Walter Infant School & Nursery

Allergy Safety Policy

Version	Action	By	Date
1	Approved	Full Governing Body	October 2026

Responsibility of: Full Governing Body and the Headteacher
Date of Review: October 2027

'To be the best I can be'

Contents

1. Aims 3
2. Legislation and guidance 3
3. Roles and responsibilities 3
4. Identifying individuals at risk 5
5. Assessing risk 8
6. Minimising risk 8
7. Procedures for handling an allergic reaction 9
8. Adrenaline devices (ADs) 9
9. Serious incidents and ‘near misses’ 11
10. Allergy awareness 13
11. Wellbeing 14
12. Information sharing 14
13. Monitoring arrangements 14
14. Links to other policies 15

1. Aims

This policy aims to:

Walter Infant School & Nursery is committed to providing a safe and inclusive environment for all children. This policy outlines the school's approach to managing allergies, reducing the risk of exposure to allergens, and ensuring appropriate procedures are in place to respond to allergic reactions and medical emergencies.

Walter Infant School and Nursery is committed to supporting pupils with allergies, ensuring their safety, wellbeing, and full inclusion in all aspects of school life.

Walter Infant School and Nursery is committed to promoting and maintaining a high level of allergy awareness across the entire school community.

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

The Food Information Regulations 2014

The Food Information (Amendment) (England) Regulations 2019

3. Roles and responsibilities

3.1 The Governing Body

The governing body is responsible for ensuring:

Risks relating to pupils with allergy are included in the risk register and actively managed

Walter Infant School and Nursery has an allergy safety policy which sets out:

- Arrangements to reduce the risk of individuals coming into contact with their known allergens
- Emergency response plans for cases of anaphylaxis

The governing body delegates the day-to-day implementation of this policy to the allergy safety manager.

3.2 Allergy safety lead

The nominated allergy safety lead is Stephanie Bell, Deputy Headteacher, Mental Health & Wellbeing Lead alongside Lynnette Hemmings

They're responsible for:

Implementing this allergy safety policy

Reviewing the allergy safety policy at least annually, updating it when needed, and making sure it is published

Promoting and maintaining allergy awareness across our school community

- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (AD)

Ensuring:

- All allergy information is up to date and readily available to relevant members of staff
- All pupils who require support with allergies have an up-to-date individual healthcare plan (IHP)
- All pupils with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional
- All staff receive regular allergy awareness training
- All staff are aware of the school's policy and procedures regarding allergies
- Relevant staff are aware of what activities need an allergy risk assessment
- Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff:
    - What lessons there are to learn
    - Any potential changes to the medical conditions and/or allergy safety policies and/or to any pupil's IHP
    - All incidents must be reported to Wokingham Borough Council by completing the Schools Health & Safety Incident form and sent to Wokingham Borough Council via healthandsafety@wokingham.gov.uk
    - All incidents will be shared with the Governing Body at the next Full Governing Body (FGB) Meeting by the health & Safety Governor

3.3 Headteacher

The headteacher is responsible for:

Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances

3.4 Ensuring AAIs are in date & replacements

Lynnette Hemmings and Stephanie Bell are responsible for:

Checking spare Adrenaline Auto Injectors (AAIs) are present and in date on a monthly basis

Making sure that replacement AAIs are obtained when expiry dates approach

3.5 Teaching and support staff

All teaching and support staff are responsible for:

Promoting and maintaining allergy awareness among pupils

Maintaining awareness of our allergy safety policy and procedures

Being able to recognise the signs of severe allergic reactions and anaphylaxis

Being aware of specific pupils with allergies in their care

Reducing the risk to pupils with known allergies coming into contact with known allergens

Ensuring the wellbeing and inclusion of pupils with allergies

Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead

3.6 Parents/carers

Parents/carers are responsible for:

Being aware of our school's allergy safety policy

Providing Walter Infant School and Nursery with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis

If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced before they expire

Upon admission to the school, parents/carers are issued with a welcome letter containing a unique registration code, together with guidance on how to access the Tucasi online system. Parents/carers are required to register their child on the system and confirm any dietary requirements or food allergies. Once registration has been completed and dietary information has been verified, parents/carers can use the Tucasi platform (SCO Pay App) to order their child's school lunches.

Parents/carers must order their child's meals via the SCO Pay App in advance (the latest is 11pm the night before) including listing if they are having a home packed lunch.

In the event that a meal has not been pre-ordered and a child has not brought a packed lunch, Walter Infant School & Nursery will email parents/carers to advise that no meal selection was made and that their child will be provided with a safe meal option of a jacket potato.

Where a child with a known food allergy has neither a pre-ordered meal nor a packed lunch, the school will contact parents/carers by telephone to discuss and confirm the safe meal option before it is provided. A record of the agreed arrangement will be confirmed in writing by email to ensure an appropriate audit trail is maintained.

3.7 Pupils without allergies

These pupils are responsible for:

Being aware of allergens and the risk they pose to their peers.

4. Identifying individuals at risk

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Common allergic conditions include:

Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould

Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals

Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis

Asthma which may be triggered by airborne allergens

Allergy to insect stings and medicines

4.1 Identifying pupils at risk

We will:

For new starters, send a form to all parent/carers of pupils after their place at Walter Infant School and Nursery has been confirmed, but before their first school year starts, to confirm any allergy the pupil has and whether they carry medication. Where a pupil has a new diagnosis and/or has moved to Walter Infant School and Nursery mid-term, we will send a form and put arrangements in place with immediate effect.

Send a reminder to parents/carers at the start of each year asking them to update their child's medical information as necessary

We ask that parents/carers proactively inform us by either phone call to Walter Infant School and Nursery (0118 978 0825) or an email to (admin@walter.wokingham.sch.uk) if their child's medical needs change during Walter Infant School and Nursery year.

4.2 Identifying staff and visitors at risk

Ask new staff to provide details of their allergies in advance of their start date

Ask visitors to provide details of their allergies in advance of their visit

4.3 Individual healthcare plans (IHP)

Pupils should have an IHP if they:

Have an allergy which has a functional impact on them in Walter Infant School and Nursery environment

They are at risk of harm as a result of their allergy; and

Require arrangements which are additional to or different from those made generally

It is not necessary for a pupil to have a formal diagnosis of allergy for them to have an IHP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the pupil. Walter Infant School and Nursery will make every effort to make sure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Not all children with an allergy will require an IHP. Some allergies will have little or no impact on the pupil while they are at school, or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

The headteacher is responsible for deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's managing medicines and illness in school policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances.

Walter Infant School and Nursery will consider the following principles:

- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, an IHP may not be required
- If the pupil only needs non-prescription medication and the school's medical conditions policy would permit them to carry and administer it, an IHP may not be required

IHPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school or college, their IHP will be shared as part of the transition.

4.4 Allergy and asthma action plans

All pupils who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

All pupils who have asthma should be issued with an asthma action plan by their healthcare professional.
The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.
The allergy action plan and/or asthma action plan should be attached to the pupil's IHP. Whenever the allergy action plan is updated, the pupil's IHP should be reviewed to incorporate it.

4.5 Register of pupils with known allergies

Walter Infant School and Nursery maintains a register of pupils who have a known allergy. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed ADs (and if so, what type and dose)
- Where a pupil has been prescribed an AD, whether parental consent has been given to administer emergency medication
- A photograph of each pupil to allow a visual check to be made (parental approval will be requested)

The register is kept [in Walter Infant School and Nursery office and in Walter Infant School and Nursery kitchen] and can be checked quickly by any member of staff as part of initiating an emergency response

5. Assessing risk

Walter Infant School and Nursery will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

Lessons such as food technology

Science experiments involving foods

Crafts using food packaging

Off-site events and school trips

Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

6. Minimising risk

6.1 Hygiene procedures

Pupils are reminded to wash their hands before and after eating

Sharing of food, food containers, and food utensils is not allowed

Pupils have their own named water bottles

Pupils will be allocated a purple wrist band and plate to clearly identify their allergy when serving a school lunch

Where food is not directly provided by the school, parental engagement and permission will be sought in advance

6.2 Catering

Walter Infant School and Nursery is committed to providing safe food options to meet the dietary needs of pupils with allergies.

Catering staff receive appropriate training and are able to identify pupils with allergies

Walter Infant School and Nursery will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements

School menus are available for parents/carers and pupils to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers

Where changes are made to school menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of pupils

Food allergen information relating to the ‘top 14’ allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)

Where food is provided by the school, staff will understand how to read labels for food allergens

Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

6.3 Insect bites/stings

When outdoors:

Shoes should always be worn

Food and drink should be covered

6.4 Animals

All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact

Pupils with animal allergies will not interact with animals

6.5 Visits and trips

No pupils with allergies will be excluded from taking part

Walter Infant School and Nursery will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training

Walter Infant School and Nursery will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip

Pupils at risk of anaphylaxis will be with an adult in line with the agreed ratio from the Education Visits policy and that adult will carry AD/Inhalers and other medication in the child's named medical bag

Staff trained to administer adrenaline in an emergency will be present on Walter Infant School and Nursery trip

Appropriate measures will be taken in line with the school's AD protocols for off-site events and school trips (see section 8.5).

7. Procedures for handling an allergic reaction

All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately

Staff are trained in the administration of adrenaline to minimise delays in an emergency

If the pupil has an allergy action plan, this must be followed

A spare school AD device will only be used if:

- The pupil does not have a prescribed AD
- The pupil's prescribed AD are not available or misfire

8. Adrenaline devices (ADs)

8.1 Prescribed ADs

Pupils who are prescribed ADs will have their AD near them at all times when in school including school trips. It is recommended that two devices are held by Walter Infant School and Nursery at all times.
They should be:

- In an appropriate central location that is unlocked and accessible at all times (The Anaphylaxis KITT will be stored outside the office at Walter Infant School & Nursery)
- **No more than** 5 minutes away from where they may be needed
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

- A copy of the pupil's allergy action plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.
- Parents/carers to take individually prescribed ADs home at the end of the academic year to check expiry dates.

Records for children with allergies will be maintained within the school's Allergy Register and in a designated medical bag. The medical bag will contain a current photograph of the child, the child's name, details of their allergies, prescribed medication, and parent/carer contact information. It will also include the child's Allergy Action Plan, Individual Healthcare Plan (IHP), and signed parental consent for the administration of medication. Along with a felt tip pen to be able to log times if medication has been administered.

For all educational visits and off-site activities, the medical bag must accompany the child and remain in the care of the designated group leader at all times to ensure that emergency medication and essential medical information are readily accessible if required.

8.2 Spare ADs and inhalers.

The allergy safety lead is responsible for sourcing spare ADs (and an emergency asthma reliever inhaler) and ensuring they are stored according to the guidance.

ADs will be sourced from https://kittmedical.com/

Kitt Medical will provide Anaphylaxis Kitt Service

ADs provided by Kitt Medical will be 2x300mcg (Children age 6-12+ years), 2x150mcg (Children under the age of six) The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of the AAI guidance)

Spare ADs will be stored outside The Office at Walter Infant School and Nursery:

In an appropriate central location that is unlocked and accessible to staff only at all times

No more than 5 minutes away from where they may be needed

ADs will be Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

Spare AAIs will be kept:

In pairs, in case a second one is necessary

Separate from any pupils' prescribed ADs and clearly labelled to avoid confusion

Stephanie Bell & Lynnette Hemmings are responsible for:

Checking monthly that spare ADs and the emergency asthma reliver inhaler are present and in date

Obtaining replacement ADs when the expiry date is near or after an AD is used

8.3 Disposal

ADs can only be used once. Once an AD has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

8.4 Using spare ADs in an emergency situation without prior consent

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

In an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

8.5 Use of ADs off school premises

In line with the Education Visits Policy

15.2 The Visit Leader must ensure that they have read about and noted any medical conditions declared on the parental consent forms (Form EV2) prior to the visit taking place. The Visit Leader is responsible for ensuring that necessary medication, such as asthma inhalers, are taken on the visit and are easily accessible throughout the day.

Please refer to the Education Visits Policy section 16 for the Allergy Management on Educational Visits.

9. Serious incidents and 'near misses'

All allergy-related near misses must be reported using the school's Allergy Near Miss Record Form. Near misses will be reviewed by the designated Allergy Lead and senior leadership team to identify contributory factors, lessons learned, and preventive actions. Trends will be monitored termly and reported to governors. Findings will be used to improve training, risk assessments, Individual Healthcare Plans, catering procedures, educational visits and emergency response arrangements. This process supports the school's duties under the Department for Education's statutory allergy guidance and the requirements introduced under Benedict's Law. [gov.uk], [anaphylaxis.org.uk]

A serious incident is any event relating directly to a medical condition (including allergy) in which a pupil, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A **'near miss'** is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

9.1 Incident recording

Walter Infant School and Nursery will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded to Wokingham Borough Council by completing the Schools Health & Safety Incident form and sent to Anna Norris at WBC via: healthandsafety@wokingham.gov.uk

Information shared with Wokingham Borough Council will be:

Who was affected

What happened, when and where

Why the incident occurred (as far as is known)

How staff and pupils responded and what was done to support the individual

Whether emergency services were called

How the incident concluded

Walter Infant School and Nursery will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

9.2 Incident reporting

The parents/carers of a pupil aged up to 16 should be notified of the incident or 'near miss' as soon as possible. Walter Infant School and Nursery will share the report with the pupil's parents, the pupil or the individual involved. They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. Walter Infant School & Nursery will then confirm what we have learnt from the incident and outline any actions we are taking as a result. 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 Walter Infant School and Nursery if there has been an incident with a delayed reaction.

Staff will always share the incident report with Stephanie Bell or Lynnette Hemmings. The allergy safety lead will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.
Walter Infant School & Nursery will also share the report with other agencies in the following circumstances:
With the Health and Safety Executive (HSE) via a RIDDOR report: incidents which arise directly out of the way Walter Infant School and Nursery carried out a work activity which results in death or immediate hospitalisation. For example, where a pupil has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff.

Following guidance by Health and Safety at Wokingham Borough Council: any allergen-related food safety incidents will be reported to the local food safety team

http://www.wokingham.gov.uk/welcome/

environmental.health@wokingham.gov.uk

In the event that the incident or ‘near miss’ was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

10. Allergy awareness

10.1 Staff training

Walter Infant School and Nursery ensures that all staff expected to be present during times when pupils are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction.

This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It also includes catering staff and others who may oversee pupils at breakfast or after-school clubs. It does not include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

Walter Infant School and Nursery has purchased 'training pens'. Both EpiPen and Jext training pens are available, so staff can practice safely and be familiar with the differences. These pens will be stored separately, away from prescribed medication.

Walter Infant School and Nursery will conduct allergy safety drills annually. This is a simulated case of anaphylaxis to test out how staff respond, without risk to any individual. The results of the drill will be recorded and used to inform the ongoing review of this policy.

Allergy awareness training will ensure that all staff:

Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it

Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist

Understand the difference between food allergy, coeliac disease and food intolerance

Know where to find information on allergy triggers

Can identify the range of symptoms of allergic reactions

Understand and can recognise anaphylaxis

Know how to respond in an emergency, including:

- Calling emergency services and informing parents/carers
- How to locate and administer emergency medication
- How to use the medication/device in an emergency

Understand the impact allergy can have on a pupil’s wellbeing

Understand the school’s allergy safety policy

Know how to check whether an individual is on the record of those with known allergy, and how to use an allergy or asthma action plan

Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens

Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a ‘near miss’)

All staff will complete training via Kitt Medical www.kittmedical.com

September 2026 – Stephanie Bell, Lynnette Hemmings, Judy Hargreaves & Natalie Simpson will complete Allergy Awareness training via Natasha’s Foundation https://www.highspeedtraining.co.uk/lms/ in addition to the training provided by Kit Medical.

10.2 Awareness of allergy safety policy

This allergy safety policy will be published on the school’s website and shared with parents/carers at the start of Walter Infant School and Nursery year.

All staff should be aware of and understand the policy as part of annual allergy awareness training

Children will be taught about allergies using Education Resources: Ages 3-5 Years - Allergy School

11. Wellbeing

Children with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy.

Pupils with allergies will have additional support through:

Pastoral care

Regular check-ins with their class teacher

Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis

Walter Infant School and Nursery will respond to any instance of bullying in line with its behavior policy.

11.1 Wellbeing support following an incident or ‘near miss’

Walter Infant School and Nursery recognises that an incident or a ‘near miss’ is a serious event with a potential impact not only on the pupil but their family, those involved in responding. and any witnesses. Walter Infant School and Nursery will provide support to those involved.
Walter Infant School and Nursery will support staff involved in any incident or ‘near miss’.

See section 9 of the policy for more detail on incidents and ‘near misses’.

12. Information sharing

Information about an individual’s health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

13. Monitoring arrangements

This policy will be monitored by the allergy safety lead.

It will be reviewed and approved annually by the allergy safety lead, or more frequently if a serious incident or ‘near miss’ identifies an area for improvement.

14. Links to other policies

This policy links to the following policies and procedures:

Health and safety policy

Supporting pupils with medical conditions policy

Data protection policy

Behavior policy

Education Visits policy

First Aid & Injury Reporting policy

Mental Health & Wellbeing policy