



# Allergy safety policy

Policy Owner: Helen Daniels, Headteacher

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## **1. Policy statement**

Cookham Rise is committed to providing a safe, inclusive and supportive environment for all pupils, staff, volunteers and visitors with allergies. We recognise that allergies, including food allergies, can be life-threatening and require a whole-school approach to prevention, awareness and emergency response.

This policy has been developed in line with:

- Benedict's Law and the associated statutory allergy safety guidance for schools in England
- The Department for Education guidance on supporting pupils with medical conditions
- The Equality Act 2010
- The Health and Safety at Work Act 1974
- Relevant food safety legislation

This policy applies to all school activities, including:

- Classroom learning
- Lunchtimes, Sunrise and Sunset clubs
- Educational visits
- Sporting activities
- School transport
- Extra-curricular clubs
- School events

## **2. Objectives**

The school will:

- Protect pupils with allergies from avoidable exposure to allergens
- Ensure all staff understand allergy awareness and anaphylaxis
- Maintain effective emergency procedures
- Promote inclusion while managing risk proportionately
- Work in partnership with parents, carers, healthcare professionals and catering providers
- Review allergy management regularly

## **3. Roles and responsibilities**

### **Headteacher**

The Headteacher will ensure that:

- This policy is implemented throughout the school

- Allergy management forms part of safeguarding and health and safety
- Sufficient resources are available
- All staff receive annual allergy awareness training
- Emergency medication is available and maintained

### **Allergy Lead**

The school will appoint a designated Allergy lead who will:

- Maintain the allergy register
- Oversee Individual Healthcare Plans (IHPs)
- Monitor staff training
- Coordinate emergency medication
- Liaise with parents and healthcare professionals
- Monitor policy compliance

### **All staff**

All staff must:

- Know which pupils have allergies
- Understand each relevant individual Healthcare Plan
- Recognise symptoms of allergic reactions and anaphylaxis
- Know emergency procedures
- Administer adrenaline auto-injectors (AAIs) where trained and required
- Report incidents immediately

This includes:

- Teachers
- Teaching assistants
- Office staff
- Lunchtime supervisors
- Catering staff
- Cleaners
- Caretakers
- Sports coaches
- Volunteers
- Transport escorts where applicable

## **4. Individual Healthcare Plans**

Every pupil with a diagnosed severe allergy will have an Individual Healthcare Plan that includes:

- Allergens
- Symptoms
- Emergency medication
- Location of medication
- Emergency contacts
- Emergency treatment instructions
- Healthcare professional recommendations
- Arrangements for trips and activities

Plans will be:

- Reviewed annually
- Reviewed after any allergic reaction
- Updated whenever medical advice changes

## **5. Allergy Register**

The school will maintain an up-to-date confidential allergy register identifying:

- Pupils with diagnosed allergies
- Allergens
- Medication requirements
- Emergency contacts
- Staff awareness requirements

Relevant staff will have access to this information while maintaining confidentiality.

## **6. Staff training**

In accordance with Benedict's Law, all staff will receive annual allergy awareness and emergency response training. Training should include recognition of allergic reactions, anaphylaxis, allergen avoidance, emergency procedures, and the safe use of adrenaline auto-injectors. New staff will receive training as part of their induction.

Training records will be maintained.

## **7. Emergency Medication**

The school will:

- Encourage pupils to bring prescribed AAls where appropriate
- Safely store prescribed medication
- Ensure medication is readily accessible
- Maintain appropriately located spare, in-date adrenaline auto-injectors in accordance with national guidance
- Regularly check expiry dates

Medication will accompany pupils during;

- Educational visits
- Sports events
- Off-site activities

## **8. Preventing exposure to Allergens**

The school recognises that it cannot guarantee an allergen-free environment. Instead, it will reduce risk through practical measures including:

- Effective communication
- Careful supervision
- Appropriate food handling
- Cleaning procedures
- Risk assessments

Where appropriate the school may implement specific measures for individual pupils, such as allergen-aware classrooms or restrictions on particular foods following individual risk assessment.

## **9. Catering**

The school and catering provider will:

- Maintain accurate allergen information
- Follow food safety procedures
- Minimise cross-contamination
- Communicate menu changes
- Work closely with parents where special dietary requirements exist

## **10. Classroom activities**

Teachers will consider allergies when planning:

- Cooking
- Science
- Art
- Celebrations
- Fundraising
- Rewards

## **11. Educational visits**

Before every visit the trip leader will:

- Complete a risk assessment

- Ensure medication accompanies pupils
- Identify trained staff
- Check emergency communication arrangements
- Confirm catering arrangements where applicable

## **12. Recognising an allergic reaction**

Staff should be alert to symptoms including:

- Itching
- Rash
- Swelling
- Vomiting
- Abdominal pain
- Wheezing
- Coughing
- Difficulty breathing
- Hoarse voice
- Collapse
- Loss of consciousness

Symptoms can develop rapidly.

## **13. Emergency response**

If anaphylaxis is suspected:

1. Administer an adrenaline auto-injector immediately.
2. Call 999.
3. Inform parents/carers.
4. Monitor the pupil continuously.
5. Administer a second AAI if advised or symptoms persist and another device is available.
6. Ensure the pupil is transferred to hospital.

Every suspected anaphylactic reaction must be treated as a medical emergency.

## **14. Communication with parents**

Parents are expected to:

- Inform the school of allergies
- Provide up-to-date medical information
- Provide prescribed medication where required
- Replace expired medication promptly
- Notify the school of any changes

The school will maintain regular communication with families regarding allergy management.

### **15. Pupils**

Age-appropriate education will encourage pupils to:

- Avoid sharing food
- Wash hands before and after eating
- Report concerns immediately
- Respect the needs of classmates with allergies
- Seek adult help if someone appears unwell

### **16. Visitors**

Visitors, contractors and volunteers will be informed of relevant allergy procedures where necessary.

Those providing food during school events must comply with allergen management requirements.

### **17. Incident reporting**

All allergic reactions will be:

- Recorded
- Reviewed
- Investigated where appropriate
- Used to improve future practice

Serious incidents will be reported in accordance with statutory requirements.

### **18. Monitoring and review**

This policy will be:

- Reviewed annually
- Reviewed following any significant allergy incident
- Updated following changes in legislation or national guidance