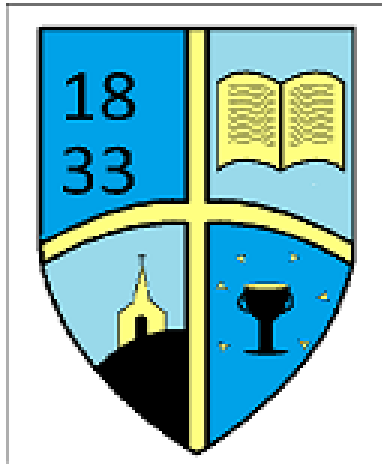


Mellor St Mary CE Primary School



*Believing, Learning
& Sharing Together*

Allergy Management Policy

Date: Sept 2026

“Believing, Learning and Sharing Together .”

VISION STATEMENT

Through our Christian Faith, we acknowledge our responsibility to all, to enrich lives and show love and respect within our school family. We believe in lifelong learning aiming to equip our children to live life today and for tomorrow rooted in Christian love.

For with God nothing shall be impossible (Luke 1:37)

At Mellor St Mary CE Primary School we believe that each and every one of us are special because we are made in the image of God and we must avoid at all cost diminishing the dignity of any individual to a stereo type or a problem.

This policy should be read alongside the school’s Health and Safety Policy, Safeguarding Policy, Supporting Pupils with Medical Conditions Policy, Medicines in School Policy, Educational Visits Policy, Food and Drink Policy, and SEND Policy. It has been written in line with the Equality Act 2010, the Children and Families Act 2014, and the statutory guidance on supporting pupils with medical conditions.

Legal and Statutory Framework

This policy takes account of:

- The Equality Act 2010
- Health and safety legislation
- Safeguarding duties
- Statutory guidance on supporting pupils with medical conditions in school
- Food safety and hygiene requirements
- Relevant local authority and trust policies
- The requirements of Benedict’s Law 2026

Where a pupil has a diagnosed allergy or anaphylaxis risk, the school will make reasonable adjustments and implement appropriate control measures.

Equality Act 2010

This is a key piece of legislation because:

- A severe allergy or anaphylaxis may amount to a **disability** if it has a substantial and long-term effect on day-to-day activities
- Schools must make **reasonable adjustments**
- Schools must not discriminate against pupils because of their medical condition

Children and Families Act 2014

This is relevant because:

- Schools must support pupils with **medical conditions** so they can access education
- It underpins the duty to have arrangements for supporting pupils with health needs

Supporting pupils at school with medical conditions: statutory guidance

This is the main statutory guidance for managing medical conditions in school. It states that:

- Pupils with medical conditions should be properly supported
- Schools should have policies and procedures in place
- Staff should be trained and arrangements made for emergency medication where appropriate

Health and Safety at Work etc. Act 1974

Relevant because:

- Schools have a duty to protect employees and others affected by their activities
- Allergy risks must be managed as part of general health and safety duties

Management of Health and Safety at Work Regulations 1999

Relevant because:

- Schools must carry out suitable and sufficient **risk assessments**
- Risks must be reduced so far as reasonably practicable

Food Information Regulations 2014

Relevant where food is provided by the school because:

- Allergen information must be clear and accurate
- Food businesses must provide information about 14 specified allergens

Food Safety Act 1990

Relevant because:

- Food served in school must be safe to eat
- The school must take precautions to avoid unsafe food handling and contamination

The Regulatory Reform (Fire Safety) Order 2005

This may be relevant in wider emergency planning, particularly where evacuation arrangements and emergency response procedures interact with pupil medical needs

Human Rights Act 1998

This may be relevant in broad terms where the school is ensuring:

- Safety
- Respect for family life
- Non-discriminatory access to education

Statutory Guidance and Related National Expectations:

DfE guidance on supporting pupils with medical conditions

Schools should have:

- A policy for supporting pupils with medical conditions
- Individual healthcare plans where appropriate
- Arrangements for staff training and emergency response

Keeping Children Safe in Education

Although this is not specific to allergies, it is relevant because:

- Safeguarding systems should include health and medical risks where appropriate
- Staff should know how to respond to emergencies and concerns

Special educational needs and disability framework

Where a pupil's allergy significantly affects access to education, SEND processes may be relevant, particularly if reasonable adjustments or additional support are needed.

Linked School Policies

Mellor St Mary allergy policy sits alongside:

- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Risk Assessment Policy
- Food and Drink / Healthy Eating Policy
- School Meals Policy
- Educational Visits Policy
- Medicines in School Policy
- Infection Prevention and Control Policy
- Special Educational Needs and Disabilities (SEND) Policy
- First Aid Policy
- Behaviour Policy if food sharing, teasing, or disregard for allergies becomes a behaviour issue
- Equality Information and Objectives documentation

1. Policy Statement

Mellor St Mary CE Primary School is committed to providing a **safe, inclusive, and supportive environment** for all pupils, staff, visitors, and contractors, including those with allergies. We recognise that allergic reactions can be serious and, in some cases, life-threatening.

Mellor St Mary Is a NUT FREE school.



We will:

- Identify and manage allergy risks proactively
- Minimise the risk of allergen exposure
- Support pupils with allergies to participate fully in school life
- Ensure staff are trained and confident in responding to allergic reactions
- Work in partnership with parents, carers, pupils, healthcare professionals, and external agencies
- Meet the requirements of the DfE Allergy Safety in Schools Statutory Guidance (July 2026).

This policy applies to **all school activities**, including lessons, breaktimes, lunchtimes, school trips, sporting events, after-school clubs, performances, and off-site visits.

2. Purpose of the Policy

The purpose of this policy is to:

- Set out Mellor St Mary's approach to preventing and managing allergic reactions
- Clarify the responsibilities of staff, parents, pupils, governors, and contractors
- Ensure that pupils with allergies are identified, supported, and protected
- Establish clear procedures for risk assessment, emergency response, training, communication, and record keeping
- Reduce the likelihood of accidental exposure to allergens

3. Definitions

For the purposes of this policy:

- **Allergy:** An adverse immune response to a substance that is usually harmless
- **Allergen:** A substance that can trigger an allergic reaction
- **Anaphylaxis:** A severe, potentially life-threatening allergic reaction requiring immediate emergency treatment
- **Food allergy:** An allergy triggered by a food ingredient
- **Allergic conditions:** this can include insect venom allergy, medication allergy, latex allergy, environmental allergies where relevant
- **Cross-contamination:** The accidental transfer of an allergen from one surface, food item, utensil, or person to another
- **Individual Healthcare Plan:** An individual plan setting out a pupil's allergens, symptoms, emergency actions, and medication arrangements

4. School Principles

Mellor St Mary CE Primary School will follow these principles:

- **Prevention first** - reducing exposure to allergens wherever reasonably possible
- **Individual support** - recognising that allergy severity varies
- **Whole-school responsibility** - allergy safety is everyone's responsibility
- **Prompt action** - acting immediately if a reaction is suspected
- **Clear communication** - ensuring all relevant adults know what to do
- **Inclusion** - avoiding unnecessary exclusion or stigma for pupils with allergies

5. Roles and Responsibilities

5.1 Governing Board

The governing board will:

- Ensure the school has an up-to-date allergy management policy
- Monitor implementation and compliance
- Review incident trends and risks
- Ensure staff receive appropriate training and updates
- Approve any significant changes to practice

5.2 Headteacher

The headteacher will:

- Oversee the implementation of this policy
- Ensure a culture of vigilance and accountability
- Appoint a named allergy lead : **Mrs Embley-Peers** (*The Headteacher is the senior leader with overall responsibility for allergy safety*)

- Ensure risk assessments are in place for relevant pupils and activities
- Ensure a central record of staff allergy awareness training and anaphylaxis training is maintained.
- Ensure medication/documentation audits are completed and incident reviews where necessary.
- Review serious incidents and follow-up actions

5.3 Named Allergy Lead

The named allergy lead will:

- Maintain allergy records and care plans
- Liaise with parents, carers, catering staff, and external professionals
- Support staff understanding of individual pupil needs
- Monitor compliance with daily control measures
- Ensure emergency medication arrangements are up to date

5.4 All Staff

All staff must:

- Read and follow this policy
- Be aware of pupils with allergies in their class or group
- Follow control measures consistently
- Never share food without checking ingredients
- Take all reports of symptoms seriously
- Know how to respond in an emergency
- Report concerns, near misses, and incidents promptly

5.5 Parents and Carers

Parents and carers are expected to:

- Inform the school of any known allergies as early as possible
- Provide accurate, up-to-date medical information
- Supply prescribed medication in line with school procedures
- Update the school immediately if there are changes to the pupil's condition
- Support the school in implementing safety measures

5.6 Pupils

Where age-appropriate, pupils will be supported to:

- Understand their allergy and what they must avoid
- Wash hands before eating
- Not share food or drink
- Tell an adult immediately if they feel unwell
- Help to manage their own safety in line with their development and care plan

6. Identification and Recording of Allergies

The school will:

- Ask parents/carers to declare allergies on admission forms
- Record allergies clearly and securely
- Share relevant information with staff on a need-to-know basis
- Update records whenever new information is received

- Maintain confidentiality whilst ensuring safety

Where appropriate, the school will create:

- A **Individual healthcare Plan**
- A **risk assessment**
- An **individual healthcare plan**
- An **emergency response plan**

7. Risk Assessment and Individual Planning

For any pupil with a significant allergy, the school will complete a risk assessment covering:

- Known allergens
- Severity of reaction
- Symptoms to watch for
- Medication required
- Likely exposure risks in school
- Lunchtime and snack arrangements
- Classroom activities and curriculum risks
- Trips, visits, and events
- Supervision needs
- Emergency procedures

Risk assessments will be reviewed:

- At least annually
- When the pupil's condition changes
- Before any high-risk activity or visit

8. Food Safety and Allergen Controls

The school will take steps to reduce risk in relation to food, including:

8.1 Catering and Packed Lunches

- LCC Catering provider will be informed of relevant allergies
- Ingredient information will be available for meals served in school
- Suitable controls will be in place to reduce cross-contamination when preparing and storing food in the school kitchen.
- Pupils' packed lunches may be subject to school rules if a significant risk exists
- Food sharing will not be encouraged

8.2 Classroom Food

- Food used in lessons will be risk assessed and prepared in accordance with Food Hygiene standards.
- Staff will check ingredients before using food in any activity
- High-risk ingredients may be restricted where needed
- Alternative resources will be provided for pupils with allergies

8.3 Snack Times

- Parents will be informed of any relevant snack guidance
- Staff will supervise snack routines carefully – including following the safer eating guidance set out in the EYFS framework.

- Handwashing before and after eating will be encouraged – this includes the use of hand sanitizer if washing facilities are not available.
- Children must not swap or share snacks

8.4 Celebrations and Events

- Birthday treats and class celebrations will follow school guidance
- Where possible, non-food celebrations will be used
- Any food brought in must follow ingredient and allergen checks. If in any doubt, do not give the food out to children with allergies. Check with parents at hometime.
- Staff should avoid using “unexpected treats” without prior agreement

9. Allergy Awareness in the Classroom

Staff will:

- Be aware of pupils’ allergy plans and where these are stored.
- Ensure seating and classroom routines reduce risk where needed
- Check art, DT, science, and play materials for allergens where relevant
- Clean surfaces before and after activities involving food
- Encourage handwashing after handling materials that may contain allergens
- Avoid using food-based rewards unless specifically agreed and checked

10. Trips, Visits and Off-Site Activities

Before any trip or visit, the trip leader must:

- Review allergy risks for participating pupils
- Check food provision, emergency medication, and venue arrangements
- Brief all accompanying adults
- Ensure emergency contact details and plans are available
- Take any prescribed medication and a trained adult to administer it if required

No pupil should be excluded from a visit solely because of an allergy if reasonable adjustments can be made safely.

11. Emergency Medication and Anaphylaxis Response

11.1 Medication

Where a pupil has prescribed emergency medication, the school will:

- Store it safely and accessibly in line with school procedure. (it must never be stored in a locked location as this could delay access in an emergency).
- Check expiry dates regularly
- Ensure medication is clearly labelled and accompanied by instructions
- Ensure staff know where medication is kept and how to use it

11.2 Recognising Symptoms

Symptoms may include:

- Swelling of lips, tongue, face, or throat
- Difficulty breathing
- Wheezing or coughing
- Hives, rash, or itching
- Vomiting or abdominal pain
- Dizziness, collapse, or loss of consciousness

11.3 Emergency Procedure

If an allergic reaction is suspected:

1. **Call for help immediately**
2. **Follow the pupil's Individual Healthcare Plan**
3. **Administer medication as prescribed and trained to do so**
4. **Call 999 immediately if anaphylaxis is suspected**
5. **Inform parents/carers as soon as possible**
6. **Monitor the pupil until medical help arrives**
7. **Record the incident and review afterwards**

Staff must never delay emergency action if symptoms are serious.

11.4 Additional Medication

The school will maintain appropriately located spare adrenaline auto-injectors for emergency use in accordance with DfE guidance and the Human Medicines Regulations. At Mellor St Mary we will hold a minimum of two spare adrenaline auto-injectors, in addition to any prescribed devices for individual pupils.

These should usually be:

- Children's strength devices, and
- Held in a central, accessible location in line with our school's medicines procedures
- Spare devices should not replace a pupil's own prescribed adrenaline auto-injector (AAI).

Staff should check:

- expiry dates
- storage conditions
- device type and dose
- training in how to use them
- Follow the Anaphylaxis UK and DfE guidance alongside school medicines policy.

12. Training

The school will ensure that:

- All staff receive basic allergy awareness training
- Relevant staff receive training in anaphylaxis recognition and emergency response
- Training is refreshed regularly and after any serious incident
- Lunchtime staff, office staff, supply staff, and visit volunteers are made aware of relevant procedures

Training will include:

- Identifying common allergens
- Understanding cross-contamination
- Recognising symptoms
- Emergency medication procedures
- Communication and incident reporting

13. Communication with Parents and Carers

The school will:

- Communicate clearly and sensitively with families
- Share relevant updates about school practices
- Inform parents/carers if there has been a reaction, near miss, or concern
- Work in partnership to review plans and controls

Parents/carers should inform the school of:

- New diagnoses
- Changes in symptoms
- Changes in medication
- Any concerns about school meals, trips, or activities

14. Confidentiality and Information Sharing

The school will:

- Handle medical information in line with data protection requirements
- Share only what is necessary to keep pupils safe
- Ensure relevant staff have access to essential information
- Respect pupil and family confidentiality wherever possible

15. Incident Reporting and Review

All allergic reactions, near misses, and concerns will be:

- Recorded promptly
- Reviewed by the allergy lead and senior leadership team
- Investigated to identify causes and prevention measures
- Used to improve practice and training

Where necessary, the school will update:

- Individual plans
- Risk assessments
- Staff training
- Food handling procedures

16. Monitoring and Review

This policy will be:

- Reviewed annually
- Updated sooner if legislation, guidance, or school practice changes
- Monitored through incidents, audits, staff feedback, and safeguarding reviews (*trends in allergic reactions and near misses will be reviewed periodically to identify lessons learned and improve control measures*).
- Published on the school website and made available to parents, carers, staff and governors

The headteacher and governing board will ensure the policy remains effective and fit for purpose.

17. Equality and Inclusion Statement

The school is committed to ensuring that pupils with allergies are not disadvantaged, isolated, or treated unfairly. Reasonable adjustments will be made so that all pupils can access education, activities, and school life safely.

18. Appendices for Allergy Management Policy

- **Appendix 1** - Allergy information form for parents/carers
- **Appendix 2** – Individual Healthcare Plan template
- **Appendix 3** - Staff allergy awareness checklist
- **Appendix 4** - Trip and visit allergy risk assessment
- **Appendix 5** - Emergency response flowchart
- **Appendix 6** - Cleaning and handwashing guidance
- **Appendix 7** - Catering and classroom allergen checklist

REVIEW Date:

The policy will be reviewed every year

Signed: *J.Embley-Peers* (Head teacher)

Signed: *P Skupski* (Chair of Governors)

Date: September 2026

Next review: September 2027

Reviewed by: Resources Committee



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Appendix 1 – Allergy Management in School Policy Allergy information form for parents/carers

Pupil Name:	
Date of birth:	
Class:	
Parent/carers name	
Contact number(s):	
Email address:	

Allergy details	
What is your child allergic to?	
How is the allergy diagnosed?	
What are the usual symptoms?	
Has your child ever had a severe reaction?	
Does your child have asthma or any other medical condition linked to the allergy?	
Medication	
Does your child have prescribed medication?	Yes / No
If yes, please give details:	
o Name of medication	
o Dose	
o How it is administered	
o Where it should be stored	
o Expiry date	
Triggers and precautions	
What should the school avoid?	
Are there any foods, materials, or activities that may cause a reaction?	
Are there any signs that may indicate a reaction is beginning?	
Consent and declaration	
I confirm that the information provided is accurate and up to date. I agree to inform the school immediately if there are any changes to my child's allergy, treatment, or emergency arrangements.	
Parent/carers signature:	
Date:	



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Appendix 2 – Allergy Management in School Policy Individual Healthcare Plan template

Appendix 2 – Individual Healthcare Plan Template

Name:	
Date of birth:	
Class:	
Plan started on:	
Review date:	
Allergy Lead:	

1. Allergy details	
Allergen(s):	
Type of reaction:	
Usual symptoms:	
Known severity:	
Other relevant medical conditions:	

2. Medication and emergency treatment	
Medication required:	
Location of medication:	
Who is trained to administer it:	
Emergency contact details:	
GP/hospital details, if relevant:	

3. Common risk areas	
Classroom:	
Dining hall:	
Playground:	
Trips and visits:	
PE/recreation	
Art/DT/science	
After-school clubs:	

4. Risk reduction measures	
Handwashing arrangements:	
Food arrangements:	
Cleaning arrangements:	
Supervision arrangements:	
Seating arrangements:	

Curriculum adjustments:	
Event/trip adjustments	

5. Emergency procedure	
If symptoms occur:	
1. Alert a trained adult immediately	
2. Follow the pupil's prescribed care plan	
3. Administer medication as trained	
4. Call 999 if symptoms are severe or anaphylaxis is suspected	
5. Contact parents/carers	
6. Record the incident	

6. Staff involved in implementation	
Class teacher:	
Teaching assistant:	
Office staff:	
SENCO/allergy lead:	
Lunchtime staff:	
Before / After School staff:	

Parent/carers signature:	
School signature:	
Date:	



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Appendix 3 - *Allergy Management in School Policy* Staff allergy awareness checklist

Daily checks

- I am aware of any pupils in my care with allergies
- I know where emergency medication is kept
- I know the signs of an allergic reaction
- I have checked any food used in lessons for allergens
- I have reminded pupils not to share food or drink
- Handwashing has been completed before eating
- Surfaces have been cleaned before and after food-based activities

Before a lesson or activity

- I have completed a risk check for food, materials, or equipment
- Alternative resources are available if needed
- Any relevant staff have been informed
- Emergency medication is accessible if required

Before a trip or visit

- Allergy information has been checked
- Emergency medication has been taken
- A trained adult is available
- Food arrangements have been confirmed
- Relevant adults have been briefed

After an incident or near miss

- The incident has been reported
- Parents/carers have been informed
- Records have been completed
- A review has been arranged if needed



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Appendix 4 - *Allergy Management in School Policy* Trip and visit allergy risk assessment

Visit title:	
Date:	
Location:	
Leader:	
Staff attending:	
Pupils with allergies:	

Risk assessment questions

1. Are there any food-related risks on the visit?
2. Will food be provided by the venue?
3. Are ingredient lists available?
4. Is emergency medication being carried?
5. Are staff trained to recognise symptoms?
6. Are there any known environmental triggers?
7. Are there risks during travel, eating, or outdoor activities?
8. Are suitable handwashing and cleaning arrangements available?

Control measures

- Packed lunches and snacks checked in advance
- No food sharing
- Named adult responsible for emergency medication
- Avoidance of known allergens
- Pre-visit briefing for staff and volunteers
- Contact details and care plans taken on the visit
- Emergency services to be contacted immediately if needed

Approval

Approved by: *EVC Lead*

Date:

Review date:



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Appendix 5 - Allergy Management in School Policy Emergency response flowchart

Suspected allergic reaction

Child shows possible symptoms

- Stop the activity
- Get help immediately
- Stay with the child

Check severity

Mild symptoms

- Follow the pupil's allergy plan
- Inform the allergy lead
- Monitor closely

Severe symptoms or suspected anaphylaxis

- Administer emergency medication immediately if prescribed
- Call 999
- State: "Possible anaphylaxis"
- Contact parents/carers
- Keep the child under close supervision
- Send a staff member to meet the ambulance if needed

After the incident

- Record what happened
- Inform senior leadership
- Review the incident and update plans if necessary



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Appendix 6 - *Allergy Management in School Policy* Cleaning and handwashing guidance

Handwashing guidance

Children and staff should wash hands:

- Before eating
- After eating
- After handling food
- After outdoor play, if required by the allergy plan
- After using art or science materials that may contain allergens

Handwashing method

- Use warm water and soap
- Rub hands for at least 20 seconds
- Dry hands thoroughly with a clean towel or paper towel

Cleaning guidance

- Clean tables and surfaces before and after food activities
- Use separate cloths or disposable paper towels where possible
- Check cleaning products do not create additional risks for pupils with allergies or sensitivities
- Dispose of food waste promptly
- Wash any equipment used for food activities thoroughly

Additional precautions

- Keep food and non-food materials separate where possible
- Use gloves if required by the activity or hygiene procedure
- Ensure bins are emptied regularly
- Report any contamination concerns immediately



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Appendix 7 - Allergy Management in School Policy Catering and Classroom Allergen Checklist

Catering checklist

- Ingredient information is available
- Allergy information has been shared with catering staff
- Food preparation areas have been cleaned
- Cross-contamination risks have been reduced
- Serving utensils are appropriate and clean
- Safe alternatives are available where required
- Pupils' meal arrangements are clearly understood

Classroom checklist

- Food used in the lesson has been risk assessed
- Ingredients have been checked
- High-risk foods are not being used unless agreed
- Alternative resources are available for allergic pupils
- Handwashing is planned before and after the activity
- Surfaces and equipment will be cleaned after