



Allergy Safety Policy

Agreed by the Governing Body in:	October 2026
Review Date:	October 2027
Review Schedule:	Annually
Person(s) Responsible:	Sarah Price

Allergy Safety Policy

1. Aims

Stamford Park Primary School is committed to providing a safe, inclusive and supportive environment for all pupils, including those with allergies and those at risk of anaphylaxis.

This policy aims to:

- Reduce the risk of pupils being exposed to known allergens through appropriate preventative measures, risk assessments and safe working practices.
- Ensure that pupils with allergies are supported to participate fully and safely in all aspects of school life.
- Establish clear procedures for recognising and responding promptly and effectively to allergic reactions, including anaphylaxis.
- Define the roles and responsibilities of school staff, parents/carers and pupils in managing allergies safely.
- Promote allergy awareness and understanding throughout the school community.
- Ensure that appropriate individual healthcare arrangements, medication and emergency procedures are in place for pupils with known allergies.
- Support the physical health, emotional wellbeing and inclusion of pupils with allergies.

2. Legislation and Guidance

This policy has been developed in accordance with the following legislation and statutory guidance:

- Children's Wellbeing and Schools Act 2026, particularly Section 34, which introduces statutory requirements for schools to have, review and publicise an allergy safety policy.
- Children and Families Act 2014, particularly Sections 100 and 100A, relating to supporting pupils with medical conditions and allergy safety in schools.
- Equality Act 2010, which places duties on schools to avoid disability discrimination and make reasonable adjustments where applicable.
- Food Information Regulations 2014 and Food Information (Amendment) (England) Regulations 2019, relating to the provision of food allergen information.
- Department for Education (2026), Allergy Safety in Schools, statutory guidance published in July 2026.
- Department for Education, Supporting Pupils at School with Medical Conditions, statutory guidance.
- Department of Health and Social Care, Guidance on the Use of Adrenaline Auto-Injectors in Schools.

In accordance with statutory requirements, Stamford Park Primary School will:

- Maintain a written allergy safety policy covering the management of allergies, including the risk of anaphylaxis.
- Review the policy at least annually and make any necessary amendments.
- Publish the policy on the school website.
- Bring the policy to the attention of pupils, parents/carers, staff and others working in school at least once a year.

- Have regard to the relevant statutory guidance when implementing and reviewing allergy safety arrangements.

This policy should be read alongside the school's Supporting Pupils with Medical Conditions Policy, Health and Safety Policy and other relevant school procedures.

3. Roles and Responsibilities

Stamford Park Primary School adopts a whole-school approach to allergy safety. All members of the school community have a responsibility to promote allergy awareness, minimise risks and respond appropriately to allergic reactions.

3.1 Governing Body

The Governing Body has overall responsibility for ensuring that the school meets its statutory duties relating to allergy safety.

The Governing Body will:

- Ensure that an appropriate allergy safety policy is in place, implemented and reviewed at least annually.
- Ensure that suitable arrangements are in place to support pupils with allergies, including those at risk of anaphylaxis.
- Monitor the effectiveness of the school's allergy management arrangements.
- Ensure that appropriate staff training, resources and emergency procedures are in place.
- Ensure that significant incidents and near misses are reviewed and that lessons learned inform improvements to school practice.

3.2 Headteacher – Sarah Price

The Headteacher, Sarah Price, has overall operational responsibility for health and safety, including the implementation and oversight of allergy safety arrangements across the school.

The Headteacher will:

- Lead on health and safety and ensure that appropriate allergy safety arrangements are implemented throughout the school.
- Ensure that this policy is communicated to staff, parents/carers, pupils and relevant external providers.
- Ensure that appropriate systems are in place to identify and support pupils with allergies.
- Ensure that staff understand their responsibilities and receive appropriate training.
- Oversee allergy risk assessments and ensure that appropriate preventative measures are implemented.
- Ensure that allergy risks are considered when planning school activities, events and educational visits.
- Oversee the school's arrangements with Mellors to ensure that appropriate allergy management procedures are followed.
- Review significant allergy-related incidents and near misses, ensuring that lessons learned inform improvements to school practice.
- Ensure that the policy is reviewed at least annually and that statutory requirements are met.

3.3 Allergy Lead – Richard Odell

Richard Odell is the school's designated Allergy Lead, with responsibility for coordinating individual allergy management arrangements.

The Allergy Lead will:

- Coordinate the development, implementation and review of Individual Healthcare Plans (IHPs) and allergy action plans, where required, in consultation with parents/carers and relevant healthcare professionals.
- Ensure that appropriate allergy action plans are obtained and that these are accessible to relevant staff.
- Oversee the recording and management of pupils' allergy information on Medical Tracker.
- Ensure that relevant staff have access to accurate and up-to-date information about pupils with allergies.
- Liaise with parents/carers, healthcare professionals and school staff regarding individual allergy management arrangements.
- Support staff in identifying and managing allergy risks.
- Ensure that staff are aware of pupils who require emergency medication and understand their individual emergency arrangements.
- Coordinate appropriate allergy awareness and emergency response training.
- Report significant concerns, incidents or changes in individual medical needs to the Headteacher.
- Support the Headteacher in reviewing and updating the school's allergy safety arrangements.

3.4 Adrenaline Auto-Injector (AAI) Monitoring – Deborah Johnson and Deborah Cooper

Deborah Johnson and Deborah Cooper are responsible for undertaking and recording monthly checks of the school's emergency adrenaline auto-injectors.

Their responsibilities include:

- Checking that all school-held AAIs are present, in date and stored appropriately.
- Checking that the devices and their packaging are in suitable condition, in accordance with manufacturers' instructions.
- Maintaining an accurate record of checks, including expiry dates.
- Arranging timely replacement of emergency AAIs approaching their expiry dates.
- Reporting missing, damaged, expired or otherwise unsuitable devices immediately to the Allergy Lead and Headteacher.
- Ensuring that records of the school's emergency AAI stock are kept up to date.

The Headteacher retains overall oversight of these arrangements.

3.5 Teaching and Support Staff

All teaching and support staff are responsible for:

- Familiarising themselves with this policy and the school's allergy procedures.
- Being aware of pupils with allergies in their care, including their known allergens and individual healthcare arrangements.
- Recognising the signs and symptoms of allergic reactions, including anaphylaxis.
- Attending appropriate allergy awareness and emergency response training.
- Following individual healthcare plans and emergency procedures.
- Considering allergy risks when planning lessons, activities, celebrations, educational visits and the use of food or other potential allergens.
- Promoting safe hygiene practices and preventing the sharing of food.
- Ensuring that pupils with allergies are included safely in all aspects of school life.
- Reporting allergic reactions, incidents and near misses promptly in accordance with school procedures.
- Taking immediate action in an emergency and seeking appropriate medical assistance.

3.6 Administrative Staff

Administrative staff are responsible for:

- Recording allergy and medical information provided by parents/carers accurately on Medical Tracker.
- Informing the Allergy Lead and relevant staff when new allergy information is received or existing information changes.
- Supporting the maintenance of accurate medical records and emergency contact details.
- Assisting with the administration and monitoring of medication records and expiry dates, as directed by the Allergy Lead.
- Ensuring that confidential medical information is shared appropriately with staff who need it to safeguard pupils.

3.7 Catering Provider – Mellors

The school's catering provider, Mellors, is responsible for:

- Ensuring that catering staff receive appropriate food allergy awareness and food safety training.
- Maintaining accurate information about allergens contained in meals and other food provided.
- Implementing appropriate procedures to prevent allergen cross-contact during food preparation, storage and service.
- Ensuring that pupils with allergies and special dietary requirements can be identified safely and discreetly.
- Providing suitable meals that meet agreed dietary requirements.
- Communicating ingredient substitutions, menu changes and potential allergen risks promptly to the school.
- Working closely with the school to manage individual dietary requirements and respond to concerns or incidents.

The school retains responsibility for ensuring that appropriate allergy safety arrangements are in place and will work collaboratively with Mellors to monitor their effectiveness.

3.8 Parents and Carers

Parents/carers are responsible for:

- Informing the school of any known or suspected allergies, including relevant medical advice and any history of allergic reactions or anaphylaxis.
- Providing accurate and up-to-date information about their child's medical and dietary needs.
- Providing relevant medical documentation, allergy action plans and prescribed medication, where applicable.
- Ensuring that prescribed medication, including adrenaline auto-injectors, is in date and replaced when necessary.
- Informing the school promptly of any changes to their child's allergies, medication or treatment arrangements.
- Working with the school and healthcare professionals to develop and review individual healthcare arrangements.
- Following the school's guidance regarding packed lunches, snacks and food brought into school for sharing.

3.9 Pupils with Allergies

Pupils with allergies will be encouraged, according to their age, understanding and individual needs, to:

- Develop an awareness of their allergies and known triggers.

- Avoid sharing food and drinks with others.
- Inform an adult immediately if they feel unwell or believe they may be experiencing an allergic reaction.
- Understand the importance of their medication and emergency arrangements.
- Participate in managing their allergies safely as they become developmentally ready.

Pupils will not be expected to take responsibility for managing potentially life-threatening allergic reactions independently.

3.10 Other Pupils

All pupils will be encouraged, in an age-appropriate manner, to:

- Understand that some people have allergies that can cause serious reactions.
- Respect the needs of pupils with allergies.
- Follow school rules regarding food sharing, hygiene and allergens.
- Inform an adult immediately if another pupil appears unwell or may be experiencing an allergic reaction.

Pupils will not be expected to administer emergency medication or assume responsibility for another pupil's medical needs.

4. Assessing Risk

Stamford Park Primary School is committed to identifying, assessing and minimising the risks associated with allergies, including the risk of anaphylaxis, to ensure that all pupils can participate safely and fully in school life.

Allergy risks will be considered as part of the school's wider health and safety arrangements, with individual risk assessments completed where necessary.

4.1 Individual Risk Assessments

Where a pupil has a known allergy, particularly where there is a risk of anaphylaxis, the school will assess the risks associated with their individual needs and the school environment.

Risk assessments will take account of:

- The pupil's known allergens and the nature and severity of previous reactions, where known.
- Potential exposure to allergens during the school day.
- The pupil's age, developmental stage and ability to recognise and communicate symptoms.
- Any additional medical conditions or special educational needs that may affect allergy management.
- The availability and accessibility of prescribed medication, including adrenaline auto-injectors (AAIs).
- The supervision and support required to minimise risks.
- The arrangements in place for responding to an allergic reaction or emergency.

Risk assessments will be developed in consultation with parents/carers and, where appropriate, healthcare professionals. They will be informed by the pupil's Individual Healthcare Plan (IHP) and allergy action plan, where applicable.

4.2 Activities Requiring Risk Assessment

Staff will consider allergy risks when planning activities that may involve exposure to known or potential allergens.

These include, but are not limited to:

- Food preparation, cooking and baking activities.
- Science experiments involving food or other potential allergens.
- Art and craft activities involving food products, packaging or other materials that may contain allergens.
- Educational visits, residential trips and off-site activities.
- School celebrations, parties, fundraising events and activities involving food.
- Activities involving animals, including visits from animals or assistance dogs.
- Outdoor learning, forest school activities and activities where there may be an increased risk of insect stings.
- Activities involving external visitors or providers who may introduce food, animals or other potential allergens.

Where risks are identified, appropriate control measures will be implemented to minimise the likelihood of an allergic reaction.

4.3 Responsibilities for Risk Assessment

The Headteacher, Sarah Price, has overall responsibility for ensuring that appropriate allergy risk assessment arrangements are in place.

The Allergy Lead, Richard Odell, will support the identification of individual allergy risks and ensure that relevant information from pupils' IHPs and allergy action plans is considered.

Class teachers and staff organising activities, events or educational visits are responsible for identifying potential allergy risks and completing or contributing to relevant risk assessments.

Where necessary, staff will consult the Allergy Lead, parents/carers and relevant healthcare professionals before an activity takes place.

4.4 Reviewing Risk Assessments

Allergy risk assessments will be reviewed:

- At least annually, where an ongoing individual risk assessment is required.
- When a pupil's allergy, medical needs or prescribed medication changes.
- Following an allergic reaction, significant incident or near miss.
- When a new activity, environment or circumstance introduces additional risks.
- Before educational visits or activities where existing arrangements may not adequately address the risks.

Any changes to risk assessments or control measures will be communicated promptly to relevant staff. The school will ensure that reasonable and proportionate measures are taken to manage allergy risks while promoting pupils' wellbeing, independence and inclusion.

5. Managing Risk

Stamford Park Primary School is committed to minimising the risk of allergic reactions through effective preventative measures, clear procedures and a whole-school approach to allergy awareness.

The school recognises that it is not possible to guarantee an entirely allergen-free environment. However, reasonable and proportionate steps will be taken to reduce the risk of exposure to known allergens and to ensure that pupils with allergies are supported safely and inclusively.

5.1 Hygiene Procedures

Good hygiene practices are essential in reducing the risk of allergen exposure and cross-contact.

The school will ensure that:

- Pupils are encouraged and reminded to wash their hands with soap and water before and after eating.
- Pupils are not permitted to share food, drinks, snacks or eating utensils.
- Tables and eating surfaces are cleaned appropriately before and after food is consumed.
- Food preparation and serving areas are maintained in accordance with appropriate food hygiene standards.
- Pupils use their own named water bottles.
- Staff consider the risk of allergen cross-contact when handling food, preparing resources or supervising activities.
- Any food spills are cleaned promptly and appropriately.

Hand sanitiser is not considered a substitute for handwashing when removing food allergens.

5.2 Catering and School Meals

The school works closely with its catering provider, Mellors, to ensure that pupils with food allergies and special dietary requirements can access suitable school meals safely.

The school and Mellors will work together to ensure that:

- Catering staff receive appropriate food allergy awareness and food safety training.
- Accurate information is maintained about the allergens contained in school meals.
- Information about the 14 allergens subject to mandatory food information requirements is available in accordance with applicable legislation.
- Individual dietary requirements are communicated clearly between the school, parents/carers and Mellors.
- Appropriate procedures are followed to minimise allergen cross-contact during food preparation, storage and service.
- Suitable meals are provided in accordance with agreed individual dietary arrangements.
- Ingredient substitutions or menu changes are checked for allergen safety before affected meals are served.
- Catering staff understand the procedures for identifying pupils with allergies and verifying that meals are suitable.
- Any concerns regarding food allergies or potential allergen exposure are communicated promptly to the school.

Where there is uncertainty about whether a meal is safe for a particular pupil, it must not be served until its suitability has been confirmed.

Identification of Pupils with Food Allergies – Purple Lanyards

To support the safe provision of school meals, all pupils with identified food allergies wear a purple lanyard at lunchtime. This provides a clear visual indication to catering and supervising staff that the pupil has specific dietary requirements.

- Pupils with identified food allergies will be provided with a purple lanyard to wear when attending the dining hall.
- Catering and lunchtime supervisory staff will be informed of the purpose of the purple lanyards and the procedures for supporting pupils who wear them.
- The purple lanyard system will operate alongside the school's allergy records, individual dietary information and agreed arrangements with Mellors.
- Catering staff must verify that the meal being served is suitable for the pupil's specific dietary requirements and must not rely solely on the presence or absence of a lanyard.

- Staff will ensure that pupils are not disadvantaged, unnecessarily singled out or excluded from lunchtime activities because of their allergies.
- Where a pupil is not wearing their lanyard, their allergy arrangements must still be followed in full.
- Lanyards will have appropriate safety fastenings and their use will be supervised according to the age and needs of the pupil.

5.3 Food Restrictions

The school recognises that it is not practical to guarantee an allergen-free environment. However, to reduce the risk of serious allergic reactions, pupils, parents/carers, staff and visitors are asked not to bring foods containing nuts or sesame into school.

Foods that should not be brought into school include:

- Packaged nuts, including peanuts and tree nuts.
- Cereal bars, granola bars and chocolate bars containing nuts.
- Peanut butter and chocolate or other spreads containing nuts.
- Peanut-based sauces, including satay.
- Sesame seeds and foods containing sesame, such as tahini and certain seeded products.

Parents/carers are encouraged to check food labels carefully when preparing packed lunches and snacks. Where a pupil brings a restricted food into school, staff will manage the situation sensitively and safely. The food will be removed from use and returned to parents/carers at the end of the school day, with an appropriate alternative provided or arranged where necessary.

The school recognises that allergen restrictions cannot eliminate all risks. Individual allergy management arrangements will continue to be followed regardless of the food restrictions in place.

5.4 Food Brought into School and Celebrations

Food brought into school for birthdays, celebrations, fundraising activities or other events can present additional allergy risks.

To minimise these risks:

- Parents/carers should seek permission before bringing food into school to be shared.
- Staff will consider known pupil allergies before permitting food to be distributed.
- Food provided for school events should have appropriate allergen information available.
- Homemade food intended for sharing will only be permitted where the school is satisfied that relevant allergy risks can be managed.
- Pupils with allergies will be provided with suitable alternatives where reasonably practicable.
- Staff will ensure that pupils do not share food without appropriate supervision and permission.
- Non-food alternatives will be encouraged where appropriate.

The school will seek to ensure that pupils with allergies are included in celebrations and activities without being exposed to unnecessary risks.

5.5 Insect Bites and Stings

The school recognises that some pupils may be at risk of serious allergic reactions to insect stings.

When undertaking outdoor activities, appropriate precautions will be taken, including:

- Encouraging pupils to wear suitable footwear outdoors.
- Ensuring that food and drinks are covered where practical.
- Managing outdoor eating areas appropriately to reduce the attraction of insects.
- Taking account of known insect-sting allergies when planning outdoor learning, educational visits and other activities.

- Ensuring that staff are aware of pupils with insect-sting allergies and their individual emergency arrangements.

Any pupil with a known risk of anaphylaxis from insect stings will be supported in accordance with their individual healthcare arrangements and allergy action plan.

5.6 Animals

Contact with animals can present allergy risks for some pupils.

The school will:

- Consider known animal allergies when planning activities involving animals.
- Undertake appropriate risk assessments for animal visits, animal handling experiences and activities involving assistance dogs.
- Ensure that pupils wash their hands after contact with animals.
- Put appropriate measures in place to minimise exposure to allergens.
- Make reasonable adjustments to enable pupils with animal allergies to participate safely wherever possible.

Pupils with known animal allergies will not be required to have direct contact with animals where this may present a risk to their health.

5.7 Supporting Pupils' Emotional Wellbeing

The school recognises that living with allergies, particularly those that may cause anaphylaxis, can affect a pupil's emotional wellbeing and confidence.

The school will:

- Promote an inclusive and supportive environment in which pupils with allergies feel safe and understood.
- Encourage pupils to discuss any worries or concerns with a trusted adult.
- Provide pastoral support where appropriate.
- Ensure that pupils are not unnecessarily excluded from activities because of their allergies.
- Promote understanding and respect among other pupils.
- Address any teasing, bullying or discriminatory behaviour relating to a pupil's allergies in accordance with the school's Behaviour and Anti-Bullying Policies.
- Work with parents/carers to support pupils who experience anxiety or distress associated with their allergies.

5.8 School Events and Educational Visits

Pupils with allergies will be supported to participate safely and fully in educational visits, residential trips, sporting events, school celebrations and other activities.

Before an event or educational visit, staff will:

- Identify pupils with allergies and review their individual healthcare arrangements.
- Assess potential allergen exposure and implement appropriate control measures.
- Ensure that relevant staff are aware of pupils' allergies and emergency procedures.
- Confirm that required medication, including prescribed adrenaline auto-injectors, is available and accessible throughout the activity.
- Ensure that staff accompanying pupils are appropriately trained to recognise and respond to allergic reactions.
- Liaise with venues, transport providers, activity organisers and catering providers where necessary.
- Make appropriate arrangements for meals, snacks and refreshments.

- Establish suitable procedures for accessing emergency medical assistance.

Medication required in an emergency must accompany the pupil and remain readily accessible throughout the visit.

Where a pupil has been prescribed adrenaline auto-injectors, the number of devices taken and arrangements for carrying them will be determined by the pupil's individual healthcare arrangements and relevant medical guidance.

The school will make reasonable adjustments and plan appropriately to ensure that pupils with allergies are not unnecessarily excluded from activities.

5.9 Communication and Review of Risk Management Arrangements

Effective communication is essential to managing allergy risks safely.

The school will ensure that:

- Relevant staff are informed promptly of new allergies or changes to existing medical information.
- Allergy information is recorded accurately on Medical Tracker.
- Individual allergy arrangements are communicated to staff who need the information to safeguard pupils.
- Parents/carers are encouraged to report changes to their child's medical needs promptly.
- Allergy-related incidents, concerns and near misses are reported and reviewed.
- Risk management procedures are reviewed following significant incidents or changes in individual needs.

The Headteacher, supported by the Allergy Lead, will oversee the effectiveness of the school's allergy risk management arrangements and ensure that improvements are implemented where necessary.

6. Procedures for Handling an Allergic Reaction

Stamford Park Primary School is committed to ensuring that all staff can recognise the signs of an allergic reaction and respond promptly and appropriately, including in cases of suspected anaphylaxis.

Anaphylaxis is a severe, potentially life-threatening allergic reaction that requires immediate emergency treatment. It can develop rapidly and may occur in a pupil with no previously diagnosed allergy.

6.1 Register of Pupils with Allergies

The school maintains an up-to-date register of pupils with known allergies on Medical Tracker.

The register will include, where applicable:

- The pupil's name, class and photograph, where appropriate.
- Known allergens and relevant medical information.
- Details of previous allergic reactions and risk of anaphylaxis.
- Prescribed medication, including the type and dose of adrenaline auto-injector (AAI).
- The location of the pupil's emergency medication.
- Individual Healthcare Plans (IHPs) and allergy action plans.
- Relevant medical authorisation and parental consent for the use of the school's spare AAIs.
- Emergency contact information.

The Allergy Lead, Richard Odell, will oversee the accuracy and accessibility of this information, supported by administrative staff.

Relevant staff will have prompt access to the information they require to safeguard pupils, including during lunchtimes, educational visits and other school activities.

Confidential medical information will be shared only with those who need it to support pupils safely.

6.2 Recognising an Allergic Reaction

All staff will receive training to recognise the signs and symptoms of allergic reactions, including anaphylaxis.

Mild to Moderate Allergic Reactions

Symptoms may include:

- Itching or tingling in the mouth.
- A raised, itchy rash or hives.
- Localised swelling, such as around the eyes or lips.
- Sneezing, a runny nose or itchy eyes.
- Mild abdominal discomfort.

Staff must remain alert because symptoms can progress rapidly to anaphylaxis.

Signs of Anaphylaxis

Anaphylaxis may involve one or more of the following:

- **Airway:** Swelling of the tongue or throat, difficulty swallowing, a hoarse voice or noisy breathing.
- **Breathing:** Persistent coughing, wheezing, difficulty breathing or rapid deterioration in breathing.
- **Circulation:** Feeling faint, collapse, confusion, extreme drowsiness, becoming pale or floppy, or loss of consciousness.

Anaphylaxis may occur without a skin rash or other visible skin symptoms.

Where anaphylaxis is suspected, staff must act immediately and must not wait for symptoms to worsen.

6.3 Responding to a Mild or Moderate Allergic Reaction

Where a pupil displays symptoms of a mild or moderate allergic reaction, staff will:

1. Remain with the pupil and ensure they are supervised.
2. Follow the pupil's individual allergy action plan, where available.
3. Administer prescribed medication, such as an antihistamine, where indicated in the pupil's plan and in accordance with the school's medication procedures.
4. Monitor the pupil closely for any signs of deterioration.
5. Inform the parents/carers and seek medical advice where appropriate.
6. Record the incident on Medical Tracker and inform the Allergy Lead.

If symptoms suggest anaphylaxis at any stage, staff must immediately follow the emergency procedures outlined in Section 6.4.

Antihistamines must never be used as a substitute for adrenaline when anaphylaxis is suspected.

6.4 Emergency Procedures for Suspected Anaphylaxis

Anaphylaxis is a medical emergency. Immediate action is essential.

Where a pupil is suspected of experiencing anaphylaxis, staff must:

1. **Administer adrenaline immediately.** Use the pupil's prescribed adrenaline auto-injector, following their allergy action plan where available. If their own AAI is unavailable, use the school's spare AAI in accordance with the applicable emergency-use arrangements. Do not delay treatment while searching for paperwork.
2. **Call 999 immediately.** Request an ambulance and clearly state that a child is experiencing suspected anaphylaxis. Follow the emergency call handler's instructions.
3. **Position the pupil appropriately.** The pupil should normally lie flat with their legs raised if possible. If breathing is difficult, they may be allowed to sit with their legs extended. An unconscious pupil who is breathing normally should be placed in the recovery position. The pupil must not be allowed to stand or walk.

4. **Remain with the pupil.** A member of staff must stay with the pupil, monitor their breathing and responsiveness, and provide reassurance where appropriate.
5. **Administer a second dose of adrenaline if necessary.** If symptoms have not improved after five minutes, administer a second AAI, following current emergency guidance and the instructions of the ambulance service.
6. **Begin CPR if required.** If the pupil becomes unresponsive and is not breathing normally, begin cardiopulmonary resuscitation (CPR) and follow the emergency call handler's instructions.
7. **Inform parents/carers.** A designated member of staff should contact the pupil's parents/carers as soon as practicable, without delaying emergency treatment.
8. **Ensure hospital assessment.** The pupil must be assessed in hospital following suspected anaphylaxis, even if symptoms improve after adrenaline. A member of staff will accompany the pupil to hospital where necessary until a parent/carer can take over.

Staff must not leave the pupil alone, delay administering adrenaline or rely on antihistamines to treat suspected anaphylaxis.

6.5 Use of the School's Spare Adrenaline Auto-Injectors

The school maintains spare adrenaline auto-injectors for emergency use in the school office.

These are intended primarily for pupils at risk of anaphylaxis whose own prescribed AAI is unavailable or cannot be administered correctly without delay.

Routine use of the school's spare AAIs will follow the applicable requirements concerning medical authorisation and parental consent.

In exceptional, unforeseen, life-threatening circumstances, emergency administration of adrenaline may be permitted under Regulation 238 of the Human Medicines Regulations 2012, including where a pupil has no previously diagnosed allergy.

Staff must follow their emergency training and current clinical guidance and must not delay life-saving treatment while checking administrative records.

The school's arrangements for purchasing, storing, checking and maintaining spare AAIs are detailed in Section 7.

6.6 Following an Allergic Reaction or Anaphylactic Emergency

Following an allergic reaction or suspected anaphylaxis, the school will:

- Ensure that the pupil receives appropriate medical attention and ongoing support.
- Inform parents/carers and relevant school leaders.
- Record the incident accurately on Medical Tracker and any other required school reporting system.
- Document symptoms, timings, medication administered, staff involved and emergency services contacted.
- Record the use of any adrenaline auto-injector and arrange for its replacement.
- Review the pupil's Individual Healthcare Plan, allergy action plan and risk assessment where appropriate.
- Liaise with parents/carers and relevant healthcare professionals regarding any changes to the pupil's care arrangements.
- Consider whether any further reporting is required under applicable health and safety procedures.

6.7 Reviewing Incidents and Near Misses

The school recognises the importance of learning from allergic reactions, serious incidents and near misses.

The Headteacher, Sarah Price, supported by the Allergy Lead, Richard Odell, will ensure that significant incidents and near misses are reviewed.

Reviews will consider:

- The circumstances leading to the incident.
- Whether existing risk assessments and preventative measures were effective.
- Whether emergency procedures were followed appropriately.
- Whether medication and relevant information were readily accessible.
- Whether staff had received appropriate training.
- Whether changes are needed to individual healthcare arrangements or whole-school procedures.

Findings will be used to improve allergy safety arrangements and communicated to relevant staff. Significant findings will be reported to the Governing Body as appropriate, maintaining pupil confidentiality.

7. Adrenaline Auto-Injectors (AAIs)

Stamford Park Primary School recognises that adrenaline is the first-line emergency treatment for anaphylaxis. The school is committed to ensuring that appropriate adrenaline auto-injectors (AAIs) are available, safely stored, regularly checked and accessible without delay in an emergency.

7.1 Provision and Purchasing of AAIs

Parents/carers of pupils who have been prescribed AAIs are responsible for providing the school with the required number of in-date devices, in accordance with their child's individual healthcare arrangements and medical advice.

The school will:

- Request that parents/carers provide two prescribed AAIs for pupils at risk of anaphylaxis, in line with relevant medical guidance.
- Maintain a supply of spare emergency AAIs in accordance with applicable legislation and guidance.
- Ensure that spare AAIs are appropriate for the pupils who may require them, including consideration of the prescribed doses.
- Obtain replacement spare AAIs when required.
- Maintain records of the type, dose, location and expiry dates of school-held AAIs.

The school's spare emergency AAIs are additional to, and do not replace, the prescribed AAIs that pupils at risk of anaphylaxis should have available in accordance with their medical advice and individual healthcare arrangements.

The Headteacher, Sarah Price, has overall oversight of these arrangements. Deborah Johnson and Deborah Cooper will coordinate stock monitoring and replacement arrangements.

7.2 Storage and Accessibility

The school's emergency adrenaline auto-injectors (AAIs) are stored in the school office, in a clearly identified and readily accessible location.

Pupils' Individually Prescribed AAIs

Pupils' own prescribed AAIs are stored in designated locations according to their year group:

- **Infant Staffroom** – for pupils in the infant classes.
- **Junior Staffroom** – for pupils in the junior classes.
- **Nursery** – for pupils attending Nursery.

The school will ensure that pupils' prescribed AAI's are immediately accessible and that the time taken to retrieve them does not delay emergency treatment. Storage arrangements will be assessed in relation to the pupil's location and individual needs, including during outdoor activities, lunchtimes and movement around the school.

The school will ensure that AAI's are:

- Stored in accordance with manufacturers' instructions, including protection from direct sunlight and extremes of temperature.
- Clearly labelled with the pupil's name where individually prescribed.
- Kept in designated locations known to relevant staff.
- Readily accessible in an emergency and not locked away in a manner that could delay treatment.
- Stored safely to minimise the risk of accidental or inappropriate use.
- Available during the school day, including lunchtimes and school activities.

All relevant staff, including lunchtime supervisors, supply teachers and temporary staff, will be informed of the location of AAI's and the procedures for accessing them.

Where a pupil is assessed as capable of carrying their own AAI, arrangements will be agreed through their Individual Healthcare Plan.

Appropriate arrangements will be made to ensure that prescribed emergency medication accompanies pupils during educational visits and off-site activities.

7.3 Maintenance and Monthly Checks

Deborah Johnson and Deborah Cooper are responsible for undertaking and recording monthly checks of the school's emergency AAI's and pupils' individually prescribed devices.

These checks will include:

- Confirming that all emergency AAI's are present and accounted for.
- Confirming that all pupils' individually prescribed devices are present and accounted for.
- Checking expiry dates and arranging replacements before devices expire.
- Checking that devices are stored appropriately and remain in suitable condition.
- Checking the appearance of the adrenaline solution where this is possible and required by the manufacturer's instructions.
- Ensuring that all kits contain the required documentation and equipment.
- Maintaining accurate records of stock checks, expiry dates and replacement arrangements.
- Reporting missing, damaged, expired or otherwise unsuitable devices immediately to the Allergy Lead and Headteacher.

Records of monthly checks will be retained and made available for monitoring purposes.

The Headteacher retains overall oversight of these arrangements.

7.4 Disposal and Replacement

AAI's are single-use devices and must not be reused.

Following administration of an AAI:

- Emergency medical services must be informed that adrenaline has been administered.
- The used device must be handled safely and passed to ambulance personnel or disposed of in accordance with appropriate clinical waste procedures and manufacturers' guidance.
- The administration must be recorded, including the time, dose, device used and member of staff administering it.
- Parents/carers must be informed.
- Any school-owned AAI used must be replaced promptly.

- Any concerns about the device or its administration must be reported to the Allergy Lead and Headteacher.

Expired or damaged AAI's will be replaced and disposed of safely through appropriate arrangements.

7.5 Use of AAI's Off School Premises

Pupils at risk of anaphylaxis must have appropriate emergency medication available during educational visits, residential trips, sporting activities and other off-site events.

Before an off-site activity, staff will:

- Review the pupil's IHP and allergy action plan.
- Confirm that the required number of prescribed AAI's is available and in date.
- Ensure that medication accompanies the pupil and remains readily accessible throughout the activity.
- Ensure that accompanying staff are appropriately trained to recognise anaphylaxis and administer AAI's.
- Consider whether spare emergency AAI's should also accompany the group, taking account of the risk assessment and relevant guidance.
- Establish arrangements for obtaining emergency medical assistance.
- Ensure that staff understand the procedures for responding to suspected anaphylaxis.

Pupils who are able to carry their own AAI's may do so in accordance with their individual healthcare arrangements. However, responsibility for ensuring that appropriate emergency arrangements are in place remains with the school.

A pupil's participation in an educational visit will not be unnecessarily restricted because of their allergy.

7.6 Emergency Anaphylaxis Kits

The school will maintain clearly identified emergency anaphylaxis kits containing spare AAI's and supporting information.

Each kit will include:

- Spare AAI's of the appropriate type and dose.
- Clear instructions for administering the devices.
- Manufacturer's information and storage instructions.
- A record of the devices held, including batch numbers and expiry dates.
- A record of monthly checks.
- Information about replacement arrangements.
- An up-to-date register of pupils for whom routine use of the spare AAI's is authorised, including relevant medical authorisation and parental consent.
- A record of any administration of an AAI.

The school's spare emergency anaphylaxis kit is stored in the school office, in a clearly identified and readily accessible location. All relevant staff will be informed of its location and the arrangements for accessing it promptly.

7.7 Administration of AAI's

AAI's must be administered promptly where anaphylaxis is suspected, in accordance with the emergency procedures set out in Section 6.

The school's spare AAI's will be used in accordance with applicable legislation and guidance, including the requirements for medical authorisation and parental consent for routine emergency use.

The school also recognises the exceptional circumstances in which emergency administration of adrenaline may be permitted under Regulation 238 of the Human Medicines Regulations 2012.

Staff must follow their emergency training and seek immediate assistance from the ambulance service. Administration of adrenaline must not be delayed while waiting for parents/carers to arrive. All administration of AAIs will be recorded and reported in accordance with the school's medication and incident reporting procedures.

8. Training

Stamford Park Primary School is committed to ensuring that all staff have the knowledge, understanding and confidence to recognise allergic reactions, minimise risks and respond appropriately in an emergency.

8.1 Whole-School Allergy Awareness Training

All school staff will receive appropriate allergy awareness training, including teaching staff, teaching assistants, lunchtime supervisors, administrative staff, Nursery staff and members of the Senior Leadership Team.

Training will cover:

- An understanding of allergies and anaphylaxis, including common allergens and potential triggers.
- Recognising the signs and symptoms of mild, moderate and severe allergic reactions.
- Recognising anaphylaxis and understanding the importance of immediate emergency treatment.
- The correct administration of adrenaline auto-injectors (AAIs), including practical familiarisation with the devices held by the school.
- The school's emergency procedures, including calling 999, administering adrenaline and providing appropriate support until emergency services arrive.
- The location and accessibility of the school's emergency AAIs and pupils' individually prescribed medication.
- The importance of following Individual Healthcare Plans (IHPs) and allergy action plans.
- Measures to reduce allergen exposure and cross-contact, including hygiene and food safety procedures.
- The school's arrangements for identifying and supporting pupils with food allergies, including the purple lanyard system used at lunchtimes.
- Procedures for reporting allergic reactions, incidents and near misses.
- Supporting the inclusion, wellbeing and safety of pupils with allergies.

8.2 Frequency of Training

Whole-school allergy awareness training will be provided annually, normally during the September staff induction and training programme.

Additional training or refresher sessions will be provided where necessary, including:

- When new staff join the school.
- When a pupil's allergy or medical needs require additional staff knowledge or training.
- When emergency procedures or medication arrangements change.
- Following a significant allergic reaction or near miss, where learning needs are identified.
- When new guidance or recommendations require changes to school practice.

Staff who are absent from scheduled training will be required to complete appropriate catch-up training.

8.3 Training Responsibilities

The Headteacher, Sarah Price, has overall responsibility for ensuring that appropriate allergy training arrangements are in place.

The Allergy Lead, Richard Odell, will coordinate allergy awareness training and ensure that staff are informed of relevant individual healthcare arrangements and emergency procedures.

Training will be delivered by appropriately qualified or competent individuals, using current recognised guidance and suitable training resources.

Where pupils have complex medical needs, additional training or advice may be sought from relevant healthcare professionals.

8.4 Induction and Temporary Staff

All new staff will receive information about the school's allergy safety procedures as part of their induction.

Supply teachers, temporary staff, volunteers and external providers will be given relevant information appropriate to their roles, including:

- The location of emergency A&Es.
- The procedures for responding to suspected anaphylaxis.
- Relevant information about pupils with allergies in their care.
- How to obtain immediate assistance in an emergency.

Staff must know how to access emergency support and must not be left responsible for managing a pupil's complex medical needs without appropriate information, support and training.

8.5 Training Records and Monitoring

The school will maintain records of allergy awareness and emergency response training undertaken by staff.

Records will include:

- The date and nature of the training.
- The name of the training provider or person delivering the training.
- The names of staff who attended or completed the training.
- Any additional practical training or competency assessment undertaken.
- Details of refresher or follow-up training required.

The Allergy Lead will support the monitoring of training records and identify any gaps in staff training.

The Headteacher will oversee the effectiveness of training arrangements and ensure that identified training needs are addressed.

9. Links to Other Policies

This policy should be read alongside the school's:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy

These policies support the school's arrangements for managing allergies and responding to medical emergencies.