



POLICY · HEALTH & MEDICAL

Allergy Safety Policy

September 2026 · reviewed every year

ABOUT THIS POLICY

How we keep children with allergies safe: staff training, in-date medication in school, our nut-free approach and how we work with families. Written to align with Benedict's Law.

The full policy follows from the next page.

We want every child to be curious, have big dreams and be prepared for an exciting future.

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Headteacher: Mrs Naomi Doble · Swiss Gardens Primary School, a maintained school in West Sussex

Swiss Gardens Primary School		
Policy:	Allergy Safety Policy	
Policy date:	September 2026	
Review date:	September 2027	
Person responsible	HT, Allergy Safety Officer	

This policy was created to align with Benedict's Law and Section 34 of the Children's Wellbeing and Schools Act 2026. This policy will be renewed annually.

Introduction

Allergy is the response of the body's immune system to normally harmless substances. These do not cause any problems in most people, but in allergic individuals the immune system identifies them as 'allergens' and produces an inappropriate 'allergic' response. This can be relatively minor, such as localised itching, but it can also be much more serious, causing anaphylaxis which can lead to breathing problems and collapse.

Common allergic triggers include nuts, cow's milk and other foods, venom (bee and wasp stings), drugs, latex and hair dye. The most common cause of anaphylaxis in children/young people is food. Symptoms often appear quickly and the 'first line' emergency treatment for anaphylaxis is adrenaline which is administered with an adrenaline auto-injector (AAI).

Around 2-5% of children in the UK live with a food allergy, and most school classrooms will have at least one allergic pupil. These people are at risk of anaphylaxis, a potentially life-threatening reaction which requires an immediate emergency response. 20% of serious allergic reactions to food happen whilst a child is at school, and these reactions can occur in someone with no prior history of food allergies. It is essential that staff recognise the signs of an allergic reaction and are able to manage this.

Culture

Awareness Training

Staff will be trained in allergy awareness and emergency response annually. All staff present during times when pupils are scheduled to be on site receive allergy awareness training. This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It includes catering staff and others who may oversee children and young people at breakfast or after school clubs. We ensure supply and cover staff have received allergy awareness training.

All new staff receive allergy awareness training as part of their induction.

Allergy awareness training ensures all staff:

- Have an awareness of allergies, the risks they pose, how allergic reactions can occur and how to manage them;

- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food 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 an 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 allergies and how to use an Allergy or Asthma Action Plan
- Understand their responsibilities in reducing the risk of individuals with known allergies coming into contact with their known allergens;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").

Wellbeing

The wellbeing of children and young people with any allergy at our school is very important since we recognise that the risk posed by an allergy and the possibility of anaphylaxis can be a significant cause of anxiety. We are an inclusive school and all children should feel safe and happy at our school.

Minimising Risk

We take steps to minimise the risk of individuals (whether children, young people, staff or visitors) coming into contact with their known allergens This includes:

- Children with allergies are known to midday meals providers and staff. They have a purple lanyard stating their allergens and a red tray for their food. They are served first and sat down before any other children are served.
- Swiss Gardens is a nut free school and staff are vigilant in supervising children with packed lunches. There are strict rules about not sharing food.
- Children with allergens have a Health Care Plan and are known to all staff.

- The school has 4 spare auto-injectors and if a child has one they are in the medical bag in the classroom, which is carried at all times when the children are not in class (PE, playtimes etc).
- 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 or plants
- There are specific risk assessments to manage the risks of exposure to allergens in individuals with an allergy when planning external visits or trips.

Individual Children

Identification

Parents complete a detailed medical form when their child starts school. If an allergy is identified on this form, the Allergy Safety Officer will meet with them to complete an Individual Healthcare Plan. If the child has an Allergy Action Plan provided by a medical professional, then this is kept with the Individual Healthcare Plan. All records are kept in the school office with the Allergy Safety Officer and copied to teachers and support staff.

If a child has an auto-injector this is kept in the class medical bag, with a spare kept in the school office.

Individual Healthcare Plans

Children and young people should have an Individual Healthcare Plan (IHP) if:

- they have an allergy which has a functional impact on them in school
- they are at risk of harm as a result of their allergy and
- 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 our school to support 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 will be attached to it. Whenever an updated Action Plan becomes available, the child or young person's Individual Healthcare Plan will be reviewed to incorporate it.

Prescribed Adrenaline

Our school will ensure that children and young people who are prescribed adrenaline devices have rapid access to their devices at all times, as in a case of anaphylaxis, adrenaline should be administered within five minutes. This includes in the lunch area, playground and sports fields or when on visits or trips. All adrenaline devices are kept in the class medical bag. This bag goes with the class to play, lunch, PE, library and music room.

Please refer to the Managing Medicines and Medical Conditions policy for further details.

With the introduction of 'spare' adrenaline devices, we have ensured that no child or young person is more than five minutes from adrenaline devices. Spare adrenaline devices are kept in pairs, there is one pair in the gym in the top building for Years 4, 5 and 6 and one pair in the medical room in the school office for EYFS, Year 1, 2 and 3 children. *These are in addition to any pairs of prescribed devices.*

Spare adrenaline devices are clearly labelled, to avoid any confusion with adrenaline devices prescribed to a named person.

Each pair of adrenaline devices is stored in a clearly marked "emergency anaphylaxis kit" which is readily available and not locked away. Each kit contains the spare adrenaline devices, any emergency asthma reliever inhaler and spacers and instructions for their use.

Visits and trips

All teachers will put in place arrangements and adjustments to ensure children and young people with an allergy are able to participate in visits and trips, and do so safely. including access to adrenaline where required.

Individual risk assessments will be conducted for any child or young person at risk of anaphylaxis taking part in a trip off the premises. Children and young people at risk of anaphylaxis will have their own pair of adrenaline devices with them, and all staff are trained to administer adrenaline in an emergency.

Serious incidents and "near misses"

The school will record, report and respond to serious incidents or "near misses" involving allergy safety. In some cases, the impact of exposure to an allergen while in school may not be recognised the child or young person is back at home. It is therefore important that the child or young person, their parents or others (for example healthcare professionals) can report that there has been an incident.

Please refer to the Managing Medicines and Medical Conditions policy for further details.

Information sharing

Our school office shares information about children with any allergy. Teachers are given the Individual Healthcare Plan, and photographs of children with their name and Year group are available in the staff room so that every member of staff is aware of any children with allergies. This is regularly updated.

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 is 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 who may not want to be singled out.

Awareness of the allergy safety policy

Swiss Gardens Primary School will raise awareness of this policy with all staff and it will be published on the school website. All staff should be aware of and understand the policy, as part of annual allergy awareness training. Allergy safety is raised among children as part of our RSHE curriculum. Where children are prescribed adrenaline devices, their friends are made aware of how to seek help in an emergency.