Timothy Hackworth Primary School

‘Respectful and resilient; being the best that we can be.’

Allergy Safety Policy

CRC Article 19: All children have the right to be safe.



Date policy approved / adopted	**September 2026**
Next review date	**September 2027**
Approved by:	**Governing Body**
Head Teacher signature:	*L. Boulton*
Governor Signature:	*P. Crook*

Allergy Safety Policy

Date of Policy: September 2026

Review Date: September 2027

Allergy Safety Team: Mrs. L. Boulton – Head Teacher

Mrs. S. Simpson-May – Deputy Head Teacher

Mrs. K. Kozlowski – SENDCO

Mrs. A. Condron – EYFS Lead

Mrs. M. Doughty – Office Manager

Mrs. C. Heslop – School Administration Team

Cllr. S. Quinn – Governor

This Policy should be read in conjunction with our:

- Safeguarding Policy;
- Keeping Children Safe in Education, September 2026;
- Respectful Relationships (Behaviour) Policy;
- Supporting Children with Medical Conditions Policy;
- Anti-Bullying Policy.

All policy and practice in Timothy Hackworth Primary School respects children's dignity.

Our Timothy Hackworth School Vision

May our Rights Respecting School be a happy place for us all to learn; where every one of us is valued and safe in our Timothy Hackworth School Family. May we all be the best that we can be by making a positive difference to each other, our community in Shildon and the wider world in which we all live.

Mission Statement (written by children):

We would like our school, which reflects British Values, to be at the heart of the community, sharing, supporting and learning together with everyone as equals. Our children have the right to high quality learning experiences to help them to be the best that they can be.

We encourage our children to be creative, unique, open-minded and independent individuals, respectful of themselves and of others in our school, our local community and the wider world.

We aim to nurture our children on their journey through life so they can grow into safe, caring, democratic, responsible and accepting adults who make a positive difference to British Society and to the world.

Values

Ours is a happy school with high hopes and ambitions for all our children and we welcome working in partnership with parents and carers to ensure that everything is done in the best interests of the children at all times.

All of our staff take their responsibility towards the children seriously and they strive to help each child reach their full potential as global citizens physically, emotionally, socially and academically. We are fully committed to the CONVENTION ON THE RIGHTS OF THE CHILD (CRC).

To us, every child is unique and precious and we endeavour to foster a high level of motivation towards learning and behaviour. We are committed to the basic skills of English and Maths.

At all times we aim to centre the teaching in an atmosphere of mutual respect and personal respect. A high quality education is the right of every child, and at Timothy Hackworth Primary School, we embrace that responsibility and strive to achieve it for all of our pupils.

Equalities Information

This policy should be read in conjunction with our school's 'Equalities Policy Statement', 'Equalities Objectives Summary' and 'Equalities Information and Objectives'.

We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations with regard to age (as appropriate), disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (LGBTQ+).

1. Aims

This policy aims to:

- Set out our school's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction;

- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion;
- Promote and maintain allergy awareness among the school community.

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

- Children's Wellbeing and Schools Act 2026
- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. Roles and Responsibilities

3.1 The Governing Body

The Governing Body is responsible for:

- Ensuring the school has an Allergy Safety Policy which sets out:
  - Arrangements to reduce the risk of individuals coming into contact with their known allergens;
  - Emergency response plans for cases of anaphylaxis.
- Reviewing and approving the Allergy Safety Policy at least annually.
- Taking steps to ensure the Allergy Safety Policy is:
  - Generally known within the school and to parents of pupils at the school;
  - At least once a year, brought to the attention of all pupils, parents/carers, staff and volunteers;
  - Published on the school's website.
- Ensuring risks relating to pupils with allergies are included in the Allergy Risk Register and actively managed.

The Governing Body delegates the day-to-day implementation of this policy to the Allergy Safety Team.

3.2 Allergy Safety Team

The nominated Allergy Safety Team members are:

Mrs. S. Simpson-May – Deputy Head Teacher

Mrs. K. Kozlowski – SENDCO

Mrs. A. Condron – EYFS Lead

Mrs. M. Doughty – Office Manager

Mrs. C. Heslop – School Administration Team

Cllr. S. Quinn - Governor

Our Allergy Safety Team:

- Support the active implementation of this Allergy Safety Policy;
- Contribute to the review of the Allergy Safety Policy;
- Promote and maintain allergy awareness across our school community
- Develop and review arrangements for the safe storage and disposal of adrenaline devices (AD);
- Ensuring that:
    - All allergy information is up to date and readily available to relevant members of staff;
    - All pupils who require support with allergies have an up-do-date Health Care Plan (HCP);
    - All pupils with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional;
    - All staff receive regular allergy awareness training;
    - All staff are aware of the school's policy and procedures regarding allergies;
    - Relevant staff are aware of what activities need an allergy risk assessment;
    - Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff:
        - What lessons there are to learn;
        - Any potential changes to the medical conditions and/or Allergy Safety Policies and/or to any pupil's HCP.

3.3 Head Teacher

The Head Teacher is responsible for:

- Deciding, (in discussion with parents and carers and any relevant healthcare professionals), whether a pupil's allergy can be managed through the adjustments made under the school's Supporting Children with Medical Conditions Policy or whether an HCP is required to specify arrangements that reflect the pupil's circumstances.

3.4 Allergy Safety Team

The Allergy Safety Team are responsible for:

- Checking that spare AAIs are present and in date on a monthly basis;
- Making sure that replacement AAIs are obtained when expiry dates approach;

3.5 Teaching and Support Staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils;
- Maintaining awareness of our Allergy Safety Policy and procedures;
- Being able to recognise the signs of severe allergic reactions and anaphylaxis;
- Being aware of specific pupils with allergies in their care;
- Reducing the risk to pupils with known allergies coming into contact with known allergens;
- Ensuring the wellbeing and inclusion of pupils with allergies;
- Reporting any allergic reaction or case of anaphylaxis to the Allergy Safety Lead.

3.6 Parents and Carers

Parents and carers are responsible for:

- Being aware of our school's Allergy Safety 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;
- If required, providing their child with two in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner;
- Following the school's guidance on food brought in to be shared;
- Updating the school on any changes to their child's condition.

3.7 Pupils with Allergies

If age-appropriate, these pupils are responsible for:

- Being aware of their allergens and the risks they pose;
- Understanding how and when to use their AD.

3.8 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.

4. Identifying Individuals At Risk

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould;
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals;

- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis;
- Asthma which may be triggered by airborne allergens;
- Allergy to insect stings and medicines.

4.1 Identifying Pupils at Risk

We will:

- For new starters, a blank Health Care Plan will be included in the New Starter Packs after their place at the school has been confirmed, to ascertain any allergy that the pupil has and whether they carry medication. This applies to New Starter pupils at the beginning of each year, for example, new 2s, Nursery and Reception starters, as well as those children who are new to school and join mid-year.
- Send a reminder to parents and carers at the start of each year asking them to update their child's medical information as necessary;

We ask that parents and carers proactively inform us by either phone call to the school, 01388 772959, or an email to timothyhackworth@durhamlearning.net, if their child's medical needs change during the school year.

4.2 Identifying Staff and Visitors at Risk

- We request that new staff provide details of their allergies in advance of their start date;
- We ask visitors to provide details of their allergies in advance of their visit.

4.3 Health Care Plans

Pupils should have an HCP if they:

- Have an allergy which has a functional impact on them in the school environment;
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally.

It is not necessary for a pupil to have a formal diagnosis of allergy for them to have an HCP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The HCP will set out the additional and/or different arrangements that will be in place for supporting the pupil. The school will make every effort to make sure that arrangements are put in place immediately, or by the beginning of the relevant term for pupils who are new to our school.

Not all children with an allergy will require an HCP. Some allergies will have little or no impact on the pupil while they are at school, or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

The Head Teacher is responsible for deciding, (in discussion with the parents and carers and any relevant healthcare professionals), whether a pupil's allergy can be managed through the adjustments made under the school's Supporting Children with Medical

Conditions Policy, or whether an HCP is required to specify arrangements that reflect the pupil's circumstances.

The school will consider the following principles:

- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, an HCP may not be required;
- If the pupil only needs non-prescription medication and the school's Supporting Children with Medical Conditions Policy would permit them to carry and administer it, an HCP may not be required.

HCPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school or college, their HCP will be shared as part of the transition.

4.4 Allergy and Asthma Action Plans

All pupils who have a known diagnosed allergy to a food or insect stings are issued with an appropriate Allergy Action Plan by their healthcare professional.

All pupils who have diagnosed asthma are issued with an Asthma Action Plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

The Allergy Action Plan and/or Asthma Action Plan should be attached to the pupil's HCP. Whenever the Allergy Action Plan is updated, the pupil's HCP should be reviewed to incorporate it.

4.5 Register of Pupils with Known Allergies

- The school maintains a register of pupils who have a known allergy or intolerance. The register includes:
    - Known allergens and risk factors for anaphylaxis;
    - Whether a pupil has been prescribed ADs (and if so, what type and dose);
    - Where a pupil has been prescribed an AD, whether parental consent has been given to administer emergency medication;

  A photograph of each pupil to allow a visual check to be made.
- The Allergy Register is kept in the School Office, behind the Office Manager's desk, which can be checked quickly by any member of staff as part of initiating an emergency response;

5. Assessing Risk

The school follows an Allergy Safety Risk Assessment for any pupil at risk of anaphylaxis taking part in:

Lessons such as Design and Technology, involving food;

- Science experiments involving foods;
- Crafts using food packaging;

- Used egg boxes and toilet roll cardboard tubes are not permitted to be used for any activities;
- Off-site events and school trips;
- Any other activities involving animals or food, such as animal-handling experiences or baking.

Class teachers will risk assess the above in relation to individual pupils, for example when the child is in class, when the teacher is modelling as part of a lesson;

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

6. Minimising Risk

6.1 Hygiene Procedures

- Pupils are reminded to wash their hands before eating;
- Sharing of food, food containers, and food utensils is not allowed;
- Pupils have their own named water bottles, and bring their named lunchboxes with them if they have a packed lunch;
- Where food is not directly provided by the school, parental engagement and permission will be sought in advance.

6.2 Catering

Our school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering staff receive appropriate training and are able to identify pupils with allergies;
- The school will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements;
- School menus are available for parents, carers and pupils to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents and carers;
- Where changes are made to school menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of pupils;
- Food allergen information relating to the 'Top 14 Allergens' is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. 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);
- Where food is provided by the school, staff will understand how to read labels for food allergens;
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination.

6.3 Insect Bites and Stings

When outdoors:

- Shoes will always be worn;
- Food and drink will be covered.

6.4 Animals

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact;
- Pupils with animal allergies will not interact with animals.

6.5 Visits and Trips

- No pupils with allergies will be excluded from taking part;
- Our school will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training;
- Our school will conduct a Risk Assessment for any pupil at risk of anaphylaxis taking part in a school trip or educational visit. The Risk Assessment for the educational visit will include the name of the child/ren with an allergy/allergies;
- Pupils at risk of anaphylaxis should have their own ADs with them;
- Staff trained to administer adrenaline in an emergency will be present on the school trip/educational visit;
- Appropriate measures will be taken in line with the school's AD protocols for off-site events and school trips (see section 8.5).

7. Procedures for Handling an Allergic Reaction

- All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately;
- Staff are trained in the administration of adrenaline to minimise delays in an emergency;
- If the pupil has an Allergy Action Plan, this must be followed;
- A spare school AD device will only be used if:
    - The pupil does not have a prescribed AD;
    - The pupil's prescribed AD are not available or misfire.

8. Adrenaline Devices (ADs)

We follow the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools.

8.1 Prescribed ADs

Pupils who are prescribed ADs are encouraged to keep them near or on their person at all times including when travelling to or from the school and on school trips. It is recommended that two devices are carried at all times. The Allergy Safety Team are responsible for ensuring that they are in date.

If a pupil cannot keep their ADs with them in the classroom (due to age or other considerations), then the devices will be stored:

In an appropriate central location that is unlocked and accessible at all times;

No more than 5 minutes away from where they may be needed;

Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature;

Two x 150 mcg and two x 300 mcg ADs are stored in the Small Building Hall, in an unlocked locker which is signposted with 'Anaphylaxis Kit'. There is an arrow signposted on the side of the locker unit to direct to the unlocked locker. Within the unlocked locker, the white Anaphylaxis Kit is stored;

Two x 150 mcg and two x 300 mcg ADs are stored in the School Office behind the Office Manager's desk;

One x 150 mcg and one x 300 mcg ADs will be taken to the School Field in a First Aid pouch with a designated OPAL Play Team member of staff who will routinely collect the x2 ADs for field use;

Where a child is in need of an AD, a message will be shared with staff via the Walkie-Talkies with the phrase, 'Code Allergy'. A member of lunchtime staff will urgently collect an AD and take it to the child's location. Communication will be shared via staff through the Walkie-Talkies to ensure that messages are relayed as swiftly and accurately as possible;

Our school will conduct a Risk Assessment for any pupil at risk of anaphylaxis taking part in a school trip or educational visit. The Risk Assessment for the educational visit will include the name of the child/ren with an allergy/allergies;

Staff trained to administer adrenaline in an emergency will be present on the school trip/educational visit;

The Allergy Safety Team consult with relevant parents and carers to explore how children with allergies will be supported when travelling to and from school.

A copy of the pupil's Allergy Action Plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

8.2 Spare ADs and Inhalers

Please note: current regulations only allow schools to purchase adrenaline auto-injectors (AAIs) as spare devices. Non-injectable adrenaline devices (nasal spray) may be prescribed to individuals but cannot currently be stocked as a spare device. If an individual who is prescribed nasal adrenaline suffers anaphylaxis, a school's spare AAIs may be used in an emergency. School has an emergency asthma reliever inhaler which can only be used if the pupil's prescribed inhaler is not available and where written consent has been obtained.

Our Allergy Safety Team is responsible for sourcing spare ADs and an emergency asthma reliever inhaler and ensuring they are stored according to the guidance.

The ADs stored in school are the 'Jext' brand and are sourced from a local pharmacy ordered by the School Business Manager and Office Manager. The Head Teacher gives permission for the ADs to be purchased. The ADs are all the same brand;

There are x8 ADs available in school – x4 150 mg and x4 300 mg. Two of each are stored in the Small Building Hall and School Office as described above;

The dosage required (based on Resuscitation Council UK's age-based criteria, see Page 11 of the AAI guidance).

ADs will be stored:

In an appropriate central location that is unlocked and accessible at all times;

No more than 5 minutes away from where they may be needed;

Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature;

Two x 150 mcg and two x 300 mcg ADs are stored in the Small Building Hall, in an unlocked locker which is signposted with 'Anaphylaxis Kit'. There is an arrow signposted on the side of the locker unit to direct to the unlocked locker. Within the unlocked locker, the white Anaphylaxis Kit is stored;

Two x 150 mcg and two x 300 mcg ADs are stored in the School Office, behind the Office Manager's desk;

One x 150 mcg and one x 300 mcg ADs will be taken to the School Field in a First Aid pouch with a designated OPAL Play Team member of staff who will routinely collect the x2 ADs for field use;

Where a child is in need of an AD, a message will be shared with staff via the Walkie-Talkies with the phrase, 'Code Allergy'. A member of lunchtime staff will urgently collect an AD and take it to the child's location. Communication will be shared via staff through the Walkie-Talkies to ensure that messages are relayed as swiftly and accurately as possible;

Our school will conduct a Risk Assessment for any pupil at risk of anaphylaxis taking part in a school trip or educational visit. The Risk Assessment for the educational visit will include the name of the child/ren with an allergy/allergies;

Staff trained to administer adrenaline in an emergency will be present on the school trip/educational visit;

The Allergy Safety Team consult with relevant parents and carers to explore how children with allergies will be supported when travelling to and from school. Currently, parents and carers carry ADs with them when dropping off and collecting children from school;

A copy of the pupil's Allergy Action Plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

Spare AAIs will be kept:

- In pairs, in case a second one is necessary;
- Separate from any pupils' prescribed ADs and clearly labelled to avoid confusion;

The Office Manager and Administrative Officer are responsible for:

- Checking monthly that spare ADs and the emergency asthma reliever inhaler are present and in date. When monthly checks of the spare asthma inhaler are complete,

the Administrative Officer will remind teachers and teaching assistants to check inhaler expiry dates.

- Obtaining replacement ADs when the expiry date is near.

8.3 Disposal

ADs can only be used once. Once an AD has been used, it will be disposed of in line with the manufacturer's instructions in a Sharps Box, to be later disposed of at a local pharmacy.

8.4 Using spare ADs in an Emergency Situation without Prior Consent

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

The school will obtain advance consent from parents and carers or pupils for spare adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place.

However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

8.5 Use of ADs Off School Premises

Pupils at risk of anaphylaxis who are able to administer their own adrenaline should carry their own ADs with them on school trips and off-site events.

Our school will conduct a Risk Assessment for any pupil at risk of anaphylaxis taking part in a school trip or educational visit. The Risk Assessment for the educational visit will include the name of the child/ren with an allergy/allergies;

Staff trained to administer adrenaline in an emergency will be present on the school trip/educational visit;

9. Serious Incidents and 'Near Misses'

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a pupil, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A **'near miss'** is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

9.1 Incident Recording

The school will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded on an Accident Form and submitted to Durham County Council's Health and Safety Team, including the following information:

- Who was affected;

- What happened, when and where;
- Why the incident occurred (as far as is known);
- How staff and pupils responded and what was done to support the individual;
- Whether emergency services were called;
- How the incident concluded.

The school will approach serious incidents and ‘near misses’ in a ‘no blame’ spirit of seeking to learn lessons.

9.2 Incident Reporting

The parents and carers of a pupil aged up to 16 should be notified of the incident or ‘near miss’ as soon as possible.

The school will share the report with the pupil’s parents, the pupil or the individual involved.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The school will then confirm what has been learnt from the incident and outline any actions that are taken as a result.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the pupil is at home. This means that incident reporting is not limited to staff – the pupil, parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.

The incident report will be shared with the Head Teacher. The Allergy Safety Team will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil’s HCP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The school will also share the report with other agencies in the following circumstances:

- With the Health and Safety Executive (HSE): incidents which arise directly out of the way the school carried out a work activity which results in death or immediate hospitalization. For example, where a pupil has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff.

In the event that the incident or ‘near miss’ was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

10. Allergy Awareness

10.1 Staff Training

Our school ensures that all staff expected to be present during times when pupils are scheduled to be on-site receive allergy awareness training at least annually. New members of staff will complete this training as part of their induction.

This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It also includes catering staff and others who may oversee pupils at breakfast or after-school clubs. It does not include contractors carrying out work

with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

Our school has purchased 'training pens' from EpiPen and Jext so staff can practise safely and be familiar with the differences.

Our school will conduct allergy safety drills which will annually drop into a Safeguarding Staff Meeting. This is a simulated case of anaphylaxis to test out how staff respond, without risk to any individual. The results of the drill will be recorded and used to inform the ongoing review of this policy.

Allergy awareness training will ensure that all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including:
    - Calling emergency services and informing parents/carers;
    - How to locate and administer emergency medication;
    - How to use the medication/device in an emergency.
- Understand the impact allergy can have on a pupil's wellbeing;
- Understand the school's Allergy Safety Policy;
- Know how to check whether an individual is on the record of those with known allergy, and how to use an Allergy or Asthma Action Plan;
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss');
- The Parent Consultation Group will be offered the staff training to access also.

10.2 Awareness of Allergy Safety Policy

This Allergy Safety Policy will be published on the school's website and shared with parents and carers at the start of the school year.

All staff should be aware of and understand the policy as part of annual allergy awareness training.

As part of our school's PSHE Curriculum, through PSHE lessons, Family Group, Let's Think; Let's Talk sessions and assemblies, children will be taught about allergy safety. Useful resources are selected and used as appropriate from Allergy School.

11. Pupil Wellbeing

Pupils with allergies will have additional support through:

- Pastoral care;
- Regular check-ins with classroom and pastoral staff;
- Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis.

11.1 Wellbeing Support Following an Incident or 'Near Miss'

The school recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the pupil but their family, those involved in responding. and any witnesses. The school will provide support to those involved.

The school will support staff involved in any incident or 'near miss'.

See section 9 of this Policy for more detail on incidents and 'near misses'.

12. Information Sharing

Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our Data Protection Policy.

13. Monitoring Arrangements

The arrangements set out in this Policy will be monitored by the Allergy Safety Team.

The HT, SENDCO and EYFS Lead met with a group of parents whose children have allergies in order to consult with them regarding their views as part of this policy. The parent group will continue to be contacted for their views as part of monitoring this policy. The parent group is aware that they can contact the HT, SENCO and EYFS Lead at any time regarding their input into the monitoring and review of this policy.

The Governing Body will review and approve this policy annually, or more frequently if a serious incident or 'near miss' identifies an area for improvement.

14. Links to Other Policies

This policy links to the following policies and procedures:

- Health and Safety Policy;
- Supporting Pupils with Medical Conditions Policy;
- Data Protection Policy;
- Behaviour Policy (Respectful Relationships Policy).