Turnfurlong Infant School
Allergy safety policy

This document outlines what should be included in an allergy safety policy, in line with the statutory guidance June 2026.

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.

Jenny Glen, Deputy Head and H&S Co-ordinator has responsibility for allergy safety, including driving the implementation of the allergy safety policy and contributing to or leading review of the policy.

This allergy safety policy will be reviewed at least annually, or where incidents or 'near misses' suggest areas for improvement. This is essential where incidents suggest that policies or procedures may leave individuals with allergy at risk.

The governing body should ensure that the allergy safety policy is 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.

Culture

Awareness training

Annually, all staff receive allergy awareness training. This includes permanent staff, supply teachers and teaching assistants, and regular volunteers. It includes Chartwells catering staff and others who may oversee children and young people at breakfast or after school clubs. It does not include contractors carrying out work with no pupil-facing role.

Induction arrangements for new staff, as well as that for supply and cover staff, will ensure allergy awareness training is given by the H&S co-ordinator.

This will ensure all staff on premises:

- 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'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

The wellbeing of children and young people within our setting with allergy will be promoted, since the risk posed by allergy (and the possibility of anaphylaxis) can be a significant cause of anxiety for parents, children and staff. Whilst they don't want to be 'different', children will be identified and supported whilst on site.

Unkind behaviours linked to children and young people with allergy will be addressed and avoided, as per our behaviour policy.

Minimising risk

Turnfurlong Infant School will minimise the risk to individuals (children, staff or visitors) coming into contact with their known allergens. This includes:

- Measures to manage the risks of exposure to a food allergen through food provided by the school's catering company.
- Measures to manage the risks of exposure to a food allergen through food brought in by others (for example parents, children and staff).
- Where children and young people have known allergy to airborne or contact allergens, the school will put reasonable measures in place to manage the risk of the child being exposed to such allergens.
- There is an expectation that staff planning any activity should consider the risk of exposure to allergens, e.g. science, cooking activities, or where activities involve animals.
- Specific individual risk assessments to manage the risks of exposure to allergens in individuals with an allergy when planning external visits or trips.

Food allergy

Turnfurlong Infant School and Chartwells will manage the risk of food allergy and provide clear information on allergens in food provided. Chartwells can be contacted directly to discuss ingredients and their medical diets.

The Chartwells Approach to Medical Diets | Chartwells

Individual children and young people

Identification

Individuals identified with an allergy (not just children but also members of staff and visitors), will have a photo ID and brief description of their condition in the hall, classroom and H&S co-ordinator room (not on direct display due to GDPR). Their known allergens and whether they carry medication (for example adrenaline autoinjector (AAI) devices) will be recorded on Medical Tracker, alongside a completed online HCP from parents for medicine administration. All staff will be made aware of these individuals and this information is available to anyone covering a class.

Information is gathered through admission records, from the child's parents and potentially their previous setting.

Individual Healthcare Plans

Children with allergies and asthma have an Individual Healthcare Plan (IHP) completed by parents electronically on Medical Tracker within the first week of starting school every year. This details their personal medical history, medication, symptoms, triggers and emergency contacts. It may also provide information on if:

- they have an allergy which has a functional impact on them in school they are at risk of harm as a result of their allergy **and**
- they require arrangements which are additional to or different from those made generally.

The IHP should set out the additional and/or different arrangements that will be in place in the school setting for supporting the child with their medical condition or allergy, including in emergency situations.

Children with allergy who require specific support arrangements will have them documented through an **Individual Healthcare Plan**. This includes children whose allergies require flexibility and "reasonable adjustments", as well as those who require medication (either proactively or in an emergency situation).
Where children have an **Allergy Action Plan** and/or **Asthma Action Plan** issued by a healthcare professional, the IHP should refer to it. Copies can be scanned and attached to Medical Tracker. Whenever an updated Action Plan becomes available, the child or young person's Individual Healthcare Plan should be reviewed to incorporate it.

Prescribed adrenaline

Turnfurlong Infant School will ensure that children who are prescribed adrenaline auto injector devices have rapid access to their devices **at all times**, noting that in a case of anaphylaxis, adrenaline should be administered within five minutes. This includes in the lunch area, playgrounds and sports field or when on visits or trips.

- Anaphylactic and asthmatic children's devices remain in school the whole time, in their designated classroom. They are sent home at the end of the school year, ready to return the next academic year. The H&S co-ordinator keeps a log of all expiry dates and parents are notified that they need a new device before it is due to expire. During trips or visits, all medication is taken off site with the child in the designated first aid bag.
- Records are kept on Medical tracker of which children have prescribed antihistamines, adrenaline devices and inhalers (and an Allergy Action Plan).

School-wide policies

'Spare' adrenaline devices and inhalers

School keeps 'spare' adrenaline devices and inhalers in the cupboard in the sensory room next to the staff room. The H&S co-ordinator ensures they are in date, unused and accessible. Children's individually prescribed devices will be used first. If there is

an issue with these e.g. empty, faulty, expired then the school's emergency devices will be used, and with adrenaline - only as directed by a paramedic whilst waiting for an ambulance.

If expired or used, the H&S co-ordinator or a member of staff will order replacements at the local pharmacy, disposing of any old devices at the same time.

No child is ever more than five minutes from their medication/adrenaline devices.

Where possible, adrenaline devices are always be stocked and stored in pairs. However, we respect that if a parent only has two devices prescribed, that one may be kept at home and the other sent to school for emergency use.

Turnfurlong Infant School is not considered a large site (all single storey and on one site) therefore one set of 'spare' devices, kept by the staffroom, is sufficient.

- 'Spare' adrenaline devices are readily accessible and not locked away;
- In the event of an anaphylaxis, adrenaline should be administered as soon as possible. In practice, this should be no more than five minutes, i.e. adrenaline devices must be able to be brought to the person having anaphylaxis within 5 minutes.
- 'Spare' adrenaline devices should be stored in pairs, so that if a second one is necessary it is on hand rather than needing to be obtained from elsewhere on site;
- 'Spare' adrenaline devices should be clearly labelled, to avoid any confusion with adrenaline devices prescribed to a named person. Ours is clearly marked "emergency anaphylaxis kit" containing the spare adrenaline devices, an emergency asthma reliever inhaler and spacer.

Visits and trips

Whenever a child leaves site for a visit, day trip or event, the staff in charge take all medication with them in the designated first aid bag. All staff hold a valid first aid certificate. If medication is administered it is logged whilst on the trip/visit on Medical Tracker. Parents are notified and replacement medication can be sourced. Trips and visits are risk assessed in line with IHP's to ensure direct triggers and allergens are not present e.g. animal fur. Children take their own packed lunch from home or a Chartwells packed lunch which is sourced and assembled in line with allergen control.

Serious incidents and ‘near misses’

School records, reports and responds to serious incidents or ‘near misses’ involving allergy safety through Medical Tracker and Assessnet. All reports are given to the governing body on a termly basis.

In some cases, the impact of exposure to an allergen while in an education setting may not be recognised until the child is back at home. It is therefore important that the child, their parents or others (for example healthcare professionals) can report that there has been an incident. Communication either in person, by phone or email ensures these events can be recorded and addressed in a timely manner.

Information sharing

Turnfurlong Infant School will share information about children with allergies within the setting and with those parents/carers with parental responsibility. Due to GDPR and data protection, sensitive medical data is not on direct display but inside a cupboard door, directly by the first aid kit and individual’s medication. This data is controlled in a respectful and confidential way. A child should never be singled out, embarrassed or overlooked due to a medical condition. Supply teachers and cover staff are made aware when they enter the classroom of anyone with a potentially life altering condition.

Awareness of the allergy safety policy

We aim to raise awareness of this new policy by letting all stakeholders know through newsletters, new year ‘set up’ information and staff meetings. The allergy safety policy is published on the school’s website.

Allergy safety will be raised amongst the children through assemblies, RHE and science curriculum lessons. Where children are prescribed adrenaline devices, it may be appropriate for their friends to be made aware of how to seek help in an emergency. Any wider awareness or training should be considered carefully and discussed with the child and their parents, and should not replace staff emergency response arrangements.