North Baddesley Infant School, Nursery and Pre-School

Policy for Allergy Safety

This policy was agreed and formally adopted in September 2026.

This policy will be reviewed annually.

Last review: September 2026.

Our policy for Allergy Safety relates to other school policies and should be read in conjunction with these. Any reference to 'parent(s)' throughout the policy refers to parents, carers or anyone else with primary care responsibility for a child. Any reference to school throughout the policy also refers to nursery and pre-school, as applicable.

Compliant with Benedict's Law (Children's Wellbeing and Schools Act 2026)
Procedures, responsibilities, monitoring arrangements and record keeping requirements apply in accordance with DfE allergy safety guidance and school medical needs procedures.

General Principles

This policy sets out how the school identifies, manages and responds to allergies to ensure all pupils can attend safely and participate fully in school life. The school adopts the principles underpinning Benedict's Law and follows DfE guidance on supporting pupils with medical conditions. The policy applies to all pupils, staff, volunteers, contractors with pupil contact and visitors.

Aims

- Safeguard children with allergies.
- Reduce the risk of exposure to allergens.
- Ensure staff know how to prevent and respond to allergic reactions.
- Promote inclusion without unnecessary restrictions.

Roles and Responsibilities

Headteacher: Assign medical lead (Lynne Young) and admin medical lead (Zarah Moosavi) to implement the policy.
Governors: Monitor implementation and compliance.
Medical leads: Ensure training is compliant for all staff, maintain AAI (adrenaline auto-injector) at correct temperature (15-25 degrees) and monitor expiry dates, maintain IHP (Individual Healthcare Plan).
Staff: Know children with allergies and follow IHPs and emergency procedures.
Parents: Provide medical information, medication and updates.
Pupils: Where appropriate, understand and report symptoms.

Training and Awareness

All staff will receive annual allergy and anaphylaxis training with refresher training as required. Supply staff, volunteers and visitors will be informed of pupils with significant allergies where appropriate. All new staff, as part of induction process, will be given the High Speed Training guide to allergies and anaphylaxis.

Allergy awareness training will ensure all staff:

- 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 and Inclusion

The school is committed to ensuring that pupils with allergies are fully included in all aspects of school life and are able to participate safely in academic, social, sporting, cultural, and educational activities.

We recognise that living with an allergy can have an impact on a child's emotional wellbeing, confidence, and sense of belonging. Staff will promote a supportive and inclusive environment where pupils feel safe discussing their allergies and any concerns they may have.

The school will:

- Foster a culture of awareness, understanding, and respect for allergies among pupils, staff, volunteers, and visitors.
- Ensure that no pupil is disadvantaged, excluded, or treated less favourably because of their allergy.
- Take appropriate steps to enable pupils with allergies to participate in school trips, extracurricular activities, sports events, residential visits, celebrations, and other school activities.
- Carry out individual risk assessments, where necessary, to identify and reduce risks while maintaining inclusion and participation.
- Work in partnership with parents, healthcare professionals, and the pupil to develop reasonable adjustments and support arrangements.
- Encourage age-appropriate self-management skills, helping pupils to understand their allergy and build confidence in managing their condition.
- Provide emotional support where required and signpost pupils and families to additional support services if concerns relating to anxiety, wellbeing, or social exclusion arise.
- Adopt a zero-tolerance approach to bullying, teasing, harassment, or discrimination related to allergies. Any incidents will be dealt with promptly in accordance with the school's Behaviour and Anti-Bullying Policies.
- Ensure confidentiality is respected while sharing essential information with staff to safeguard the pupil's health and wellbeing.

The school will regularly review its practices to ensure that pupils with allergies are supported, included, and able to achieve their full potential within a safe learning environment.

Identification and Records

- The school maintains an allergy register for staff and pupils with their known allergens and whether they carry medication.
- The school will maintain a register of pupils and staff with action plans and Individual Healthcare Plans.
- Data collection for any new student or staff member will ask for allergy details.
- Children and staff will have an IHP if:
    - they have an allergy which has a functional impact on them in their school, college or setting.
    - They are at risk of harm as a result of their allergy.

    - They require arrangements which are additional to or different from those made generally.
- The IHP will set out the additional and/or different arrangements that will be in place in the school for supporting the child or young person with their medical condition or allergy, including in emergency situations.
- Where children and young people have an Allergy Action Plan and/or Asthma Action Plan issued by a healthcare professional, the IHP should refer to or attach it. Whenever an updated Action Plan becomes available, the child or young person's Individual Healthcare Plan should be reviewed to incorporate it.

Risk Reduction

Food provision, packed lunches, curriculum activities, animals, trips and environmental allergens will be risk assessed.

- Manage the risks of exposure to a food allergen through food provided by the school: staff will know which foods contain allergens not appropriate for the activity. Catering staff will order food according to individual needs for children with allergies.
- Manage the risks of exposure to a food allergen through food brought in by others (for example parents, children and young people or staff): All visitors to school will be informed of any allergens which are not allowed on site.
- Where children and young people have known allergy to airborne or contact allergens, the school will put reasonable measures in place to manage the risk of the child or young person being exposed to such allergens. Measures taken will be:
    - Keep classrooms well ventilated.
    - Regularly clean surfaces, carpets, curtains, and air vents to reduce dust and pollen.
    - Minimize strong fragrances from air fresheners, perfumes, and cleaning products.
    - Manage classroom pets carefully if animal dander is a trigger.
    - Monitor outdoor activities during high pollen days and offer indoor alternatives when necessary.
    - Sit the child further away from the source of the allergen.
- There is an expectation that staff planning any activity will consider the risk of exposure to allergens, for example in craft, science, musical or cooking activities, or where activities involve animals.

Food Allergy Management

- Allergen information will be available for school meals.
- Food sharing is discouraged.
- School catering provides individual allergy menus for all children with an allergy.
- Allergy children will always have an orange token to ensure catering staff know who they are.
- Children with allergies have a separate table in the dining hall to avoid risk of cross contamination.

Medication and Adrenaline

Prescribed AAIs will be readily accessible:

- Personal AAIs will be stored in orange bags in the classroom with the children (out of reach of children).
- Spare AAIs will be stored in the nursery, Hollytree and the school PPA room.
- Spare AAIs are stored in labelled emergency kits and checked regularly.
- Spare AAIs will always be stored in pairs.
- Spare AAIs will be clearly labelled as spare.
- Orange bags with AAIs will be taken with the child at all times, including the hall for lunch, field for PE, playground for playtime.
- All medication will be checked every six months to ensure expiry date and replaced where necessary.
- Processes for replacing "spare" adrenaline devices when they are used or go out of date (including safe disposal of adrenaline autoinjectors as they contain a needle).

- The designated member of staff responsible for managing emergency medication will:
    - Keep a record of all spare AAIs held by the school, including brand, dosage, batch number, location, and expiry date.
    - Conduct termly checks, and more frequent checks where appropriate, to ensure all spare AAIs remain in date and are stored correctly.
    - Arrange for replacement AAIs to be purchased before their expiry date to ensure continuous availability.
    - Ensure that any spare AAI used in an emergency is replaced as soon as reasonably practicable and preferably within five school days.
    - Remove and dispose of expired AAIs in accordance with local pharmacy guidance.
    - Maintain a sufficient stock level to ensure emergency medication is available at all times, including during educational visits and off-site activities where required.
    - Record the replacement and disposal of all AAIs within the school's medication inventory.
- The school will maintain access to an approved sharps container for the safe disposal of used adrenaline auto-injectors and other sharps. Following the use of an adrenaline auto-injector, the device will be placed in a sharps container as soon as practicable and disposed of in accordance with local clinical waste procedures. Staff will receive appropriate guidance on the safe handling and disposal of used devices.
- Where a pupil's prescribed AAI is used, expires, or becomes damaged, parents will be informed promptly and asked to provide a replacement without delay. The school will monitor outstanding replacement requests and follow up with parents as necessary.

<u>Emergency Procedures</u>

- Recognise symptoms promptly.
- Administer the prescribed adrenaline auto-injector without delay where indicated.
- Call 999 and state "anaphylaxis".
- Contact parents.
- A member of staff accompanies the child if transferred to hospital. Record and review every incident.

<u>Emergency Response Flow</u>

- Stay with the child and assess symptoms.
- Administer adrenaline auto-injector immediately if anaphylaxis is suspected.
- Call 999 and request an ambulance for anaphylaxis.
- Contact parents.
- Monitor until ambulance arrives; give second auto-injector if clinically indicated and available.
- Complete incident report and review risk controls.

<u>Educational Visits</u>

- Specific risk assessments will be completed to manage the risks of exposure to allergens in individuals with an allergy when planning external visits or trips.
- All medication will be taken on trips and visits and remain with the adult alongside the child.
- All staff trained in allergy training and how to administer an AAI.

<u>Reporting Near Misses</u>

- Incidents and near misses are logged, investigated and reviewed by medical leads and SLT.
- All exposure to allergens must be reported to parents if known.

The school recognises the importance of reporting and learning from near misses as part of its commitment to safeguarding pupils with allergies.

A near miss is any event or situation that had the potential to result in an allergic reaction but did not cause harm, either through chance or timely intervention. Examples may include:

- A pupil being given or offered food containing an allergen before it was consumed.
- Allergens being brought into a restricted area.

- Medication not being readily accessible when required.
- Failure to follow an Individual Healthcare Plan.
- Exposure to a known airborne allergen without resulting symptoms.

All staff are responsible for reporting allergy-related near misses as soon as possible to the designated member of staff and recording the details in accordance with the school's incident reporting procedures.

Reports should include:

- Date, time, and location of the incident.
- Individuals involved.
- Description of the event and potential allergen involved.
- Immediate actions taken.
- Recommendations to reduce the likelihood of recurrence.

The designated member of staff will:

- Review all reports promptly.
- Investigate the causes and contributing factors.
- Implement any necessary corrective actions.
- Share learning points with relevant staff where appropriate.
- Update risk assessments, healthcare plans, and procedures if required.

Parents will be informed of significant near misses involving their child. The school will regularly monitor allergy incidents and near misses to identify trends, improve practice, and strengthen preventative measures.

This approach promotes a culture of openness, continuous improvement, and proactive risk management to support the safety and wellbeing of all pupils with allergies.

Information Sharing and GDPR

Information is shared on a need-to-know basis and stored securely.

Monitoring, Evaluation and Review

The school will review this policy on an annual basis and assess its implementation and effectiveness regularly. The policy will be promoted and implemented throughout the school, nursery and pre-school.