on spare AAI's purchased by school to ensure they are stored correctly and are in date.

Further information regarding storage, administration, record keeping and emergency response arrangements can be found in the school's Medical Conditions and First Aid Policy.

Visits and Trips

Bower Grove School is committed to ensuring that pupils with allergies are able to participate fully in educational visits, residential visits, sporting activities and other off-site events wherever it is safe and reasonable to do so.

- Appropriate risk assessments will be completed for pupils with allergies, particularly those at risk of anaphylaxis.
- Risk assessments will consider allergen risks, food provision, medication requirements, supervision arrangements and emergency procedures.
- Parents/carers will be consulted in the planning process where necessary.
- Pupils prescribed adrenaline auto-injectors (AAIs) must have immediate access to their medication throughout the visit or activity.
- At least one member of staff accompanying the visit should be trained in the recognition of anaphylaxis and the administration of adrenaline auto-injectors.
- At least one member of staff accompanying the visit will be aware of the pupil's allergy, emergency procedures and the location of any prescribed medication.
- Individual Healthcare Plans and Allergy Action Plans will be followed during off-site activities.

Further information regarding educational visits, risk assessments and medical support arrangements can be found in the school's Medical Conditions and First Aid Policy and Educational Visits Policy.

Home to School Transport

Where a pupil at risk of anaphylaxis uses local authority commissioned transport, relevant risk assessments, emergency procedures and healthcare information will be shared with transport providers where appropriate and in accordance with data protection requirements. The school will work with transport providers, parents/carers and relevant professionals to ensure appropriate arrangements are in place.

Serious Incidents and Near Miss Reporting

The school recognises the importance of learning from allergy-related incidents and near misses to improve safety and reduce future risks.

- All allergic reactions, suspected allergic reactions, anaphylaxis incidents and allergy-related near misses will be reported to the Allergy Safety Lead and recorded in accordance with school procedures.
- Incidents will be reviewed to identify any lessons learned and whether additional control measures are required.
- The Allergy Safety Lead will review all significant allergy-related incidents and near misses to identify trends, lessons learned and any necessary improvements to risk assessments, staff training, Individual Healthcare Plans or school procedures.
- Parents/carers will be informed of any significant allergy-related incident involving their child.
- Concerns raised by pupils, parents/carers or healthcare professionals regarding potential allergen exposure will be investigated appropriately.
- Where necessary, Individual Healthcare Plans, risk assessments and school procedures will be reviewed following an incident.

Detailed reporting and recording procedures are set out within the school's **Medical Conditions and First Aid Policy**.

Governors will receive appropriate information regarding allergy safety arrangements, significant incidents and policy review outcomes as part of their safeguarding and statutory oversight responsibilities.

Information Sharing and Confidentiality

The school will ensure that relevant information about a pupil's allergy is shared with staff who need it in order to keep the pupil safe, while respecting confidentiality and data protection requirements.

- Information regarding allergies will be recorded on the school's management systems and within relevant healthcare documentation.
- Staff who have responsibility for the pupil, including teaching staff, support staff, catering staff and first aid staff, will be provided with appropriate information regarding allergens, symptoms and emergency procedures.
- Information will only be shared on a need-to-know basis and in accordance with UK GDPR and the school's Data Protection Policy.
- Parents/carers will be informed of the school's arrangements for storing and sharing allergy-related information.
- Allergy Action Plans and Individual Healthcare Plans will be readily accessible to staff who may need to respond in an emergency.

Raising Awareness of Allergy Safety

Bower Grove School is committed to promoting awareness and understanding of allergy safety across the school community.

- The allergy safety policy will be reviewed annually published on the school website in accordance with DFE guidance.
- All staff will be made aware of this policy and their responsibilities through induction and annual training.
- Allergy awareness and anaphylaxis training will be provided to all staff.
- Pupils will be encouraged to develop an understanding of allergy safety through the promotion of a respectful and inclusive school environment.
- Where appropriate, and with parental agreement, peers may be helped to understand how to seek assistance if a pupil with an allergy requires urgent help.
- Any awareness activities will be conducted sensitively and will not replace staff responsibility for emergency response arrangements.

Complaints

Parents/carers who have concerns regarding allergy management should initially discuss these with the school's medical lead. If concerns remain unresolved, they may be escalated through the school's Complaints Procedure. This can be found on the school's website. The school will investigate concerns promptly and seek to work collaboratively with families to achieve safe and effective arrangements for pupils with allergies.

LIST OF APPENDICES

Appendix A – Emergency Use of School Spare Adrenaline Auto-Injector Consent Form
 Appendix B – Letter to Parent/Carer Following Use of Emergency Adrenaline
 Appendix C – How to Recognise Anaphylaxis
 Appendix D – What to Do in the Event of Anaphylaxis
 Appendix E – Allergy Incident and Near Miss Reporting Form
 Appendix F – School Allergy Register Template

Appendix A – Emergency Use of School Spare Adrenaline Auto-Injector Consent Form
Consent for Emergency Administration of School Spare Adrenaline Auto-Injector (AAI)

Pupil Name: _____

Date of Birth: _____

Class/Form: _____

I consent to trained staff administering a school emergency Adrenaline Auto-Injector (AAI) to my child if:

- They are showing symptoms of anaphylaxis; and
- Their own prescribed AAI is unavailable, unusable, or additional doses are required.

I understand that:

- The school will call emergency services immediately.
- Parents/carers will be informed as soon as possible.
- The administration will be recorded and reported.

Parent/Carer Name: _____

Signature: _____

Date: _____

Emergency Contact Number: _____

Appendix B – Letter to Parent/Carer Following Use of Emergency Adrenaline

Date: _____

Dear Parent/Carer,

This letter is to inform you that your child:

Name: _____

required emergency treatment for a suspected anaphylactic reaction while at school on:

Date: _____

Time: _____

Action Taken

- ☐ Emergency Adrenaline Auto-Injector administered
- ☐ 999 called
- ☐ Child monitored by trained staff
- ☐ Parent/carers contacted

Details of incident:

Your child was subsequently:

- ☐ Collected by parent/carers
- ☐ Transported to hospital by ambulance

Please arrange for any used medication to be replaced before your child's return to school.

If you require further information, please contact the school.

Yours sincerely,

Name: _____

Position: _____

School: _____

Appendix C – How to Recognise Anaphylaxis

Common Signs of Anaphylaxis

Mild to Moderate Symptoms

- Itchy skin or rash (hives)
- Redness and flushing
- Swelling of lips, face, or eyes
- Tingling mouth or throat
- Feeling unwell

Severe Symptoms (Anaphylaxis)

- Difficulty breathing
- Persistent cough
- Wheeze
- Hoarse voice
- Swollen tongue
- Difficulty swallowing
- Dizziness or collapse
- Loss of consciousness
- Pale or floppy appearance (particularly in children)

Remember

Any one severe symptom may indicate anaphylaxis and should be treated immediately.

Call **999** and state:

"ANAPHYLAXIS. Adrenaline has been administered."

**Appendix D – What to Do in the Event of Anaphylaxis
Emergency Procedure**

Step 1

Administer Adrenaline Auto-Injector immediately.

Step 2

Call 999 and say:

"This is a suspected anaphylactic reaction."

Step 3

Lie the child flat.

Do not allow them to stand or walk.

If breathing is difficult, they may sit up.

Step 4

Send someone to meet the ambulance.

Step 5

Contact parents/carers.

Step 6

If symptoms do not improve after 5 minutes and another AAI is available, administer a second dose.

Step 7

Ensure the child is taken to hospital for assessment.

Important

Never leave the child alone.

Record all actions taken.

Appendix E – Allergy Incident and Near Miss Reporting Form
School Allergy Incident/Near Miss Report

Pupil Details

Name: _____

Class/Form: _____

Date of Incident: _____

Time: _____

Location: _____

Type of Report

☐ Allergy Incident

☐ Near Miss

Description of Incident

Suspected Allergen

Symptoms Observed

Action Taken

☐ Medication administered

☐ AAI administered

☐ First aid provided

☐ Ambulance called

☐ Parent contacted

Details:

Outcome

Follow-Up Actions Required

☐ Risk assessment review

☐ Allergy register update

☐ Staff briefing

☐ Parent meeting

Other:

Reported by: _____

Position: _____

Date: _____

Reviewed by: _____

Date: _____

Appendix F – School Allergy Register Template

Pupil Name	Class	Allergy	Severity	Medication Held	Location of Medication	Healthcare Plan	Staff Informed

Register Review

Review Date	Reviewed By	Notes/Changes

Confidential: This register should be accessible to relevant staff while complying with UK GDPR and school data protection requirements.