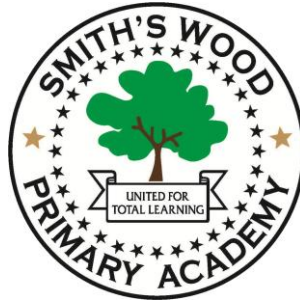


SMITH'S WOOD PRIMARY ACADEMY

Allergy Safety Policy

2026/27



STATUTORY POLICY | Applies from September 2026 | Must be published on the academy website

Policy owner	Principal / Designated Allergy Lead
Named senior leader	Principal
Designated Allergy Lead	Nick Hobbis
Named governor	TBC
Approval body	Governing Body
Approved	TBC
Effective from	1st September 2026
Next review	No later than September 2027
Review cycle	At least annually and after a serious incident, near miss, material change in risk, or change to statutory guidance
Version	1.0
Publication	Academy website and staff policy system
Staff requirement	All staff must receive allergy safety training and be made aware of this policy and local emergency arrangements

Contents

1. Purpose and statutory status	3
2. Scope	3
3. Legal and guidance framework	3
4. Academy allergy-safety principles	3
5. Roles and responsibilities	4
5.1 Governing Body	4
5.2 Principal	4
5.3 Designated Allergy Lead	4
5.4 All staff	4
5.5 Catering provider and catering staff	5
5.6 Parents/carers and pupils	5
6. Identification, records and Individual Healthcare Plans	5
7. Training and competence	5
8. Medication and adrenaline auto-injectors	6
9. Emergency response to suspected anaphylaxis	6
10. Minimising exposure to allergens	6
10.1 Food and dining	6
10.2 Classrooms, clubs and curriculum activities	7
10.3 Educational visits and residentials	7
11. Communication and pupil identification	7
12. Incident, near-miss and reporting arrangements	7
13. Unacceptable practice	8
14. Safeguarding, equality, SEND and data protection	8
15. Monitoring, assurance and review	8
16. Related academy documents	8
17. Local implementation schedule	9
18. Approval and version control	9
19. Primary external guidance	9

1. Purpose and statutory status

Smith's Wood Primary Academy is committed to ensuring that pupils with allergies are safe, included and able to participate fully in academy life. This policy sets out the academy's arrangements for identifying allergy, reducing avoidable exposure to known allergens, ensuring rapid access to appropriate emergency treatment, training staff, and learning from incidents and near misses.

This is a statutory policy for academies in England from September 2026. It is separate from, but must be read alongside, the academy's Supporting Pupils with Medical Conditions Policy, First Aid Policy, Administration of Medicines arrangements, Educational Visits Policy, Behaviour/Anti-Bullying arrangements and relevant food-safety procedures.

The academy cannot guarantee an allergen-free environment. Our duty is to identify risk, implement proportionate controls, respond effectively to emergencies and make reasonable adjustments so pupils with allergies are not unnecessarily excluded.

2. Scope

This policy applies to all academy activities on and off site and to all staff, pupils, governors, volunteers, agency and supply staff, visitors, contractors, catering providers and other third parties where their activity may affect allergy safety.

It covers food, medication, insect stings, contact allergens, airborne/environmental allergens and any other clinically identified trigger relevant to an individual pupil.

3. Legal and guidance framework

This policy has been written with regard to the following current legislation and guidance:

- Children and Families Act 2014, section 100 - duty to support pupils with medical conditions.
- Children's Wellbeing and Schools Act 2026 - statutory allergy safety provisions.
- Department for Education, Allergy safety in schools: statutory guidance (published 6 July 2026).
- Department for Education, Supporting pupils at school with medical conditions: statutory guidance.
- Equality Act 2010 - including disability discrimination and reasonable adjustments.
- Health and Safety at Work etc. Act 1974 and associated health and safety duties.
- Human Medicines (Amendment) Regulations 2017 and Department of Health and Social Care guidance on spare adrenaline auto-injectors in schools.
- Food Information Regulations 2014 and Food Information (Amendment) (England) Regulations 2019 ('Natasha's Law') where food is provided or prepacked for direct sale.
- UK GDPR and Data Protection Act 2018 in relation to medical and allergy information.

4. Academy allergy-safety principles

- Pupils with allergies will be included in education, enrichment, clubs, trips, residential visits and wider academy life wherever reasonably possible.
- Allergy information will be treated as safety-critical information and communicated to staff who need it, while respecting privacy and dignity.
- Risk controls will be proportionate to the pupil's diagnosed allergy, known triggers, clinical advice and individual circumstances.

- Food sharing will not be permitted where it creates an avoidable allergy risk, and staff will actively reinforce safe routines.
- A pupil experiencing a suspected serious allergic reaction will never be sent to seek help alone.
- The academy will record, report, review and learn from serious allergy incidents and near misses.
- Allergy-related bullying, teasing, deliberate exposure or misuse of a pupil's allergy information will be addressed through the academy's safeguarding and behaviour procedures.

5. Roles and responsibilities

5.1 Governing Body

- Retains strategic accountability for compliance with statutory allergy-safety duties.
- Approves this policy and ensures it is reviewed at least annually.
- Appoints a named governor to maintain oversight of allergy safety.
- Receives assurance on training, incidents/near misses, risk trends and implementation.
- Ensures sufficient resources and suitable systems are available for safe allergy management.

5.2 Principal

- Is the named senior leader accountable for day-to-day implementation.
- Appoints and supports a Designated Allergy Lead.
- Ensures a current allergy register and appropriate Individual Healthcare Plans (IHPs)/Allergy Action Plans are in place.
- Ensures all staff receive appropriate allergy-awareness and emergency-response training.
- Ensures serious incidents and near misses are reviewed and reported through governance arrangements.
- Ensures relevant statutory notifications, including RIDDOR or EYFS notifications where applicable, are made.

5.3 Designated Allergy Lead

- Acts as the operational point of contact for allergy safety.
- Maintains oversight of the allergy register, IHPs and Allergy Action Plans.
- Coordinates training and keeps training records.
- Checks the availability, storage, expiry and replacement of prescribed and spare adrenaline auto-injectors (AAIs).
- Ensures relevant information reaches teaching, support, supply, lunchtime, catering, club and educational-visit staff.
- Reviews incidents and near misses and tracks resulting actions.
- Coordinates periodic emergency-response exercises/drills and uses learning to improve practice.

5.4 All staff

- Complete required allergy-safety training and refreshers.
- Know which pupils relevant to their role have allergies, their known triggers, and where emergency plans/medication are accessed.
- Recognise symptoms of allergic reaction/anaphylaxis and act immediately in accordance with training and the pupil's plan.
- Do not allow a pupil with a suspected serious reaction to walk to the office or seek help alone.

- Follow food-sharing, cleaning and activity controls and report concerns, changes, incidents and near misses promptly.

5.5 Catering provider and catering staff

- Maintain accurate allergen information for food supplied and comply with food-information/labelling law.
- Have systems to prevent avoidable allergen cross-contact during storage, preparation and service.
- Check ingredient/product changes and substitutions before service and update allergen information accordingly.
- Receive relevant pupil allergy information and ensure safe meal arrangements are clearly communicated to serving staff.
- Escalate immediately where an allergen-controlled meal cannot be provided safely.

5.6 Parents/carers and pupils

- Parents/carers must provide accurate, current allergy information and notify the academy promptly of changes.
- Parents/carers must provide prescribed emergency medication in accordance with the pupil's healthcare plan and replace it before expiry.
- Parents/carers should provide current clinical/allergy action information where available.
- Pupils will be supported, in an age-appropriate way, to understand their allergy, recognise symptoms, avoid known triggers and seek help immediately.

6. Identification, records and Individual Healthcare Plans

The academy will maintain a central allergy register. Information will be obtained at admission and updated whenever the academy is notified of a change. Relevant staff will have timely access to the information required to keep a pupil safe.

- Pupils whose allergy requires supportive arrangements in school will have an IHP where appropriate under statutory guidance.
- Pupils at risk of anaphylaxis will have a clear Allergy Action Plan/emergency plan aligned with clinical advice.
- Plans will identify triggers, symptoms, medication, emergency action, access arrangements, reasonable adjustments, trip/club considerations and named responsibilities.
- Plans will be developed with parents/carers and the pupil where appropriate, taking account of healthcare-professional advice.
- Plans will be reviewed at least annually and sooner following diagnosis/change, a significant reaction, near miss or change to treatment/trigger profile.

7. Training and competence

All staff, including temporary and supply staff, will receive allergy-safety training appropriate to their role. Training will cover recognition of allergic reactions and anaphylaxis, emergency response, use of adrenaline devices, local medication arrangements, and how to summon emergency assistance.

- Training will be provided at induction and refreshed at least annually, and sooner where procedures, equipment, guidance or pupil needs materially change.
- Staff expected to administer or assist with AAI's will receive instruction and be confident in the devices relevant to pupils in the academy.

- Supply staff, volunteers, lunchtime staff, club staff and other temporary personnel will receive essential pupil-specific and emergency information before taking responsibility for pupils.
- The Designated Allergy Lead will maintain a training register and report compliance to the Principal and Governing Body.

8. Medication and adrenaline auto-injectors

- Prescribed emergency medication must be readily accessible and not stored in a way that causes avoidable delay.
- Pupils prescribed AAls should have access to their prescribed devices in accordance with their IHP and clinical advice.
- The academy will hold spare AAls in accordance with statutory requirements/guidance and will maintain appropriate checks of type, dose, expiry and condition.
- The location of prescribed and spare AAls will be clearly communicated to staff. Local storage location: Classrooms/Office.
- Medication administration will be recorded. Used or expired medication will be managed and disposed of in accordance with academy procedures and manufacturer/clinical guidance.

9. Emergency response to suspected anaphylaxis

ANAPHYLAXIS IS A MEDICAL EMERGENCY. If anaphylaxis is suspected, staff must act immediately in accordance with their training and the pupil's Allergy Action Plan. Do not wait for every symptom to appear.

1. Administer an adrenaline auto-injector without delay where indicated by the pupil's plan/training.
2. Call 999 immediately and state 'anaphylaxis'.
3. Position and supervise the pupil in accordance with current emergency training; do not allow them to stand or walk.
4. Send for the pupil's second prescribed AAI and the academy's spare AAI as appropriate.
5. If symptoms do not improve, administer a second dose after the interval specified in current clinical guidance/training, where a second suitable device is available.
6. Contact parents/carers after emergency action has begun; emergency treatment must not be delayed while trying to contact them.
7. A member of staff will remain with the pupil and, if required, accompany them to hospital until a parent/carer takes over.
8. Record the incident, medication administered, timings and actions, and initiate the academy's serious-incident/near-miss review process.

10. Minimising exposure to allergens

The academy will use proportionate controls informed by individual risk assessment rather than making unsupported claims that the site is completely allergen-free.

10.1 Food and dining

- Current allergen information will be available for meals and food provided by the academy/caterer.
- Ingredient substitutions will be checked before food is served to a pupil with an allergy.
- Food preparation, utensils, storage and service arrangements will minimise avoidable allergen cross-contact.

- Pupils will not share food where this creates an allergy risk.
- Appropriate cleaning and handwashing routines will be used before/after food activities and spills involving allergens will be dealt with promptly.
- Where the caterer cannot safely meet an individual requirement, this will be escalated to the academy and parent/carer before food is served.

10.2 Classrooms, clubs and curriculum activities

- Staff will check allergy information before activities involving food, cooking, plants, animals, craft materials or other known triggers.
- Reasonable alternatives and adjustments will be provided where needed so pupils can participate safely.
- Surfaces/equipment will be cleaned appropriately following food or allergen-related activities.

10.3 Educational visits and residential

- Allergy needs will be considered during planning and risk assessment.
- Relevant staff will have access to the pupil's IHP/Allergy Action Plan and prescribed emergency medication.
- Food providers/venues will be given necessary allergy information and arrangements checked in advance.
- A pupil will not be excluded from a visit solely because of allergy where reasonable adjustments can make participation safe.

11. Communication and pupil identification

The academy will use clear, proportionate and age-appropriate systems to identify pupils with allergies and communicate relevant information to staff who need it. Any visual, digital or catering identification system will protect pupil dignity and personal data.

- A central allergy register will be accessible to relevant staff.
- Class/cover/supply information will identify safety-critical allergy needs.
- Catering systems will clearly identify pupils requiring allergen-controlled meals.
- Trip, club and wraparound-care handovers will include relevant allergy information.
- Any local identification system (for example photographs, digital flags, seating/service arrangements or other controls) must be documented, consistently understood and reviewed for effectiveness.

12. Incident, near-miss and reporting arrangements

- All allergy-related incidents and serious near misses will be recorded promptly using the academy's designated system.
- Parents/carers will be informed promptly of an incident involving their child and of treatment provided.
- Serious incidents and near misses will be reviewed to identify contributory factors, learning and corrective actions.
- The Principal will ensure the Governing Body receives appropriate assurance and information about significant incidents and trends.
- Statutory reporting will be completed where thresholds are met, including RIDDOR and applicable EYFS notifications.
- Following a serious incident or significant near miss, the pupil's plan, relevant risk assessments, training needs and this policy will be reviewed as appropriate.

13. Unacceptable practice

The academy will not:

- prevent a pupil from readily accessing prescribed emergency allergy medication;
- require parents/carers routinely to attend school or school activities solely to manage their child's allergy;
- exclude a pupil from trips, clubs or curriculum activities solely because of allergy where reasonable adjustments can enable safe participation;
- send a pupil experiencing a suspected allergic reaction to seek assistance alone;
- ignore current clinical advice or material information supplied by parents/carers or healthcare professionals;
- use blanket restrictions as a substitute for individual risk assessment unless a specific, evidence-based risk justifies the control.

14. Safeguarding, equality, SEND and data protection

Allergy safety is part of the academy's wider safeguarding and inclusion arrangements. Where an allergy amounts to a disability, the academy will consider and implement reasonable adjustments under the Equality Act 2010. Pupils will not be disadvantaged, isolated or subjected to bullying because of their allergy. Medical information will be processed and shared on a need-to-know basis in accordance with data-protection law, while recognising that timely information-sharing is essential to protect life and health.

15. Monitoring, assurance and review

- The Designated Allergy Lead will monitor the allergy register, IHP/AAP review dates, medication/AAI checks and training compliance.
- The academy will review allergy-related incidents, near misses and emergency responses for patterns and learning.
- The Principal will provide appropriate assurance to the Governing Body, including significant risks, incidents, training compliance and actions outstanding.
- This policy will be reviewed at least annually and sooner following a serious incident/near miss, material operational change or change to legislation/statutory guidance.

16. Related academy documents

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Administration of Medicines Procedure
- Health and Safety Policy
- Educational Visits Policy
- Child Protection & Safeguarding Policy
- Behaviour / Anti-Bullying Policy
- Data Protection Policy and privacy notices
- Food Safety / Catering procedures
- Individual Healthcare Plans and Allergy Action Plans
- Accident / Incident Reporting Procedure

17. Local implementation schedule

Control	Smith's Wood local arrangement
Designated Allergy Lead	Nick Hobbis
Named governor	TBC
Prescribed pupil AAIs stored/accessed	Classrooms
Spare academy AAIs stored	Office
Allergy register held	Distributed to all staff and office
IHP/AAP records held	Distributed to all staff and office
Incident/near-miss reporting system	Nick Hobbis – Evolve
Catering provider / allergy contact	Julia Underwood
Training record location	Juliet McCarron – Business Leader
Emergency equipment check frequency / owner	Amanda Lytton

18. Approval and version control

Version	Date	Change / reason	Approved by
1.0	01/09/26	Full rewrite into academy standard format; aligned to 2026 statutory allergy-safety requirements.	Governing Body (TBC)

19. Primary external guidance

DfE - Allergy safety in schools <https://www.gov.uk/government/publications/allergy-safety-in-schools>

DfE - Supporting pupils at school with medical conditions

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

DfE - Allergy guidance for schools / school food <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools>

Food Standards Agency - allergen guidance <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses>

Anaphylaxis UK - AllergyWise for Schools <https://www.anaphylaxis.org.uk/allergywise/>

Approval signatures:

Role	Name / signature	Date
Policy Writer	Nick Hobbis	01.09.26
Principal	Nichola Damms	01.09.26
Chair of Governors	Neil Henderson	01.09.26