Tidbury Green School
Dickens Heath Road
Tidbury Green
Solihull
B90 1QW

Policy Name

Allergy Safety Policy

Date of Review

Summer Term 2026

Next Review Date

Summer Term 2028

Agreed by Governors

Autumn 2026

Date

September 2026

Policy:	Allergy Safey Policy
People authorised to make changes to this policy:	• Mrs R Fitter • Mrs E Smith
Committee responsible for approving policy:	Full Governing Body

Questions for the reviewer of this policy:	
Does this policy comply with statutory requirements and is relevant legislation and guidance referenced in the policy?	Yes
Does the policy reflect current evidence-based good practice?	Yes
Is the policy consistent with the vision and ethos of the school?	Yes
Does the policy reflect current practice in the school?	Yes

After policy review:	
Changes made:	New separate policy
Expected impact of updated policy:	Health and Safety of pupils, staff and visitors
Updated policy sent to governors:	July 2026
Updated policy sent to staff:	September 2026
Updated policy put on website:	September 2026

1. Introduction

Tidbury Green School is committed to providing a safe, inclusive and supportive environment in which every pupil can thrive. We recognise that allergies can have a significant impact on the health, wellbeing and educational experience of children and young people. We are committed to ensuring that pupils, staff, visitors and members of the wider school community who have allergies are protected through effective planning, appropriate training and robust procedures.

This Allergy Safety Policy sets out the school's approach to preventing exposure to known allergens, promoting awareness of allergy safety, responding effectively to allergic reactions and anaphylaxis, and ensuring that all members of the school community understand their roles and responsibilities. The policy forms part of the school's wider commitment to safeguarding, inclusion and the promotion of pupils' health and wellbeing.

Tidbury Green School adopts a whole-school approach to allergy management, working collaboratively with parents and carers, healthcare professionals, the governing body and external agencies where appropriate. We recognise that every individual has different needs and are committed to making reasonable adjustments to enable pupils with allergies to participate fully and safely in all aspects of school life, including educational visits, extracurricular activities and school events.

This policy will be reviewed bi-annually, or sooner where changes in legislation, statutory guidance or school practice require.

2. Legislative Framework

- This policy has been developed in accordance with current legislation and statutory guidance, including but not limited to:
- Section 34 of the Children's Wellbeing and Schools Act 2026.
- The Department for Education statutory guidance on Allergy Safety in Schools, Colleges and Early Years Settings.
- The Children and Families Act 2014.
- The Equality Act 2010.
- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Special Educational Needs and Disability (SEND) Code of Practice: 0–25 years.
- Supporting Pupils at School with Medical Conditions (Department for Education).
- Keeping Children Safe in Education (current edition).
- The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy should be read alongside the school's Medical Conditions Policy, First Aid Policy, Health and Safety Policy, Safeguarding and Child Protection Policy, Educational Visits Policy, Behaviour Policy and Data Protection Policy.

The Governing Body and Headteacher are responsible for ensuring that this policy is implemented effectively, reviewed regularly and communicated to all staff, parents and carers. A named member of the Senior Leadership Team has strategic responsibility for allergy safety, including overseeing implementation, monitoring compliance and coordinating the annual review of this policy.

3 Who This Policy Applies To

This policy applies to everyone within the Tidbury Green School community, including:

- All pupils.
- All employees, including teaching staff, support staff, leadership staff and temporary staff.
- Supply teachers, agency staff, volunteers and trainee teachers.
- Governors and trustees when carrying out their duties within the school.

- Contractors, visitors and external providers working on the school site where their activities may impact on allergy safety.
- Parents and carers, who play a vital role in providing accurate and up-to-date information about their child's allergies and prescribed medication.

The principles set out in this policy apply throughout the school day and to all school activities, including breakfast and after-school clubs, educational visits, residential visits, sporting events and any activities organised or led by the school, whether on or off the school site.

4. Our Responsibilities

Creating a safe environment for pupils with allergies is a shared responsibility. Everyone within the Tidbury Green School community has a role to play in reducing risks, promoting awareness and responding effectively in an emergency.

The Governing Body

The Governing Body is responsible for:

- Ensuring the school complies with relevant legislation and statutory guidance.
- Approving and reviewing this policy annually.
- Ensuring suitable arrangements are in place to support pupils with allergies.
- Monitoring the effectiveness of the school's allergy management procedures.

The Headteacher

The Headteacher is responsible for:

- Ensuring this policy is implemented consistently across the school.
- Appointing a member of the Senior Leadership Team to lead on allergy safety.
- Ensuring appropriate staff training is provided and refreshed annually.
- Ensuring suitable resources, including emergency medication where appropriate, are available.

The Senior Leadership Team Allergy Lead

The nominated Allergy Lead is responsible for:

- Coordinating the implementation and bi-annual review of this policy.
- Maintaining oversight of allergy records and Individual Healthcare Plans (IHPs).
- Supporting staff with allergy management procedures.
- Monitoring incidents and identifying opportunities for improvement.

All Staff

All staff are responsible for:

- Following this policy and any relevant Individual Healthcare Plans.
- Attending allergy awareness and emergency response training.
- Taking reasonable steps to reduce the risk of exposure to known allergens.
- Acting promptly and appropriately in the event of an allergic reaction or suspected anaphylaxis.
- Reporting any allergy-related incidents or near misses.

Parents and Carers

Parents and carers are responsible for:

- Informing the school of any diagnosed allergies or changes to their child's medical needs.
- Providing prescribed medication, ensuring it is in date and replacing it when necessary.
- Providing up-to-date Allergy Action Plans or other relevant medical information.
- Working in partnership with the school to support their child's safety and wellbeing.

Pupils

Where appropriate to their age and understanding, pupils are encouraged to:

- Tell a member of staff if they feel unwell or think they are having an allergic reaction.
- Avoid sharing food, drinks or medication.
- Follow agreed arrangements to help keep themselves and others safe.
- Treat classmates with allergies with kindness, respect and understanding.

5. Procedures

5.1 Creating an Allergy Aware Culture

Tidbury Green School is committed to fostering a culture where allergy safety is understood, promoted and embedded throughout the school community. We recognise that effective allergy management relies on informed staff, proactive planning and a shared responsibility for keeping pupils safe.

The school will promote an inclusive environment that supports pupils with allergies while encouraging understanding, respect and empathy amongst staff, pupils and the wider school

community. Allergy safety forms part of the school's wider safeguarding, health and wellbeing responsibilities.

5.2 Staff Awareness and Training

All staff who are present during times when pupils are on site will receive allergy awareness and emergency response training at least annually. This includes:

- Teaching staff.
- Support staff.
- Senior leaders.
- Temporary and agency staff.
- Catering staff.
- Staff supervising breakfast clubs, after-school clubs and extracurricular activities.
- Regular volunteers.
- Contractors with no direct pupil-facing responsibilities, such as maintenance personnel, are not required to undertake allergy awareness training but will be expected to follow any site-specific health and safety arrangements.
- New members of staff will receive allergy awareness information as part of their induction before taking responsibility for pupils wherever reasonably practicable. Supply and agency staff will receive appropriate information about pupils with known allergies, emergency procedures and the location of emergency medication before commencing their duties.
- The Senior Leadership Team member responsible for allergy safety will maintain records of staff training and ensure refresher training is completed annually or sooner where changes in guidance, procedures or individual pupil needs require additional training.

5.3 Training Content

Allergy awareness and emergency response training will enable staff to:

- Understand what allergies are, how allergic reactions occur and the risks they present.
- Recognise that allergy may include food allergy, asthma, eczema, hay fever and other allergic conditions, which may occur together.
- Understand the difference between food allergy, coeliac disease and food intolerance.
- Identify common allergens and know where information about individual allergy triggers can be found.
- Recognise the signs and symptoms of mild, moderate and severe allergic reactions, including anaphylaxis.

- Respond promptly and appropriately to an allergic reaction by following the school's emergency procedures.
- Know how to contact emergency services and inform parents or carers following a serious allergic reaction.
- Locate and administer emergency medication, including prescribed adrenaline auto-injectors, spare adrenaline auto-injectors and emergency asthma medication where appropriate.
- Use adrenaline auto-injectors safely and confidently in an emergency.
- Understand the emotional and wellbeing impact that living with allergies may have on children and young people.
- Understand and follow the school's Allergy Safety Policy and associated procedures.
- Access and follow Individual Healthcare Plans (IHPs), Allergy Action Plans and Asthma Action Plans where applicable.
- Understand their individual responsibilities for reducing the risk of allergen exposure.
- Record and report all allergy-related incidents, including allergic reactions, anaphylaxis and near misses, in accordance with the school's reporting procedures.

5.4 Additional Training

Where a pupil has specific medical needs requiring individual healthcare arrangements, additional training will be provided for relevant staff where appropriate. This may include training delivered by healthcare professionals or specialist practitioners.

This additional training supplements, but does not replace, the annual allergy awareness and emergency response training provided to all staff.

5.5 Promoting Awareness

The school will promote allergy awareness through:

- Age-appropriate education that encourages pupils to understand and respect the needs of others.
- Promoting good hygiene practices, including effective handwashing before and after eating.
- Encouraging pupils not to share food, drinks, utensils or medication.
- Providing parents and carers with relevant information about the school's allergy procedures where appropriate.
- Reviewing allergy-related incidents and near misses to identify learning opportunities and improve practice.

Allergy safety is regarded as a whole-school responsibility and forms part of the school's commitment to safeguarding, inclusion and the health and wellbeing of all members of the school community.

6. Risk Assessment and Allergy Management

6.1 Promoting Wellbeing

Tidbury Green School recognises that living with an allergy can affect a child's confidence, emotional wellbeing and sense of belonging. The possibility of an allergic reaction or anaphylaxis may cause anxiety for pupils and their families, and the school is committed to providing an environment in which pupils feel safe, included and supported.

We will:

- Foster an inclusive culture where pupils with allergies are treated with dignity, respect and understanding.
- Work in partnership with parents, carers and healthcare professionals to ensure appropriate support is in place.
- Encourage pupils to speak to a trusted adult if they have concerns about managing their allergy or if they feel worried or anxious.
- Ensure staff understand the emotional impact that allergies may have on pupils and respond sensitively to individual needs.
- Promote age-appropriate understanding of allergies to encourage empathy and reduce misconceptions amongst pupils.

6.2 Preventing Bullying

Tidbury Green School has a zero-tolerance approach to bullying, discrimination or harassment relating to medical conditions, including allergies.

Any behaviour that places a pupil at risk because of their allergy, including teasing, intimidation, deliberate exposure to allergens or misuse of medication, will be treated as a serious breach of the school's Behaviour Policy and Anti-Bullying Policy.

All concerns will be investigated promptly and appropriate action taken to safeguard the pupil concerned.

6.3 Minimising the Risk of Allergen Exposure

The school will take reasonable and proportionate steps to minimise the risk of pupils, staff and visitors coming into contact with known allergens.

Risk reduction measures include:

- Maintaining accurate records of known allergies and ensuring relevant staff have access to this information.

- Ensuring staff are familiar with Individual Healthcare Plans (IHPs), Allergy Action Plans and Asthma Action Plans where applicable.
- Promoting effective handwashing before and after eating.
- Encouraging pupils not to share food, drinks, utensils or medication.
- Cleaning eating areas and classroom surfaces appropriately to reduce cross-contamination.
- Considering allergy risks when organising classroom activities, celebrations and school events.

The school recognises that it cannot guarantee an allergen-free environment; however, every reasonable step will be taken to minimise foreseeable risks.

6.4 Food Provided by the School

Where food is prepared or provided by the school or its catering provider, reasonable measures will be taken to reduce the risk of allergen exposure.

This includes:

- Working with catering providers to ensure allergen information is available for food provided.
- Making allergen information accessible to pupils, parents and staff where appropriate.
- Ensuring catering staff are aware of pupils with medically diagnosed food allergies.
- Implementing procedures to reduce the risk of cross-contamination during food preparation and service where reasonably practicable.

Food safety arrangements should be read alongside the school's Catering and Food Safety procedures.

6.5 Food Brought into School

The school recognises that food brought onto the school site by pupils, staff or visitors may present a risk to individuals with allergies.

To reduce this risk:

- Parents and carers will be informed where restrictions are necessary to support an individual pupil's medical needs.
- Staff will monitor food-related activities where appropriate.
- Pupils will be encouraged not to share food or drinks.
- Any food used as part of classroom activities will be risk assessed in advance.

The school will carefully consider requests for food-based celebrations and will encourage alternatives where appropriate to reduce unnecessary risks.

6.6 Airborne and Contact Allergens

Where a pupil has a known allergy to airborne or contact allergens, the school will undertake an individual risk assessment and implement reasonable adjustments to minimise exposure.

This may include:

- Reviewing classroom resources and materials.
- Considering seating arrangements.
- Restricting the use of specific products where appropriate.
- Implementing enhanced cleaning procedures.
- Providing additional supervision where required.

Control measures will be determined according to the individual needs of the pupil and advice provided by healthcare professionals.

6.7 Curriculum Activities

Staff planning activities must consider whether pupils may be exposed to allergens.

Risk assessments will be undertaken where appropriate for activities including:

- Food technology and cooking.
- Science investigations.
- Art and craft activities.
- Music activities involving shared equipment.
- Animal visits or handling.
- Gardening and outdoor learning.

Alternative resources or reasonable adjustments will be provided where necessary to enable pupils with allergies to participate safely.

6.8 Educational Visits and Off-Site Activities

All educational visits, residential visits and off-site activities will include consideration of allergy risks as part of the visit risk assessment.

Planning will include:

- Reviewing Individual Healthcare Plans and Allergy Action Plans.
- Ensuring emergency medication accompanies the pupil at all times.

- Confirming that appropriately trained staff attend the visit.
- Considering access to emergency medical services.
- Liaising with venues or activity providers regarding allergen management where appropriate.

No pupil will be excluded from educational visits solely because they have an allergy unless a risk assessment identifies that the risk cannot be managed safely.

6.9 Identifying Individuals with Allergies

The school will maintain accurate records of pupils with known allergies and ensure appropriate information is shared with relevant staff.

Information regarding allergies will normally be obtained:

- During the admission process.
- Through information provided by parents or carers.
- From healthcare professionals where appropriate.
- During transition from previous educational settings.
- Whenever parents notify the school of changes to a child's medical condition.

Where appropriate, the school will also record known allergies affecting members of staff and regular visitors where this is necessary to support their health and safety whilst on site.

6.10 Allergy Records and Individual Healthcare Plans

The school will maintain an up-to-date register of pupils with known allergies.

Where appropriate, records will include:

- The pupil's known allergens.
- The severity of the allergy.
- Prescribed medication, including adrenaline auto-injectors.
- The location of medication.
- Emergency contact details.
- An Individual Healthcare Plan (IHP), where required.
- A current Allergy Action Plan and/or Asthma Action Plan provided by a healthcare professional.

These records will be reviewed regularly and updated whenever new information is received from parents, carers or healthcare professionals. Information will be shared only with staff who

require it to fulfil their safeguarding and duty of care responsibilities, in accordance with the UK GDPR and the school's Data Protection Policy.

7. Record Keeping

Accurate and up-to-date records are essential to ensuring the safety and wellbeing of pupils with allergies. Tidbury Green School will maintain clear and confidential records to support effective allergy management and emergency response.

The Senior Leadership Team member with responsibility for allergy safety will oversee the maintenance and regular review of allergy records.

7.1 Allergy Register

The school will maintain a confidential register of pupils with known allergies. Where appropriate, this will include:

- The pupil's name, date of birth and class.
- Details of diagnosed allergies and known allergens.
- The severity of the allergy and identified risks.
- Prescribed medication, including adrenaline auto-injectors (AAIs) and other emergency medication.
- The location of prescribed medication.
- Details of any Individual Healthcare Plan (IHP).
- A current Allergy Action Plan and/or Asthma Action Plan provided by a healthcare professional.
- Emergency contact details for parents or carers.
- The dates on which medication expires and arrangements for replacement.

The register will be reviewed regularly and updated whenever new information is received from parents, carers or healthcare professionals.

7.2 Individual Healthcare Plans

Where a pupil requires additional support to manage their allergy, an Individual Healthcare Plan (IHP) will be developed in partnership with parents or carers and, where appropriate, healthcare professionals.

Individual Healthcare Plans will be reviewed:

- At least annually.
- Following any significant allergic reaction or medical incident.
- Whenever a pupil's medical needs change.

- Whenever an updated Allergy Action Plan or Asthma Action Plan is provided.

7.3 Recording Incidents

All allergy-related incidents, allergic reactions, administration of emergency medication and near misses will be recorded promptly using the school's reporting procedures.

Records will include:

- The date, time and location of the incident.
- A description of what occurred.
- The action taken by staff.
- Details of any medication administered.
- Whether emergency services were contacted.
- Communication with parents or carers.
- Any follow-up actions or recommendations to reduce future risk.

Following a serious incident or near miss, the school will review its procedures and risk assessments to identify lessons learned and implement any necessary improvements.

7.4 Sharing Information

Relevant allergy information will be shared only with staff who require it to carry out their safeguarding and duty of care responsibilities.

Appropriate staff, including teaching staff, support staff, catering staff, lunchtime supervisors and those leading educational visits or extracurricular activities, will have access to the information they need to support pupils safely.

The school will ensure that information is shared sensitively, respecting the dignity and privacy of pupils while enabling staff to respond effectively in an emergency.

7.5 Data Protection

Information relating to a pupil's allergies and medical conditions is classified as special category personal data and will be processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Data Protection Policy.

All records will be stored securely, accessed only by authorised personnel and retained in accordance with the school's records management procedures. Parents and carers are responsible for informing the school promptly of any changes to their child's medical needs to ensure records remain accurate and up to date.

8. Training

Tidbury Green School is committed to ensuring that all staff have the knowledge, skills and confidence to support pupils with allergies and respond effectively in the event of an allergic reaction or anaphylaxis.

8.1 Whole-School Training

All staff who are present when pupils are on site will receive allergy awareness and emergency response training at least annually. This includes:

- Teaching staff.
- Support staff.
- Senior leaders.
- Lunchtime supervisors.
- Catering staff.
- Breakfast and after-school club staff.
- Temporary, agency and supply staff.
- Regular volunteers.

The training programme will ensure staff understand:

- The different types of allergies and allergic conditions.
- The signs and symptoms of allergic reactions and anaphylaxis.
- How to reduce the risk of allergen exposure.
- The school's procedures for managing allergies.
- The location and use of emergency medication, including adrenaline auto-injectors (AAIs).
- How to access and follow Individual Healthcare Plans (IHPs), Allergy Action Plans and Asthma Action Plans.
- Emergency response procedures, including contacting emergency services and informing parents or carers.
- How to record and report allergy-related incidents and near misses.

8.2 Induction and Ongoing Training

All new members of staff will receive allergy awareness information as part of their induction before taking responsibility for pupils wherever reasonably practicable.

Supply staff, agency staff and other adults working with pupils will be provided with appropriate information regarding pupils with known allergies, emergency procedures and the location of emergency medication before commencing their duties.

Where a pupil has complex or individual medical needs, additional training will be provided for relevant staff where required. This may be delivered in partnership with healthcare professionals and will complement, rather than replace, whole-school allergy awareness training.

Training records will be maintained by the school and reviewed regularly to ensure all staff remain competent and confident in carrying out their responsibilities.

8.3 Individually Prescribed Adrenaline Auto-Injectors

The school recognises that anaphylaxis is a life-threatening medical emergency and that adrenaline should be administered as soon as possible, and ideally within five minutes of the onset of symptoms.

Each pupil who has been prescribed an adrenaline auto-injector (AAI) will have:

- A prescribed AAI supplied by parents/carers in accordance with their medical needs.
- An up-to-date Allergy Action Plan provided by the child's healthcare professional.
- A record held by the school detailing the location of their prescribed medication and Allergy Action Plan.

The pupil's prescribed AAIs are stored in the medical box within their classroom. These medical boxes are accessible to staff only and are clearly identified to enable staff to retrieve the medication quickly in an emergency.

Staff are made aware of pupils with severe allergies and the location of their prescribed medication to ensure rapid access throughout the school day. When pupils are in the dining hall, playground, sports areas, or participating in educational visits or off-site activities, a trained member of staff will ensure that the pupil's prescribed AAIs accompany them so that they remain accessible at all times. The school will ensure that no pupil is more than five minutes from their prescribed adrenaline medication.

Parents/carers are responsible for ensuring their child's prescribed AAI is available for the journey to and from school. Parents/carers are also responsible for ensuring that all prescribed AAIs remain within their expiry date and are replaced promptly when required. The school will carry out regular checks of medication held on site and will notify parents in advance of expiry dates where replacements are required.

8.4 School "Spare" Adrenaline Auto-Injectors

The school maintains a supply of spare adrenaline auto-injectors for emergency use. Spare AAIs are intended for use where:

- A pupil has been diagnosed as being at risk of anaphylaxis and has both parental consent and a completed Allergy Action Plan authorising the use of the school's spare device.
- The pupil's own prescribed AAI is not immediately available, has been used and a second dose is required, is damaged or is out of date.

The school's spare AAIs are stored in the main office in a clearly labelled emergency anaphylaxis kit. This location is accessible to staff at all times and is not locked away. The emergency kit is clearly

distinguished from medication prescribed to individual pupils to prevent confusion during an emergency.

Spare AAIs are stocked and stored in pairs to ensure that a second dose is immediately available if clinically indicated. The school will review the location and number of spare AAIs regularly to ensure that, wherever pupils are on the school site, an adrenaline device can be accessed and administered within five minutes. Additional spare devices will be considered should changes to the school site, pupil numbers or activities require them.

The designated member of staff is responsible for:

- Maintaining a register of pupils eligible to receive a spare AAI.
- Ensuring that spare AAIs remain in date and are checked regularly as part of the school's medication monitoring procedures.
- Arranging prompt replacement of spare AAIs after use or before their expiry date.
- Ensuring used or expired AAIs are disposed of safely as clinical sharps in accordance with local procedures.
- Maintaining records of all incidents involving the administration of either a prescribed or spare AAI.

Following any administration of adrenaline, emergency services (999) will be called immediately, parents/carers will be informed as soon as practicable, and the incident will be recorded in accordance with the school's medical needs procedures.

9. Monitoring and Review

The Governing Body and Headteacher are responsible for ensuring that this policy is implemented effectively and remains compliant with current legislation and statutory guidance.

The Senior Leadership Team member with responsibility for allergy safety will monitor the implementation of this policy throughout the academic year by:

- Reviewing allergy records and Individual Healthcare Plans.
- Monitoring staff training and induction records.
- Reviewing allergy-related incidents, administration of emergency medication and near misses.
- Monitoring compliance with agreed risk assessments and control measures.
- Seeking feedback from staff, pupils, parents and carers where appropriate.
- Identifying opportunities to improve practice and reduce future risks.

This policy will be formally reviewed at least annually or sooner where:

- There are changes to legislation or statutory guidance.
- An allergy-related incident or near miss identifies the need for improvement.

- There are significant changes to school procedures or staffing.
- The Governing Body requests an earlier review.

The outcomes of policy reviews will be reported to the Governing Body, and any necessary amendments will be implemented promptly.

10. Related Policies

This policy should be read alongside the following Tidbury Green School policies and procedures:

- Medical Conditions Policy.
- First Aid Policy.
- Supporting Pupils with Medical Conditions Procedures.
- Health and Safety Policy.
- Safeguarding and Child Protection Policy.
- Behaviour Policy.
- Anti-Bullying Policy.
- Educational Visits Policy.
- Educational Visits Risk Assessment Procedures.
- Food Safety and Catering Procedures.
- Data Protection Policy.
- Special Educational Needs and Disabilities (SEND) Policy.
- Equality, Diversity and Inclusion Policy.
- Attendance Policy.
- Emergency Planning and Critical Incident Procedures.

These documents should be considered together to ensure a consistent, coordinated and effective approach to safeguarding the health, safety and wellbeing of all members of the school community.