

ALLERGY SAFETY POLICY

Name of School	Church Crookham Junior School
Date of Policy Issue/Review	July 2026
Named Senior Leader with Responsibility	Laura Dobson
Named School Governor with Responsibility	TBC

Rationale	
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Section 34 of the [Children's Wellbeing and Schools Act 2026](#) requires that LA maintained schools, must have an allergy safety policy.

A named member of the senior leadership team in each school should have responsibility for allergy safety, including driving the implementation of the allergy safety policy and contributing to or leading review of the policy.

Allergy safety policies should be reviewed at least annually. Policies can be reviewed more frequently, particularly where incidents or "near misses" suggest areas for improvement. Any review should take account of any incidents and "near misses" and should seek to learn lessons from them. This is essential where incidents suggest that policies or procedures may leave individuals with allergy at risk.

Governing bodies should ensure that allergy safety policies are readily accessible to parents and staff. Policies should be published on the school website and be made available in hard copy on request.

Awareness Training	
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Staff will be training allergy awareness and emergency response, at least annually. This will be through whole staff training. This includes:

- Permanent staff
- Temporary staff
- Supply teachers
- Peripatetic staff
- Regular volunteers
- Catering staff
- Others who oversee children at breakfast or oversee clubs.

Induction of new staff, or staff returning from time away from work (e.g. maternity or ill health) will also have training in allergy awareness and emergency response.

Allergy awareness training should 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	
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Our school recognises that living with an allergy, particularly where there is a risk of anaphylaxis, can be a significant source of anxiety for children, young people and their families. The school is committed to creating a safe, supportive and inclusive environment in which pupils with allergies can participate fully in all aspects of school life.

To promote wellbeing, our school will:

- work closely with parents/carers and healthcare professionals to ensure that pupils' allergy management plans are in place, understood and regularly reviewed.
- ensure that relevant staff receive appropriate training to recognise and respond to allergic reactions, including anaphylaxis.
- provide reassurance to pupils and families through clear procedures for allergy management and emergency responses.
- encourage pupils with allergies to develop age-appropriate understanding of their condition and confidence in managing risks safely.
- consider the needs of pupils with allergies when planning lessons, educational visits, enrichment activities, food-related events and school clubs.
- promote an inclusive culture that supports pupils' physical and emotional wellbeing and reduces unnecessary anxiety associated with their allergy.

Church Crookham Junior School

Our school recognises that children and young people with allergies may be vulnerable to teasing, bullying or inappropriate behaviour related to their medical condition. Such behaviour is taken seriously and is addressed.

Our school will:

- Foster a culture of respect, understanding and empathy towards individuals with medical conditions, including allergies.
- Raise awareness among pupils, where appropriate, about allergies and the importance of keeping all members of the school community safe.
- Make clear that any intentional exposure of a pupil to an allergen, threats involving allergens, teasing, exclusion or other allergy-related bullying will be treated as a serious breach of the school's behaviour and anti-bullying policies.
- Investigate all reports of allergy-related bullying promptly and take appropriate action in accordance with the school's Behaviour Policy and Anti-Bullying Policy.
- Support any pupil who has experienced allergy-related bullying and work with families to ensure their ongoing safety and wellbeing.
- Encourage pupils, parents and staff to report concerns immediately so that they can be addressed at the earliest opportunity.

Our school is committed to ensuring that pupils with allergies feel safe, respected, included and able to participate fully in school life without fear of discrimination, bullying or avoidable risks to their health

Minimising the Risk	
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Our school is committed to providing a safe environment for all members of the school community and will take reasonable steps to minimise the risk of individuals (including pupils, staff, volunteers and visitors) coming into contact with known allergens.

Our school will obtain and maintain up-to-date information regarding pupils' known allergies and dietary requirements through registration forms, medical information forms and Individual Healthcare Plans. Parents/carers will be asked to review and update this information regularly and whenever there is a change in their child's medical needs.

Where food is provided as part of the curriculum, enrichment activities or school events, staff will check allergy information in advance and ensure that suitable adaptations are made. Alternative ingredients, recipes or activities will be provided where necessary to reduce the risk of exposure to allergens. Staff supervising food-related activities will be made aware of any participating pupils with allergies and the control measures required.

Where food is sourced from external providers, allergen information will be obtained and reviewed before the food is made available to pupils.

Parents, carers, staff and visitors are expected to support the school's efforts to manage allergens safely. The school will communicate with families regarding known severe allergies within a class or year group where this is necessary to safeguard a pupil.

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Whilst the school cannot guarantee an allergen-free environment, reasonable measures may include requesting that certain food items are not brought into specific classes or activities where there is a significant risk to a child or young person.

Food brought in for celebrations, curriculum activities or fundraising events must only be shared where allergen information is available and appropriate consideration has been given to the needs of pupils with allergies.

Where a pupil has a known allergy to airborne or contact allergens, the school will undertake an individual risk assessment and implement reasonable control measures to minimise the risk of exposure.

This may include informing relevant staff of the allergy, adapting learning activities, modifying classroom resources or making environmental adjustments where practicable.

Our school will work closely with parents and carers to identify situations in which exposure may occur. For example, where external visitors bring materials containing allergens (such as animal products, horsehair, feathers or other natural materials), parents and carers of affected pupils will be informed in advance where practicable and appropriate alternative arrangements will be considered.

All staff planning activities must consider the potential risk of exposure to allergens and take appropriate steps to reduce risk. This includes, but is not limited to:

- Cooking and food technology activities.
- Art, craft and sensory activities.
- Science investigations.
- Musical activities involving natural materials.
- Forest School activities.
- Activities involving animals or animal products.
- Visits from external providers or visitors.

Staff will check relevant allergy information before activities take place and will make reasonable adaptations where required to enable pupils with allergies to participate safely.

Our school will carry out individual care plans for pupils with known allergies when planning educational visits, residential visits and off-site activities.

Risk assessments will consider:

- Access to emergency medication.
- Availability of safe food options.
- Potential exposure to known allergens.
- Staff awareness of the pupil's allergic reactions and emergency procedures.
- Emergency contact arrangements.
- Environmental risks specific to the visit.

Where necessary, the school will consult with parents/carers prior to the visit and agree appropriate measures to ensure the pupil can participate safely.

Identification	
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The school will take reasonable steps to identify all individuals with known allergies, including pupils, members of staff, regular volunteers, contractors and visitors where appropriate. Information about known allergies, identified allergens, symptoms, prescribed medication and emergency procedures will be recorded and stored securely in accordance with data protection requirements.

A central register of individuals with allergies is maintained on Arbor.

For pupils with diagnosed allergies, an Individual Healthcare Plan and/or Allergy Action Plan will be developed in partnership with parents, healthcare professionals and the pupil, where appropriate. These plans will be reviewed at least annually and whenever there is a change in the pupil's condition or treatment.

Prescribed Adrenaline	
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Our school recognises that, in the event of anaphylaxis, adrenaline should be administered as soon as possible and ideally within five minutes of symptoms occurring. The school will therefore ensure that children and young people prescribed adrenaline auto-injectors (AAIs) have rapid access to their medication at all times throughout the school day and during any off-site activities.

Our school will maintain a record of all pupils who have been prescribed adrenaline auto-injectors and will ensure that staff who work with those pupils are aware of their allergy, the location of their medication and the action to take in an emergency.

Adrenaline devices will be stored in locations that are:

- Clearly labelled.
- Easily accessible to staff without delay.
- Known to relevant staff members.
- Not locked away or kept in locations that could delay access in an emergency.

Where appropriate, and in accordance with their Individual Healthcare Plan, pupils may carry their own adrenaline device if they have been assessed as competent to do so.

Suitable arrangements will be in place to ensure rapid access to prescribed adrenaline devices during such events, which (are not limited to) but may include:

- Classroom activities.
- Break and lunchtime periods.
- PE and sporting activities.
- Forest School activities.
- Educational visits and residential visits.
- Emergency evacuations and lockdown procedures.

Church Crookham Junior School

Staff supervising pupils outside the classroom, including on playgrounds and sports fields, will know how to access the pupil's adrenaline device quickly. For educational visits, a named member of staff will be responsible for carrying or overseeing access to the pupil's prescribed medication.

Parents/carers remain responsible for ensuring that prescribed adrenaline devices are supplied to the school, are clearly labelled and remain within their expiry date.

Where pupils routinely carry their own adrenaline devices, they may take them home at the end of the school day for the journey home.

Where devices are stored by the school, arrangements will be agreed with parents/carers regarding whether devices remain on site or are taken home daily.

Our school will undertake regular checks of expiry dates and will notify parents/carers in advance when medication is approaching its expiry date. Parents/carers are responsible for providing replacement devices before expiry.

Our school will maintain accurate and up-to-date records of:

- All pupils who have been prescribed adrenaline auto-injectors.
- The location of each pupil's prescribed device(s).
- Copies of Individual Healthcare Plans and Allergy Action Plans.
- Staff who have been informed of the pupil's allergy and emergency procedures.
- Dates on which medication expiry dates have been checked.
- Any administration of adrenaline medication and subsequent actions taken.

Copies of Allergy Action Plans will be readily available to staff who work with the pupil and will accompany the pupil on educational visits and off-site activities where appropriate.

The school will review allergy and medication records at least annually and whenever new medical information is provided by parents/carers or healthcare professionals.

"Spare" Adrenaline Devices and Emergency Inhalers	
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Our school maintains a supply of "spare" adrenaline auto-injectors (AAIs) and emergency salbutamol inhalers in accordance with current guidance to support the emergency treatment of pupils experiencing anaphylaxis or asthma symptoms in our medical room.



Spare adrenaline auto-injectors are intended for emergency use when:

- A pupil is known to be at risk of anaphylaxis and has been prescribed an adrenaline auto-injector;
- The pupil's own prescribed device is not immediately available, has expired, is damaged, or has already been administered; and
- The pupil's symptoms indicate that adrenaline should be given

As anaphylaxis is a medical emergency, adrenaline may be administered without parental permission at the point of need by any member of school staff. It is not the responsibility of our First Aid Providers to administer adrenaline but that of all staff. The school will always seek to preserve life and minimise harm by ensuring prompt treatment is given where clinically indicated.

Spare adrenaline auto-injectors are stored and kept in the school's main medical room in a clearly labelled emergency medication box. The location of these devices will be known to all staff.

Our school operates internal telephone lines in all classrooms which provide immediate communication with the school office. This enables staff to rapidly summon assistance and access emergency medication should it be

required. Our school considers this a key control measure in ensuring that children can receive prompt treatment in the event of an allergic reaction.

Where required, adrenaline devices will accompany pupils on educational visits, sporting events, residential trips and other off-site activities. Staff leading such activities will ensure that appropriate emergency medication is readily accessible throughout the visit.

Our school will risk assess its arrangements regularly to ensure that no child who is prescribed an adrenaline auto-injector is ordinarily more than five minutes from an appropriate device.

Storage and Monitoring of Spare Adrenaline Auto-Injectors:

Spare adrenaline auto-injectors will be:

- Stored securely but readily accessible to staff.
- Clearly labelled as emergency medication.
- Protected from direct sunlight and extreme temperatures.
- Stored in accordance with manufacturers' instructions.

The school's designated first aid lead will undertake regular checks of all spare adrenaline auto-injectors to ensure that:

- Devices remain within their expiry date.
- Devices are free from visible damage.
- The adrenaline solution remains clear where applicable.

Any devices approaching expiry will be replaced promptly.

Used, damaged or expired adrenaline auto-injectors will be disposed of safely through an appropriate pharmacy, healthcare provider or approved clinical waste disposal route, recognising that the devices contain needles and must not be placed in general waste.

Spare Adrenaline Auto-Injectors will be stored in pairs, so that if a second one is necessary it is on hand rather than needing to be obtained from elsewhere on site.

Emergency Salbutamol Inhalers

Our school also maintains emergency salbutamol inhalers for use by pupils diagnosed with asthma or where advised, such as by a medic or parent.

Emergency inhalers are stored in the main medical room in a clearly labelled emergency medication box and may only be administered in accordance with current guidance and where parental consent has been obtained.

The designated first aid lead will undertake regular checks to ensure emergency inhalers and associated spacers remain clean, serviceable and within their expiry dates. Any inhalers that are used, damaged or out of date will be replaced promptly.

Records will be maintained of:

Church Crookham Junior School

- The stock of spare adrenaline auto-injectors and emergency inhalers held by the school.
- Expiry date checks.
- Any use of emergency medication.
- Replacement and disposal arrangements.

Following any administration of a spare adrenaline auto-injector or emergency inhaler, parents/carers will be informed as soon as reasonably practicable and appropriate records will be completed.

Visits and Trips	
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The school is committed to ensuring that all children and young people with allergies are able to participate fully and safely in educational visits, residential visits, sporting events and other off-site activities. Reasonable adjustments will be made to minimise risks and support inclusion whilst maintaining the safety and wellbeing of all participants.

Prior to any visit or trip:

- The visit leader will identify any children or young people with a diagnosed allergy and review their individual healthcare plan and allergy management requirements.
- Parents/carers will be consulted, where appropriate, to discuss specific risks, triggers, emergency procedures and medication requirements.
- Information regarding allergies, known triggers, symptoms and emergency actions will be shared with relevant staff involved in the visit on a need-to-know basis.
- Consideration will be given to food provision, catering arrangements, activities, venues and transport to minimise exposure to known allergens.
- Reasonable adjustments will be made to enable participation, including adaptations to activities where necessary.
- Appropriate handwashing and hygiene measures will be encouraged throughout the visit.
- All staff accompanying the visit will be aware of the location of emergency medication and the procedures for responding to an allergic reaction.

Adrenaline Auto-Injectors

Children and young people who have been prescribed an adrenaline auto-injector (AAI) due to the risk of anaphylaxis must have immediate access to their medication during any off-site activity.

- The child should carry their own AAI where age, maturity and risk assessment indicate it is appropriate to do so.
- Where self-carry is not appropriate, a designated member of staff will ensure the AAI is readily accessible at all times and not stored in inaccessible luggage or bags.
- A spare AAI should accompany the visit where one has been provided by parents/carers or is available under the school's emergency medication arrangements.
- Staff accompanying the visit will know how and when to administer the prescribed AAI and will be familiar with the school's emergency procedures.
- Emergency contact details and copies of relevant healthcare plans will be available throughout the visit.

Church Crookham Junior School

On the school risk assessment for the trip, there will be completed for any child or young person at risk of anaphylaxis who is participating in an off-site visit.

The risk assessment will consider:

- The nature of the child's allergy and known triggers.
- The activities planned and any potential exposure to allergens.
- Food and catering arrangements.
- Travel arrangements and duration of travel.
- The location of the nearest emergency medical facilities.
- The availability and accessibility of prescribed medication throughout the visit.
- Staffing levels and the presence of appropriately trained staff.
- Communication arrangements in case of an emergency.
- Any additional control measures required to reduce identified risks.

The visit leader will ensure that:

- A minimum of one member of staff accompanying the visit has current training in allergy awareness and the administration of adrenaline auto-injectors.
- Staff understand the signs and symptoms of anaphylaxis and the need for a rapid response.
- The child or young person's prescribed adrenaline device accompanies them throughout the visit.
- Emergency services are contacted immediately if an AAI is administered, and parents/carers are informed as soon as practicable.
- Any allergic reaction or administration of adrenaline during a visit is recorded and reported in accordance with the school's procedures.

The school recognises that children and young people with severe allergies should not be excluded from educational visits because of their medical condition. Through effective planning, risk assessment and appropriate staff training, the school will ensure that they can participate safely and enjoy the same opportunities as their peers.

Serious Incidents and "Near Misses"	
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Recording, Reporting and Responding to Allergy Incidents and Near Misses

Our school is committed to maintaining a safe environment for children and young people with allergies. All allergy-related incidents, including serious reactions and near misses, will be recorded, reported, investigated and reviewed to reduce the risk of recurrence and to support continuous improvement in allergy management.

Definition of an Incident or Near Miss

For the purposes of this policy:

- An **allergy incident** is any event where a child or young person is exposed to an allergen and experiences symptoms of an allergic reaction, regardless of severity.
- A **serious incident** includes any allergic reaction requiring emergency medication, administration of an adrenaline auto-injector (AAI), emergency medical treatment, or hospital attendance.

Church Crookham Junior School

- A **near miss** is an event that could have resulted in allergen exposure or an allergic reaction but did not do so, either through timely intervention or good fortune.

Examples of near misses may include:

- Incorrect food being served but identified before consumption.
- A child being given the wrong medication but the error being identified before administration.
- An allergen being present in an activity or environment without appropriate controls, but no exposure occurring.
- Failure to have emergency medication readily available where required.

Recording and Reporting

All allergy incidents and near misses will be documented promptly using the school's incident reporting procedures (which is an electronic system called CPOMS).

Records will include:

- The date, time and location of the incident.
- The individuals involved.
- Details of the allergen involved or suspected allergen.
- A description of what happened.
- Actions taken by staff.
- Any medication administered.
- Whether emergency services were contacted.
- The outcome and any follow-up actions required.

Parents/carers will be informed as soon as practicable of any allergic reaction, significant exposure to an allergen or near miss involving their child.

Where an adrenaline auto-injector has been administered or emergency medical treatment has been required, senior leaders will be notified immediately and reporting requirements under the school's health and safety procedures will be followed.

Responding to Incidents

Following any allergy incident:

- The child or young person will receive appropriate first aid and emergency treatment in accordance with their healthcare plan and the school's medical procedures.
- Parents/carers will be contacted without delay.
- Emergency services will be called where required, particularly following the administration of an adrenaline auto-injector.
- Relevant records will be completed as soon as possible after the event.
- The incident will be reviewed to identify any lessons learned and any additional control measures required.

Reporting Concerns after Leaving the Setting

Church Crookham Junior School

The school recognises that the effects of allergen exposure may not always become apparent until after the child or young person has left the setting.

Parents/carers, children and young people, healthcare professionals and other relevant individuals are encouraged to report any suspected allergy-related incident linked to the school's activities, food provision, educational visits or learning environment.

Reports may be made:

- Directly to the school office.
- To the child's class teacher or key worker.
- To the designated medical needs lead or member of the senior leadership team.
- Through the school's complaints or concerns procedure where appropriate.

Any information received after the event will be investigated in the same way as incidents identified while the child is in school.

Learning through Incidents and Near Misses

All serious incidents and significant near misses will be reviewed by the school leadership team to identify contributory factors and improvements that can be made.

This review may include:

- Revising individual healthcare plans.
- Updating risk assessments.
- Reviewing food preparation or catering arrangements.
- Improving communication with staff, parents/carers or external providers.
- Providing additional staff training.
- Updating policies and procedures where necessary.

The school will use information gained from incidents and near misses to strengthen allergy management arrangements and promote a culture of vigilance, learning and continuous improvement.

Sharing Information	
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Our school recognises that information relating to a child or young person's allergy is personal health information and is therefore classified as special category data under UK General Data Protection Regulation (UK GDPR). Such information will be handled sensitively, lawfully and proportionately at all times.

The school will collect, hold, use and share information about pupils' allergies only where it is necessary to safeguard their health, support their participation in school life and fulfil its duty of care.

Information about a pupil's allergy will be shared on a need-to-know basis with relevant staff to ensure that appropriate measures can be taken to keep the pupil safe. This may include:

- Class teachers.

Church Crookham Junior School

- Teaching assistants and support staff.
- First aiders.
- Lunchtime supervisors.
- Office staff.
- Educational visit leaders.
- Supply staff and volunteers where appropriate.

Staff will be provided with information that is necessary for them to fulfil their responsibilities, including details of the pupil's allergy, signs and symptoms of an allergic reaction, the location of emergency medication and any actions required in an emergency. Where appropriate, staff will also have access to the pupil's Individual Healthcare Plan and Allergy Action Plan.

The school will ensure that information is shared in a way that protects the dignity and privacy of the child or young person. Information will not be shared more widely than is necessary and staff will take care not to identify or single out pupils unnecessarily.

Where it is necessary to reduce the risk of exposure to allergens, limited information may be shared with other parents, pupils or visitors. For example, parents may be informed that a child in a class has a severe allergy and requested not to send in particular food items or materials. In such circumstances, the school will avoid disclosing the child's identity unless this is necessary and proportionate.

All allergy records, Healthcare Plans and Allergy Action Plans will be stored securely and accessed only by authorised staff. Information will be maintained in accordance with the school's Data Protection Policy, Records Management procedures and relevant legislation.

Parents or carers are responsible for informing the school of any changes to their child's allergy, prescribed medication or medical advice. The school will review allergy information regularly and whenever updated information is received.

The school aims to balance the need to share information to keep children and young people safe with the need to respect their privacy, dignity and confidentiality. Wherever possible, children and young people will be involved in decisions about how information relating to their allergy is shared and managed within the school environment.

Awareness of Allergy Safety Policy	
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Our school is committed to promoting awareness of allergy safety across the whole school community and ensuring that staff, pupils, parents/carers and visitors understand their role in supporting a safe environment for children and young people with allergies.

The Allergy Safety Policy will be published on the school's website and will be available to parents/carers, staff and other members of the school community. Parents/carers will be signposted to the policy through regular school communications, including information provided at the start of each academic year and through school newsletters where appropriate.

All staff will be made aware of the Allergy Safety Policy and their responsibilities for supporting pupils with allergies. Staff will receive allergy awareness training as part of their induction where appropriate and through regular refresher training.

Church Crookham Junior School

Our school will promote an inclusive and supportive culture in which pupils understand the importance of keeping one another safe. Age-appropriate opportunities may be used to raise general awareness of allergies, healthy practices and the importance of following school procedures.

Where a pupil has a severe allergy requiring an adrenaline auto-injector, the school may, with the agreement of the pupil and their parents/carers, provide appropriate information to classmates or friendship groups to help them understand how to seek adult assistance in an emergency. Any such awareness raising will be carefully considered to protect the pupil's dignity, privacy and wellbeing.

Our school will ask visitors, contractors and external providers to notify the school of any relevant medical needs or allergies and to make the school aware of any potential allergens associated with their planned activities. This information will be used to assess risks and implement appropriate measures to protect members of the school community.

Links to other Policies/Procedures	
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This Allergy Management Policy should be read in conjunction with the school's :

Supporting Pupils with Medical Conditions Policy

- First Aid Policy
- Administration of Medicines Policy
- Health and Safety Policy
- Educational Visits Procedures
- Safeguarding and Child Protection Policies
- SEND Policy
- Single Equality Scheme

Together, these policies ensure a coordinated approach to the safe inclusion and support of pupils with allergies.

Monitoring Arrangements	
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This policy will be reviewed and updated annually and shared with the full governing body. Whilst this policy is in the implementation stage (2026-2027) it maybe reviewed part-way through the academic year.