Fleetdown Primary Academy

Headteacher: Alice Harrington
Named Allergy Safety Lead (Senior Leader): Nicola Clarke
Date Approved: September 2026
Review Date: September 2027

1. Purpose
This appendix should be read alongside the Trust Allergy Awareness Policy.

At Fleetdown Primary Academy, we recognise that primary aged children may not always be able to identify allergens, read food labels or recognise symptoms of an allergic reaction. We therefore adopt a proactive approach to allergy management and provide appropriate supervision, support and reasonable adjustments to enable pupils with allergies to participate safely in all aspects of school life.

2. Allergy Safety Leadership
The designated senior leader responsible for allergy safety is:
Name: Nicola Clarke

Responsibilities include:

- Leading implementation of allergy safety procedures.
- Monitoring allergy incidents and near misses.
- Ensuring colleague training is completed.
- Reviewing allergy records and healthcare plans.
- Liaising with parents, healthcare professionals and catering providers.
- Reporting significant concerns to the Headteacher and Local Governing Committee.

3. Identifying Pupils with Allergies
The school identifies pupils with allergies through:

- Admission forms
- Annual data collection
- Medical declaration forms
- Parent or carer updates
- Healthcare professional advice
- Information from previous schools

Recording Allergies

All allergy information is recorded on:

- Arbor
- Medical Tracker
- Individual Healthcare Plans (where required)
- Allergy Action Plans (where provided)
- Catering systems

School-Specific Identification Arrangements

- Allergy information available to classroom staff. This is available on Arbor, Medical Tracker and on the one drive in the class information folders.
- Allergy information provided to catering staff. This is on Relish and the pupils are provided with an allergy lanyard.
- Allergy photographs displayed in staff-only areas.
- Allergy lanyards used during meal service.
- Termly reminders sent to Parents/Carers that we are a sesame free and nut aware school.

4. Individual Healthcare Plans

An Individual Healthcare Plan (IHP) will be in place where a pupil's allergy requires arrangements that are additional to or different from those generally provided within school.

The IHP will include:

- Known allergens.
- Signs and symptoms.
- Required medication.
- Storage location of medication.
- Emergency procedures.
- Educational visit arrangements.
- Contact details.

Plan Reviews

Healthcare Plans will be reviewed by:

Name: Michaela Wright – Assistant Headteacher and SENCo

- Annually
- Following any allergic reaction
- Following updated medical advice
- Following changes to medication

5. Colleague Training

All colleagues receive annual allergy awareness and emergency response training.

Training includes:

- Understanding allergies and anaphylaxis.
- Recognising symptoms.
- Emergency procedures.
- Use of adrenaline auto-injectors.
- Accessing Allergy Action Plans.
- Preventing exposure to allergens.
- Incident reporting.

New Colleagues and Supply Staff

New colleagues will receive allergy awareness information as part of their induction. Supply staff and volunteers will be informed of relevant allergy procedures before working with pupils by the Year Group leader.

6. Supporting Pupil Wellbeing

The school recognises that allergies can cause anxiety for pupils and families.
We will:

- Promote inclusion and participation.
- Encourage age-appropriate understanding of allergies.
- Work closely with parents and carers.
- Provide support following allergy incidents.
- Ensure pupils are not excluded from activities unnecessarily.

Allergy-Related Bullying

Allergy-related teasing, intimidation, food tampering or bullying will be treated as a serious safeguarding and behavioural concern and will be managed in accordance with the Trust's Behaviour Policies.

7. Classroom Management

Teachers and support colleagues will consider allergy risks when planning:

- Cooking activities
- Food tasting activities
- Science lessons
- Art and craft activities
- Sensory play
- Gardening activities

- Animal encounters.

Alternative resources or activities will be provided where necessary to ensure pupils can participate safely.

Food should not be used for teaching activities without consideration of known allergies.

8. Lunchtime Arrangements

The school takes reasonable steps to reduce the risk of allergen exposure during meal times.

School Arrangements

- Allergy lanyards in use
- Catering allergy alerts via Relish
- Pupil photographs displayed to catering colleagues
- Individual meal identification system
- Colleague supervision during dining

Expectations

- No food sharing.
- Tables cleaned regularly.
- Hand washing encouraged before and after eating.
- Allergy concerns reported immediately to a first aider.
- Catering colleagues made aware of relevant dietary requirements.

School-Specific Procedures

If a child is found to have food containing sesame or nuts within their lunch box, it will be removed immediately, the area wiped down using antibacterial spray thoroughly and everyone who has been in contact with the food will wash their hands.

A school dinner will be provided to the child who has had their packed lunch removed. A phone call home will be made to inform their parent or carer of what has happened and to reiterate we do not allow these foods on site.

The SBM will be informed and will record a 'near miss' on Medical Tracker and inform the parent or carer of the child (as per their individual risk assessment).

9. Whole School Allergen Controls

The following restrictions apply at this school:

- Nut aware school

- Sesame free school

Where restrictions are implemented, these will be clearly communicated to pupils, parents, visitors and colleagues.

The school cannot guarantee a completely allergen-free environment but will take reasonable steps to minimise risks.

10. Playtimes and Outdoor Areas

The school will ensure pupils prescribed emergency medication continue to have rapid access to it during:

- Morning break.
- Lunch times.
- Outdoor learning.
- PE lessons.
- Sports activities.

Relevant colleagues will know:

- Which pupils have severe allergies.
- How to access medication.
- How to summon emergency assistance.

11. Medication and Auto-Injectors (AAIs)

The school will ensure that pupils prescribed AAIs have access to them at all times.

Prescribed Medication Location:

Children with allergy specific medication carry it with them at all times in a red waist bag. If they provide the school with a second Auto Injector, it will be stored in either the KS1 staff room or the main office, located in the KS2 building, depending on where the child is mainly based.

Spare Adrenaline Auto-Injector Location:

These are located in the KS1 staff room and main office, located in the KS2 building.

Emergency Grab Bag Location:

Main school office.

Allergy Action Plan Location:

KS1& KS2 H&S board, in the grab bag located in the main office

Medication Monitoring

The following colleague is responsible for checking medication:

Name: Nicola Clarke

Checks will be completed: Termly

Parents remain responsible for supplying medication that is in date.

12. Educational Visits

The school is committed to ensuring pupils with allergies can safely participate in all educational visits.

Prior to visits:

- Risk assessments will be completed.
- Healthcare Plans reviewed.
- Medication checked and taken.
- Appropriate colleagues briefed.
- Food arrangements reviewed.
- Venues informed where appropriate.

Pupils prescribed adrenaline auto-injectors will either carry them or have them carried by a designated colleague.

13. Visitors, Volunteers and Contractors

The school will:

- Inform volunteers of relevant allergy procedures where appropriate.
- Ensure visitors involved in pupil activities understand emergency arrangements.
- Communicate allergen restrictions for school events.
- Consider allergy risks when arranging activities involving external providers.

14. Emergency Response

In the event of an allergic reaction:

1. Send for a first aider immediately.
2. Follow the Allergy Action Plan.
3. Administer prescribed medication without delay if required.
4. If anaphylaxis is suspected, administer adrenaline immediately.
5. Call 999.
6. Inform parents or carers.
7. Continue monitoring until emergency services arrive.
8. Record the incident on Medical Tracker.

Emergency Equipment Locations

Equipment	Location
Defibrillator	KS1 staffroom and main office located in KS2 building
Spare AAIs	If a second auto-injector is provided by the parents, this will be kept in the KS1 staff room or KS2 main office, dependent on where the child is predominantly based. School emergency auto-injectors are also stored in the KS1 staff room and main office in the KS2 building.
Emergency Grab Bag	Main office

15. Recording Incidents and Near Misses

All allergy incidents and near misses must be reported.

The school will:

- Record incidents on Medical Tracker.
- Inform parents or carers.
- Review causes and contributing factors.
- Update risk assessments where necessary.
- Review procedures following serious incidents.

Significant incidents and trends will be reported through the school's governance arrangements.

16. Information Sharing

The school will share allergy information with colleagues who need the information to keep pupils safe.

This may include:

- Teachers
- Teaching Assistants
- Midday Supervisors
- First Aiders
- Educational Visit Leaders
- Catering Teams

Health information will be handled in accordance with UK GDPR requirements and school data protection procedures.

17. Raising Awareness

The school promotes allergy awareness through:

- Colleague training
- Parent communications
- School website information
- Pupil education, where appropriate
- Awareness campaigns and health education activities

This appendix will be available on the school website and the Trust Allergy Safety Policy available upon request.

18. Annual Review

This appendix will be reviewed:

- Annually
- Following a significant allergy incident
- Following changes in legislation
- Following changes to school arrangements
- Following recommendations arising from audits or investigations

School-Specific Information Summary

Item	Details
Allergy Safety Lead	Nicola Clarke
First Aid Lead	Nicola Clarke
Catering Lead	Amanda Sullivan
Location of Pupil AAIs	In the pupils waist bag/ruck sack, KS1 staff room and main office in KS2 building
Location of Spare AAIs	KS1 staff room and main office in KS2 building
Restricted Foods	Nuts and Sesame
Additional Controls	Allergy posters and termly reminders sent to parents
Date of Review	September 2026