Barming Pre & Primary School
Part of the Orchard Academy Trust



Allergy Safety Policy	
Headteacher: Mr C. Laker **Chair of Governing Body: Rev W. North**	
Date Policy Adopted:	September 2026
Policy Review Date:	September 2027
Signature of Chair of Governors:	Rev. W. North
Signature of Headteacher:	Mr C. Laker
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Barming Pre & Primary School is committed to providing a safe, inclusive and supportive environment for pupils with allergies, enabling them to participate fully in all aspects of school life.

Whilst Barming Pre & Primary School takes reasonable steps to minimise exposure to known allergens, it does not operate blanket allergen bans or describe itself as an "allergen-free" environment. Complete elimination of risk cannot be guaranteed. Instead, safe allergy management is achieved through individual risk assessments, appropriate reasonable adjustments, staff awareness and training, effective communication, and robust emergency procedures.

1. Aims

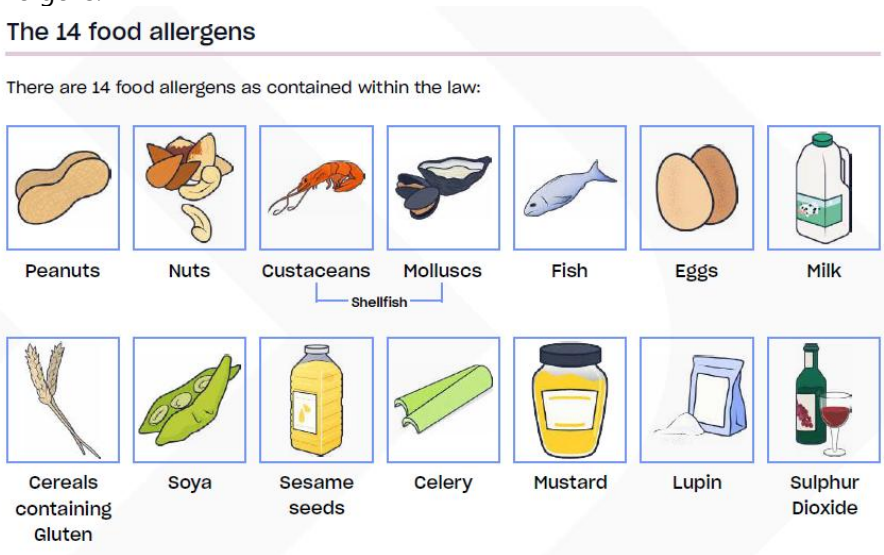
This policy aims to:

- Set out our school approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school support pupils, staff and visitors with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the School community

2. Legislation and guidance

This policy has been developed with regard to:

- Department for Education *Supporting Pupils at School with Medical Conditions* (statutory guidance)
- Department for Education *Allergy Guidance for Schools*
- Section 100 of the Children and Families Act 2014
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Food Information Regulations 2014
- Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Human Medicines (Amendment) Regulations 2017 (spare AAIs)
- SEND Code of Practice (where applicable)
- UK GDPR and Data Protection Act 2018
- The 14 food allergens:



3. Equality and Inclusion

Barming Pre & Primary School recognises that severe allergies may constitute a disability under the Equality Act 2010 where they have a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Barming Pre & Primary School will:

- Ensure pupils with allergies are not disadvantaged or excluded because of their condition.
- Consider reasonable adjustments on an individual basis.
- Facilitate participation in lessons, educational visits, clubs, sporting activities and residential visits wherever reasonably practicable.
- Take account of medical advice, Individual Healthcare Plans and risk assessments.
- Promote an inclusive environment whilst balancing the safety and wellbeing of all members of the school community.

4. Background Information

The adverse reactions which pupils (and adults) may suffer can range from mild to severe, with the most severe being anaphylaxis. Symptoms occur when the body reacts to ingredients that are usually harmless and can cause minor issues such as itching, sneezing or skin rashes or more severe ones such as anaphylaxis. In the case of anaphylaxis, the airways can be compromised, along with the heart rhythm and blood pressure. Details of how to deal with anaphylaxis are also detailed in this policy.

Food hypersensitivity is a blanket term for an adverse reaction to food. This could be due to a food allergy, food intolerance or an autoimmune disease such as coeliac disease.

What is a food allergy?	• An adverse reaction by the body's immune system to a specific food ingredient. • An allergic reaction can occur even after eating just a trace of the ingredient or via airborne allergens and can be life-threatening. • Symptoms of a food allergy are often mild but can be very serious. • The most common symptoms are an itchy mouth and throat, a red rash and swelling of the face; however, allergies can present themselves in several different ways, and each child (or adult/person/individual) may show different symptoms. • These are most likely to occur soon after eating the allergenic food but, in some cases, can develop hours - or even days - later.
What is food intolerance?	• An adverse reaction by the body to a specific food ingredient. • It is unrelated to the immune system and, therefore, is not life-threatening. Instead, the body has difficulty digesting certain foods, usually when consumed in large amounts. • Symptoms of food intolerance include bloating, stomach cramps and diarrhoea. These usually develop gradually within a few hours of eating the offending ingredient.
What is coeliac disease?	• Coeliac disease is an autoimmune disease that causes the body to react when gluten is consumed. • The villi in the small intestine are attacked and damaged by the body's immune system, meaning the body cannot absorb nutrients from food. • The only way to prevent symptoms of coeliac disease is to avoid consuming gluten altogether, as even trace amounts can affect the individual.

Who does it affect and how?	• Some people are born with a food allergy, whereas in others, they develop later in life. Similarly, coeliac disease can occur at any stage of life – although it is most common between the ages of 8-12 months in children and between 40-60 years old in adults. Food intolerances can develop at any age. There is no known 'cure' for food hypersensitivities - instead, they are conditions that need to be managed throughout an individual's life. • Allergic reactions can be life-threatening, known as anaphylaxis or anaphylactic shock. It occurs because the body's immune system has overreacted to an allergen. It can cause swelling of the airways, and the person will need immediate medical attention. • Severe allergies can be triggered by even trace amounts of the allergen in the food consumed and through ingestion from cross contamination via contact with allergens, often via hands. • If you work with food, you are legally responsible for providing correct allergen information about the ingredients in the food you handle, provide or serve.

5. Roles and Responsibilities

We take a whole-school approach to allergy awareness.

5.1 Allergy lead

The nominated Allergy Lead is the Inclusion Manager.

They are responsible for:

- Leading the school's approach to allergy management and ensuring this policy is implemented effectively.
- Maintaining accurate and up-to-date records of pupils with allergies and special dietary requirements.
- Coordinating communication between parents/carers, healthcare professionals and relevant staff.
- Ensuring appropriate arrangements are in place for the safe storage, accessibility and monitoring of adrenaline auto-injectors (AAIs).
- Promoting allergy awareness and fostering a culture of vigilance and inclusion across the school community.
- Overseeing staff training and ensuring training records are maintained.
- Monitoring the effectiveness of allergy management arrangements and reviewing this policy in consultation with the Executive Headteacher.

The Allergy Lead is responsible for ensuring that:

- All pupils with significant allergies have an up-to-date Allergy Action Plan and, where appropriate, an Individual Healthcare Plan (IHP) in accordance with the Supporting Children with Medical Conditions Policy.
- Allergy information is accurate, regularly reviewed and readily accessible to relevant staff.
- Allergy Action Plans are completed and supported by appropriate medical advice.
- Staff receive an appropriate level of allergy awareness and emergency response training.
- Staff understand their responsibilities and are familiar with the school's allergy procedures.
- Suitable risk assessments are completed for activities, educational visits and other situations where allergen exposure may present an increased risk.
- Appropriate emergency medication is available, in date, and accessible in accordance with pupils' Individual Healthcare Plans (IHP) or Allergy Action Plan and school procedures.

5.2 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required
- Being aware of specific pupils with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies

5.3 Designated members of staff

In addition to the responsibilities of teaching and support staff, 'designated members of staff' (including First Aiders) will also be responsible for helping to administer AAIs. These are members of staff who have been trained to help pupils with AAIs in an emergency. All staff are trained annually on Allergy Awareness and the use of AAI. In addition to this there are several first aiders in school and these can be seen in Appendix 1.

5.4 Parents and carers

Parents are responsible for:

- Being aware of our Allergy Safety Policy which sits alongside the Supporting Children with Medical Conditions Policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- Supplying a copy of their child's Allergy Action Plan (BSACI plans preferred) to school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. School nurse/GP/allergy specialist.
- If required, providing their child with 2 prescribed in-date adrenaline auto-injectors and any other prescribed medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Carefully considering the food they provide to their children as packed lunches and snacks, and trying to limit the number of allergens included
- Following the school's guidance on food brought in to be shared
- Updating the school at least annually on any changes to their child's condition.

5.5 Pupils with allergies

These pupils are responsible for:

- Pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- Pupils who are trained and confident to administer their own AAIs will be encouraged to take responsibility for always carrying them on their person.

5.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers.
- Older pupils might also be expected to support their peers and staff in the case of an emergency.

6. Assessing Risk

- Barming Pre & Primary School may conduct individual risk assessments for pupils with food allergies and hypersensitivities.
- These will be reviewed at least annually and sooner where medical needs, advice or circumstances change.
- Pupils with allergies will be enabled to participate in educational visits, residential experiences, sporting activities and extracurricular activities wherever reasonably practicable. Appropriate risk assessments, emergency medication and trained staff arrangements will be considered as part of visit planning.

6.1 Individual Healthcare Plans (with or without a Risk Assessment)

Where a pupil has a significant allergy requiring ongoing support, consideration will be given to the development of an Individual Healthcare Plan (IHP) in accordance with the Supporting Children with Medical Conditions Policy.

The IHP may include:

- allergens and known triggers
- symptoms and warning signs
- medication requirements
- emergency arrangements
- staff responsibilities
- educational visit arrangements
- self-management arrangements where appropriate

IHPs will be reviewed at least annually or sooner if a pupil's needs change.

6.2 Catering

Barming Pre & Primary School is committed to providing safe food options to meet the dietary needs of pupils with allergies. At Barming Pre & Primary School, our catering provider is Nourish.

- Catering staff receive appropriate training and are able to identify pupils with allergies
- School menus are available for parents/carers to view with ingredients clearly labelled
- Where changes are made to school menus, Nourish will make sure these continue to meet any special dietary needs of pupils
- Food allergen information relating to the 'top 14' allergens is displayed on the catering packaging of all food products. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Catering staff follow hygiene and allergy procedures when preparing food to reduce the risk of cross-contamination

6.3 Pre-packed for Direct Sale (PPDS) Foods

In accordance with Natasha's Law and the DfE allergy guidance (2025), Nourish ensures that all pre-packed for direct sale (PPDS) foods—such as sandwiches or baked goods prepared and packaged on-site—are clearly labelled with the name of the food and a full list of ingredients, with allergens emphasised (e.g., in bold or capital letters). Staff responsible for preparing and packaging PPDS foods receive training on allergen labelling requirements.

6.4 Cross-Referencing Allergens with Pupil Records

To ensure pupil safety, Barming Pre & Primary School and Nourish maintain an up-to-date allergy matrix that cross-references pupils' known allergens with food ingredients used in school meals and snacks. This matrix is reviewed regularly and shared with catering and supervisory staff. Digital tracking systems are used where possible to flag allergy risks.

7. Procedures for handling an allergic reaction

7.1 Symptoms of anaphylaxis

The symptoms of anaphylaxis can occur very quickly and become life-threatening, so it is vital to recognise when a pupil is experiencing this type of reaction.
In some cases, the symptoms may be mild to moderate and include:

- Skin rashes/hives
- Swelling of the mouth, lips and/or face.
- An unusual, tingling or itchy feeling in or around the mouth.
- Feeling or being sick.
- Stomach cramps.

If a pupil displays these symptoms, it is important to monitor them closely. The nearest first aider must be informed, as well as the pupil's parents.

7.2 Serious symptoms to look out for:

- Severe swelling of the airways, often indicated by difficulty speaking or swallowing.
- Difficulty breathing, often indicated by wheezing or noisy, laboured breathing.
- Dizziness, feeling faint, tired or confused or having pale/clammy skin – this may indicate issues with circulation.

If a pupil displays these symptoms, especially if they are known to have a severe allergy and to have consumed an ingredient, they are allergic to, a swift response is vital.

7.3 Register of pupils with AAIs

Along with other medical conditions, Barming Pre & Primary School maintains a register of pupils who have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs to be used in the event of anaphylaxis. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed AAI(s) (and if so, what type and dose)
- Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI which may be different to the personal AAI prescribed for the pupil
- A photograph of each pupil to allow a visual check to be made (with parental consent)

The register is kept on the school's MIS and can be checked quickly by any member of staff as part of initiating an emergency response.

All pupils keep their AAIs with them, either on their person or in the class Medical Box, to reduce delays and allows for confirmation of consent without the need to check the register. If a child is considered too young, a designated adult will keep the AAI on their person when away from the classroom setting e.g. playtime, lunchtime, PE.

7.4 Allergic reaction procedures

As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately.

If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan:

- If an AAI needs to be administered, any member of staff will use the pupil's own AAI, or if it is not available, a school one. It will only be administered by a designated member of staff trained in this procedure.

If the pupil has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures:

This is considered a medical emergency, and the emergency anaphylaxis response plan must be followed:

- Do not move the pupil – they need to lay on the floor with feet raised or sitting if breathing is compromised.
- Immediately call for help from another member of staff.
- Use the adrenaline auto-injector without delay, noting the time. The AAI should be given into the muscle in the outer thigh. Take care to read specific instructions on the AAI.
- Call 999, stating anaphylaxis.
- After five minutes, a second AAI can be administered in the opposite thigh if symptoms persist.
- If the pupil stops breathing, commence CPR and locate the defibrillator.
- Call parents/carers as soon as possible.

Do not leave the pupil unattended whilst waiting for the ambulance. Remain as calm as possible and reassure the pupil.

All pupils must go to the hospital following anaphylaxis, regardless of whether they appear to have recovered, as they require monitoring for a secondary reaction.

If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents informed.

Following any significant allergic reaction requiring emergency treatment, the school will review the incident, update risk assessments and Individual Healthcare Plans where appropriate, and consider whether any additional control measures are required.

8. Supply, storage and care of medication

Parents/carers must ensure that any medication is provided and labelled with the Pharmacist dispensing label with child's name, dosage etc information on. They must ensure that replacement medication is sourced quickly and before the expiry dates.

Some pupils may be able to take responsibility for carrying their own medication. This may include both AAIs if appropriate. In this case, the pupil and teacher must know exactly where the medication is stored to allow staff to find it quickly in case of an emergency.

Any medication which the school holds are stored safely and is accessible to all staff.

- AAIs are stored at room temperature and away from direct sunlight and medication is never locked away.
- Kept in a safe and suitably central location to which all staff always have access, but is out of the reach and sight of children
- Not locked away, but accessible and available for use always
- Not located more than 5 minutes away from where they may be needed
- Spare AAIs will be kept separate from any pupil's own prescribed AAI and clearly labelled to avoid confusion.
- All staff are made aware, through training, of the location of all medication.

8.1 Spare AAIs

The school will purchase and store spare AAIs and will hold an emergency anaphylaxis kit. This includes:

- Spare AAIs
- Instructions for the use of AAIs
- Instructions on storage
- Manufacturer's information and expiry date
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- A note of arrangements for replacing injectors
- A list of pupils to whom the AAI can be administered
- A record of when AAIs have been administered

9. External Support & Training

The school signposts staff and families to trusted allergy support organisations including Allergy UK, Anaphylaxis UK, and the Natasha Allergy Research Foundation. These resources are used to supplement staff training and raise awareness across the school community.

The school is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- Where AAIs are kept on the school site, and how to access them
- The importance of acting quickly in the case of anaphylaxis
- The wellbeing and inclusion implications of allergies

Training will be carried out annually.

10. Data Protection and Confidentiality

Information relating to a pupil's allergy will be processed in accordance with UK GDPR, the Data Protection Act 2018 and the Trust's Data Protection Policy.

Relevant information will be shared only with those staff who need it to fulfil their safeguarding and support responsibilities.

11. Governance and Monitoring

This policy will be reviewed annually or sooner where:

- legislation changes;
- statutory guidance is updated;
- following a significant incident;
- operational requirements indicate review is necessary.

Monitoring will be undertaken by the Executive Headteacher and reported to the Trust Board.

12. Concerns and Complaints

Any concerns regarding the implementation of this policy should initially be raised with the Headteacher or Inclusion Manager at Barming Pre & Primary School.

Where concerns cannot be resolved informally, complaints should be made in accordance with the Trust Complaints Procedure.

13. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting Children with Medical Conditions Policy. Where any inconsistency arises between the two documents, the Supporting Children with Medical Conditions Policy and associated medical advice shall take precedence.
- School food policy

Appendix 1 - Staff Details

Barming Pre & Primary School		
Role	**Name**	**Location**
Inclusion Manager	Ali Collie	Inclusion Office
First Aiders	Chris Laker Hannah Rootes Kelly Jillians Natasha Murray Hannah Williams	Headteacher's Office DHT Office, Year 3/4 School Office Year 1/2 School Office
Paediatric First Aiders	Annie Norman Claire Card Danni Goodfellow Jo Griffin Sara Lewis Jessica Winchester Louise Rudd Hayley Cook Corina Woodger	Pre-school Year R Year R