

Ingleton Primary School – Allergy Safety Policy

Adopted by Governing Body:	September 2026
Approved by Governing Body:	September 2026
Last reviewed:	September 2026
Next review:	September 2027

1. Purpose

This policy sets out how Ingleton Primary School identifies, manages and responds to allergies to ensure the safety, wellbeing and inclusion of all pupils, staff and visitors. It complies with the Allergy Safety in Schools statutory guidance (2026), the Children and Families Act 2014, and the Food Information Regulations 2014.

2. Named Senior Leader

The Senior Leader responsible for Allergy Safety is **Jen Middleton**. Jen oversees policy implementation, staff training, AAI management, IHPs, and compliance monitoring.

3. Identification of Children and Young People with Allergies

The school will:

- Collect allergy information at admission and update annually.
- Maintain an up-to-date Allergy Register.
- Share essential information with relevant staff, including lunchtime supervisors, club leaders and volunteers.
- Ensure parents provide updated medical advice and medication.
- Minimise exposure to known allergens through proportionate, age-appropriate risk reduction measures.

4. Minimising Exposure to Allergens

The school will:

- Manage food allergy risks in classrooms, dining areas and clubs.
- Implement safe snack and celebration food procedures.
- Ensure cleaning routines reduce cross-contamination.
- Supervise food-related activities carefully.
- Work with catering staff to ensure allergen-safe menus and ingredient transparency.

5. Staff Training: Allergy Awareness & Emergency Response

All staff must complete annual allergy awareness and emergency response training, including how to recognise allergic reactions, respond to anaphylaxis, and use AAIs.

This includes:

- Permanent staff
- Temporary staff
- Supply teachers
- Peripatetic staff
- Agency workers
- Regular volunteers
- Catering staff

- Breakfast/after-school club staff
- Cleaners and caretakers

Training completed: *All school staff completed allergy and anaphylaxis training in September 2026.*

Training includes:

- Recognising symptoms of allergic reactions and anaphylaxis
- Emergency response steps
- Safe use of adrenaline auto-injectors
- Safe allergy management procedures
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Additional training:

- **Food Safety Awareness Training**
- All catering staff and Early Years staff have completed this training.

The school will update staff if further training becomes available as national guidance evolves.

6. Access to Prescribed AAI's and Spare AAI's

The school ensures:

- Pupils have rapid access to their prescribed AAI's at all times.
- Spare AAI's are available for emergency use for any child or adult experiencing symptoms of anaphylaxis.
- AAI's are stored in the School Office in clearly labelled, accessible locations.
- Monthly checks are completed and logged.
- Expired AAI's are taken to Ingleton Pharmacy for safe disposal and replaced.
- Named person responsible: Becky Dixon and Jen Middleton

The medical conditions policy also includes:

- Safe storage arrangements
- Procedures for using spare AAI's
- Safe disposal of used AAI's (noting they contain needles)

7. Individual Healthcare Plans (IHPs)

Any child whose allergy requires supportive arrangements must have an Individual Healthcare Plan that includes:

- Allergy details and triggers
- Symptoms
- Medication and dosage
- Emergency procedures
- Daily management strategies
- Allergy Action Plan and/or Asthma Plan (where relevant)
- Photo of the pupil
- Roles and responsibilities

IHPs are reviewed at least annually or sooner if needs change.

8. Inclusion, Wellbeing and Participation

The school promotes inclusion by ensuring pupils with allergies can:

- Participate fully in lessons
- Join in with food-related activities safely
- Attend trips, visits and residentials with appropriate risk assessments
- Access clubs, sports and events with safe arrangements

- Feel confident and supported in school life

Staff will consider emotional wellbeing, anxiety reduction, and pupil voice when planning support.

9. Educational Visits and Off-Site Activities

Risk assessments must include:

- Allergy risks
- Medication access
- Staff trained to administer AAls
- Catering arrangements
- Emergency procedures
- IHPs travelling with the pupil

10. Emergency Response Procedures

All staff must follow the school's emergency protocol:

1. **Recognise symptoms** (mild → severe → anaphylaxis)
2. **Administer the pupil's AAI immediately**
3. **Call 999** and state "anaphylaxis"
4. **Use the spare AAI** if symptoms persist after 5 minutes
5. **Stay with the pupil** and monitor breathing
6. **Inform parents/carers**
7. **Record the incident** and review learning

11. Food Allergen Management

The school and catering staff comply with:

- Food Information Regulations 2014
- Natasha's Law (PPDS foods)

This includes:

- Clear allergen charts
- Ingredient change notifications
- Safe food handling
- Allergen-aware menu planning
- Staff training for catering teams

12. Recording, Reporting and Learning

The school will record:

- All allergic reactions
- Near misses
- Use of AAls
- Actions taken
- Lessons learned

Records are reviewed termly by the Senior Leader and reported to governors.

13. Communication with Parents

The school will:

- Share IHPs
- Inform parents of incidents
- Provide clear information about food procedures
- Work collaboratively to support pupils with allergies

14. Monitoring and Review

The Senior Leader will monitor:

- Training completion
- AAI checks
- IHP updates
- Incident logs

The governing body will review this policy annually.

15. Linked Policies

- Supporting Pupils with Medical Conditions
- Health & Safety
- Safeguarding and Child Protection
- Educational Visits
- First Aid
- Catering / Food Safety

Implementation begins 1 September 2026. All schools MUST be compliant by the end of Autumn Term 2026.