

Allergy Safety Policy

School or setting:	Riverwalk School
Member of school's SLT with responsibility for allergy safety:	Luis Mendes

Background

The school acknowledges its responsibility under the Children's Wellbeing and Schools Act 2026 to have an allergy safety policy.

This policy sets out how the school will ensure pupils with an allergy are able to attend and participate in school life as fully as possible.

Responsibilities

The school will appoint a member of its Senior Leadership Team to have responsibility for allergy safety at the school, including driving the implementation of the allergy safety policy and contributing to or leading review of the policy.

The appointed individual will apply in school the guidance given in [Allergy safety in schools](#), published by the Department for Education in July 2026.

All staff should be aware of the specific needs of pupils in their care and be able to recognise signs of severe allergic reaction and anaphylaxis and know what to do in an emergency.

Policy review

This policy will be reviewed at least annually. It should be reviewed earlier if an incident or change or circumstances need to be reflected.

Where appropriate, individuals with allergies will be encouraged to contribute to the development and review of this policy.

Policy visibility

This policy will be made available to staff and parents by publishing it on the school's website and providing hard copies on request.

Culture

Awareness training

School staff will be trained in allergy awareness and emergency response, at least annually.

Training will be given to all staff likely to be on site when pupils are present. This includes permanent staff, temporary staff, peripatetic staff, agency workers, regular volunteers, catering staff and those supervising meals or school clubs.

Supply and cover staff will need to demonstrate they have received appropriate training.

Induction training for new staff will include allergy awareness and emergency response.

Training content

The training will cover:

- how to respond in an emergency (see below)
- the school's allergy safety policy
- the risks of allergies
- how allergic reactions can occur
- how to manage allergy risk
- that allergy includes multiple conditions that can co-exist
- the difference between food allergy, coeliac disease and food intolerance
- where to find information on allergy triggers
- the range of symptoms of allergic reactions
- anaphylaxis and how to recognise it
- how an allergy can impact a pupil's wellbeing
- how to check if someone has a recorded allergy and how to use an Allergy or Asthma Action Plan
- staff responsibility to reduce the risk of individuals with a known allergy coming into contact with their known allergens
- how to report an allergic reaction or case of anaphylaxis, including near misses.

Emergency response training

The training will include:

- 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)

Wellbeing

The school recognises that living with a serious allergy can have an impact on a pupil's emotional wellbeing, confidence and sense of safety. The school will work closely with pupils, parents/carers and relevant professionals to ensure pupils feel supported and included in all aspects of school life. Staff will be encouraged to listen to and respond appropriately to any concerns raised by pupils regarding their allergies. Where required, reasonable adjustments will be made to enable pupils to access learning, educational visits, enrichment activities and social opportunities safely and confidently. The school will promote an inclusive culture in which pupils understand and respect the needs of those with allergies.

The school has a zero-tolerance approach to bullying, teasing, intimidation or inappropriate behaviour relating to a pupil's allergy or medical needs. Any incidents, including deliberate exposure to allergens, threats involving allergens, or exclusion from activities because of an allergy, will be treated seriously and dealt with in accordance with the relevant policies. Through assemblies, reflection time, PSHE and wider curriculum opportunities, pupils will be educated about allergies and the importance of keeping their peers safe. Staff will remain vigilant for signs of bullying and will take prompt action where concerns are identified.

Reducing risk

The school will take steps to reduce the risk of individuals coming into contact with their known allergens, including:

- managing the risk arising from food the school provides
- managing the risk arising from food brought in by others
- managing the risk arising from known allergies to airborne or contact allergens

- considering the risk of allergen exposure when planning activities such as crafts, science, music, cooking or those involving animals
- managing the risk during educational visits

Staff will be reminded that packaging and other products used in preparing lessons may contain traces of allergens. When planning activities, staff should consider whether materials, ingredients or products present an allergy risk and take reasonable steps to reduce this risk.

Practical measures may include:

- Checking ingredient lists and packaging before using food items, craft materials or sensory resources in lessons.
- Avoiding the use of known allergens where a pupil with a relevant allergy may be exposed.
- Consulting allergy care plans before planning activities involving food, cooking, tasting, gardening, animal care, sensory play or potentially allergenic materials.
- Ensuring that pupils do not share food, drinks, utensils, ingredients, lip balms or other products that may contain allergens.
- Using alternative resources or materials where an identified allergen presents a risk to a pupil.
- Checking that rewards, treats and celebration activities are appropriate for pupils with allergies and offering suitable alternatives where necessary.
- Ensuring work surfaces, equipment and shared resources are cleaned appropriately before and after activities involving food or allergenic materials.
- Seeking advice from the designated senior leader if there is any uncertainty regarding the safety of a planned activity.
- Informing parents/carers in advance where activities may involve food or other products that could present an allergy risk.
- Taking extra care during off-site visits, enrichment activities and special events to ensure allergy risks have been assessed and appropriate control measures are in place.

Staff should remain vigilant and report any concerns, near misses or incidents involving allergens in accordance with the school's reporting procedures.

Food allergy

The school will provide information on allergens for all food it provides.

Information relating to the 14 major allergens will be available for all food prepared or supplied by the school or its catering provider.

This information will be made available through menus, ingredient lists, allergen matrices, catering records or other suitable documentation and will be accessible to staff and parents/carers on request. Catering staff will maintain up-to-date allergen information and will be available to answer questions regarding ingredients and food preparation.

Where menus are published in advance, allergen information will be provided alongside menu choices wherever possible.

The school will take into account any known allergies when preparing and serving food.

The school will maintain records of pupils' known food allergies and ensure that relevant information is communicated to catering staff and other appropriate staff. Individual healthcare plans and risk assessments will be consulted where applicable. Catering staff will take reasonable steps to minimise the risk of allergen exposure, including:

- Identifying pupils with food allergies and understanding their dietary requirements.
- Checking ingredient information before preparing and serving food.
- Providing suitable alternative meal options where required.
- Following procedures to reduce the risk of cross-contamination during food storage, preparation and service.
- Using separate utensils, preparation areas or serving methods where appropriate.
- Ensuring staff supervising mealtimes are aware of pupils with significant allergies and know how to access emergency support if required.
- Reviewing arrangements for special events, celebrations, cooking activities and educational visits to ensure allergy risks are appropriately managed.

While the school will take all reasonable precautions to minimise risks, it cannot guarantee that the school environment or food preparation areas will be entirely free from allergens. Pupils, parents/carers and staff are expected to work in partnership with the school to support the safe management of allergies.

Individual pupils

Identification

The school will seek to identify any individuals with an allergy, their known allergens and whether they carry medication or devices.

Information regarding allergies will be obtained during admission procedures, annual data collection exercises, reviews of medical information, Individual Healthcare Plan meetings and through ongoing communication with parents/carers and healthcare professionals. Parents/carers are responsible for informing the school of any diagnosed allergy or changes to a pupil's medical needs as soon as possible. Relevant allergy information will be shared with staff on a need-to-know basis to ensure pupils can be supported safely throughout the school day. This may include teaching staff, support staff, catering staff, lunchtime supervisors, transport staff and trip leaders. Where appropriate, staff will be informed of:

- The pupil's known allergens.
- The signs and symptoms of an allergic reaction.
- Any prescribed medication, including adrenaline auto-injectors.
- The location of emergency medication.
- The action to be taken in the event of an allergic reaction.

The school will ensure that appropriate arrangements are in place for transitions between classes, key stages and educational settings so that allergy information is communicated effectively and pupils continue to receive appropriate support.

The school will keep a record of all individuals with known allergies, including whether children and young people have Individual Healthcare Plans and/or an Allergy Action Plan.

Allergy records will be maintained securely and reviewed regularly to ensure that information remains accurate and up to date. Records will include, where applicable:

- The nature and severity of the allergy.
- Known triggers and allergens.
- Details of prescribed medication and expiry dates.
- The location of medication held in school.
- Emergency contact information.
- Copies of any Individual Healthcare Plans, Allergy Action Plans or medical advice provided by healthcare professionals.

The school will review allergy information at least annually and whenever there is a change in a pupil's medical condition, treatment or prescribed medication. Parents/carers will be asked to notify the school promptly of any changes to ensure records remain accurate.

Appropriate systems will be in place to ensure that relevant staff can access allergy information quickly in an emergency, whilst maintaining the confidentiality and dignity of the individual concerned. The designated allergy lead, or another nominated member of staff, will oversee the maintenance and review of allergy records and associated care plans.

The school will gather information about known allergies, for example from the child or young person, their parents and their previous setting.

Individual Healthcare Plans

Children and young people should have a IHP if their allergy has a functional impact on them in school, they are at risk of harm as a result of their allergy and they require arrangements that are additional to or different to those applied generally.

The IHP should document those arrangements, including actions to be taken in an emergency. The IHP should detail any required medication and any reasonable adjustments to be made.

The IHP should refer to or include any relevant Allergy Action Plan or Asthma Action Plan that has been issued by a healthcare professional. The IHP should be reviewed if these action plans are updated.

Prescribed adrenaline

The school will ensure that pupils have rapid access to their prescribed adrenaline devices at all times, so that adrenaline can be administered within five minutes in a case of anaphylaxis.

The school will ensure that devices are available during meals, outdoor activities and on educational visits. Prescribed adrenaline auto-injectors will be stored in locations that are readily accessible to staff and, where appropriate, to the pupil. Storage locations will be clearly identified and communicated to relevant staff. Pupils who have been assessed as competent to carry their own devices may do so in accordance with their Individual Healthcare Plan and parental agreement. During lunchtimes, breaktimes, outdoor learning activities, sports activities and educational visits, a suitably trained member of staff will ensure that the pupil's prescribed medication is immediately available. Visit leaders will confirm, as part of the visit planning and risk assessment process, that adrenaline devices and associated care plans are taken on all off-site activities and are accessible at all times.

The school will check devices regularly to ensure they remain in date and communicate with parents/carers regarding their replacement.

The designated allergy lead, school nurse or another nominated member of staff will maintain a register of pupils prescribed adrenaline auto-injectors, including the location and expiry date of each device. Devices will be checked at least once each term and more frequently where appropriate. Parents/carers will be notified in advance of expiry dates and asked to provide replacement medication before the existing device expires. Any device that is expired, damaged, used or otherwise unsuitable will be returned to parents/carers for safe disposal and replacement. Records of checks, communications and replacement dates will be maintained by the school.

The school will agree with parents/carers, and record within the pupil's Individual Healthcare Plan, Allergy Action Plan or medical records, any arrangements for devices to be taken home.

The school will maintain a record of which pupils have been provided with a prescribed adrenaline device. This record will be held within Arbor as part of the pupil's medical record and will include details of prescribed devices, storage locations, expiry dates and any agreed arrangements relating to the carrying or administration of medication.

The school will maintain a record of which pupils have an Allergy Action Plan. This record will be held within Arbor, and on Sharepoint, as part of the pupil's medical record. Allergy Action Plans will be reviewed regularly and updated whenever there is a change in the pupil's medical needs, prescribed medication or emergency procedures. Relevant staff will have access to this information on a need-to-know basis.

The school will maintain a record of which pupils have an Allergy Action Plan. This record will be held within Arbor as part of the pupil's medical record. Copies of Allergy Action Plans will be made available to relevant staff on a need-to-know basis, and plans will be reviewed at least annually or sooner if there is a change to the pupil's medical needs, prescribed medication or emergency procedures.

School-wide policies

Spare adrenaline devices

The school will maintain an appropriate stock of spare adrenaline devices for emergency use. These devices will be stored in **each of the staff rooms** so that all **pupils staff** can access them within five minutes.

Adrenaline devices will always be stored in pairs. They will be readily available and not locked away. The spare devices will be clearly labelled as such.

Devices will be checked **at the start of each term** to ensure they are in date.

The Office Manager will reorder devices when they have been used, or they are out of date.

Discarded devices will be placed in the **sharps bin**.

Educational visits

The school will ensure that pupils with allergies are able to participate in educational visits safely.

Risk assessments will be carried out for participating pupils at risk of anaphylaxis. Relevant pupils will have their own adrenaline device with them. The visit will be accompanied by an appropriate number of staff who have been trained to administer adrenaline in an emergency.

Incident reporting

Serious incidents or near misses involving allergy safety will be recorded on **Arbor and CPOMS**. These incidents will be reported to and reviewed by the Academy Head Lukasz Rumanowski, and Head of Compliance Robin Chew.

Information sharing

The school will be conscious that health information is special category data and will store, process and share it in accordance with UK GDPR.

Health data will be shared securely when it is necessary to do so in a controlled and respectful manner.

Policy awareness

The school will raise awareness of the Allergy Safety Policy by publishing it on the school's website. New staff will receive allergy awareness training as part of their induction. This training will be refreshed each year as part of the Continuous Personal Development programme.

Pupils will be made aware of allergy safety using posters, during assemblies and through the curriculum. When a pupil is prescribed an adrenaline device, the school will consider what information or training should be given to those other pupils with whom they spend their school day.

Document Control

Changes History

Version	Date	Amended By	Details of Change
V1	17/07/2026	HoS Facilities	New policy
V1.1	27/07/2026	Academy Head	Localisation

Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	CEO	Electronic signature	17/07/2026

This policy will be reviewed annually by Head of Service Facilities or as required by changes in legislation.

At every review, this policy will be approved by the Audit and Risk Committee.

END OF DOCUMENT