Chidham Parochial Primary School

Allergy policy

Ratified: 2nd December 2026

Review: September 2027

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

The Headteacher is responsible for allergy safety, including driving the implementation of the allergy safety policy and leading review the 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.

The Governing Board will ensure that the allergy safety policy is readily accessible to parents and staff. The policy will be published on the school's website and be made available in hard copy on request.

Culture

Awareness training

Staff will be trained in allergy awareness and emergency response, at least annually. All staff present during times when children are scheduled to be on site should receive allergy awareness training. This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It includes catering staff and others who may oversee children at breakfast or after school clubs. It is not intended to include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

New staff will be trained in allergy awareness and emergency response, supply and cover staff will receive allergy awareness training through the supply company.

Allergy awareness training should ensure 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:

1. calling emergency services and informing parents;
2. how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
3. 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

Chidham School is committed to providing a safe and inclusive environment for all children, staff, and visitors. We recognise that allergies can be life-threatening and aim to minimise risks while supporting children with allergies

to participate fully in school life. Bullying of children with allergy will be addressed and avoided.

Minimising risk

Minimising the Risk of Exposure to Known Allergens

Chidham School is committed to providing a safe and inclusive environment for all children, staff and visitors with known allergies. While it is not possible to guarantee an allergen-free environment, we will take all reasonable steps to minimise the risk of accidental exposure to known allergens.

To achieve this, the school will:

• The school is nut free to manage the risk of exposure of food allergens through food provided by the school, brought in by others (for example parents, children and staff).
• To manage the risk of allergy to airborne or contact allergens, the school will put reasonable measures in place to manage the risk of the child or adult being exposed to such allergens.
• Staff planning any activity should consider the risk of exposure to allergens, for example in craft, science, musical or cooking activities, or where activities involve animals.
• Risk assessments must state how to manage the risks of exposure to allergens in individuals with an allergy when planning external visits or trips.

Food allergy

The school is committed to providing a safe environment for children, staff, and visitors with food allergies. We will manage the risk of food allergy by:

- Maintaining up-to-date records of all pupils, staff and visitors with diagnosed food allergies and ensuring individual healthcare plans are in place where required.
- Working closely with parents, carers, healthcare professionals, catering providers, and relevant staff to understand individual allergy needs.
- Providing regular allergy awareness training for staff, including recognising allergic reactions and responding to anaphylaxis.
- Ensuring emergency medication, such as adrenaline auto-injectors, is readily accessible and that trained staff are available to administer it when necessary.
- Implementing procedures to reduce the risk of cross-contamination during food preparation, storage, and serving.

- Promoting good hygiene practices, including handwashing before and after eating.
- Risk assessing school trips, educational visits, catering activities, and special events to ensure the needs of individuals with allergies are considered.
- Following clear procedures for responding to allergic reactions and medical emergencies

Individual children and young people

Identification
Individuals with allergy (not just children and but also members of staff and visitors), will have in place an Individual Health Care Plan (IHCP) which details their known allergens and whether they carry medication (for example adrenaline autoinjector (AAI) devices).

Individual Healthcare Plans
Children should have an Individual Health Care Plan (IHCP) 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 IHCP will set out the additional and/or different arrangements that will be in place in the school, for supporting the child or young person with their medical condition or allergy, including in emergency situations.

Children and adults with allergy who require specific support arrangements will have them documented through an **Individual Health Care Plan**. This includes children and adults whose allergies require flexibility and "reasonable adjustments", as well as those who require medication (either proactively or in an emergency situation).

Where children and young people have an **Allergy Action Plan** and/or **Asthma Action Plan** issued by a healthcare professional, the IHCP should refer to or attach it. Whenever an updated Action Plan becomes available, the child or young person's Individual Healthcare Plan should be reviewed to incorporate it.

Prescribed adrenaline

The school will ensure that children and adults who are prescribed adrenaline 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, playground and sports fields or when on visits or trips.

- Children and adults keep their individually prescribed adrenaline devices at school at all times, one remains in the classroom in the green first aid bag and the second is kept in the staff room first aid cabinet. Both are accessible within a 5-minute time distance.
- Adrenaline devices are NOT taken home. They remain in school at all times and are taken on the school visits.
- Each classroom (to be displayed next to the first aid bag in the classroom), first aid areas and the lunch hall will be provided with information sheet with the child's photo of which children and adults who have been provided with prescribed adrenaline devices (and an Allergy Action Plan).
- The first aiders in school are responsible for checking the Adrenaline devices to ensure they are in date.

School-wide policies

"***Spare" adrenaline devices***

"Spare" adrenaline devices will be used and managed, including:

- Spare adrenaline devices should be used when/if the child/adults own device is faulty or told to do so by the emergency services.
- "Spare" adrenaline devices are located in the first aid cabinet in the staff room.
- "Spare" adrenaline devices and salbutamol inhalers are checked by the first aiders who confirm that they are in date;
- "Spare" adrenaline devices that have been used or go out of date (including safe disposal of adrenaline autoinjectors as they contain a needle) are disposed of via a safe disposal system, such as the local pharmacy.

We ensure that no child is more than five minutes from adrenaline devices. Adrenaline devices should always be stocked and stored in pairs.

When storing "spare" adrenaline devices:

• "Spare" adrenaline devices must be 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.

Visits and trips
All children with allergies are able to participate in visits and trips, and do so safely (including access to adrenaline where required).

The visit / trip risk assessments will be conducted for any child and adults at risk of anaphylaxis taking part in a trip off the premises. Children and adults at risk of anaphylaxis should have their own adrenaline device with them, and there should be staff trained to administer adrenaline in an emergency.

Serious incidents and "near misses"
The school will record, report and respond to serious incidents or "near misses" involving allergy safety via the West Sussex Accident Reporting System.

In some cases, the impact of exposure to an allergen while in an education setting may not be recognised 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.

Information sharing
The school will share information about children with allergy, with the Individual Health Care Plans, Information displayed in the child's classroom, first aid station and the school lunch kitchen.

A child or young person's health information is considered special category data under UK GDPR, which means it is highly sensitive and has additional legal protections. Schools have a lawful basis to hold, use and share a child's special category health data when this is necessary, but it should always be done in a controlled and respectful way, because unnecessary sharing can reduce children's confidence in practitioners and can be embarrassing for children and young people who may not want to be singled out.

Awareness of the allergy safety policy
We will raise awareness of this policy through Allergy Awareness Week. The allergy safety policy will be published on the school website. All staff should be aware of and understand the policy, as part of annual allergy awareness training.

Awareness of allergy safety will be raised among children, to ensure where children and adults 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 or young person and their parents, and should not replace staff emergency response arrangements.