Achieving Excellence Together

Allergy Policy

Date Approved: 6th October 2026
Next Review: Summer Term 2027

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1. Aims

This policy aims to:

- Set out the school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how the school supports pupils with allergies to ensure their safety, wellbeing and inclusion
- Promote and maintain allergy awareness across the school community

The school recognises that allergies can affect pupils, staff, volunteers and visitors. This policy supports a whole-school approach to allergy awareness, risk reduction and emergency response.

Some provisions within this policy relate specifically to pupils because of the school's statutory responsibilities towards them, including Individual Healthcare Plans (IHPs), Allergy Action Plans, parental consent and the provision of emergency medication. Where appropriate, the school's wider allergy-safety arrangements also apply to staff, volunteers and visitors.

2. Legislation and guidance

This policy has been developed with regard to the following legislation and statutory guidance:

- Children and Families Act 2014, including sections 100A and 100B relating to allergy safety, as inserted by the Children's Wellbeing and Schools Act 2026
- Department for Education, *Allergy Safety in Schools: Statutory Guidance* (July 2026)
- Department for Education, *Supporting Pupils at School with Medical Conditions: Statutory Guidance*
- Equality Act 2010
- Statutory Framework for the Early Years Foundation Stage (EYFS), where applicable
- Food Information Regulations 2014
- Food Information (Amendment) (England) Regulations 2019

3. Allergy Definition

An allergy is a medical condition in which the body's immune system has an abnormal reaction to normally harmless substances, known as allergens. Allergens can include foods, insect stings, medicines, contact allergens and airborne allergens.

Common allergic conditions and reactions include:

- Hay fever (allergic rhinitis), which may be triggered by airborne allergens such as pollen, house dust mites, animal allergens or mould.
- Skin allergies, including eczema, contact dermatitis and urticaria (hives), which may be triggered or aggravated by contact with particular allergens.
- Food allergy, which can cause a range of symptoms and, in some cases, a severe allergic reaction.
- Allergic asthma, where asthma symptoms are triggered by exposure to an allergen.
- Allergies to insect stings and medicines.

Anaphylaxis is a severe and potentially fatal allergic reaction affecting the Airway, Breathing or Circulation (ABC) and requires an immediate emergency response.

4. Roles and responsibilities

The school takes a whole-school approach to allergy awareness.

Allergy Lead: Miss J Elliott (Deputy Headteacher)
Deputy Allergy Lead: Mrs K Szewczyk (Welfare Officer)

The Allergy Lead, supported by the Deputy Allergy Lead, is responsible for:

- Promoting and maintaining allergy awareness across the school community.
- Recording and collating relevant allergy and special dietary information for pupils, and ensuring appropriate arrangements are in place for known allergies affecting staff or regular visitors, where necessary.
- Ensuring allergy information is kept up to date and is readily available to relevant members of staff.
- Ensuring appropriate individual arrangements and documentation are in place for pupils with known allergies, including an Allergy Action Plan and/or Individual Healthcare Plan (IHP), where appropriate.
- Ensuring all staff receive an appropriate level of allergy awareness training and understand the school's allergy policy and emergency procedures.
- Ensuring relevant staff understand when an allergy risk assessment may be required.
- Overseeing the availability, storage, accessibility and monitoring of the school's prescribed and spare Adrenaline Auto-Injectors (AAIs), including checking stock and expiry dates.
- Ensuring serious allergy-related incidents and near misses are recorded and reported as appropriate, and that lessons learned are considered and shared with relevant staff, including any necessary changes to procedures, the Allergy Policy or an individual pupil's IHP.

The statutory guidance specifically requires schools to consider learning from incidents and near misses.
- Reviewing the Allergy Policy annually or following any incident requiring changes to policy or procedures and obtaining Governing Body approval for any revisions before they are adopted.

Teaching and support staff

All teaching and support staff are responsible for:

- Supporting and reinforcing allergy awareness among pupils, as appropriate, through the curriculum, assemblies and everyday school practice.
- Maintaining awareness of this policy and the school's allergy procedures.
- Being able to recognise the signs and symptoms of an allergic reaction, including anaphylaxis, and knowing how to respond in an emergency.
- Attending appropriate allergy training as required.
- Being aware of pupils with known allergies for whom they have responsibility and understanding any relevant individual arrangements.
- Carefully considering the use of food or other potential allergens in lessons, activities and wider school events, and following any relevant risk-control measures.
- Supporting the wellbeing and inclusion of pupils with allergies.
- Following the school's emergency procedures in the event of an allergic reaction or suspected anaphylaxis and ensuring the incident is subsequently reported to the Allergy Lead.

Parents/carers

Parents/carers are responsible for:

- Being aware of this policy.
- Providing the school with accurate and up-to-date information about their child's medical needs, allergies, known allergens, dietary requirements and any history of allergic reactions or anaphylaxis.
- Informing the school promptly, via the agreed school communication route, of any changes to their child's allergy, medical needs, prescribed medication or dietary requirements.
- Providing the school, where prescribed, with two in-date Adrenaline Auto-Injectors (AAIs) for their child, together with any other prescribed medication required in school, such as inhalers or antihistamines, and ensuring these are replaced before they expire or following use.
- Providing the school with relevant Allergy Action Plans, medical information and other documentation supplied by healthcare professionals, where available. The statutory guidance expects schools to seek relevant information, including existing IHPs and/or Allergy Action Plans, and parents should be involved in decisions concerning their child's health information.
- Ensuring appropriate arrangements are in place to manage their child's allergy and/or medical needs when travelling to and from school where their child is not in the care or supervision of school staff, including ensuring access to any prescribed emergency medication that may be required during the journey.

- Following the school's requirements for packed lunches and snacks, including any restrictions or arrangements intended to reduce the risk of allergen exposure, and ensuring food brought from home is appropriately prepared, stored and labelled where required. The statutory guidance specifically recommends clear expectations for parents concerning lunchboxes and food brought into school.
- Where their child requires a special diet and they wish them to have a school meal, completing the school's special diet request process, including:
    - completing the required special diet request form;
    - confirming/signing the agreed special diet plan when received; and
    - providing a packed lunch until the special diet plan is in place or consenting to an agreed temporary meal option where appropriate.
- Following the school's guidance within this policy regarding food brought into school to be shared, including food for birthdays and celebrations.

Pupils with allergies

Pupils with allergies will be supported, according to their age, maturity, understanding and individual needs, to develop their understanding of their allergy and, where appropriate, to:

- Be aware of their allergens and the risks they may pose.
- Understand how and when their Adrenaline Auto-Injector (AAI) may be used.
- Wear their yellow allergy identification lanyard at lunchtime (all year groups).
- Sit within the designated supervised seating area at lunchtime, with up to two friends of their choice, where this arrangement applies (Reception to Year 3).

The use of allergy identification lanyards and designated seating is intended to support identification and safe supervision at lunchtime and not to segregate pupils with allergies from their peers. These arrangements will be implemented sensitively, taking account of each pupil's age, understanding, individual needs, dignity and inclusion.

All members of the school community are expected to support an allergy-aware environment by following the school's procedures and taking reasonable steps to reduce avoidable exposure to known allergens.

5. Assessing and Managing Risk

Identifying pupils at risk

The school requires parents/carers to complete a New Pupil Information Form before their child starts at the school. This includes a medical section, which must be completed. Any relevant medical information is shared with Mrs Szewczyk (Welfare Officer/Deputy Allergy Lead).

Where the school is notified of a new diagnosis, or a pupil with an allergy joins the school during the academic year, interim safety arrangements will be put in place without delay. Appropriate individual arrangements, including an Individual Healthcare Plan (IHP) where required, will be established as soon as practicable in consultation with parents/carers and, where appropriate, relevant healthcare professionals. Every effort will be made to ensure arrangements are in place within two weeks for pupils joining the school mid-term.

Identifying staff and visitors at risk

Staff are asked to inform the school of any allergy that may require consideration or support in the workplace. Relevant information will be recorded securely and, where appropriate, an individual risk assessment will be undertaken in consultation with the member of staff.

Visitors are asked to inform the school of any allergy that may require consideration during their visit. Where possible, this information will be obtained in advance, and visitors will also be prompted to provide relevant information when signing in using Inventory. Relevant information will be shared with staff on a need-to-know basis.

Allergy and Asthma Action Plans

Pupils with a known allergy to food or insect stings should be issued with an appropriate Allergy Action Plan by their healthcare professional. Pupils with asthma should be provided with an Asthma Action Plan by the relevant healthcare professional.

Where a pupil has an Allergy and/or Asthma Action Plan, this will be attached to their IHP. Action Plans include relevant medical information and consent for staff to administer emergency medicines, such as adrenaline for anaphylaxis or a reliever inhaler in the event of an asthma attack. Where an updated Action Plan is received, the pupil's IHP will be reviewed and updated accordingly.

Register of pupils with known allergies

The school maintains an up-to-date electronic register of pupils with known allergies. Relevant information is readily accessible to staff who require it, including appropriate paper copies of individual Allergy Action Plans in classrooms and other agreed locations. Relevant allergy information is also shared with catering staff and displayed with emergency medication where appropriate.

The register includes, where applicable:

- Known allergens and risk factors for anaphylaxis.
- Whether the pupil has been prescribed adrenaline devices (ADs), including the type and dose.
- Relevant information regarding consent for the administration of emergency medication.
- Whether the pupil has an IHP and/or Allergy Action Plan.
- A current photograph of the pupil to support accurate identification.

An up-to-date copy of the register is kept in the school office and can be accessed quickly by staff as part of an emergency response. Relevant information from the register is shared with staff on a need-to-know basis, for example information regarding food allergies with catering staff.

The use of current photographs and information about known allergens in relevant staff-accessible locations is identified as good practice within the statutory guidance.

Risk Assessments

Staff planning activities will consider the risk of exposure to known allergens and put appropriate control measures in place. A specific risk assessment will be undertaken where required, including for any pupil at risk of anaphylaxis taking part in an off-site visit or school trip.

Activities requiring consideration may include:

- Cooking and food-related activities.
- Science activities involving food or other potential allergens.
- Art and craft activities involving food packaging or materials that may contain allergens.
- Activities involving animals.
- External visitors or experiences involving food, animals or other known allergens.
- Off-site visits and school trips.

Risk assessments will take account of the individual pupil's known allergens, the nature of the activity, any relevant IHP or Allergy Action Plan, access to emergency medication and the arrangements required to enable the pupil to participate safely and inclusively. The statutory guidance makes clear that pupils should not be prevented from participating alongside their peers simply because there is a risk of allergen exposure; appropriate alternatives and control measures should be considered.

Where the school is aware that a visitor will be accompanied by an assistance dog and this may present an allergen risk to a pupil, the Allergy Lead or Deputy Allergy Lead will assess the risk and put appropriate control measures in place.

Where the school is made aware of an allergy affecting a member of staff, volunteer or visitor, reasonable steps will be taken to assess and manage any identified risk, where appropriate.

Managing risk

The school will take reasonable steps to reduce the risk of accidental allergen exposure across the school environment. This includes promoting good hand hygiene, discouraging the sharing of food and drink, ensuring pupils use their own named water bottles, and implementing appropriate cleaning and food-management procedures.

Specific arrangements for managing food allergens, medication, emergency response and off-site activities are set out in the relevant sections of this policy.

6. Operational Procedures

Catering

The school is committed to providing appropriate food options and clear allergen information to support safe choices for those using the school’s catering provision. Specific dietary arrangements will be made for pupils with allergies in accordance with the procedures below.

Catering staff (ISS) receive appropriate allergy training from ISS and the school records when this has taken place. Catering staff can identify pupils with allergies by yellow allergy identification lanyards and individual meal plans, as required. They will also follow appropriate hygiene and allergy procedures when preparing and serving food to reduce the risk of cross-contamination.

School menus are available for parents/carers to view on the school website. Pupils requiring a special diet will have an individual meal plan drawn up by ISS.

Where changes are made to school menus, the school will ensure that ISS continues to meet the agreed special dietary needs of pupils.

Allergen information for food supplied by the school or its catering provider will be provided in accordance with applicable food-information and allergen-labelling requirements.

Food restrictions

The school acknowledges that it is not possible to guarantee an allergen-free environment and therefore takes an allergy-aware approach to managing risk. To help reduce avoidable exposure, all members of the school community are asked not to bring the following foods onto the school premises or to school-organised activities:

- All types of nuts.
- Cereal, granola or chocolate bars containing nuts.
- Peanut butter or chocolate spreads containing nuts.
- Peanut-based sauces, such as satay.
- Sesame seeds and foods containing sesame seeds.

Where a pupil brings one of these foods into school, the item will be removed and stored safely away from pupils. Where necessary, an appropriate alternative meal or food item will be provided.

Whilst we encourage families to avoid products labelled ‘may contain nuts’ where reasonably practicable, we recognise that precautionary allergen labelling does not mean that the product contains nuts as an ingredient and that it is not feasible to guarantee a completely nut-free environment. All members of the school community are therefore expected to follow the school’s Allergy Policy and support an allergy-aware environment.

Food brought in to be shared

These requirements apply to food brought into school for sharing by pupils, parents/carers, staff, volunteers or visitors, including food provided for birthdays, celebrations and other events. This also includes food provided for before and after school clubs.

- Food containing nuts must not be brought into school for sharing, including boxes or packs containing individual items with nuts.
- Homemade food must not be brought into school for sharing, as ingredients and the risk of cross-contamination cannot be reliably verified.
- Food intended for sharing must be handed to the school office so that the packaging and allergen information can be checked before it is distributed.

- Food labelled ‘may contain nuts’, ‘may contain traces of nuts’ or ‘made in a factory that also handles/uses nuts’ will not be distributed to pupils.

The school recognises that unlabelled food can present a greater allergen risk than packaged food for which ingredient and precautionary allergen information is available. The additional controls applied to food brought in for sharing are intended to reduce avoidable risk while enabling pupils with allergies to participate safely and inclusively in celebrations and other school activities. The statutory guidance specifically identifies food brought in as treats or for birthdays as an area requiring consideration and recommends parental engagement and permission to support the safety and inclusion of pupils with allergies.

Insect bites/stings

Reasonable precautions will be taken to reduce the risk of insect stings during outdoor activities, particularly where the school is aware of an individual at increased risk of a serious allergic reaction.

When outdoors, shoes should be worn and, where feasible, food and drink should be covered.

During an emergency, exiting the building safely and promptly takes precedence over stopping to put on shoes, for example during a fire drill or evacuation.

The school acknowledges that some pupils with SEND, including neurodivergent pupils with sensory processing needs, may be unable to tolerate shoes and/or socks at all times. Where this is the case, an individual risk assessment will be undertaken by the SENDCo and reasonable adjustments will be implemented to support both the pupil's wellbeing and safety.

Animals

Where a pupil has a known animal allergy, appropriate measures will be identified through risk assessment to enable safe participation wherever reasonably possible.

All participants must wash their hands after interacting with animals.

Support for mental health

The school recognises that living with an allergy can affect a pupil's emotional wellbeing. Pupils with allergies will be offered additional pastoral support where needed, including check-ins with their class teacher and/or pastoral lead. Any bullying, teasing, intimidation or deliberate behaviour relating to a pupil's allergy will be taken seriously and addressed in accordance with the school's Behaviour Policy.

Events and school trips

Pupils with allergies will not be excluded from events, off-site activities or school trips because of their allergy. Appropriate planning and risk-control measures will be put in place to enable pupils to participate safely alongside their peers.

Staff supervising the activity or visit will be made aware of relevant pupils' allergies and individual arrangements and will have received appropriate allergy awareness and emergency-response training.

All pupils with known allergies must be individually identified within the risk assessment and/or event-specific plan for any off-site visit or trip. The risk assessment will consider the pupil's known allergens, arrangements for food where applicable, access to emergency medication, emergency procedures and access to appropriate medical assistance. The statutory guidance specifically highlights these considerations when planning out-of-school activities.

Relevant Individual Healthcare Plans (IHPs) and/or Allergy Action Plans will be available to staff responsible for the pupil during the visit, where appropriate.

All teaching and support staff receive annual refresher training in recognising and responding to anaphylaxis, including the administration of Adrenaline Auto-Injectors (AAIs).

Appropriate measures will be put in place in accordance with the school's procedures for off-site events and school trips, including the arrangements set out in the 'Use of Adrenaline Devices off school premises' section of this policy.

Procedures for handling an allergic reaction

As part of the whole-school awareness approach to allergies, all staff will be trained in the school's allergic reaction procedures (see below), and to recognise the signs of anaphylaxis and respond appropriately.

Staff will also be trained in the administration of Adrenaline Auto-Injectors (AAIs) to minimise any delay in a pupil receiving adrenaline in an emergency.

The school maintains a separate log of pupils who have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs to be used in the event of anaphylaxis. This is displayed in the cupboard where the AAIs are stored.

Emergency response to allergic reactions and anaphylaxis

These emergency principles apply where any person on the school premises, or participating in a school-organised activity, is suspected of experiencing anaphylaxis.

Where anaphylaxis is suspected, this will always be treated as a medical emergency. Adrenaline should be administered without delay where appropriate.

If in doubt, administer adrenaline

Staff will:

- stay with the person and immediately summon help;
- bring available emergency medication to the person rather than requiring them to walk to obtain it;

- administer adrenaline without delay, where appropriate, in accordance with any individual medical instructions available and staff training;
- call 999 and state that anaphylaxis is suspected;
- administer a further dose of adrenaline 5 minutes after the first dose if there has been no improvement, in accordance with individual medical instructions and current emergency guidance;
- ensure the person is appropriately positioned and is not allowed to stand or walk; and
- remain with and continuously monitor them until emergency medical help arrives.

Where the person experiencing the reaction is a pupil

Where an allergic reaction involves a pupil, staff will follow the pupil's current Allergy Action Plan and/or Individual Healthcare Plan (IHP), where available. Individual clinical instructions may vary and will take precedence where they provide specific directions for that pupil.

In addition to the emergency procedures above:

- The pupil's own prescribed adrenaline auto-injector (AAI) will be used in the first instance where it is immediately available and appropriate for use. Where the pupil's own AAI is unavailable or cannot be used, the school's spare AAI may be used in accordance with current guidance and the school's procedures.
- Where medication is required, it will be administered in accordance with the pupil's Allergy Action Plan/IHP, appropriate consent arrangements and the school's emergency procedures.
- Parents/carers will be informed as soon as practicable. Contacting parents/carers must not delay the administration of emergency medication, calling 999 or any other necessary emergency action.
- If the pupil is taken to hospital, a member of staff will remain with the pupil until their parent/carer arrives or, where necessary, accompany the pupil to hospital by ambulance in accordance with the school's emergency procedures.
- Following an allergic reaction that does not require transfer to hospital, the pupil will remain under appropriate adult supervision and will be monitored in accordance with their Allergy Action Plan/IHP and the circumstances of the reaction. Parents/carers will be informed of the reaction and of any treatment or medication administered.
- Details of the reaction, medication administered and subsequent action will be recorded in accordance with the school's incident-reporting procedures.

The same emergency procedures apply when a pupil is participating in an off-site school activity. Emergency treatment, including the administration of adrenaline and calling 999 where required, must not be delayed in order to contact the school. The lead member of staff will contact the school as soon as practicable, and the school office will then inform the pupil's parents/carers. Where an incident occurs during an overnight or residential visit outside normal school hours, the lead member of staff will contact the pupil's parents/carers directly.

Where a pupil does not have an Allergy Action Plan/IHP, staff will follow the school's emergency procedures outlined above and current emergency guidance.

Use of the school's spare AAI

The pupil's own prescribed AAI should be used in the first instance where it is immediately available and appropriate for use.

Where a pupil is known to be at risk of anaphylaxis, the school's spare AAI may be used where appropriate and in accordance with the pupil's Allergy Action Plan/IHP, consent arrangements and current guidance, including where their own prescribed AAI is not immediately available, is out of date, damaged or has misfired.

In exceptional circumstances where a person not previously known to be at risk of anaphylaxis develops suspected anaphylaxis, the school's spare AAI may be administered where this is necessary to save life, in accordance with current emergency guidance and staff training. An ambulance must be called immediately.

Mild or moderate allergic reactions

Where a pupil experiences a mild or moderate allergic reaction, staff will follow the pupil's Allergy Action Plan/IHP where available. The pupil will be monitored closely for any signs that the reaction is progressing to anaphylaxis and parents/carers will be informed. Antihistamine or other medication will only be administered where this is authorised and in accordance with the pupil's Allergy Action Plan/IHP and the school's procedures for administering medication.

If symptoms progress or anaphylaxis is suspected, staff will follow the emergency anaphylaxis procedure above without delay.

Asthma emergencies

Pupils with diagnosed asthma should have prompt access to their prescribed reliever inhaler and spacer. Where a pupil has an Asthma Action Plan, staff will follow the instructions contained within it.

If a pupil experiences an asthma attack, staff will remain with the pupil, obtain their reliever inhaler and spacer without delay and follow their individual Asthma Action Plan and the school's emergency asthma procedures. Emergency medical assistance will be sought where required by the pupil's plan or where the pupil's condition gives cause for concern.

The school maintains an emergency salbutamol inhaler and spacer for use in accordance with current government guidance. The emergency inhaler may only be used for a pupil who has been prescribed a reliever inhaler and where the required written consent is in place.

Where a pupil with a known food allergy develops sudden breathing difficulties, staff will also consider the possibility of anaphylaxis and respond accordingly.

7. Adrenaline Auto-Injectors (AAIs) and Adrenaline Devices (Ads)

The school’s Allergy Lead is responsible for buying AAIs and ensuring they are stored according to the guidance, i.e. stored at room temperature (in line with manufacturer’s guidelines), protected

from direct sunlight and extremes of temperature.

Children with prescribed AAIs:

One prescribed AAI is kept in the classroom and is taken with the children whenever they leave the classroom for other lessons. The second prescribe AAI is kept in the school office in an unlocked, labelled cupboard for ease of access. This ensures that one AAI is always within immediate reach and the second less than 5 minutes away if needed.

Spare AAIs will be kept separate from any pupil's own prescribed AAI and clearly labelled to avoid confusion.

Admin staff are responsible for checking monthly that AAIs are present and in date and replaced when their expiry date is near.

Since AAIs can only be used once, it will be disposed of in line with the manufacturer's guidance.

AAIs will be taken on all school trips and off-site events.

The school also holds an emergency anaphylaxis kit. This includes:

- Spare AAIs
- Instructions for the use of AAIs
- Instructions on storage
- Manufacturer's information
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- A note of arrangements for replacing injectors

8. Training

The school is committed to training all staff in allergy response. Training is undertaken yearly, at the start of the academic year and all staff sign to say they have undertaken the training modules. The training list is held in the office by the Health & Safety Co-ordinator, Mrs E Weaver.

Training is undertaken through online training modules or carried out in person by the School Nursing Team.

New staff, joining mid-way, have training as part of their induction.

The school's training for all members of staff, which will be carried out annually, includes:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- The importance of acting quickly in the case of anaphylaxis
- How to administer AAIs

Annual Health and Safety Briefing outlines:

- The wellbeing and inclusion implications of allergies
- Where AAIs are kept on the school site and how to access them

Training and induction for temporary staff and volunteers

All permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers will receive appropriate allergy-awareness information and training in accordance with current statutory guidance.

Arrangements will be proportionate to the individual's role and responsibilities. Supply and temporary staff will receive an allergy-safety induction on arrival, including information about pupils with known allergies relevant to their role, the school's emergency procedures and the location of emergency medication. Where training has been provided by a supply agency or other employer, the school will seek appropriate assurance that this has been completed.

Regular volunteers will receive appropriate allergy-awareness information and will be made aware of the school's emergency procedures and how to summon trained staff. Volunteers will not be expected to take responsibility for the management of a pupil's allergy unless this has been specifically agreed and they have received appropriate training.

Occasional volunteers and visitors who do not have responsibility for supervising pupils will be provided with relevant allergy-safety information appropriate to their role and will remain under the direction of school staff.

Supply teachers, including one-day supply

Before/at the start of the placement:

1. Agency confirms allergy-awareness training has been completed.
2. Supply teacher receives the short allergy emergency briefing/sheet.
3. They are shown:
    - where emergency AAIs are kept;
    - where emergency inhalers are kept;
    - how to summon assistance;
    - that medication (AAIs) is brought to the child, rather than sending the child to get it;
    - which children in the class have significant allergies and where their plans are accessed.
    - They acknowledge they have received/read the information.

9. Incident Reporting

The school will record serious allergy-related incidents and ‘near misses’ as soon as practicable and in accordance with the school's incident-reporting procedures.

Where the incident involves a pupil, their parents/carers will be informed as soon as practicable. Serious incidents and ‘near misses’ involving pupils will also be reported to the Governing Body through the school's appropriate reporting arrangements, and the Governing Body will receive

periodic reports on serious allergy-related incidents and 'near misses'. Where an incident involves a member of staff, volunteer or visitor, the school's appropriate health and safety reporting procedures will be followed.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the pupil is at home. This means that incident reporting is not limited to staff; the pupil, parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.

Following an incident or 'near miss', discussions will centre around reviewing practice and procedure, including the child's Allergy Action Plan, and changes will be made, as required, in light of any learning.

10. Links to other policies

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Behaviour Policy
- SEND Policy
- First Aid Policy
- Data Protection Policy