



**POLICY NAME:** ALLERGY SAFETY POLICY  
**NEXT REVIEW DATE:** 01/09/2027

**Springfield School Allergy Safety Policy**

**Based on DfE Statutory Guidance: Allergy Safety in Schools (July 2026)**

Policy Owner / Named Allergy Safety Lead: Lisa Hodgkison

## **1. Policy Statement**

Springfield School is committed to providing a safe, inclusive environment for all pupils, staff and visitors affected by allergies. We recognise that allergies can be life-threatening and that prompt identification and response are essential.

The school will take all reasonable steps to minimise the risk of exposure to allergens whilst supporting pupils to participate fully in school life.

This policy complies with the Department for Education's statutory guidance on allergy safety in schools and forms part of the school's wider arrangements for supporting pupils with medical conditions.

## **2. Aims**

The school will:

- Identify pupils with allergies.
- Ensure appropriate Personal Passports with Health section are in place.
- Provide a safe learning environment.
- Reduce the risk of allergen exposure.
- Ensure staff are trained to recognise and respond to allergic reactions.
- Maintain emergency medication, including spare adrenaline auto-injectors (AAIs).
- Record, review and learn from incidents and near misses.
- Work collaboratively with parents, healthcare professionals and NHS services operating on site.

Ensure the Crewe nursing team is used as the first point of clinical support when on site, without delaying immediate emergency action where anaphylaxis is suspected.

## **3. Scope**

This policy applies to:

- All pupils.
- All staff.
- Governors.
- Volunteers.
- Contractors.
- Visitors.
- NHS and partner agencies working on site.
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## **4. Roles and Responsibilities**

### **Governing Body**

The Governing Body will:

- Ensure compliance with statutory guidance.
- Monitor implementation of this policy.

- Ensure adequate resources are available for training and emergency medication.

### **Headteacher**

The Headteacher will:

- Ensure policy implementation.
  - Ensure staff receive appropriate training.
  - Oversee emergency procedures.
  - Ensure healthcare plans are maintained and reviewed.
- Act as the named senior leadership lead for allergy safety, driving implementation of this policy and leading or contributing to its annual review.

### **Staff**

All staff will:

- Attend allergy awareness training.
- Understand emergency procedures.
- Follow Individual Personal Passports
- Report incidents and near misses promptly.

### **Parents and Carers**

Parents are expected to:

- Inform the school of allergies.
- Provide up-to-date medical information.
- Supply prescribed medication where required.
- Notify the school of any changes in medical needs.

### **NHS Professionals and External Agencies**

At the Crewe site, an NHS nursing team is normally available during the school day. When the nursing team is on site, it is the first point of call for a known or suspected allergic reaction and staff should summon the nurse immediately. The nursing team has access to emergency adrenaline devices under its own clinical arrangements. Springfield School retains its statutory responsibilities and maintains its own allergy safety arrangements. There is no on-site nursing team at the Wilmslow site; appropriately trained school staff therefore follow the pupil's Personal Passport / Individual Healthcare Plan and the school's emergency procedure.

## **5. Identification of Pupils with Allergies**

The school will identify pupils with allergies through:

- Admission documentation.
- Medical information provided by parents.
- Healthcare professionals.

- Annual medical information reviews.

All known allergies will be recorded on the pupil passport and shared with relevant staff on a need-to-know basis.

The school will also make reasonable arrangements to identify known allergies affecting staff, regular volunteers and visitors where this information is relevant to their safety while on site.

**Staff allergies:** All staff will be asked annually to provide or confirm relevant allergy and emergency medical information through the school's confidential electronic staff medical information form. Staff are responsible for informing the school promptly of any change during the year. Information will be held securely and shared only where necessary to protect the member of staff's health and safety.

#### Visitors and contractors

Visitors who inform the school that they have an allergy will be asked to provide sufficient information to enable the school to make reasonable arrangements for their safety during the visit. Where relevant, this will include the known allergen, risk of a serious reaction and whether they carry prescribed emergency medication. Relevant information will be shared only with staff who need to know, such as the visitor's host, reception and catering staff. Visitors remain responsible for carrying their own prescribed emergency medication. In an emergency, the school's emergency procedures will be followed.

### **6. Individual Healthcare Plans (IHPs) – SPRINGFIELD PERSONAL PASSPORTS**

An Individual Healthcare Plan will be developed where required.

Plans will include:

- Confirmed allergens.
- Typical symptoms.
- Emergency procedures.
- Medication requirements.
- Location of medication.
- Responsibilities of staff and parents.
- Contact details for emergencies.

Personal Passport (IHP's) will be reviewed at least annually and whenever a pupil's needs change.

Where a healthcare professional has issued an Allergy Action Plan and/or Asthma Action Plan, this will be referenced in or attached to the pupil's Springfield Personal Passport / Individual Healthcare Plan. The plan will be reviewed when an updated Action Plan is received.

### **7. Allergy Risk Management**

The school will not claim to be "allergen-free" but will take reasonable steps to reduce risk.

Measures may include:

- Staff awareness of pupils' allergens.
- Careful management of food-related activities.

- Risk assessments for curriculum activities.
- Appropriate cleaning procedures.
- Communication with catering providers.
- Consideration of allergy risks when planning trips and visits.

Risk reduction measures will be proportionate to individual needs identified in healthcare plans.

This includes managing risks from food brought into school by pupils, parents/carers or staff; airborne and contact allergens; and allergens that may arise through activities such as cooking, craft, science, music, animal-related activities and other curriculum experiences.

#### **7A. Wellbeing and Inclusion**

The school recognises that living with allergy and the risk of anaphylaxis can affect a pupil's wellbeing and may cause anxiety. Staff will support pupils sensitively, promote inclusion and make reasonable adjustments so that pupils with allergies can participate fully in school life.

Allergy-related teasing, bullying, deliberate exposure to allergens or behaviour that places a person with an allergy at risk will not be tolerated and will be addressed through the school's behaviour, safeguarding and anti-bullying arrangements.

### **8. Catering and Food Management**

Where food is provided:

- Catering staff will be informed of relevant allergies.
- Allergen information will be available where applicable.
- Cross-contamination risks will be considered.
- Pupils' healthcare plans will be followed.

Parents remain responsible for notifying the school of any changes to dietary requirements.

### **9. Emergency Medication**

The school will maintain:

- Two in-date prescribed adrenaline auto-injectors (AAIs) for each pupil who has been prescribed them, supplied by parents/carers and kept immediately accessible in accordance with the pupil's Personal Passport / Individual Healthcare Plan.
- School spare adrenaline auto-injectors (AAIs), held as emergency back-up and not as a replacement for a pupil's own prescribed devices.

Pupil's individual Emergency medication will:

- Be stored securely but readily accessible.
- Be checked regularly for expiry dates.
- Accompany the pupil on off-site activities and educational visits where required by the pupil's plan and the visit risk assessment.

### Site-specific arrangements

**Crewe - during the school day:** The on-site nursing team is the first point of call when available. Staff should summon the nurse immediately. If anaphylaxis is suspected, adrenaline must be given without delay by an appropriately trained person and 999 called immediately; treatment must not wait for the nurse to arrive.

**Crewe - after school, events and times when no nurse is present:** The activity/event lead must ensure appropriately trained Springfield staff are identified, the pupil's two prescribed AAls and relevant Personal Passport / Individual Healthcare Plan are immediately accessible, and the school's emergency procedure can be implemented without delay.

**Wilmslow:** There is no on-site nursing team. Appropriately trained Springfield staff must respond in accordance with the pupil's Personal Passport / Individual Healthcare Plan and the school's emergency procedure. The pupil's prescribed AAls and the school's spare emergency AAls must be readily accessible.

## 10. Responding to Allergic Reactions

Any member of staff identifying symptoms of an allergic reaction must act immediately.

Where anaphylaxis is suspected:

1. Administer adrenaline without delay in accordance with training and the pupil's Personal Passport / Individual Healthcare Plan. If in doubt about whether a reaction is anaphylaxis, give adrenaline.
2. Call 999 immediately and state 'ANAPHYLAXIS'.
3. Inform parents/carers as soon as practicable.
4. Keep the pupil lying flat with legs raised where possible; if breathing is difficult, allow them to sit. Do not allow them to stand or walk. Monitor continuously until emergency services arrive.
5. If there is no improvement after 5 minutes, give a second dose of adrenaline using a second AAI, if available.

When in doubt, staff should treat the situation as a medical emergency.

## 11. Training

All relevant school staff will receive allergy awareness and emergency response training at least annually, covering:

- Common allergens.
- Recognition of allergic reactions.
- Recognition of anaphylaxis.
- Emergency response procedures.
- Use of adrenaline auto-injectors.
- School-specific procedures.

Training will make clear the different arrangements at Crewe and Wilmslow, including the role of the Crewe nursing team, arrangements when nurses are not present, and educational visit procedures.

Training records will be maintained by the school.

Training arrangements will include permanent staff, temporary and supply staff, agency workers, peripatetic staff, catering staff and regular volunteers who may supervise or support pupils. New staff will receive allergy safety information as part of induction, and appropriate arrangements will be made for supply and cover staff.

## **12. Educational Visits**

All educational visits will consider allergy risks.

Risk assessments will include:

- The pupil's two prescribed AAIs and any other emergency allergy medication must accompany the pupil and remain immediately accessible throughout the visit.
- Emergency communication arrangements.
- A named member of the visit team must be familiar with the pupil's Personal Passport / Individual Healthcare Plan, and the visit must include staff appropriately trained to administer the pupil's AAI in an emergency.
- Venue-specific allergen risks, travel arrangements, access to emergency services and whether a school spare AAI should also accompany the group.

Reasonable adjustments will be made to support participation by pupils with allergies.

A pupil at risk of anaphylaxis must not leave school for an educational visit unless the arrangements in their Personal Passport can be met, including access to their prescribed AAIs and appropriately trained staff. The visit leader is responsible for confirming these arrangements before departure.

## **13. Incident Reporting and Near Misses**

The school will record:

- Allergic reactions.
- Administration of emergency medication.
- Near misses.
- Significant concerns.

Incidents will be reviewed to identify lessons learned and reduce future risk.

## **14. Confidentiality and Information Sharing**

Information relating to a pupil's allergy will be shared with staff who require it to keep the pupil safe.

Information will be processed in accordance with UK GDPR and the Data Protection Act 2018.

## **15. Monitoring and Review**

This policy will be reviewed:

- Annually.
- Following any significant allergic incident.
- Following changes in statutory guidance.

The Governing Body will receive updates regarding compliance and implementation.

### **Policy awareness**

All staff will be made aware of this policy through annual allergy awareness training and induction. The policy will be published on the school website and made available to parents/carers and staff. Age- and need-appropriate allergy awareness may also be promoted among pupils where this supports safety and inclusion, taking account of individual pupils' privacy and wishes.

### **Appendix A – Emergency Signs of Anaphylaxis**

Staff should seek immediate medical assistance where a pupil shows any combination of:

- Difficulty breathing.
- Wheezing.
- Persistent coughing.
- Swelling of tongue or throat.
- Difficulty speaking or swallowing.
- Dizziness or collapse.
- Loss of consciousness.

### **Appendix B – Emergency Contacts**

- Headteacher: 07971162523
- School Office: 01270 691900
- NHS On-Site Service:
- Local Authority Contact:
- Emergency Services: 999

This policy has been developed in line with the Department for Education's **Allergy Safety in Schools: Statutory Guidance (July 2026)** and should be read alongside the school's Medical Conditions Policy, First Aid Policy, Educational Visits Policy and Safeguarding Policy.