Nottinghamshire County Council

We nurture, we flourish, we achieve

Nettleworth Infant and Nursery School

Allergy Safety Policy

Author/Contact:	Gina Taylor
Publication Date:	September 2026 First Edition
Cycle	Annual
Related Policies and documents:	Supporting Pupils with Medical Conditions Policy, Health and Safety Policy, Educational Visits Policy, Safeguarding Policy, Data Protection Policy, Behaviour and Anti-Bullying Policy, First Aid Policy
Review date	September 2027 (or sooner in response to significant change in legislation and/or whole school practice)
Head Teacher	(Acting) Mrs Gina Taylor
Approved/Ratified by	Staff and Governors at Nettleworth School

Contents

1. Statement of Intent..... 3
2. Definitions.....4
3. Responsibilities of the Governing Body / Trustees 5
4. Responsibilities of the Head Teacher / Principal 5
5. Responsibilities of the Designated Allergy Lead..... 5
6. Responsibilities of all Staff..... 5
6. Allergy Awareness and Training 7
7. Promoting Wellbeing 8
8. Identification of Pupils, Staff and Visitors with Allergies 8
9. Individual Healthcare (IHPs)..... 9
10. Minimising Risk 10
11. Educational Visits and Residential Trips..... 11
12. Medication and Adrenaline Auto-Injectors (AAIs) 11
13. Spare Adrenaline Auto-Injectors (AAIs)..... 12
14. Emergency Response..... 12
15. Recording and Reporting Incidents..... 13
16. Information Sharing and Confidentially 13
17. Communication and Awareness 13
18. Related Policies and Further Information..... 14
19. Links to other documents.....12
19. Policy Review.....142

Changes to this edition

First edition

1. Statement of Intent

Nettleworth Infant and Nursery School is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors with allergies. We recognize that allergies can range from mild reactions to life-threatening anaphylaxis and that effective management is essential to safeguard health, wellbeing and educational participation.

This policy outlines arrangements for allergy awareness, risk management, emergency response and support for pupils with allergies in accordance with statutory guidance for schools.

> The overarching purpose of this policy is to make sure children and young people have successful and fulfilling lives.

> In order to effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside the school in identifying allergens and potential risks, in order to ensure the health and safety of their children.

> The school does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

Signed:

(Chair of Governors)

Date:

Signed:

(Head Teacher)

Date:

2. Definitions

For the purpose of this policy:

Allergy is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

Allergen – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

Allergic reaction – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

Anaphylaxis is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Persistent cough
- Throat tightness
- Change in voice, e.g. hoarse or croaky sounds
- Wheeze (whistling noise due to a narrowed airway)
- Difficulty swallowing/speaking
- Swollen tongue
- Difficult or noisy breathing
- Chest tightness
- Feeling dizzy or faint
- Suddenly becoming sleepy, unconscious or collapsing
- For infants and younger pupils, becoming pale or floppy

3. Responsibilities of the Governing Body / Trustees

The Governing Body / Trustees will:

- Ensure the school has an effective Allergy Safety Policy.

- Review the policy at least annually.
- Ensure sufficient resources are available to implement the policy.
- Monitor incidents and lessons learned from allergy-related events.

4. Responsibilities of the Head Teacher / Principal

The Head Teacher will:

- Ensure implementation of the Allergy Safety Policy.
- Appoint a Designated Allergy Lead.
- Ensure staff receive appropriate training.
- Ensure emergency procedures are maintained and regularly reviewed.

5. Responsibilities of the Designated Allergy Lead

The Designated Allergy Lead will:

- Maintain records of pupils with allergies.
- Coordinate training and awareness activities.
- Monitor compliance with Individual Healthcare Plans (IHPs).
- Review allergy incidents, near misses and actions arising.
- Liaise with parents, healthcare professionals and catering providers.

Name of Designated Allergy Leads:	Gina Taylor (Acting Head Teacher), Lucy Jones and Nic Riley

6. Responsibilities of all Staff

All staff will:

- Understand this policy.
- Attend allergy awareness training.
- Follow Individual Healthcare Plans (IHPs).
- Take reasonable steps to reduce exposure to allergens.
- Know how to recognise and respond to allergic reactions and anaphylaxisis

7. Allergy Awareness and Training

The school will provide annual allergy awareness and emergency response training for all staff, including:

- Teaching and support staff.
- Lunchtime supervisors.
- Office staff.
- After-school club staff where appropriate
- Catering staff where appropriate
- Regular volunteers, where appropriate
- Supply and agency staff, where appropriate.

Training will cover:

- Understanding allergies and anaphylaxis.
- Common allergens.
- Recognition of allergic reaction symptoms.
- Use of Adrenaline Auto-Injectors (AAIs).
- Emergency procedures.
- Measures to reduce allergen exposure.
- Reporting incidents and near misses.

All new staff will receive allergy awareness information during induction.

6a. Training Records

The Designated Allergy Lead will maintain a record of all allergy awareness and emergency response training undertaken by staff. Records will include:

- Date of training completed.
- Name of training provider.
- Staff members who attended.
- Date refresher training is due.

Training records are held by business manager/school office	Deb Kirkland & Head Teacher

Training records will be retained and made available for monitoring, audit and inspection purposes. The school will ensure that all relevant staff remain in date with allergy awareness training and that training compliance is reviewed annually.

8. Promoting Wellbeing

The school recognises that living with allergies may cause anxiety for pupils and families. We will:

- Foster an inclusive and supportive environment.
- Encourage pupils to speak openly about concerns.
- Promote understanding of allergies among pupils.
- Take immediate action against bullying or discrimination related to medical conditions or allergies.

9. Identification of Pupils, Staff and Visitors with Allergies

The school will maintain clear procedures for identifying and supporting pupils, staff and visitors with known allergies. Information regarding known allergens, allergy severity, prescribed medication and emergency requirements will be collected, recorded and reviewed regularly.

8a. Identification of Pupils with Allergies

The school will:

- Gather allergy information during the admissions process.
- Review and update allergy information through annual data collection exercises.
- The school will work in partnership with parents/carers, pupils, previous educational settings and relevant healthcare professionals to obtain accurate and up-to-date information.
- Parents/carers are responsible for informing the school of any allergies or changes to a pupil's medical condition or allergy status.

- Copies of Individual Healthcare Plan (IHPs) and supporting medical documentation will be requested where applicable.
- All allergy-related records and medical documentation will be stored securely and handled in accordance with data protection requirements.

8b. Lunchtime supervision

- The school will work closely with Vertas our school lunch providers to ensure that accurate records are kept with regards to children's food allergies.
- Midday supervisors will be advised of all children with food allergens and are trained to administer AAI's
- All children with an allergy will be identified by a named purple lanyard detailing any allergies which is to be worn at lunchtime, this is then collected by midday staff and given back to the class teacher for distribution the next day.

The school will maintain an up-to-date register of pupils with allergies including:

- Known allergens and triggers.
- Severity of allergy and risk of anaphylaxis.
- Details of prescribed medication, including Adrenaline Auto-Injectors (AAIs).
- Location of emergency medication.
- Details of any Individual Healthcare Plan.
- Emergency contact information.

A list of pupils with known allergies is available/displayed where food may be served or handled.

For pupils joining the school at the start of an academic year, allergy management arrangements will be established before the child begins attendance wherever possible. For pupils joining during the school year, every effort will be made to implement appropriate arrangements within two weeks of receiving the relevant information.

8c. Identification of Staff and Visitors with Allergies

The school recognises that staff and visitors may also have allergies that require consideration. Staff are encouraged to inform the school of any allergies that may affect their health and safety whilst on site. Appropriate support and reasonable adjustments will be considered where necessary.

Visitors attending the school will be asked, where reasonably practicable, to inform the school of any significant allergies, particularly where food or refreshments may be

provided. The school will take reasonable steps to minimise known allergy risks and support the safety and wellbeing of all individuals on site.

10. Individual Healthcare (IHPs)

An Individual Healthcare Plan will be developed where a pupil:

- Has an allergy that significantly affects participation in school activities.
- Requires specific arrangements beyond normal school procedures.
- Has prescribed emergency medication.
- Is at risk of anaphylaxis.

Plans will include:

- Known allergens.
- Symptoms and triggers.
- Emergency procedures.
- Medication requirements.
- Roles and responsibilities.
- Details of any reasonable adjustments.

Plans will be reviewed annually, following an incident or sooner if needs change.

Individual Healthcare Plans (IHPs) are held by / location:	All appropriate staff including the Headteacher and in the main office with medications.

11. Minimising Risk

The school will take proportionate measures to reduce exposure to known allergens. These may include:

Food Provided by the School:

- Providing allergen information for meals.

- Working with catering providers to manage risks.
- Following food safety and allergen management procedures.

Food Brought into School:

- Informing parents of allergy-related requirements.
- Discouraging food sharing between pupils.
- Considering restrictions where individual risk assessments identify a significant risk.

Classroom Activities:

Staff planning activities will consider allergen risks in:

- Cooking activities.
- Science lessons.
- Craft activities.
- Music activities.
- Animal encounters.
- School events and celebrations.

Environmental Allergens:

Where pupils have known allergies to environmental, contact or airborne allergens, reasonable control measures will be implemented based on individual circumstances.

12. Educational Visits and Residential Trips

The school is committed to ensuring pupils with allergies can participate fully and safely in educational visits. Prior to visits:

- Risk assessments will be undertaken.
- Relevant staff will be briefed.
- Medication and Individual Healthcare Plans (IHPs) will accompany the pupil / member of staff.

- Emergency arrangements will be confirmed.

Pupils at risk of anaphylaxis must have access to their prescribed medication and trained staff must be present.

13. Medication and Adrenaline Auto-Injectors (AAIs)

Individual prescribed AAIs should have rapid access to them at all times. The school will:

- Ensure medication is readily available during lessons, breaks, lunchtimes, PE activities, visits and educational trips.
- Location of prescribed AAIs will be recorded within Individual Healthcare Plans (IHPs)
- Maintain records of prescribed medication.
- Check expiry dates regularly.
- Inform parents when replacements are required.

14. Spare Adrenaline Auto-Injectors (AAIs)

The school will maintain spare emergency AAIs in accordance with current legislation and guidance.

Spare AAIs will:

- Be stored securely but not locked away.
- Be clearly labelled.
- Be easily accessible within five minutes in an emergency.
- Be checked regularly for expiry dates.
- Be replaced promptly after use or expiry.
- Be stored with instructions on how to use the devices, a check list of injectors, identifies by batch number, expiry date, alongside records of monthly checks.
- Be stored with a register of pupils to whom spare AAI's can be administered to include

1. Name of pupil
2. Class
3. Known allergens

4. Risk factors for anaphylaxis
5. Whether medical authorisation has been received
6. Whether written parental consent has been received
7. Dosage requirements

Emergency medication locations will be communicated to all staff.

Spare Adrenaline Auto-Injectors (AAIs) are held at location:	In the school office
Staff members responsible for maintaining emergency anaphylaxis kits	Head teacher, Lucy Jones and Nic Riley

15. Emergency Response

If an individual experiences an allergic reaction:

1. Staff will follow arrangements in the Individual Healthcare Plan.
2. Emergency medication will be administered where appropriate.

   Emergency services (999) will be called immediately if anaphylaxis is suspected. Upon arrival of the emergency services, the following information will be provided:

   - Any known allergens the pupil has
   - The possible causes of the reaction, e.g. certain food
   - The time the AAI was administered – including the time of the second dose, if this was administered

   Any used AAIs will be given to paramedics.
3. Parents/carers will be informed as soon as possible.
4. The incident will be recorded and reviewed.

All suspected cases of anaphylaxis will be treated as a medical emergency.

16. Recording and Reporting Incidents

The school will record:

- Allergic reactions.
- Use of emergency medication.
- Hospital admissions.
- Near misses.
- Identified risks and corrective actions.

Incidents will be reviewed to identify improvements to procedures and reduce future risks.

These records will be kept together

17. Information Sharing and Confidentially

The school will manage allergy-related information in accordance with UK GDPR requirements. Information will be shared only with staff who need it to safeguard the individual and enable effective emergency response.

The dignity and privacy of pupils and staff will always be respected.

18. Communication and Awareness

This policy will be:

- Published on the school website.
- Available on request from the school office.
- Shared with staff during training.
- Referenced during induction for new staff.

The school will actively promote allergy awareness among pupils in an age-appropriate manner to support understanding, inclusion and safety.

19. Related Policies and Further Information

- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Educational Visits Policy
- Safeguarding Policy
- Data Protection Policy
- Behaviour and Anti-Bullying Policy
- First Aid Policy

This policy has been completed in conjunction with the DfE Allergy Safety in Schools Guidance and accompanying documents, available at: Allergy safety in schools - GOV.UK

20. Links to other Documents

This policy has due regard to all relevant legislation and guidance, including, but not limited to, the following:

- Children and Families Act 2014
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Department of Health's Guidance on the use of adrenaline auto-injectors in schools'
- DfE 'Supporting pupils at school with medical conditions'
- DfE 'Allergy guidance for schools'

21. Policy Review

This policy will be reviewed annually, or sooner following any significant allergy-related incident, near miss, legislative change or updated guidance.