

GHYLLSIDE PRIMARY SCHOOL

Allergy Safety Policy - 2026

At Ghyllside School everything we do is designed to work towards the fulfilment of our school vision. Our vision is:

Ghyllside School Vision and Values

'For every child to fulfil their potential, leaving Ghyllside happy, confident and kind to all'

Our Mission: Ghyllside Primary School – Growing Hearts and Minds

Our Values: Inspiring Healthy Inclusive Nurturing Experiences

National background

Section 34 of the [Children's Wellbeing and Schools Act 2026](#) requires that LA maintained schools, academies and PRUs must have an allergy safety policy.

A named member of the senior leadership team (Head Teacher at Ghyllside) in each school, college or early years setting should have responsibility for allergy safety, including driving the implementation of the allergy safety policy and contributing to or leading review of the policy.

Allergy safety policies should be reviewed at least annually. Policies can be reviewed more frequently, particularly where incidents or “near misses” suggest areas for improvement. Any review should take account of any incidents and “near misses” and should seek to learn lessons from them. This is essential where incidents suggest that policies or procedures may leave individuals with allergy at risk.

Governing bodies should ensure that allergy safety policies are readily accessible to parents and staff. Policies should be published on the school, college or setting's website and be made available in hard copy on request.

Policy aims

This Policy aims to –

- Set out our school's approach to allergy management, 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

Roles and responsibilities

We take a whole-school approach to allergy awareness.

Allergy lead (Head Teacher) is responsible for:

- Promoting and maintaining allergy awareness across our school community
- Schedule annual update training
- All staff receive an appropriate level of allergy training
- Overseeing the recording and collating allergy and special dietary information for all relevant pupils
- Overseeing the stock of school epi pens and ensuring they are in date
- Annually update the Allergy Policy

The inclusion manager is responsible for ensuring:

- All allergy information is up to date and readily available to relevant members of staff through individual allergy action plans
- All pupils with allergies have an allergy action plan completed by a medical professional
- Through annual online training and accompanying information session all staff are aware of the school's policy and procedures regarding allergies and that allergy treatment is now **everyone's responsibility, not just that of first aiders**
- Relevant staff are aware of what activities need an allergy risk assessment – in addition to all trips out gardening, animals in school and cooking
- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families

Teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis and acting appropriately
- Attending appropriate allergy training as required
- Being aware of specific pupils with allergies in their care
- Keeping records (.....) up to date as directed by the inclusion manager
- Risk assess lessons as set out in 'Assessing Risk' section below
- Ensuring the wellbeing and inclusion of pupils with allergies including on trips and residential

Parents/carers are responsible for:

- Being aware of our school's allergy 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
- Input their children's allergies onto the Orion lunch ordering site if ordering school meals

- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

Pupils with allergies are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose (Y6 on expedition club or example)
- Do not swap food at meal times

Awareness and action training for ALL staff

All staff will undertake the Online course AllergyWise run by Anaphylaxis uk annually in September. If new staff join us during the school year they will undertake this training as part of their induction and then join the September rotation the following September. This includes lunch time supervisors and office staff.

We require our peripatetic staff to undertake the training and provide evidence in the form of their completion certificate.

When employing agency staff we will ensure the staff provided have undergone this training.

We ensure that our meal provider (Orion) have also provided this training for their staff who are on site.

All staff are made aware of the location of our spare epi pens (**in a labelled box on the school from reception desk**) and the children in school who have known allergies.

This allergy awareness training ensures that all staff on site:

- 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; ○ how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
- training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);
- Understand the **impact** allergy can have on a child or young person's wellbeing;
- Understand the school, college or setting'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").

Training under this guidance should be understood as allergy awareness and emergency response training. It should not be read as replacing any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

Wellbeing of pupils

Any bullying of pupils with allergies will be dealt with using our school Behaviour and Bullying Policies.

Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology (class teachers responsibility with reference to SLT or subject co-ordinator if necessary)
- Science experiments involving foods (class teachers responsibility with reference to SLT or subject co-ordinator if necessary)
- Crafts using food packaging (class teachers responsibility with reference to SLT or subject co-ordinator if necessary)
- Off-site events and school trips (class teachers responsibility with reference to EVC necessary)
- Any other activities involving animals or food, such as animal handling experiences or baking (class teachers responsibility with reference to SLT or subject co-ordinator if necessary)

Managing risk - Hygiene procedures

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles

Managing risk – Catering

The 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. (Responsibility of Orion)
- School menus are available for parents/carers to view with ingredients clearly labelled and meals cannot be ordered for children who have their dietary requirements listed on the meal ordering system (parents responsibility to input these)
- Where changes are made to school menus, Orion will make sure these continue to meet any special dietary needs of pupils
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination
- Children do not swap food at meal times

Managing risk – Food restriction

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. (These will regularly be shared with parents in newsletters.)

These foods include:

- Packaged nuts
 - Cereal, granola or chocolate bars containing nuts
 - Peanut butter or chocolate spreads containing nuts
 - Peanut-based sauces, such as satay
 - Sesame seeds and foods containing sesame seeds
- (If a pupil brings these foods into school, they will be asked to not eat them, asked to eat them away from others to minimise the risk, or the food may be confiscated as appropriate to the situation)

Managing risk – Insect bites / stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- All sightings of bees/wasps nests reported to reception and entered into the site managers action book. Nests to be taped off and children to be kept away from the area at the first opportunity

Managing risk – 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

- Animals to be kept away from areas where known children with allergies are present

Managing risk – Events and school trips

- For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part.
- The school will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training
- Appropriate measures will be taken in line with the school's Epi pen protocols for off-site events and school trips

Procedures for handling an allergic reaction

Register of pupils with epi pens

- The school maintains a register of pupils who have been prescribed epi pens or where a doctor has provided a written plan recommending epi pens to be used in the event of anaphylaxis. The register includes:
 - Known allergens and risk factors for anaphylaxis
 - Whether a pupil has been prescribed epi pen(s) (and if so, what type and dose)
 - Where a pupil has been prescribed an epi pen, whether parental consent has been given for use of the spare epi pen, which may be different to the personal epi pen prescribed for the pupil
 - The register is kept on the reception desk with the school epi pens and can be checked quickly by any member of staff as part of initiating an emergency response

Allergic reaction procedures (Refer back to 'Awareness and action training for ALL staff' section)

- As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately
- Staff are trained in the administration of epi pens to minimise delays in pupil's receiving adrenaline in an emergency
- If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan
- If an epi pen needs to be administered, a member of staff will use the pupil's own epi pen, or if it is not available, a school one
- If the pupil has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures.
- A school epi pen device will be used instead of the pupil's own epi pen device if:
 - Medical authorisation and written parental consent have been provided, or
 - The pupil's own prescribed epi pens are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)

- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents/carers informed

Epi pens, sometimes referred to as Adrenaline auto-injectors (AIs)

Purchasing of spare epi pens

- The allergy lead is responsible for buying epi pens and ensuring they are stored according to the guidance.
- The epi pens can be purchased from Eurica Direct web site
<mailto:https://www.eurekadiirect.co.uk/Medical/EpiPens-Anaphylaxis-Kits>.
- 2 epi pens are kept on site reception.

Storage

- The allergy lead will make sure all epi pens are
- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children
- Not locked away, but accessible and available for use at all times
- Not located more than 5 minutes away from where they may be needed Spare epi pens will be kept separate from any pupil's own prescribed epi pens, and clearly labelled to avoid confusion

Maintenance of school epi pens

The allergy lead is responsible for checking monthly that:

- The epi pens are present and in date
- Replacement epi pens are obtained when the expiry date is near
- Once an epi pen has been used, it will be disposed of by the allergy lead in line with the manufacturer's instructions

Policy review date – September 2027