



Allergy Safety Policy

This policy adapts the August 2026 Key model allergy safety policy to reflect St Christopher Primary School's procedures.

September 2026

1. Aims

This policy sets out St Christopher Primary School's approach to allergy safety. It aims to reduce the risk of exposure to known allergens, ensure that accurate information is available to staff, establish clear emergency procedures, support the wellbeing and inclusion of pupils with allergies, and maintain allergy awareness across the school community.

The school recognises that it is not possible to eliminate all allergens from the school environment. Our approach therefore uses multiple layers of risk reduction rather than relying on any single procedure or individual member of staff.

2. Legislation and guidance

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

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. Roles and responsibilities

3.1 Governing board

The governing board is responsible for ensuring that allergy-related risks are appropriately managed and that the school has suitable arrangements to reduce the risk of exposure and respond to anaphylaxis. Day-to-day implementation is delegated to the school's Allergy Safety Lead.

3.2 Allergy Safety Lead

The Allergy Safety Leads are the Assistant Headteacher and Headteacher. The Allergy Safety Lead is responsible for implementing and reviewing this policy, promoting allergy awareness, and ensuring that school procedures remain appropriate.

- Ensure allergy information is current and readily available to relevant staff.
- Ensure pupils who require an Individual Healthcare Plan (IHP) have one in place and that pupils with known serious allergies have appropriate Allergy Action Plans.
- Meet, with other appropriate key staff, parents/carers of children with known serious allergies to agree safe arrangements for school.
- Ensure relevant staff receive regular allergy awareness and anaphylaxis training and that a record of training is maintained.
- Oversee the safe storage, checking and replacement of emergency adrenaline auto-injectors.
- With the Facilities Manager review serious incidents and near misses and share learning appropriately.

3.3 Headteacher

The Headteacher is responsible for ensuring that appropriate arrangements are in place for pupils with medical conditions and allergies and, where necessary, determining with parents/carers and relevant healthcare professionals whether an IHP is required.

3.4 Teaching, support and catering staff

- Maintain awareness of the school's allergy procedures and pupils with allergies in their care.
- Recognise the signs of allergic reactions and anaphylaxis and respond promptly.
- Reduce the risk of pupils with known allergies coming into contact with known allergens.
- Follow meal, food-service, first-aid and emergency procedures.
- Report allergic reactions, anaphylaxis, serious incidents and near misses.

3.5 Parents/carers

- Fully complete the school's Essential Information Form before their child is admitted and placed on roll.
- Provide full, accurate and up-to-date information about allergies, medical conditions, dietary requirements and medication.
- Provide prescribed in date medication, including adrenaline auto-injectors where required, and replace it when necessary.
- Inform the school promptly of any change to their child's condition, treatment, medication or dietary requirements.
- Follow school guidance about food brought into school.
- Take responsibility for completing meal choices for school dinners accurately.

4. Identifying individuals at risk

4.1 Essential Information Form and admission

When a child is admitted to St Christopher Primary School and placed on roll, parents/carers are required to fully complete the school's Essential Information Form. Completion is an important part of the admission process and ensures that the school receives the medical, allergy, dietary and other essential information required to support the child safely.

Parents/carers must provide information about known allergies or previous allergic reactions, diagnosed medical conditions, prescribed medication (including adrenaline auto-injectors where applicable), dietary requirements and other relevant health information.

4.2 Children with known serious allergies

Where information identifies a known serious allergy, the Assistant Headteacher and other appropriate key members of staff will meet with the child's parents/carers to understand the child's needs and agree arrangements for managing the allergy safely in school.

- Allergy Action Plan and/or IHP.
- Prescribed medication and storage arrangements.
- Food, lunchtime and snack arrangements.
- Emergency procedures.
- Educational visits and off-site activities.
- Playpals and wraparound provision.
- Any additional reasonable measures required to reduce risk.

Arrangements will be reviewed when the child's needs, diagnosis, treatment or medication change and at appropriate intervals thereafter.

4.3 Individual Healthcare Plans and Allergy Action Plans

An IHP will be considered where a pupil's allergy has a functional impact in school, places the pupil at risk of harm, or requires arrangements additional to or different from those generally available. Pupils with known food or insect-sting allergies should have an appropriate Allergy Action Plan issued by a healthcare professional. Plans will be reviewed when needs change and at least annually where appropriate.

4.4 Central electronic medical and allergy record

The school maintains a secure, centrally managed electronic record of pupils with identified allergies, medical needs and relevant dietary requirements. This includes the child's photograph, class and relevant medical or allergy information.

Relevant staff have electronic access to the current record. The school deliberately avoids reliance on multiple printed lists which may become outdated. Whenever information changes, the administration team updates the central record and alerts relevant staff to the change.

All staff are expected to familiarise themselves with pupils with significant allergies or medical needs, particularly those within their direct care. For children with serious allergies, individual Allergy Action Plans are also readily accessible within relevant first-aid areas, providing an immediate visual reference for staff who may not routinely work with the child.

4.5 Staff and visitors

Staff are expected to provide relevant medical and allergy information to the school. Visitors who need specific allergy arrangements should make these known to the school in advance where practicable.

5. Assessing risk

The school will consider individual allergy risk when pupils take part in activities that may increase exposure, including food preparation, baking, science or craft activities involving food or packaging, animal encounters, educational visits and off-site events. Appropriate controls will be identified through planning and, where necessary, a specific risk assessment.

6. Minimising risk

6.1 General hygiene and food procedures

- Pupils are reminded to wash their hands before eating.
- Children are reminded they should not share food, drinks, food containers, cutlery or eating utensils.
- Known allergies are considered when food is used in curriculum activities, celebrations or other school events.
- The school's central allergy information is used when arranging snacks, including Early Years snack provision.
- Tables are wiped down after meals in dining rooms and tables where food has been eaten.

6.2 School meals - controlled choice

The school operates a controlled meal-choice system as an important element of allergy risk management. School meals operate on a three-week rolling menu. Parents/carers pre-order their

child's meals, normally choosing from a meat option, vegetarian option, jacket potato option and school packed-lunch option.

Menu and ingredient information is made available to parents/carers, including through the school website. Choices are submitted electronically using a Google Form, processed by school staff and provided to the school kitchen.

The school's main menu is changed only twice during each academic year. This provides consistency for pupils, families, school staff and catering staff. Where an individual meal or ingredient changes outside the planned menu changes, relevant allergen information will be considered and communicated as necessary.

6.3 Daily kitchen allergy procedures

Allergy awareness forms part of the kitchen's daily food-service routine. Before food is served each day, the most senior member of the kitchen team on duty discusses allergens and relevant dietary requirements with the kitchen team. This acts as a daily reminder and provides an opportunity to identify any particular considerations relating to the food being prepared and served that day.

Kitchen staff have access to photographs and relevant allergy information for pupils with identified allergies. This helps catering staff become familiar with individual children and provides an additional safeguard where temporary or unfamiliar staff are working. Catering staff follow appropriate food preparation, hygiene and allergen procedures to reduce the risk of cross-contamination.

6.4 Meal identification

The school uses a consistent colour-coded system to identify children's pre-ordered meal choices.

- EY and Key Stage 1: coloured meal trays are used - red for the meat option, green for the vegetarian option and blue for the alternative option.
- Key Stage 2: corresponding coloured tokens are used. Children present the token when collecting their meal so catering staff can identify the pre-ordered choice.

Staff involved in catering and lunchtime supervision are familiar with the colour-coding system.

6.5 Additional allergy and dietary identification

A child with a known food allergy has a white allergy tray placed underneath their normal meal tray, regardless of which meal they have selected. The white tray does not indicate meal choice; it provides an additional, immediately visible alert that the child has an identified allergy.

Children with identified allergies are also provided with a white allergen lanyard during food service. The school's lanyard identification arrangements also include vegetarian pupils, enabling the range of staff serving or supervising children, including temporary or supply staff, to identify relevant dietary requirements.

The system deliberately provides several layers of checking: parent pre-orders the meal; the choice is recorded and processed; the coloured tray or token identifies the meal; the white tray identifies an allergy; the lanyard provides a further visual alert; and kitchen photographs and allergy information provide an additional check. Allergy safety does not depend on a single member of staff remembering an individual child.

6.6 Birthdays, parties and special events

Parents/carers are asked not to send sweets, cakes or other food into school for distribution to pupils to celebrate birthdays. Where a birthday treat is provided, it is supplied by the school so that ingredients and allergen information are known and appropriate arrangements can be made.

For events such as Christmas parties, children are asked to bring their own individual Christmas party packed lunch rather than food being brought into school to be shared. This reduces the risk associated with shared food and enables parents/carers to select appropriate food for their own child. Children are reminded not to share food.

Where food is used for other celebrations, special events or curriculum activities, the needs of pupils with known allergies will be considered in advance.

6.7 Nuts and nut products

St Christopher Primary School has pupils with known and potentially serious allergies to nuts. The school therefore strongly discourages nuts and products containing nuts from being brought into school and communicates this expectation to parents/carers.

The school does not describe itself as a 'nut-free school', as it cannot guarantee the complete absence of nuts or traces of nuts from the school environment. Our approach is based on risk reduction, awareness, communication, controlled food-management procedures and a robust emergency response.

6.8 Playpals and wraparound provision

Playpals maintains its own food and allergy-management procedures appropriate to the way the provision operates. Although the practical arrangements differ slightly from the main lunchtime system, the same principles apply: staff have access to relevant allergy and dietary information; children requiring particular consideration can be identified; appropriate checks are made before food and snacks are served; and staff understand the appropriate response to an allergic reaction.

Relevant changes to children's medical or allergy information are communicated so that Playpals arrangements can also be updated.

6.9 Educational visits and off-site activities

Pupils will not be excluded from visits or off-site activities because of an allergy. Relevant needs will be considered during planning and risk assessment. Prescribed adrenaline auto-injectors and other necessary medication will accompany the pupil, together with appropriate medical information. Staff accompanying the visit will be aware of relevant allergies and emergency arrangements, and an appropriately trained member of staff will be present. The need to take school emergency adrenaline auto-injectors will be considered as part of the individual visit arrangements and risk assessment.

7. Procedures for handling an allergic reaction

All staff are trained to recognise the signs of mild and severe allergic reactions, including anaphylaxis, and to respond appropriately. Where a pupil has an Allergy Action Plan, it must be followed.

Where anaphylaxis is suspected:

1. Do not leave the individual alone.
2. Follow the child's Individual Health Care Plan where one exists.

3. Summon emergency assistance immediately.
4. Administer adrenaline promptly where required and in accordance with training.
5. Call 999 and request an ambulance.
6. Administer a second dose of adrenaline where required, in accordance with the emergency procedure and training.
7. Inform parents/carers as soon as practicable.

Staff understand that emergency action must not be unnecessarily delayed where anaphylaxis is suspected.

8. Adrenaline devices (ADs)

8.1 Prescribed adrenaline auto-injectors

Where a pupil has been prescribed adrenaline auto-injectors, arrangements for availability and storage will be agreed with parents/carers and, where appropriate, healthcare professionals. Medication must be readily accessible in an emergency and stored in accordance with the child's individual arrangements and Allergy Action Plan. Parents/carers are responsible for providing the required prescribed medication and ensuring it is replaced when necessary.

8.2 School emergency Jext auto-injectors

In addition to pupils' individually prescribed medication, St Christopher Primary School maintains emergency Jext adrenaline auto-injectors supplied through KITT.

- Two Jext auto-injectors for children aged 6 years and under.
- Two Jext auto-injectors for individuals over the age of 6 years, including adults.

The emergency Jext auto-injectors are located together at Emergency Station 2 in the First Aid Room next to the Main Office. The key is located above the box out of reach of children. They are clearly identified, accessible to staff and stored separately from pupils' individually prescribed medication.

The KITT service supports the maintenance and replacement of the school's emergency devices so that an appropriate supply of in-date auto-injectors is available. The school will also carry out appropriate checks to ensure devices are present, correctly stored and in date.

The emergency devices provide an additional safeguard where emergency adrenaline is required, including where an individual's prescribed device is unavailable or fails and where an individual experiences suspected anaphylaxis without a previously known allergy. In an emergency, staff will act in accordance with their training and current emergency guidance.

8.3 Disposal

Adrenaline auto-injectors are single-use devices. Once used, they will be disposed of safely in accordance with the manufacturer's instructions and the school's clinical waste/sharps arrangements.

8.4 Emergency use and consent

The school will seek appropriate advance consent as part of its medical and allergy arrangements. However, in an emergency, reasonable action may be taken to save a life and treatment should not be delayed while staff attempt to establish whether prior consent has been given.

9. Serious incidents and near misses

A serious allergy incident or near miss will be recorded as soon as practicable. Records should identify who was affected, what happened, when and where it occurred, the known or suspected cause, how staff responded, whether emergency services were called and how the incident concluded.

Parents/carers will be informed as soon as possible. The Allergy Safety Lead will review the incident or near miss to determine whether changes are needed to this policy, an individual plan or school procedures. Learning will be shared appropriately with staff. External reporting will be completed where required by law or relevant guidance.

10. Allergy awareness and staff training

All relevant staff receive allergy awareness and anaphylaxis training at least annually. New staff receive appropriate information and training as part of induction. Temporary, supply, catering, agency and relevant wraparound staff are made aware of the school's allergy arrangements and the needs of pupils for whom they are responsible.

- Understanding allergies and allergic reactions.
- Recognising mild and severe allergic reactions and anaphylaxis.
- Knowing when emergency action is required.
- Knowing where individual and school emergency medication is located.
- Administering a Jext adrenaline auto-injector.
- Understanding the school's emergency response procedures.
- Understanding the school's meal and allergy-identification procedures.
- Understanding individual responsibilities for reducing the risk of allergen exposure.

The school maintains a record of staff who have completed allergy and anaphylaxis training. Practical training devices are available so staff can practise the safe administration of adrenaline auto-injectors.

11. Wellbeing

The school recognises that living with an allergy can affect a pupil's wellbeing and inclusion. Pupils will be supported through appropriate pastoral care, reassurance and proportionate arrangements that allow them to participate fully in school life. Any bullying related to allergy or medical need will be addressed in line with the school's behaviour and anti-bullying arrangements.

Following a serious incident or near miss, appropriate support will be offered to the pupil, family, staff involved and witnesses where needed.

12. Information sharing

Information about an individual's health is special category personal data and will be handled in accordance with the school's data protection policy. Information will be shared with relevant staff on a need-to-know basis to enable the school to safeguard and support pupils appropriately.

13. Monitoring arrangements

This policy will be monitored by the Allergy Safety Lead and reviewed at least annually, or sooner where a serious incident, near miss, change in guidance or change in school arrangements indicates that review is required.

14. Links to other policies and procedures

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- School Food/Catering procedures
- Data Protection Policy
- Behaviour/Anti-Bullying Policy
- Educational Visits procedures

End of policy