



# Allergy Safety Policy

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## Purpose and Scope

At Franciscan Primary School, we believe that effective allergy safety and management is integral to high-quality care and safeguarding. Allergy management is not an isolated event; it is a continuous process that enables staff to ensure every pupil is safe, included, and supported to achieve their full potential. It informs responsive risk reduction, promotes emergency preparedness, and ensures that staff are properly equipped to recognize and manage allergic reactions should they arise.

Allergy safety is most effective when it is embedded within everyday school practice. Through ongoing awareness, clear procedures, and robust emergency protocols, staff manage risks, prevent allergen exposure, and respond effectively to

medical needs. This policy is compliant with the *Allergy Safety in Schools* statutory guidance published in July 2026 and incorporates the principles of Benedict's Law.

Respect • Kindness • Perseverance

## **Ethos: Achieving Excellence Together**

At Franciscan Primary School, allergy safety is viewed as a vital tool for safeguarding and wellbeing rather than simply an administrative duty. We believe that pupils thrive when medical care is accurate, responsive, and clear.

Our approach to allergy safety promotes:

- high expectations for the safety and inclusion of every learner
- responsive risk-mitigation that adapts to pupils' individual health needs
- secure staff knowledge and prompt emergency response preparedness
- pupil confidence, self-management, and awareness
- collaboration between staff, healthcare professionals, pupils, and families
- continual improvement through professional dialogue, practice drills, and policy reviews

Allergy safety supports our Franciscan values of Respect, Kindness, and Perseverance by protecting vulnerable pupils, celebrating inclusive practice, and encouraging pupils to manage their health with confidence and resilience.

This policy outlines the principles and practices that underpin allergy management across Franciscan Primary School, from Nursery to Year 6.

It provides a consistent framework for:

- risk assessment and allergen reduction across the school environment
- storage, management, and emergency administration of Adrenaline Auto-Injectors (AAIs)
- catering compliance and safe mealtime procedures
- staff training and annual practice drills
- Individual Healthcare Plans (IHPs) and Allergy Action Plans
- school trips, wrap-around care, and extracurricular inclusion
- reporting, record keeping, and monitoring

## Our Principles of Allergy Safety

Allergy safety at Franciscan Primary School is guided by the following principles. Allergy management should:

- be an integral part of everyday school life, safeguarding, and care routines
- support every pupil to participate fully in school life from their individual starting points
- provide timely and accurate medical information that informs risk assessments and daily practice
- promote inclusion while eliminating or minimising allergen risks
- maintain consistently high standards of hygiene and allergen vigilance
- be inclusive and accessible, ensuring equitable opportunities for every learner
- encourage pupils to become reflective, independent, and self-aware regarding their own health
- provide reliable emergency procedures that comply with statutory DfE guidance and Benedict's Law
- strengthen staff readiness through annual training and practice drills
- foster strong partnerships between school and home by providing clear communication to parents and carers

At Franciscan, allergy safety is most effective when it enables staff to answer three key questions:

- **What are the pupil's specific allergens and triggers?**
- **What control measures are needed to prevent exposure?**
- **What immediate steps must be taken if an allergic reaction occurs?**

These questions underpin our daily practice and ensure that allergy management remains purposeful, responsive, and focused on maintaining safety for every pupil.

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## Shared Expectations: Pupils, Staff and Families

Allergy safety is a shared responsibility. At Franciscan Primary School, effective allergy management relies upon strong partnerships between pupils, staff, catering teams, and families. By working together, we create a culture where allergy awareness supports learning, promotes inclusion, and enables every child to succeed in a safe environment.

Our approach reflects our ethos of *Achieving Excellence Together*, ensuring allergy safety measures are accurate, meaningful, and effective.

### Pupils are supported and expected to:

Pupils are encouraged to take an active role in their own health and safety according to their age and developmental stage. They are supported and expected to:

- understand their own allergies and know which foods or items to avoid
- refrain from sharing, trading, or exchanging food, snacks, drinks, or eating utensils with peers
- wash hands thoroughly with soap and warm water before and after eating
- notify an adult immediately if they feel unwell, experience allergic symptoms, or suspect contact with an allergen
- carry their prescribed Adrenaline Auto-Injectors (AAIs) in their designated medical bag where appropriate (older pupils)
- respond positively to school safety rules and respect the dietary needs of classmates
- demonstrate the school's values of Respect, Kindness and Perseverance throughout daily school life

### Staff are responsible for:

All staff play an important role in ensuring allergy procedures are followed and emergency responses are swift.

Teaching and Support Staff are responsible for:

- completing mandatory annual allergy awareness and emergency response training

- knowing which pupils in their care have allergies and being familiar with their IHPs and Allergy Action Plans
- implementing risk-reduction measures in classrooms, food technology, science, and outdoor environments
- maintaining high standards of classroom hygiene and handwashing routines
- ensuring pupils' prescribed medication and AAls are immediately accessible during lessons, PE, break times, evacuations, and trips
- responding swiftly and executing emergency action steps if an allergic reaction or anaphylaxis is suspected
- logging incidents and near-misses on Medical Tracker and communicating promptly with parents and leaders

### **Catering Staff contribute to allergy safety by:**

- complying strictly with Food Standards Agency (FSA) regulations and allergen management standards
- verifying food allergen information and maintaining clear allergen labeling
- identifying pupils with food allergies at the point of service using the school's agreed identification system
- preventing cross-contamination during food preparation, handling, and serving

### **Senior Leaders and the Allergy Lead contribute to allergy safety by:**

- maintaining the school's central Allergy Register and ensuring information is shared securely via MIS / Medical Tracker
- ensuring emergency spare AAls are stocked, inspected monthly, in-date, and accessible within 5 minutes
- organizing annual staff training, practice drills, and policy monitoring
- ensuring statutory requirements and Benedict's Law standards are fully met

### **Parents and Carers are expected to:**

Parents and carers are valued partners in keeping children safe. We work collaboratively to ensure allergy management supports pupils both at school and at home.

- provide full details of known allergies, medical histories, and dietary requirements prior to admission or upon diagnosis

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- supply the school with two in-date prescribed AAls and signed clinical Allergy Action Plans from a GP or allergy clinic
  - inform the school immediately of any changes to their child's medical condition or emergency contacts
  - work collaboratively with staff to co-create and review Individual Healthcare Plans (IHPs)
  - adhere to school policies regarding food brought from home (e.g., packed lunches, snacks, birthday treats)
  - support positive attitudes toward allergy awareness and self-management at home

## **Allergy Safety as a Partnership**

At Franciscan Primary School, allergy management is most effective when viewed as a collaborative process. Staff use policy guidelines to maintain a safe environment, pupils follow safety routines, and parents work in partnership with the school to ensure care plans remain up to date.

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## The Franciscan Approach to Allergy Safety

At Franciscan Primary School, allergy management is an integral part of our care and safeguarding framework. It is used to identify pupil health needs, mitigate allergen risks, and ensure emergency protocols are executed without delay. Allergy safety is continuous, responsive, and embedded within daily practice.

Our approach reflects our ethos of *Achieving Excellence Together*. The Franciscan Allergy Safety Framework provides a consistent approach across the school, ensuring that allergy procedures inform daily care, meal times, curriculum activities, and emergency response.

## Franciscan Allergy Safety Principles

Allergy management at Franciscan is guided by the following core principles:

- be an active part of daily school life and safeguarding routines
- inform risk assessments, meal service, and trip planning
- identify potential allergen triggers and environmental barriers
- promote high expectations for pupil inclusion and well-being
- support pupils to develop safe habits and self-awareness
- provide clear, reliable emergency protocols compliant with DfE statutory guidance

## The Franciscan Allergy Safety Cycle

- Identify Starting Points: Capture allergy medical data during enrolment and transitions; establish central allergy register.
- Plan & Co-Create: Develop Individual Healthcare Plans (IHPs) alongside clinical Allergy Action Plans.
- Risk Mitigation: Implement classroom adaptations, handwashing routines, and catering checks to eliminate exposure.
- Staff Preparation: Conduct annual whole-staff training and practice drills with trainer AAls.
- Emergency Response: Execute swift action protocols (Adrenaline + 999) if reaction occurs.
- Review & Adapt: Audit incidents, log near-misses on Medical Tracker, and update IHPs annually or after any incident.

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## Emergency Treatment and Management of Anaphylaxis

Anaphylaxis is a severe, life-threatening allergic reaction that requires immediate emergency response. Investigations show a 20–30 minute window during which steps must be taken to prevent death; therefore, giving emergency adrenaline immediately and calling 999 is crucial.

Symptoms to look for:

Mild to Moderate Allergic Reaction (Treat with Antihistamines)

- Red raised rash (hives / urticaria) anywhere on the body
- Tingling or itchy feeling in the mouth
- Swelling of lips, face, or eyes
- Stomach pain, nausea, or vomiting
- Mild throat tightness or sudden change in behaviour

Severe Reaction / Anaphylaxis (ABC Symptoms — Treat with Adrenaline Immediately)

- AIRWAY: Swelling in throat/tongue, difficulty swallowing, tightening throat, hoarse voice.
- BREATHING: Sudden onset wheezing, breathing difficulty, noisy breathing, persistent cough.
- CIRCULATION: Dizziness, feeling faint, sudden sleepiness, confusion, pale/clammy skin, collapse, loss of consciousness.

Emergency Action Protocol

- KEEP PUPIL STILL: Lie individual FLAT WITH LEGS RAISED (prop up briefly only if struggling to breathe). Do NOT stand them up or sit them in a chair, as drastical blood pressure drops can cause cardiac arrest.
- USE ADRENALINE DEVICE WITHOUT DELAY: Inject AAI into outer thigh or administer nasal device. Note the time.
- CALL 999: State "ANAPHYLAXIS" clearly to emergency services.
- SECOND DOSE: If no improvement after 5 minutes, administer a second AAI.
- CALL PARENTS: Contact parent/carers as soon as possible.

- HOSPITAL TRANSFER: All individuals must go to hospital via ambulance for observation following anaphylaxis.

## **Minimising Risk and Exposure to Allergens**

Franciscan Primary School adopts a whole-school allergy awareness approach. Blanket bans (especially on nuts) create a false sense of security; instead, robust risk mitigation and control measures are applied:

- School Risk Assessments: Completed for curriculum activities involving food, external trips, and non-food environmental allergens (e.g., therapy dogs require enhanced cleaning and restricted areas).
- Classroom & Hygiene Controls: Handwashing before/after food; prohibiting food trading/sharing; ensuring all food used in lessons is clearly labeled.

## **Food Provision and Catering**

- Catering Compliance: Catering contracts comply fully with Food Standards Agency (FSA) regulations.
- Identification at Service: Pupils with food allergies are identified at mealtimes via Medical Tracker photo profiles, color-coded trays, and a dual-staff check system.
- Treats & Celebrations: Food brought from home for celebrations requires prior parental permission to ensure full inclusion and safety.

## **Medication and Adrenaline Auto-Injectors (AAls)**

### **Statutory Assessment**

- Prescribed AAls: Pupils prescribed AAls must have two devices in school at all times. Devices must be accessible within 5 minutes from any location on site.
- Storage: Stored at room temperature in an unlocked, central location (Main Medical Room / Office). Never refrigerated or left in direct sunlight.

- Emergency Spare AAls: Held under Human Medicines (Amendment) Regulations 2017 for emergency use. Stocked in emergency kits, checked monthly by the Lead First Aider, and replaced prior to expiry.

## **Recording and Using Allergy Safety Information**

All allergy data, IHPs, and Allergy Action Plans are recorded centrally on Medical Tracker and MIS.

- Data Sharing: Shared securely with teaching, cover, and catering staff in accordance with UK GDPR (special category data).
- Incident Reporting: All allergic reactions, near-misses, and medication administrations are logged on Medical Tracker, reported to SLT, and communicated to parents on the same day. Reportable occurrences under RIDDOR 2013 are submitted to the HSE by the Office Manager.

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## Review

This policy will be reviewed every two years or earlier in response to changes in statutory guidance, national assessment arrangements or school priorities.

| Version | Date Reviewed  | Reviewed By | Summary of Changes                                               | Next Review Date |
|---------|----------------|-------------|------------------------------------------------------------------|------------------|
| 1.0     | September 2026 | Headteacher | Initial policy created                                           | September 2027   |
| 2.0     | September 2026 | Headteacher | Aligned with statutory DfE guidance (July 2026) & Benedict's Law | September 2027   |