

Allergy Policy

Fairmead School



Wellbeing Statement: At Fairmead School we take a holistic approach to the wellbeing of our young people and staff. All policies are written with this in mind and consider the physical and mental wellbeing of our young people, staff and our school community.

Signed by:

Mrs T Felstead

Date:

1st September 2026

Next review:

September 2027

1. Introduction

Fairmead School is committed to providing a safe, inclusive environment for all young people and staff, including those with allergies and medical conditions related to food or environmental allergens.

We recognise that allergies can be life-threatening and require careful management. This policy outlines the procedures and responsibilities in place to protect young people/staff and minimise risk across the school day.

2. Aims of the policy

The aims of this policy are to:

- Safeguard young people and staff with known allergies,
- Minimise the risk of exposure to allergens,
- Ensure staff are informed, trained and confident in responding to allergic reactions,
- Support young people with allergies to feel safe, included and able to fully access school life,
- Ensure effective partnership is established with parents/carers and relevant external professionals in order to secure efficient information sharing and co-ordinated response to merging concerns.

3. Definition of allergy

An allergy is a response by the body's immune system to a normally harmless substance (allergen). Reactions resulting from ingestion of / contact with an allergen, this can range from mild to severe, including anaphylaxis, which is a medical emergency.

Common allergens include: Nuts and Peanuts, Eggs, Milk, Wheat, Fish and Shellfish, Sesame, Environmental factors (e.g. pollen, insect stings, latex).

4. Roles and responsibilities

The Headteacher / Senior Leadership Team / Designated Safeguarding Lead:

- Ensure this policy is communicated, implemented and reviewed,
- Ensure staff receive appropriate training in accordance with professional guidance,
- In collaboration with the medical team, oversee risk assessments and emergency care plans.

The Medical Lead

- Maintain records of young people with allergies,
- Ensure Emergency Care Plans (ECPs) are in place and shared,
- Update staff team on any emerging concerns involving individual young people,
- Liaise with families and external agencies,
- Check dates on Adrenalin Auto Injectors (AAI) and inhalers and liaise with parents/ carers to ensure updates are timely.

The office team will ensure that any information relating to allergies is passed on to the catering company (FIGS).

Staff

- Read and follow all relevant Emergency Care Plans (ECPs),
- Be aware of young people with allergies in their class or area,
- Share responsibility for updating staff members new to their learning group of any allergies,
- Follow agreed procedures for food, activities and trips,
- Respond promptly and appropriately in accordance with guidance and training in an emergency,
- Share any updates and new allergies with the medical team,
- Record any administration of medication on school's recording system (Bromcom)

Staff, volunteers and visitors (including agency staff)

- Staff and volunteers are required to inform the school office of any allergy that may require the use of an adrenaline auto-injector (AAI). Staff must ensure their medication is available at all times and work with the Medical Lead to agree how it will be stored, accessed and managed whilst on and off site.
- Visitors are required to inform the school office of any allergy that may require the use of an adrenaline auto-injector (AAI). Visitors must ensure their medication is available at all times and work with school staff to agree how it will be stored, accessed and managed whilst on site.

Parents and carers

- Inform the school of any allergies or changes in medical needs,
- Provide up-to-date medical information and medication taken,
- Provide labelled medication to be held in school and update before expiry date/s,
- Work in partnership with the school to support safety measures.

5. Identification and emergency care planning

- All allergies must be recorded on admission or when identified and uploaded to the school database (Bromcom),
- Each young person with a diagnosed allergy will have an Emergency Care Plan (ECP),
- Plans will include:
 - Known allergens,
 - Signs and symptoms,
 - Required medication, when and how it should be administered (in conjunction with health care professionals),
 - Emergency procedures,

- Location of allergy medication.
- Information is shared with relevant staff and displayed discreetly where appropriate.

6. Allergy prevention and risk reduction

Food management

- The school maintains an allergy-aware approach, including restrictions where required
- For example:
 - No nuts or nut-containing products are allowed on site,
 - Uncooked and cooked eggs (pure form) are restricted within the school.
- Staff and families are directed to check ingredient labels carefully before bringing food into school (regular reminders are sent to parents/ carers/ families and staff via email),
- Any unsafe food items will be removed to protect young people and families contacted to provide alternatives. These foods will be sent home/disposed with parents' agreement,
- In the event of a known allergen being consumed/ handled by a young person, a member of staff will clean surfaces known to have been touched by that individual with an approved cleaning product.

Lunchtime arrangements

- Young people are supported to eat safely in a supervised environment,
- Staff are aware of dietary needs and ensure meals are appropriate,
- Cross-contamination is minimised through careful food handling and provision of clean utensils for those young people eating school dinners,
- During lunchtimes, staff members supervising young people are responsible, as far as is practicable, for ensuring that young people only consume their own food. This includes monitoring of contents and the distribution of lunch boxes in the primary phase and with older individuals known to seek food from their peers,
- The catering company providing school meals will take all necessary measures to minimise the risk of cross-contamination. Meals prepared for young people with identified food allergies will be prepared, packaged and delivered separately from meals containing the relevant allergens, in accordance with appropriate food safety and allergen-management procedures.

Curriculum and activities

- Risk assessments will be carried out for activities involving food or potential allergens,
- Alternative materials or adjustments will be provided where necessary,
- Cooking activities will be planned to consider the range of allergens,

- The ingredients in any consumables to be used in cooking activities will be shared with parents/carers in advance who will then be required to give consent before the activity is undertaken.

Educational visits

- Allergy needs are included in trip planning and risk assessments,
- Where there is a known allergy, medication and trained staff will accompany young people at all times,
- School provided packed lunches will be checked for allergies.

Insect bites, stings and animals

Exposure to insects and animals during school activities, educational visits and outdoor learning may present an allergy risk for some young people. The school will maintain records of known allergies and individual healthcare plans, ensure relevant staff are aware of those at risk, and make prescribed emergency medication, including Adrenaline Auto-Injectors (AAIs), readily available where required. Appropriate risk assessments will be undertaken, and reasonable precautions taken to minimise exposure.

During outdoor activities:

- Shoes should be worn at all times,
- Food and drink should be covered,
- Hands should be washed thoroughly after contact with animals or animal environments.

Any bite, sting, scratch or suspected allergic reaction will be assessed and appropriate first aid provided. Young people will be monitored for signs of an allergic reaction, including swelling, difficulty breathing, dizziness, widespread rash or collapse. Where a severe allergic reaction or anaphylaxis is suspected, staff will follow the young person's healthcare plan and the school's emergency anaphylaxis procedures, administer emergency medication where appropriate, and contact emergency services immediately.

Parents and carers will be informed of any significant incident, allergic reaction or administration of medication. All serious allergic reactions will be recorded, reviewed and reported in line with the school's incident reporting procedures.

7. Medication and emergency response

- Adrenaline Auto-Injectors (e.g. EpiPen) and other prescribed medication must:
 - Be in date,
 - Be readily accessible to the young person to whom they are prescribed,
 - Accompany the young person as required.
- In the case of additional school supplies of Adrenaline Auto-Injectors (AAI), these are located outside the First Aid room in the main building. Where required, these will be administered by the trained members of the staff team. When these are used the Medical Lead should be notified for new AAIs to be ordered. Used AAIs are to be disposed of in sharps bin in the First Aid room.

- Staff will be trained in:
 - Recognising allergic reactions,
 - Administering emergency medication (KITT Medical kept on site),
 - Following emergency procedures.

In the event of an allergic reaction

Staff will:

1. Follow the young person's care plan,
2. Administer prescribed medication without delay – where practicable, 2 members of staff to be present when administering,
3. Call emergency services (999) if required,
4. Notify the school office and senior staff,
5. Inform parents or carers as soon as possible.

If no care plan is in place, we will contact a member of the first aid team who will assess and administer from supply if required. Where necessary emergency services will be called.

Disposal

AAI's can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council) unless a parent has requested their personal AAI returned.

Communicating the use of school provided KITT AAIs in an emergency situation

The [Human Medicines \(Amendment\) Regulations 2017](#) do not require consent to have been obtained for KITT adrenaline auto-injectors to be used in an emergency.

The school will inform parents and carers around the use of KITT AAIs, so that in an emergency, consent will be assumed to be in place, unless notified in writing by parent or carer.

However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

8. Safeguarding, serious incidents and near misses

Managing allergies is part of the school's wider safeguarding responsibility. Failure to follow procedures may place young people at risk and will be treated seriously.

A serious incident is any event linked to a medical condition, including allergies, where a young person, member of staff, visitor, or contractor is harmed or placed at significant risk of harm. This includes the use of emergency medication, urgent medical treatment, emergency service involvement, hospital attendance, or situations with the potential for life-threatening consequences.

A near miss is an event linked to a medical condition that does not cause harm but could reasonably have done so. Examples include incorrect food provision, unavailable medication, care plan errors, or communication failures.

Recording and reporting

All serious incidents and near misses must be reported immediately to the Headteacher and recorded using the school's incident reporting procedures. Records should include details of the incident, those involved, actions taken, and any lessons learned.

In line with Local Authority requirements, all serious incidents and relevant near misses relating to medical conditions and allergies will be reported to the Local Authority to support oversight, learning, and risk reduction.

Investigation and communication

All incidents and near misses will be reviewed promptly to identify causes and prevent recurrence. Key findings and learning points will be shared with relevant staff through briefings, training, meetings, or updates to policies and procedures. Parents/carers will be informed where their young person has been affected or placed at risk. The school will maintain records of investigations, Local Authority notifications, and resulting actions to support monitoring, governance, and continuous improvement.

9. Training and awareness

- All staff will receive regular allergy awareness training – yearly,
- All staff will be trained in administering emergency medication,
- Awareness will be promoted across the school community.

10. Communication

- Clear communication is maintained with:
 - Parents and carers,
 - Catering providers,
 - External agencies.
- Information about allergies will be shared appropriately while maintaining confidentiality and held on Bromcom.
- This policy will be shared with all staff as part of the school's allergy awareness and training programme. It will also be circulated to parents/carers and the governing body by email. A copy of the policy will be published on the school website and made readily accessible to the school community.

11. Monitoring and review

- This policy will be reviewed annually or sooner if required,
- It will be updated in line with changes in guidance or school practice.