



Rose Green Infant School

ALLERGY SAFETY POLICY

Section 34 of the Children's Wellbeing and Schools Act 2026 requires that LA maintained schools such as Rose Green Infant School, must have an allergy safety policy.

A named member of the senior leadership team in each setting should have responsibility for allergy safety, including driving the implementation of the allergy safety policy and contributing to or leading the review of the policy. At Rose Green Infant School this is **the Headteacher**.

This policy will be reviewed at least annually; it will be reviewed more frequently where incidents or 'near misses' suggest areas for improvement. Any review will take into account the incident or 'near miss' and we will seek to learn lessons from them. This is essential where incidents suggest that policies or procedures may leave individuals with allergy at risk.

1. Culture

Awareness training

All staff at Rose Green Infant School will be trained in allergy awareness and emergency response at least annually. We subscribe to Kitt Medical, which allows access to online training to fulfil this requirement. Anaphylaxis training will form part of new staff induction. Training is overseen by the Headteacher.

Rose Green Infant School will only use supply teaching agencies that have provided written assurance that their staff have been trained in anaphylaxis.

Employers of peripatetic and agency staff coming into our school regularly to work with children will be contacted to ascertain their anaphylaxis training status and if the employer does not train staff, Rose Green Infant School will ensure that they are trained annually using our Kitt Medical training, and will not allow untrained staff to work in our school.

Regular volunteers in school will undertake Kitt Medical anaphylaxis training as part of their induction and then annually thereafter, for the duration of their volunteering.

Allergy awareness training ensures adults:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Understand the difference between food allergy, coeliac disease and food intolerance
- Know where to find information on allergy triggers
- Can identify the range of symptoms of allergic reactions
- Understand and can recognise anaphylaxis
- Know how to respond in an emergency, including:
 - calling emergency services and informing parents

- how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack)
- 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 allergy can have on a child or young person's wellbeing
- Understand the school, college or setting's allergy safety policy
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss')

Wellbeing

Wellbeing for all children at Rose Green Infant School is at the heart of all that we do (see our Mental Health and Emotional Wellbeing Policy). It is important that the wellbeing of children with allergy is promoted as the risk posed by the allergy, and the possibility of anaphylaxis, can be a significant cause of anxiety. This will be discussed with the child (as appropriate) and their parent / carer and will be included in their Individual Healthcare Plan (IHP). Children with allergy will also be monitored and reviewed regularly as part of our Vulnerable and Disadvantaged Pupil Register monitoring, and any necessary help or support will be put in place for them as needed to support wellbeing.

Our school has in place policies for Behaviour and Anti Bullying, and these will be followed to address and avoid the bullying of children with allergy, as they are for all pupils, regardless of allergy status. Class teachers will discuss a child's allergy age appropriately with the child's peers, to ensure they all understand the allergy and what that means for their classmate on a day-to-day basis.

Minimising risk

Our school will always try to minimise the risk of individuals (children, staff and visitors) encountering their known allergens. We do this by:

- Making it known to all staff, pupils and visitors through signage throughout the school, information on our website and in school communications, that Rose Green Infant School is a NUT FREE SCHOOL
- Having Individual Healthcare Plans in place for all children with known allergies, which are shared with all relevant staff members, so
 - that allergens are not brought into the school environment
 - measures are in place for individual pupils to avoid cross contamination during Forest School or DT food tech sessions
 - there is no contact with allergens in other curriculum areas such as art, science, music or activities involving live animals
- Communication with our school community around any allergens that cannot be brought into school or a particular class, including food from home, junk modelling materials, etc.
- Ensuring all children with allergies who have school lunches are registered with our hot meal provider (FEED by ISS) for a special diet
- Ensuring all children with an allergy wear a lanyard identifying this while they are in the lunch hall

- Putting in place a risk assessment for any children who have know allergy to airborne or contact allergens, setting out how the risk will be reduced and managed; this will form part of the IHP
- Risk assessment to manage the risk of exposure to allergens for individuals as part of the planning process for external visits or trips
- Asking any staff or long-term visitors to the school (student teachers, regular volunteers, etc.) to notify us of any allergies that they have

Food allergy

Our school will manage the risks of food allergy by:

- Keeping allergen-free food separate from other foods to stop dangerous mixing (cross-contamination)
- Teaching lunchtime staff how to handle food safely, how to spot a bad allergic reaction and to have an awareness of potential allergens that may come into school in lunchboxes (e.g. peanut butter or choc nut spread in sandwiches), knowing what to do in this situation
- Having clear, individual emergency steps ready for any child with a known severe food allergy

2. Individual children and adults

Identification and Individual Healthcare Plans for children

On joining our school, we ask parents / carers to complete medical information for their children, which will allow us to know if a child has a known allergy, what that allergy is and if they have medication.

For children who have an allergy which will have a functional impact on them in school (they are at risk of harm from their allergy and require arrangements additional or different to those made generally), an Individual Healthcare Plan is written with the parent / carer and an agreement is reached as to what medication is kept in school (also see the Medicines in School policy). This medication is monitored by the Office Administrator and if it is near its use by date or has run out, we will contact the family for replacement medication (anti-histamine, inhalers and/or adrenaline autoinjector devices).

All Individual Healthcare Plans are shared with the relevant members of staff in school. Plans are reviewed with the parents / carers at least annually and more often if there is a change, for example a new allergen, a different procedure to follow or medication changes. Information included in IHPs are flexibilities or reasonable adjustments needed, medication (pro-active or emergency), support needed (including emotional support) in school and on trips or visits. For more information, see the IHCP template (Appendix 1).

Some children also have an Allergy Action Plan or an Asthma Action plan issued by a healthcare professional. If this is the case, it will be an attachment of the IHP.

Adults

On joining our school, we ask new staff members to declare health information as part of their Occupational Health Pre-Employment Screen. If a staff member has an allergy that has functional impact on them while they are working in school, the Headteacher would meet with them to discuss this and create a plan to support them in being able to manage their allergy at work and outline any medication information, such as type, location and emergency procedures.

While we cannot insist that other adults such as visitors or volunteers share allergy information with us, we hope that they would feel able to do so, in order that we can support them to be in school safely.

Prescribed adrenaline

Children at Rose Green Infant School with prescribed adrenaline will have two devices in school at all times. One will be kept in the medical area of the school office, the other will be kept with the child at all times, both in clearly named containers / bags. This means a device will be taken outside for PE and playtimes, with the child to other areas of the school and on school trips (when both devices will be taken off site).

The Office Administrator in the school office makes a note of all dates on devices and will notify parents / carers in a timely manner when they are coming to their end date, so that they can be replaced. All devices are sent home at the end of each academic year. The office keeps a record of children with medical conditions, that is shared with staff, and this will include information as to which children have prescribed adrenaline devices. If we are having a school 'mix up day' (such as annual outside play day) and the children are in the care of unfamiliar school staff, information about allergies will be included on their name badge and the children will have a device with them.

3. School-wide policies

'Spare' adrenaline devices

At Rose Green Infant School we subscribe to Kitt Medical. This means that we have four spare adrenaline devices in school; two 150mcg pens and two 300mcg pens, to cover varying age and weight requirements. These devices are in a secure box, mounted on the wall as you enter the school by the main entrance, next to the school office. The box requires a key to open it. There are three keys located in the main office, the SBM/DHT's office and the Headteacher's office and the fourth key is in an emergency smash box right above the wall mounted kit.

Each month, Kitt medical send the Headteacher an email to check the spare adrenaline devices, to ensure they remain a clear liquid and are still in date. As an extra precaution, the pens are registered with their use by date on the Kitt Medical website, so the company know when to send new devices, just prior to the old ones expiring.

Spare devices should be used:

- To help anyone who has a prescribed adrenaline pen and is in anaphylactic shock but does not have their device to hand
- To help anyone who does not have an identified allergy but is presenting as being in anaphylactic shock.

If a spare device is used, this is reported by the Headteacher on the Kitt Medical website and they will immediately send out a replacement. Any devices that go out of date will be taken to a local pharmacy for safe disposal as we do not have facilities in school. If a device is used, it will be given to the paramedics when they arrive at the school.

Having this set up ensures that nobody is more than five minutes from adrenaline devices, so adrenaline can be administered as soon as possible when anaphylaxis is identified or suspected.

Serious incidents or 'near misses'

In the case of an incident or 'near miss' involving allergy safety, it will be discussed with relevant staff as soon as possible after the incident and reported to WSCC on the online H&S system, which requires consideration of what could be changed to avoid the incident happening again and what can be learned from it.

In some cases, the impact of exposure to an allergen in school may not be immediate and reaction may happen at home, therefore parents / carers will always be informed of an incident.

Information sharing

As previously set out, Individual Healthcare Plans will be shared with relevant staff members. A child or young person's health information is considered special category data under UK GDPR, which means it is highly sensitive and has additional legal protections. Schools have a lawful basis to hold, use and share a child's special category health data when this is necessary, but it should always be done in a controlled and respectful way, because unnecessary sharing can reduce children's confidence in practitioners and can be embarrassing for children and young people who may not want to be singled out. Staff at Rose Green Infant School will always hold this in mind when sharing information about a child and their allergies.

Awareness of the allergy safety policy

It is the role of the Governing Body to ensure that this policy is readily accessible to parents and staff. It is published on our school website (with hard copies available on request) and each September, it will be highlighted to parents / carers in our newsletter. At the start of each new academic year, we will also deliver an allergy awareness assembly to the KS 1 children.

Each time a member of staff undertakes allergy awareness training (either their annual training or as part of their induction), they will be given a copy of this policy to read and will be asked to sign to say that they have read and understood it.

This policy was written in August 2026 to meet the new requirements set out in 'Allergy safety in Schools' (DfE July 2026). It will be reviewed annually by the allergy lead (Headteacher).

Date of next review: September 2027

Appendix 1



Rose Green Infant School Individual Healthcare Plan (IHCP)

Insert
photograph
here

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

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Daily care requirements

--

Specific support for the pupil's educational, social and emotional needs

--

Arrangements for school visits/trips etc

--

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I agree that my child's medical information can be shared with school staff responsible for their care.

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Signed by parent or guardian

Print name

Date

Review date

Copies to: