

Ridgeway Primary Academy



Allergy Safety Policy

This policy relates to Ridgeway Primary Academy, Ridgeway Sunbeams Nursery, Ridgeway Rainbow Tots and Sunny Days Nursery

Named Allergy Lead – Lucy Pagett

Job role - SENDCo

1. Aims

The aims of this policy are:

- To minimise the risk of allergic reactions occurring at school or during school-related activities.
- To provide a safe and inclusive environment for pupils with allergies.
- To ensure staff are trained to recognise and respond to allergic reactions and anaphylaxis.
- To establish effective systems for identifying individuals with allergies and managing risks.
- To ensure emergency medication is accessible and used appropriately when required.

2. Scope and Application

This policy applies to all members of the Ridgeway Primary Academy community, including pupils, employees, volunteers, contractors, visitors, those attending breakfast and after-school provision, children within the early years setting, and participants in educational visits and residential trips.

The policy focuses on severe allergies and anaphylaxis. Whilst coeliac disease, food intolerances, asthma and eczema are managed through separate arrangements, relevant information relating to these conditions may be incorporated into Individual Healthcare Plans where necessary to support the safe and effective care of pupils.

3. Roles and Responsibilities

Governing Body

The Governing Body is responsible for:

- Ensuring the school has a published Allergy Safety Policy.

- Monitoring implementation of this policy.
- Reviewing allergy safety arrangements annually.
- Supporting the Allergy Lead in developing safe practice.

The named governor for allergy safety is Karen Walden

Allergy Lead

The Allergy Lead is:

Lucy Pagett (SENDCo)

The Allergy Lead is the member of the senior leadership team responsible for overseeing implementation of this policy.

The Allergy Lead is responsible for:

- Maintaining the allergy register.
- Coordinating Healthcare Plans and Allergy Action Plans.
- Ensuring allergy information is shared appropriately.
- Managing staff training and induction.
- Monitoring incidents and near misses.
- Overseeing spare adrenaline auto-injectors (AAIs).
- Liaising with families, health professionals and catering providers.
- Reviewing this policy annually.

Staff

All staff are responsible for:

- Following this policy and individual healthcare plans.
- Recognising signs of allergic reactions.
- Responding appropriately in an emergency.
- Supporting an inclusive learning environment.
- Reporting incidents and near misses.
- Completing required training.

Parents and Carers

Parents and carers are responsible for:

- Providing accurate and up-to-date allergy information.
- Supplying prescribed medication and replacement medication before expiry.
- Informing the school of changes to their child's condition.
- Contributing to healthcare planning where required.

4. Identification and Management of Allergies

Ridgeway Primary Academy collects medical information during the admission process and updates records whenever changes are reported. Allergy information is recorded securely and shared with relevant members of staff on a need-to-know basis to ensure pupils receive appropriate support while maintaining confidentiality.

Ridgeway Primary Academy maintains an up-to-date allergy register, Individual Healthcare Plans where required, and Allergy Action Plans provided by healthcare professionals. These records help ensure that staff are aware of pupils' medical needs and the actions required to keep them safe.

Individual Healthcare Plans are developed in partnership with parents or carers and, where appropriate, relevant healthcare professionals. These plans are reviewed annually, or sooner if there is a change in a pupil's condition, following an allergic reaction, or after a near-miss incident. Healthcare Plans, and associated allergy information, are shared with relevant staff, including temporary and supply staff, to ensure consistent support and effective risk management across the school.

Where a formal diagnosis is pending but there are significant allergy concerns, the school will implement appropriate interim arrangements to minimise risk and safeguard the pupil until further medical advice is available.

5. Risk Reduction and Allergen Management

Ridgeway Primary Academy adopts a whole-school allergy awareness approach. Risk assessments will consider:

- Classroom activities.
- Food preparation and cooking activities.
- Educational visits.
- Special events and celebrations.
- Catering arrangements.
- Airborne, contact and environmental allergens.

Ridgeway Primary Academy will:

- Promote good hygiene practices.
- Educate pupils about allergy awareness and inclusion.
- Minimise unnecessary allergen exposure.
- Work with parents and healthcare professionals when assessing risk.
- Include allergy considerations in relevant school risk assessments.
- Complete and implement a Whole-School Allergy Management Risk Assessment. This risk assessment will be reviewed annually and following any significant allergy-related incident.

6. Food Provision and Catering

Ridgeway Primary Academy works closely with its catering provider to ensure compliance with food allergen legislation.

Arrangements include:

- Sharing pupil allergy information with catering staff.
- Providing allergen information for school meals.
- Identifying pupils with allergies at the point of service.
- Ensuring food used within school activities is appropriately labelled.

- Implementing measures to reduce cross-contamination risks.
- Supporting pupils entitled to Free School Meals to access meals safely.

Pupils are taught not to share food, drinks, utensils or food containers. Where food is brought into school for celebrations or special events, appropriate arrangements will be made to ensure inclusion and safety for pupils with allergies.

These arrangements also apply to breakfast club, after-school clubs and wraparound provision.

Early Years

In Early Years settings:

- Food and drink brought from home must be clearly labelled.
- Staff will supervise food consumption appropriately.
- Food-based activities will be risk assessed where necessary.
- Additional precautions will be implemented for pupils with known food allergies.

For children in our settings, staff will take responsibility for carrying and accessing emergency medication, ensuring that medication remains available within five minutes at all times.

7. Medication and Spare Adrenaline Auto-Injectors

Pupils who have been prescribed adrenaline auto-injectors (AAIs) must have access to their medication at all times. This includes while they are in classrooms, during breaktimes and lunchtimes, attending educational visits, participating in wraparound provision, and during any emergency evacuation procedures.

All adrenaline auto-injectors must be accessible within five minutes, stored in accordance with the manufacturer's instructions, clearly labelled, and regularly monitored to ensure they remain in date and suitable for use.

Parents and carers are responsible for ensuring that prescribed medication supplied to the school is in date and replaced before its expiry date.

The Allergy Lead will carry out monthly checks of all medication stored on site and maintain a documented register of prescribed and spare adrenaline auto-injectors, including their location, expiry dates and inspection records.

In accordance with current guidance, spare AAIs may be used where a pupil's own prescribed AAI is unavailable, has misfired, or where an individual is experiencing anaphylaxis without a previous diagnosis and immediate treatment is necessary to preserve life.

Spare Adrenaline Auto-Injectors

Ridgeway Primary Academy maintains spare emergency AAIs for emergency use.

Current provision:

Sunny Days Office

- Jext 150 micrograms (for children below 6 years)
- Quantity: 1

Main School Office

- Jext 150 micrograms (for children below 6 years)
- Quantity: 1

- Jext 300 micrograms (for children aged 6-12 years)
- Quantity: 1

The Nest Office

- Jext 150 micrograms (for children below 6 years)
- Quantity: 1

- Jext 300 micrograms (for children aged 6-12 years)
- Quantity: 1

All spare AAI's are stored in clearly labelled Emergency Anaphylaxis Kits.
The number and location of spare AAI's will be reviewed annually and after any significant incident to ensure access within five minutes throughout the school site.

8. Emergency Response

Signs of Anaphylaxis

Symptoms may include:

Airway

- Swelling of tongue or throat
- Difficulty swallowing
- Hoarse voice

Breathing

- Persistent cough
- Wheezing
- Breathing difficulties

Circulation

- Dizziness
- Collapse
- Pale or clammy skin
- Loss of consciousness

Anaphylaxis must **always** be treated as a medical emergency.

Emergency Procedure

1. Stay with the individual, call for assistance and alert SLT as soon as possible.
2. Administer adrenaline immediately.
3. Record the time adrenaline was given.
4. Call 999 and state "anaphylaxis".
5. Lay the person flat with legs raised where possible. If breathing is difficult, they may be allowed to sit up, but they must not stand or walk.
6. Administer a second AAI after 5 minutes if symptoms persist.
7. Contact parents/carers.
8. Ensure the individual is taken to hospital for observation.

If a pupil has both asthma and allergy symptoms and there is uncertainty whether symptoms are asthma or anaphylaxis, adrenaline should be administered first. Staff must not delay administration of adrenaline while waiting for emergency services.

9. Training and Awareness

All staff, including supply, temporary, agency, peripatetic, wraparound and catering staff, will receive appropriate allergy awareness and anaphylaxis training. This is to ensure they are able to recognise, respond to and manage allergy-related incidents effectively. Training will cover the recognition of allergic reactions and anaphylaxis, the safe use of adrenaline auto-injectors, understanding and implementing Individual Healthcare Plans, incident reporting procedures, and strategies for reducing risk while promoting inclusion for pupils with allergies.

All new staff will receive allergy awareness information as part of their induction to ensure they understand the school's procedures and responsibilities from the outset of their employment.

The Allergy Lead will maintain accurate records of all training undertaken and will monitor compliance to ensure that staff training requirements are met and remain up to date.

10. Educational Visits and Activities

Pupils with allergies will be fully included in educational visits, sporting activities and extracurricular events wherever reasonably possible.

Risk assessments will consider:

- Exposure to allergens.
- Access to medication.
- Emergency procedures.
- Catering arrangements.
- Availability of emergency medical services.

Relevant medication must accompany pupils on all visits. Trip leaders will determine whether additional spare AAls are required, based on the visit risk assessment.

11. Incidents and Near Misses

The school operates a positive and learning-focused approach to incidents and near misses.

All incidents and near misses will be:

- Recorded on CPOMS.
- Investigated promptly.
- Reviewed to identify lessons learned.
- Shared with relevant parents/carers.
- Used to inform updates to Healthcare Plans and risk assessments.

Where required, incidents will be reported to relevant external agencies.

12. Inclusion, Wellbeing and Safeguarding

Ridgeway Primary Academy is committed to ensuring pupils with allergies are fully included in all aspects of school life.

Ridgeway Primary Academy will:

- Promote allergy awareness.
- Address allergy-related bullying.
- Plan celebrations and events inclusively.
- Support pupil wellbeing.
- Consider safeguarding referrals where a child's health is placed at risk through lack of medical information or essential medication.

13. Unacceptable Practice

Ridgeway Primary Academy recognises that certain practices may place pupils with allergies at increased risk and are therefore unacceptable. This includes preventing access to emergency medication, disregarding Healthcare Plans or medical advice, leaving a pupil unattended during an allergic reaction, expecting parents or carers to attend school to administer emergency medication, excluding pupils from activities without an appropriate risk assessment, and failing to record or report incidents and near misses.

Such actions may be addressed through the school's staff conduct and safeguarding procedures.

14. Monitoring, Review and Publication

This policy will be reviewed annually to ensure it remains accurate, effective and aligned with current legislation, guidance and best practice.

It will also be reviewed following any significant allergy-related incident or where changes in legislation or statutory guidance require amendments to be made.

The policy will be published on the school website to ensure it is accessible to parents, carers and the wider school community. Parents and carers will be signposted to the policy on admission and whenever significant updates are made.

In addition, it will be shared with all staff as part of induction and ongoing training to ensure that everyone understands their responsibilities in supporting pupils with allergies safely and effectively.

Key References

- Department for Education: *Allergy Safety in Schools* (2026)
- Benedict's Law
- Equality Act 2010
- Children Act 1989
- Health and Safety at Work etc. Act 1974
- SEND Code of Practice
- EYFS Statutory Framework
- Anaphylaxis UK Guidance
- Allergy UK Guidance

Other relevant policies:

- Administration of medicines
- Mental Health and Wellbeing
- Safeguarding Policy
- SEND Policy

Policy Lead: Lucy Pagett, SENDCo

Named Governor: Karen Walden

Review Frequency: Annually

Next Review Date: September 2027

Written by:

Mrs Lucy Pagett

SENDCo

September 2026

Document History

September 2026	Presented to LGB for adoption
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