



"Inspiring a love of lifelong learning"

Allergy Safety Policy

Policy date: July 2026 for September 2026

Review date: July 2027

Learning at Charville is underpinned by our Core Values

Respect

Independence

Self-belief

Honesty

Caring

Determination

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1. Scope

Allergies and resulting anaphylaxis are conditions which affect a range of individuals including pupils, staff and volunteers across the Academy to different extents.

2. Aim

Charville Academy is committed to ensuring the safety, wellbeing and full inclusion of all children, young people, staff and visitors with allergies. In line with Section 34 of the Children's Wellbeing and Schools Act 2026, the Academy maintains a comprehensive Allergy Safety Policy that sets out our approach to allergy awareness, prevention, emergency response and ongoing review.

This policy contains the guidance and procedures to be followed when caring for pupils with allergies and potential anaphylaxis to ensure:

- Full participation in all aspects of school life and reduced absence
- Staff have a clear understanding of the procedures to follow in the event of a child having an allergic reaction
- To ensure immediate access to required medications
- To keep accurate records of children's medication.

This policy also contains guidance for adults with allergies and potential anaphylaxis.

3. Named Senior Leader Responsible for Allergy Safety

Charville Academy designates the Deputy Head Teacher, Louise Innes as the named senior leader responsible for allergy safety. Their responsibilities include:

- Leading and overseeing implementation of the Allergy Safety Policy
- Ensuring compliance with statutory guidance
- Coordinating annual policy reviews and additional reviews following incidents or "near misses"
- Ensuring staff training requirements are met
- Liaising with parents, carers, healthcare professionals and external agencies
- Ensuring allergy-related information is accurately recorded, securely stored and appropriately shared.

4. Culture of Allergy Awareness

4.1 Staff Training

All staff present during times when pupils are on site receive annual allergy awareness and emergency response training, including permanent staff, supply teachers, peripatetic staff, agency workers, regular volunteers, and catering staff. Contractors with no pupil-facing role are not required to complete training.

Training ensures staff:

- Have awareness of allergy, risks, triggers and management

- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever)
- Understand differences between food allergy, coeliac disease and food intolerance
- Know where to find information on allergy triggers
- Can identify symptoms of allergic reactions and recognise anaphylaxis
- Know how to respond in an emergency, including calling emergency services, informing parents, and administering adrenaline or asthma reliever inhalers
- Know how to use prescribed or “spare” adrenaline devices
- Understand the impact of allergy on wellbeing
- Understand the Academy’s Allergy Safety Policy
- Know how to check the allergy register and use Allergy or Asthma Action Plans
- Understand responsibilities for reducing allergen exposure
- Know how to report allergic reactions or “near misses”.

Induction: All new staff receive allergy awareness training as part of the induction process. Supply and cover staff must confirm they have received appropriate training before commencing duties.

4.2 Wellbeing

Charville Academy recognises that allergy can be a significant source of anxiety. We:

- Provide pastoral support for pupils with allergies
- Ensure pupils feel safe, supported and included
- Address and prevent bullying related to allergy status.

4.3 Minimising Risk

Charville Academy aims to be a nut-free school. This means that no nuts or nut-containing products may be brought onto the premises by pupils, staff, parents, visitors or contractors. This measure is in place to significantly reduce the risk of severe allergic reactions and anaphylaxis for children and young people with nut allergies.

To minimise the risk of individuals coming into contact with allergens, Charville Academy implements the following measures:

- **Nut-free environment:**
 - No nuts or nut-containing products are permitted anywhere on site
 - Parents, pupils and staff receive clear guidance on avoiding nuts in packed lunches, snacks and home-brought items
 - Catering services do not use nuts or nut-containing ingredients in any food provided by the Academy
 - Food labels and menus clearly state that Charville Academy operates as a nut-free school.
- **Food provided by the Academy:**
 - Catering staff follow strict allergen-control procedures
 - The catering team refer to the allergen file for all identified children which includes pictures of the children
 - Children with known allergies are identified with a purple wrist band as well as their meal choice band

- Clear allergen information is displayed for all meals
- Allergen information is published on the school website and shared with parents
- Kitchen and dining staff receive training on cross-contamination prevention.
- **Food brought from home:**
 - Parents receive guidance on avoiding allergens that pose risks to specific pupils
 - Parents are regularly reminded of the nut-free policy
 - Any food found to contain nuts or nut traces will be removed, and parents contacted
 - Staff monitor lunch and snack times to ensure compliance.
- **Airborne or contact allergens:**
 - Reasonable measures are taken for pupils with airborne or contact allergies.
- **Curriculum activities:**
 - Staff must consider allergen risks in cooking, craft, science, music, and activities involving animals
 - All ingredients should be discussed and checked with the catering manager.
- **Trips and external visits:**
 - Pupils with allergies are identified on the trip risk assessment which is checked by the Welfare Officer
 - Packed lunches provided by the Academy for trips are nut-free
 - Parents are reminded that home-provided food for trips must comply with the nut-free policy.
- **Parents and Carers:**
 - Must provide the child's allergy action plan from the Hospital Allergy Team or GP
 - Provide all medications required based on the child's allergy action plan and section 8 of this policy
 - Replace out of date medication as soon as they are notified of its expiry
 - Educate their child in allergy self-management, including what foods are safe and unsafe, how they can avoid allergens, how they can spot the symptoms of an allergic reaction, how and when they should tell an adult of any reaction and how to read food labels (in an age appropriate way)
 - Parents/carers who provide a packed lunch for their child are responsible for ensuring the packed lunch does not contain items or ingredients to which the child is allergic.
- **Adults with allergies:**
 - Staff members, volunteers and other adults in school are requested to notify the Academy of their allergy and who to contact in the event of an emergency
 - Adults with allergies are responsible for ensuring they have access to prescribed medication whilst on the school site. It is advised that they make either the welfare staff or a close colleague aware of the location of any medication
 - Adults with allergies should be aware of any known allergens and ensure appropriate actions are taken to mitigate any risks. Where a particular risk is identified adults should ensure the Welfare Officer is aware of this. It is advised that adults with allergies/who experience anaphylaxis declare this on their medical form and give it to the Welfare Officer. It is also advised to provide details of an emergency contact.

5. Food Allergy Management

Charville Academy provides clear allergen information for all food served. Our catering team adheres to national food safety standards and follows procedures for allergen control.

6. Identification and Record Keeping

Charville Academy maintains an up-to-date Allergy Register covering pupils, staff and regular visitors. The register records:

- Known allergens
- Whether individuals carry medication (e.g., adrenaline autoinjectors)
- Whether pupils have an Individual Healthcare Plan (IHP)
- Whether pupils have an Allergy Action Plan or Asthma Action Plan

Information is gathered from parents/carers, pupils, previous settings and healthcare professionals.

7. Allergy Action Plans/Individual Healthcare Plans

Where ever possible children with a known allergy have an Allergy Action Plan in school. For any child diagnosed with an allergy but not provided with an Allergy Action Plan the parent is asked to contact medical professionals to organise one.

Where a pupils allergy requires arrangements additional to or different from general provision and Individual Healthcare Plan is developed.

IHPs include day-to-day management strategies, emergency procedures, reasonable adjustments and medication arrangements. Where a pupil has an Allergy Action Plan or Asthma Action Plan, it is attached to the IHP and updated whenever new versions are issued.

8. Prescribed Allergy Medications including Adrenaline Devices

Charville Academy ensures rapid access to prescribed adrenaline devices at all times, including classrooms, lunch hall, playground, sports fields and off-site visits.

An individual with allergies may be prescribed with a range of medications including:

- Antihistamines e.g. Cetirizine or Piriton
- Adrenaline autoinjectors e.g. Jext, Emerade or EpiPen
- Inhalers e.g. Emergency Salbutamol

Parents/Carers are required to provide the following if listed on their child's care plan:

- 2 x adrenaline auto injectors – One in the classroom and one in welfare
- 1 x inhaler and spacer – Classroom
- 2 x antihistamine plastic bottles - One in the classroom and one in welfare
- 1 x care plan

Antihistamine only care plans will require x1 bottle of antihistamine.

The medication must be prescribed to the child concerned. There must be a visible expiry date.

Classroom/Nursery allergy boxes will move around the school with the class/child including being taken to assembly, the library, the hall and other lessons. Children who only require antihistamine medication will have medication stored in the medical room with their care plan.

In Nursery allergy medications will be stored in the Nursery medical room.

Medications are appropriately stored and easily accessible in a secure location for designated staff members. They should not be locked away.

8.1. Allergy Medication Procedure During the Lunch Time Period

At lunch times the antihistamine/adrenaline auto injector boxes will be taken to the canteen by the child or a member of staff and stored in a box by the Catering Manager. The boxes will be collected by the child or an adult after lunch and taken back to the classroom.

The exception will be Nursery classes who will have an adult/SMSA take the boxes back to class as soon as the child finishes their dinner and leaves the canteen.

8.2. Administration of Prescribed Allergy Medication

Where possible pupils are encouraged to administer their own medications under the supervision of an adult however, we recognise that in the event of an allergic reaction, particularly a severe one medication is likely to require administration by an adult. Where the school has an allergy action plan and prescribed medication is provided this is deemed to be consent for staff to administer the medications if they deem it is required. Where an allergy action plan is not available a medication consent form will be required.

Any medication administered to a child will be recorded on CPOMs and the parent/carers informed via a message on Arbor/phone call depending on the severity of the situation.

9. “Spare” Adrenaline Devices

Charville Academy maintains “spare” adrenaline devices in line with statutory guidance to ensure that no child or young person is ever more than **five minutes** away from emergency medication.

9.1 Location of Spare Adrenaline Devices

To ensure rapid access across the school site, Charville Academy stores its spare adrenaline devices in the following location:

- On the ground floor by the staircase at the playground end of the year 1 corridor.

The spare adrenaline devices are located alongside the AED.

The spare adrenaline device container contains:

- 2 x 0.15mg (Junior) doses
- 2 x 0.3mg (Adult) doses for older/heavier children or staff.

9.2 Management and Use of Spare Devices

Charville Academy ensures:

- Spare devices are used only in emergencies when a prescribed device is not available or a second dose is required
- Devices are not locked away, in accordance with statutory guidance
- All spare devices are clearly labelled to avoid confusion with prescribed devices
- Devices are checked termly to confirm they are in date
- Used or expired devices are replaced promptly and disposed of safely
- Staff know the exact locations of spare devices as part of annual allergy awareness training.

10. Visits and Trips

For all off-site activities:

- Medication for pupils at risk of anaphylaxis is carried by the adult leading the individuals group
- Staff trained in administering adrenaline accompany the group
- Risk assessments include allergen exposure considerations
- Catering and activity providers are informed of relevant allergies.

11. Serious Incidents and “Near Misses”

Charville Academy records and investigates:

- Allergic reactions
- Anaphylaxis incidents
- “Near misses”

Reports may come from staff, pupils, parents or healthcare professionals. Follow-up actions are taken, including policy review where needed.

12. Information Sharing

Charville Academy handles allergy information in line with UK GDPR. Health data is special category data, and we:

- Share information only when necessary
- Do so respectfully and securely
- Avoid unnecessary disclosure that may embarrass or stigmatise pupils.

13. Awareness of the Policy

Charville Academy ensures:

- All staff understand the policy through annual training
- The policy is published on the Academy website
- Pupils receive age-appropriate awareness about allergy safety
- Friends of pupils with adrenaline devices may be taught how to seek help in emergencies.

14. Equal Opportunities

Charville Academy is committed to promoting equality, eliminating discrimination and ensuring that all pupils, staff and visitors are treated fairly and with dignity. The Academy’s approach to allergy

safety fully aligns with the principles set out in our **Equalities Policy**, which outlines our statutory duties under the Equality Act 2010.

We recognise allergy as a health need that may intersect with protected characteristics such as disability. As such, Charville Academy ensures that:

- Children and young people with allergies are fully included in all aspects of school life
- Reasonable adjustments are made to remove or reduce barriers to participation
- No pupil is disadvantaged, excluded or treated less favourably because of their allergy
- Staff understand their responsibilities in promoting equality and fostering an inclusive environment
- Decisions relating to allergy management are made fairly, consistently and without discrimination.

Charville Academy values diversity and is committed to ensuring that pupils with allergies feel safe, supported and respected. Our allergy safety arrangements are designed to uphold every child's right to equal access to education, enrichment and opportunity.

This statement should be read alongside the Academy's **Equalities Policy**, which sets out our broader commitment to equality, inclusion and anti-discrimination across all areas of school practice.

15. Related Policies

- Special Medical Needs Policy
- Health and Safety Policy
- First Aid Policy
- Equalities Policy
- Data Protection Policy

Written by: Louise Innes, Deputy Headteacher

Approved by: FGB

Date approved: July 2026

Review Date: July 2027

Appendix 1 – Allergy Action Plan Example



BSACI
Improving Allergy Care
through education, training and research

ALLERGY ACTION PLAN



RCPCH
Royal College of Paediatrics and Child Health
Leading the way in Children's Health



anaphylaxis UK
AllergyUK

This child/young person has the following allergies:

Name:

.....

DOB:

.....

Mild/moderate reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Mild throat tightness
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

Action to take:

- Stay with person, call for help if needed
- Locate adrenaline autoinjector(s)
- Give antihistamine:

Loratadine 5mg

(If vomited, can repeat dose)

- Phone parent/emergency contact
- Do not take a shower to help with itchy skin, this can worsen the reaction

Watch for signs of ANAPHYLAXIS

(a potentially life-threatening allergic reaction)

Anaphylaxis may occur without skin symptoms: ALWAYS consider anaphylaxis in someone with known food allergy who has **SUDDEN DIFFICULTY IN BREATHING**

A AIRWAY • Persistent cough • Hoarse voice • Difficulty swallowing • Swollen tongue	B BREATHING • Difficult or noisy breathing • Wheeze or persistent cough	C CONSCIOUSNESS • Persistent dizziness • Pale or floppy • Suddenly sleepy • Collapse/unconscious
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IF ANY ONE (OR MORE) OF THESE SIGNS ABOVE ARE PRESENT:

- 1** Lie flat with legs raised (if breathing is difficult, allow person to sit)





- 2** Use Adrenaline autoinjector without delay (eg. EpiPen®) (Dose: mg)
- 3** Dial 999 for ambulance and say ANAPHYLAXIS ("ANA-FIL-AX-IS")

*** IF IN DOUBT, GIVE ADRENALINE ***

AFTER GIVING ADRENALINE:

1. Stay with child/young person until ambulance arrives, **do NOT** stand them up. Keep them lying down, even if things seem to be getting better.
2. Phone parent/emergency contact. If you are on your own, call a friend or relative and ask them to come over.
3. If no improvement **after 5 minutes**, give a further adrenaline dose using a second autoinjector device, if available.

Commence CPR if there are no signs of life

You can dial 999 from any phone, even if there is no credit left on a mobile.
Medical observation in hospital is recommended after anaphylaxis.

Emergency contact details:

1) Name:

.....

.....

2) Name:

.....

.....

Parental consent: I hereby authorise school staff to administer the medicines listed on this plan, in accordance with Department of Health Guidance on the use of AAIs in schools.

Signed:

Print name:

Date:

Consent is required for children under 16 years (and for young people over 16 unable to give consent themselves) except in an unforeseen emergency

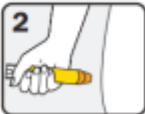
For more information about managing anaphylaxis in schools and "spare" adrenaline autoinjectors, visit: sparepensinschools.uk

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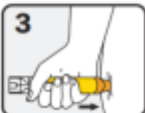
How to give EpiPen®



1 PULL OFF BLUE SAFETY CAP and grasp EpiPen. Remember: "blue to sky, orange to the thigh"



2 Hold leg still and PLACE ORANGE END against mid-outer thigh "with or without clothing"



3 PUSH DOWN HARD until a click is heard or felt and hold in place for **3 seconds**. Remove EpiPen.

Additional instructions:

If wheezy due to an allergic reaction, GIVE ADRENALINE FIRST and then asthma reliever (e.g. blue puffer) via spacer, if prescribed

This is a medical document to be completed by a healthcare professional. It must not be altered without their permission. This document provides medical authorisation for schools to administer a 'spare' back-up adrenaline autoinjector if needed, as permitted by the Human Medicines (Amendment) Regulations 2017. During travel, adrenaline auto-injector devices must be carried in hand-luggage or on the person, and **NOT** in the luggage hold. This action plan and medical authorisation to carry emergency autoinjectors has been prepared by:

Sign & print name:

Hospital/Clinic:

Date: