**All Saints CE Primary School & Nursery** *Nurturing, Resilience & Achievement for all!*

# Health & Safety Policy

| | |
|---|---|
| Date written: | September 2026 |
| Date adopted/reviewed: | September 2026 |
| Review schedule: | Annually |
| Policy Area: | Health & Safety |

## 1. Introduction

At All Saints Primary School, we are committed to providing a safe, inclusive and supportive environment for all pupils. We recognise that some pupils may have allergies which can cause anaphylaxis, a potentially life-threatening allergic reaction. We take the management of allergies seriously and work closely with pupils, parents/carers and staff to minimise risks and ensure appropriate support is in place.

This policy aims:

- To ensure a safe and inclusive environment for pupils with allergies.
- To ensure staff understand how to prevent, recognise and respond to allergic reactions and anaphylaxis.
- To ensure pupils with allergies can participate fully in school life wherever possible.
- To provide a consistent approach to the management of allergies and emergency medication.
- To work in partnership with parents/carers to ensure appropriate allergy information and emergency plans are in place.

This policy should be read in conjunction with our Supporting Children with Medical Conditions Policy and Health and Safety policy.

## 2. Understanding Allergy and Anaphylaxis

In line with Benedict's Law, we are committed to providing a safe, inclusive, and welcoming environment for all children, young people, staff, and visitors with allergies. Recognising the serious and potentially life-threatening risk posed by anaphylaxis, this dedicated policy establishes robust risk-mitigation measures and emergency response protocols.

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Asthma, food allergies, eczema and seasonal rhinitis (hay fever) are all forms of allergy. Anaphylactic reactions usually begin within minutes of being in contact with the allergen, i.e. eating a trigger food, though can occur several hours later.

Anaphylaxis involves difficulty in breathing and affects the heart rhythm. In extreme cases there could be a dramatic fall in blood pressure leading to collapse. Once started, anaphylaxis reactions progress quickly. Investigations into fatal anaphylaxis show that there is only a 20–30-minute window of opportunity during which steps can be taken to prevent death – therefore giving emergency adrenaline immediately and calling Emergency Services (999) is crucial.

Anaphylaxis always requires an emergency response. Anaphylaxis can occur without any other signs (such as a skin rash) being present. Always consider anaphylaxis in someone with a known food allergy who has sudden difficulty in breathing. Giving adrenaline in this context is very safe and may be lifesaving.

The most common causes of "whole body" allergic reactions – including anaphylaxis – are:

- foods (e.g. peanuts, tree nuts, cow's milk/dairy foods, egg, wheat, fish/shellfish and sesame);
- insect stings (e.g. bee, wasp);
- medication (e.g. antibiotics, pain medicines such as ibuprofen);
- latex (e.g. rubber gloves, balloons, swimming caps).

Even for food allergy, the vast majority of anaphylaxis reactions require the person to have eaten the food, although less serious allergic reactions can happen through skin or other contact. Anaphylaxis reactions due to skin contact are very rare. Pupils who have a skin reaction need monitoring for at least an hour.

All Saints CE Primary School & Nursery take a whole-school approach to allergy awareness, ensuring that all staff and pupils understand what allergies are, the importance of avoiding known allergens, how to recognise the signs and symptoms of an allergic reaction, and how to respond appropriately. We also ensure that appropriate procedures are in place to minimise the risk of exposure and protect those with allergies.

Coeliac disease and food intolerance can present symptoms which are like those of food allergy; it is important that Coeliac disease and food intolerance is be managed through dietary avoidance, but these conditions do not pose a risk of anaphylaxis and so they are not within this allergy safety policy.

Eczema, asthma and allergies sometimes occur together, known as the atopic triad. It is important that these are managed well to keep the individual healthy. Asthma training is needed by all staff and an individual's asthma care plan needs to be included with their individual healthcare plan. These conditions are not included in this allergy safety policy.

All Saints CE Primary School & Nursery understands that severe allergies are included in the Equality Act, 2010. The act considers a person disabled if they have a physical or mental impairment that has a substantial and long-term negative effect on their ability to carry out normal daily activities. Seasonal rhinitis (such as hay fever) is explicitly excluded from the definition of disability, unless it aggravates the effect of another health condition.

### *3.* Emergency Treatment and Management of Anaphylaxis

**What to look for:**

Symptoms usually come on quickly, within minutes of exposure to the allergen.

- Mild to moderate allergic reaction symptoms may include:
- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting
- mild throat tightness
- sudden change in behaviour

These symptoms are treated with antihistamines.

More serious symptoms are often referred to as the ABC symptoms and can include:

**AIRWAY** - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
**BREATHING** - sudden onset wheezing, breathing difficulty, noisy breathing, persistent cough.
**CIRCULATION** - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more serious reaction is anaphylaxis. In extreme cases there could be a dramatic fall In blood pressure. The person may become weak and floppy and may lead to collapse and unconsciousness an on rare occasions can be fatal.

**As soon as anaphylaxis is suspected, adrenaline must be administered without delay.**
**Action:**

- Keep the individual where they are, call for help and do not leave them unattended.
- Lie individual flat with legs raised, they can be propped up if struggling to breathe but this should be for as short a time as possible.
- Use adrenaline device without delay and note the time given (for example write the AAIs should be given into the muscle in the outer thigh or nasal into the nostril. Specific instructions vary by brand – always follow the instructions on the device.
- Call 999 and state ANAPHYLAXIS (ana-fil-axis).
- If there is no improvement after 5 minutes, administer second adrenaline device
- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the individual where they are. Do not stand them up or sit them in a chair even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop. All individuals must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can recur after treatment.

### *4.* Minimising Risk and Exposure to Allergens

Minimising the risk of exposure to allergens is central to keeping individuals with allergies safe. Even a small amount of an allergen can cause an allergic reaction, which may have serious or potentially life-threatening consequences.

All Saints Primary School & Nursery recognises that any food can cause an allergic reaction. Where it is considered necessary to remove or restrict a food within the school environment, this will be based on an appropriate risk assessment and, where required, supported by medical advice. Any restrictions will be proportionate and limited to the smallest area and shortest period necessary to manage the identified risk. Whilst there are 14 recognised food allergens responsible for the majority of allergic reactions, it is important to remember that an individual can be allergic to any food.

All Saints CE Primary School & Nursery is allergy aware ensuring that the staff and pupils are actively aware of the risk posed by allergens, take steps to minimise the risk of exposure and have robust emergency response plans in place.

All Saints CE Primary School & Nursery completes a school wide allergy risk assessment that seeks to minimise the risks of exposure to known allergens. The risk assessment will include:

- Identifying the food used within the curriculum and making adaptions to remove allergens that pose a risk for the whole group not just the pupil who has the allergy.
- Conducting specific risk assessments to manage the risks of exposure to allergens in individuals when planning external visits or trips
- Identify measures to manage risks of exposure to a food allergen through food brought in by others (for example, parents, students, staff).
- Identify measures to manage the risks of exposure to a food allergen through food provided by the school, college or setting
- Putting in reasonable measures to manage the risk of individuals being exposed to allergens where they have a known allergy to airborne or contact allergens
- Identifying non-food allergens within the school environment and making appropriate adaptations to remove or reduce exposure where they pose a risk; for example, considering allergens contained within art and craft materials, cleaning products or latex-based equipment and using suitable alternatives where necessary.

All Saints CE Primary School & Nursery will ensure that allergy is included in all school risk assessments to identify risks and plan control measures to minimise the risk of exposure.

All Saints CE Primary School & Nursery will ensure that the risk of exposure is minimised by

- Allergy training for all staff yearly
- Communicating with all visitors, temporary staff and cover staff that they will be teaching a pupil with an allergy and that they are aware of the emergency response procedures
- Working closely with parents/carers and health professionals to understand the pupil's allergy
- Monitoring this policy to ensure that the agreed practices are implemented
- Establishing and maintaining high hygiene standards amongst staff, pupils and visitors

## 5. Food Provision and Catering

All Saints CE Primary School & Nursery will manage the risk of food allergy and provide clear information on allergens in food provided by:

- Ensure the contract with the school catering company is compliant with the Food Standards Authority allergen management regulations
- Ensuring school caterers provide information on food allergens to parents/carers and have this available for the pupils to check independently
- Provide pupils allergen information to the caterers in a timely manner to ensure that pupils can eat safely
- Identify pupils with allergies at point of service by having photos in the kitchen to identify who is at risk.
- Ensure that food is always labelled, as unlabeled food poses a potentially greater risk of allergen exposure than packaged food with precautionary ("may contain") labelling suggesting a risk of contamination with allergen. This applies to foods used within the classroom curriculum (e.g. cooking) as well as that from the school kitchen or canteen.
- Teach pupils not to share food, trade food or share utensils or food containers and the reasons why this would be unsafe

When staff provide food for the pupils, they receive additional training to ensure they understand how to read labels for food allergens and how to prevent cross-contamination during the handling, preparation and serving of food. Where food is brought into school for celebrations or special occasions, appropriate arrangements will be made to minimise the risk of exposure to allergens and ensure that pupils with known allergies are able to participate safely and inclusively. For example, requesting an ingredients list from the person preparing the item.

These procedures apply to the school-led breakfast provision. The after-school provision is operated independently by Night Owls and has its own procedures and documentation for managing allergies. Parents/carers are responsible for providing Night Owls with relevant allergy information as part of their registration process.

Pupils with allergies should be able to access their school meal entitlement safely and without disadvantage. Where a pupil's allergy affects the meals available to them, the school will work with parents/carers and the school meal provider to identify suitable and safe options.

## 6. Medication and Adrenaline Devices (Ads)

People at risk of anaphylaxis are prescribed two adrenaline devices which they should have available at all times. This includes the journey to and from;

- school,
- the classroom
- lunch area
- playground
- sports field
- when on visits or trips

Serious anaphylaxis is a time critical situation; delays in administering adrenaline have been associated with fatal reactions. An adrenaline device needs to be administered within 5 minutes so if the adrenaline device cannot be with them in the classroom, the adrenaline device should be stored in an appropriate central location that is always unlocked and accessible.

Adrenaline devices must be stored at room temperature (in line with manufacturer's guidelines) and not be exposed to extremes of heat. They should not be refrigerated or left in direct sunlight.

**Spare Adrenaline Devices**

The Human Medicines (Amendment) Regulations 2017 permit "spare" adrenaline devices to be used for the purpose of saving a life. This might be, for example, a child presenting for the first time with anaphylaxis due to an undiagnosed allergy.

All Saints CE Primary School & Nursery holds spare adrenaline devices for use in emergency situations. These are not a replacement for a pupil's own adrenaline device. Pupils prescribed adrenaline are expected to have their own adrenaline devices with them at school for use in an emergency.

All Saints CE Primary School & Nursery holds:

- Epi Pen Auto-Injector 0.3mg
- Epi Pen Jr Auto-Injector 0.15mg

These are located:

- Outside school main office next to defibrillator.

They are labelled 'Emergency Anaphylaxis Kit'

The School Allergy Lead is responsible for checking that adrenaline devices are in date and remain clear (not cloudy) monthly. They will secure replacements one month before the current adrenaline device expires. Adrenaline devices that are used will be given to the paramedic. Adrenaline devices that are out of date or where the adrenaline has degraded will be taken to a pharmacy to be disposed of.

**In the event of anaphylactic reaction:**

- Adrenaline should be administered as soon as possible, within five minutes. Do not wait to contact the emergency services before administering adrenaline.
- The child, young person or individual should not be moved. Adrenaline devices should be brought to them (whether their own prescribed ADs or "spare" ADs).
- If the child, young person or individual has their own prescribed adrenaline devices, these should be used in the first instance.
- If the child, young person or individual does not have prescribed adrenaline devices, "spare" adrenaline devices can be used.
- If the child, young person or individual's prescribed adrenaline devices are not available or misfire, "spare" adrenaline devices can be used.
- If the individual has serious allergy and asthma and there is any doubt if they are presenting with anaphylaxis or having an asthma attack always administer the adrenaline first.

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for "spare" adrenaline devices to be used. It can be good practice for the school, college or setting to obtain advance consent from parents or the young person for "spare" adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place. However, in an emergency situation anyone may take reasonable action to save a life without checking whether prior consent has been given.

## 7. Staff Training and Emergency Response

All staff, including teaching staff, support staff, catering staff and others who may oversee pupils including at breakfast or after school clubs will be trained in allergy awareness and emergency response. The school is responsible for ensuring that all supply, cover, coaching and peripatetic staff receive appropriate allergy awareness information and understand the procedures for supporting pupils with allergies.

**Training can be online or face to face. The content needs to include:**

- Allergy awareness, the risks it poses, how allergic reactions occur and how to manage them
- Allergy includes multiple co-existing conditions: asthma, eczema, hay-fever
- Understand the difference between food allergy, intolerance and coeliac disease
- That a pupil can be allergic to any food, not just the top 14 allergens
- Know the symptoms of allergic reactions and how to treat
- Know the symptoms of anaphylaxis and how to treat
- How to locate and administer adrenaline or an asthma inhaler
- All adrenaline devices should be used to train with as the student may have different ones to the spare adrenaline
- How to report an allergic reaction including
- Mild to moderate
- Anaphylaxis
- Near miss/incident
- Understand their responsibilities in risk reduction to ensure that students prevented from coming into contact with their allergens
- Understand the impact that allergy can have on a pupils wellbeing
- Understand the school's allergy safety policy and
- How to check if a pupil is on the record of those with a known allergy
- How to use an allergy or asthma action plan

## *8.* Emergency preparedness

All Saints CE Primary School & Nursery will annually hold a practice response to anaphylaxis, review how the practice went and update policy and procedures.

All Saints CE Primary School & Nursery will communicate key messages regarding risk reduction leading up to festivals, trips and end of term celebrations.

During fire drills and lockdown practices, All Saints CE Primary School & Nursery will ensure that a pupils adrenaline device is with them. Should a real evacuation happen, the student may have to go home without adrenaline if this has not been taken out during a fire evacuation.

## 9. Roles and Responsibilities:

**Allergy lead and governing body:**

- Ensures that all staff have the opportunity to practice with trainer adrenaline devices at least annually but ideally a few times per year

**All Staff:**

Responsible for:

- understanding their role in implementing this policy, recognising signs of allergic reactions, and acting swiftly in an emergency
- supporting the creation of the pupils IHP
- implementing the pupils IHP
- Creating an inclusive curriculum
- Curriculum adaptation to minimise risks
- Completing risk assessments for, curriculum activities involving food, trips and visits including sporting events
- Building proactive relationships with parents/carers
- Reporting near misses and incidents

**Parents:**

Responsible for:

- Adhering to this policy
- Providing school with the information they need to create individual health care plans
- Updating school when reactions happen outside of school or any changes to the pupils allergy and its management.
- Ensuring that the pupil always has in date medication with them at school

## *10.* Identification of individuals with allergies

**Admissions Data Collection:** Parents/carers are responsible for informing All Saints CE Primary School & Nursery of any known allergies, dietary requirements or relevant medical conditions and ensuring that this information is recorded accurately on their child's Arbor account. Where a pupil has a known allergy requiring specific management, the school will work with parents/carers to complete an Individual Healthcare Plan, where appropriate.

**Information Sharing:** UK GDPR does not prevent the appropriate sharing of a pupil's health information (special category data) where this is necessary to keep them safe. Relevant allergy and medical information is recorded securely on the school's Management Information System (Arbor) and shared with staff who need to know, including teaching staff, support staff, supply and cover staff, and catering staff, in accordance with the school's data protection procedures.

**Transition:** Allergy and medical information is requested as part of the pupil transition process and recorded on the school's Management Information System (Arbor). Relevant information, including existing allergy management arrangements, is requested from the pupil's previous school or setting and shared with the pupil's next school where appropriate and lawful, in accordance with GDPR and relevant data protection legislation and guidance.

Parents/carers are responsible for ensuring that their child's medical and allergy information held on Arbor remains accurate and up to date. Where appropriate, the school will work with parents/carers to develop or update an Individual Healthcare Plan to ensure that suitable arrangements are in place when the pupil joins the school.

**Staff:** pre-employment questionnaires will ask whether they have any allergies. If an allergy is declared, there will be a discussion and action plan created to ensure that the member of staff has a safe working environment.

**Visitors and regular volunteers:** will be asked about allergies ahead of their visit. If an allergy is declared, the allergy lead will be notified, and this information will be communicated as necessary to ensure that the visitor or regular volunteer has a safe working environment.

### *11.* Pupil Individual Healthcare Plans (IHPs) and Allergy Action Plans

**Allergy action plans**

- These are clinical documents that are created by a GP / allergy nurse or allergy clinic. They detail the pupils allergy and medication.
- These contain parent/carer contact details and must be signed by the parent/carer as this is the parental authority to administer mediation including the administration of spare adrenaline devices.
- These will only be updated by the medical professional following a review of the pupils allergy management, this could be annually or 5 yearly. Parents/carers or the school need to update the photo of the pupil annually so that the student is recognisable.

Allergy action plans are issued for pupils who have an IgE food allergy and often a venom allergy that could lead to anaphylaxis. They are not issued for all allergies. Pupils with non-IgE allergies don't experience anaphylaxis and so an allergy action plan is not issued.

**Individual Healthcare Plans (IHPs)**

Individual healthcare plans are an essential communication tool that provide clarity about the arrangements which need to be in place to ensure that a pupil is fully included in the life of the school. It will identify exact risk-mitigation measures that need to be followed.

Individual Healthcare Plans are school owned documents that are co-created by school, parents/carers and pupils. They should include any advice received from health professionals. If there is no advice from health professionals. Where a child has an allergy action plan and or an asthma plan, this must be included with the IHP.

It is good practice to review IHPs annually or when staff change, however they must be reviewed if an incident or near miss occurs. They need to be brought to the attention of supply or cover staff and be passed on during transition to a new school.

All Saints CE Primary School & Nursery will ensure that:

- Pupils with an allergy action plan and/or an asthma plan have an individual healthcare plan
- Pupils without an allergy action plan or asthma plan but have an allergy that needs active management over and above what other students need will have an individual healthcare plan
- individual healthcare plans are created whilst pupils are waiting for a diagnosis

### 12. School Trips and External Visits

All Saints CE Primary School & Nursery ensures that pupils with allergies are fully included in every trip, sporting event, or extracurricular activities. A risk assessment addressing allergen exposure in each activity, emergency medication, transport, and proximity to local emergency care will be undertaken with control measures identified. To ensure that the student is safe and included, alternative activities will be planned. This will include the safe storage adrenaline for the duration of the school trip.

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils have their medication including adrenaline devices with them before departure. Pupils unable to produce the required medication will not be able to attend the excursion.

In conjunction with the allergy lead, the trip leader will review the risk assessment to determine whether the school's spare adrenaline devices should be taken on the trip. All Saints CE Primary School & Nursery will provide additional spare adrenaline devices should the risk assessment for the trip deem necessary to take them ensuring that pupils remaining in school still have access to spare adrenaline devices should the need arise.

### *13.* Serious Incidents and 'Near Misses'

All Saints CE Primary School & Nursery approaches serious incidents and "near misses" in a "no blame" spirit, seeking to learn lessons and address any issues which the incident identified, so that pupils are better protected in the future. All Saints CE Primary School & Nursery is aware, when an incident occurs that materials such as residues of food consumed or handled or samples of fluids may constitute evidence, which may need to be seized and retained.

All Saints CE Primary School & Nursery uses Arbor to record allergic reactions (incidents) and near misses (for example, accidental exposure without reaction or labelling errors) as soon as possible. Each incident or near miss will be reviewed, and a written report will be completed where appropriate.

All Saints CE Primary School & Nursery will share the report with the pupils parents/carers, the pupil and the individual involved. They should be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. All Saints primary school will confirm what it has learned from the incident and outline any actions it is taking as a result. The pupils IHP will be updated if necessary.

### 14. Wellbeing and Support

Wellbeing and Support at All Saints CE Primary School & Nursery allergy safety is a priority and actions to ensure that pupils are included and safe are embedded into the school's culture. Pupils with allergy become anxious as a result of the risk of exposure to allergens and the potential for anaphylaxis, which may be compounded by living with difficult-to-control asthma or eczema.

All Saints CE Primary School & Nursery:

- regularly communicate to pupils, parents and staff about allergies, ensuring ongoing awareness and appreciation of the severity of the potential risks
- plans for school celebrations, rewards, and communal events inclusively from the outset to eliminate social isolation
- understands that allergy bullying is extremely serious and actively monitors, prevents, and addresses any stigmatisation or bullying directed at individuals due to their allergies or dietary constraints

### 15. Safeguarding

All Saints CE Primary School & Nursery recognises that a safeguarding referral may be needed if an incident highlighted concern that the child or young person might be at an increased risk of being neglected, abused or exploited by persons inside or outside of their family unit because of their medical condition. This might occur where relevant information about a child or young person's medical condition is not provided to a school, college or setting, or where they are repeatedly sent without essential medication, thereby putting the individual at risk.

### 16. Unacceptable practice

All Saints CE Primary School & Nursery staff are clear about what constitutes unacceptable practice and are committed to ensuring that only good practice occurs. Should unacceptable practice occur, the school will follow its own procedures to identify and address this using staff conduct policies.

**Examples of unacceptable practice include (but are not limited to):**

- preventing children and young people from easily accessing and administering their medication in line with what is agreed in their Individual Healthcare Plan (for example prescribed adrenaline devices and asthma reliever inhalers) when and where necessary;
- Assuming that every child with the same condition requires the same support;
- Assuming that older children and young people do not require support related to their allergy, even if they are able to take increasing responsibility for its management;
- ignoring the views of the child or young person or their parents or carer;
- ignoring medical evidence or the opinion and advice of healthcare professionals;

- assuming that a child or young person does not have an allergy because they do not yet have a diagnosis, for example while medical investigation is under way;
- sending a child or young person who becomes unwell to a school office or medical room without suitable supervision. In the case of an emergency or suspected emergency (for example anaphylaxis) help should come to the child or young person;
- penalising children or young people for their attendance record if their absences are related to their medical condition, e.g. hospital appointments and health management. This includes excluding children and young people from rewards for 100% attendance where their non-attendance is the result of a medical condition. This should be reflected in attendance policies;
- requiring parents / carers (or otherwise making them feel obliged) to attend the school, college or setting to administer medication or provide medical support to their child; or
- preventing children and young people from participating in or creating unnecessary barriers to them participating in any aspect of school, college or setting life, including external visits and trips, e.g. by requiring parents to accompany the child.

## 17. Review & Monitoring

This policy will be reviewed at least annually alongside the 'Supporting Pupils with Medical Conditions' policy, or sooner following any incidents, to ensure it remains relevant, effective and up to date.