

Trinity St Mary's Allergy Safety Policy

(Including Anaphylaxis)

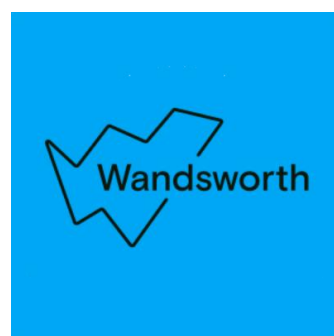


'For I will restore health unto thee, and I will heal thee of thy wounds.'

Jeremiah 30:17



The Diocese of
Southwark



Designated Allergy Safety Lead: Lynn Anderson (Headteacher)

Status & Review Cycle: Statutory Annual

Reviewed: September 2026

Next Review Date: September 2027 (or earlier if statutory guidance changes)

Policy Lead: Headteacher

Governor responsible for oversight: Hayley Van Den Bergh & Diane Holmes

Approved by: Governing Body

This Policy applies to: All pupils, staff, volunteers, and visitors, contractors with pupil-facing responsibilities, wraparound provision and school activities.

Our Commitment

At Trinity St Mary's, the safety, inclusion and wellbeing of every child are central to our school community. We recognise that allergies can range from mild reactions to severe and potentially life-threatening anaphylaxis. We also recognise the impact that living with an allergy can have on a child's confidence, wellbeing and participation in school life.

Our aim is to create an **allergy-aware school**, where reasonable steps are taken to reduce avoidable risks while ensuring that pupils with allergies are able to participate fully in learning, play, clubs, trips, meals and the wider life of the school.

Allergy safety is a shared responsibility. The school, parents and carers, pupils, staff, catering providers and other members of our community all have an important part to play.

This policy has been prepared with regard to the Department for Education's *Allergy Safety in Schools Statutory Guidance* (2026) and the *DfE Allergy Safety Policy Template*.

Aims of this policy

This policy explains how Trinity St Mary's will:

- + identify pupils and staff with known allergies and understand their individual needs;
- + reduce the risk of accidental exposure to known allergens;
- + ensure staff understand allergies and can recognise and respond to an allergic reaction;
- + ensure emergency medication can be accessed rapidly;
- + work in partnership with parents, carers, pupils and healthcare professionals;
- + support pupils and staff with allergies to participate fully in school life;
- + manage food safely;
- + plan safely for trips, clubs, activities and events;
- + record and learn from allergic reactions, serious incidents and near misses; and
- + promote an informed, supportive and inclusive school culture.

Understanding allergy and anaphylaxis

An allergy is an immune system response to a substance that would normally be harmless. These substances are known as allergens. Common allergens include, but are not limited to:

- + peanuts and tree nuts;
- + milk;
- + eggs;
- + wheat;
- + fish and shellfish;
- + sesame;
- + soya;
- + certain fruits;
- + insect stings;
- + medicines;
- + latex; and
- + airborne or contact allergens.

Allergic reactions vary. Symptoms may include itching, rash or hives, swelling, abdominal pain, vomiting, coughing or changes in breathing.

Anaphylaxis is a severe allergic reaction and is a medical emergency.

Anaphylaxis may occur without a rash or other skin symptoms.

Staff **must never delay emergency treatment** because they are waiting for a parent, senior member of staff or ambulance to arrive.

Leadership and responsibilities

The Governing Body at Trinity St Mary's has overall responsibility for ensuring that the school meets its duties in relation to allergy safety.

Miss Anderson (Headteacher) will ensure that this policy is implemented effectively and is also Trinity St Mary's Designated Allergy Safety Lead (DASL) being responsible for coordinating allergy safety across the school. This includes:

- ✚ overseeing implementation of this policy;
- ✚ ensuring appropriate staff training;
- ✚ ensuring information about pupils' allergies is recorded and appropriately shared;
- ✚ ensuring Individual Healthcare Plans (IHPs) are developed where required;
- ✚ overseeing arrangements for prescribed and spare emergency medication;
- ✚ ensuring allergy safety is considered in school activities and risk assessments;
- ✚ monitoring incidents and near misses; and
- ✚ leading or contributing to the annual review of this policy.

All members of staff have a responsibility to understand and follow this policy.

Identifying pupils with allergies

Parents and carers **must** inform the school if their child has a known or suspected allergy. Information should include, where applicable:

- ✚ the allergen or suspected allergen;
- ✚ the nature and severity of previous reactions;
- ✚ symptoms the child may experience;
- ✚ medication prescribed;
- ✚ whether the child has been prescribed an adrenaline device;
- ✚ an up-to-date Allergy Action Plan or Asthma Action Plan provided by a healthcare professional; and
- ✚ any relevant advice from healthcare professionals.

Trinity St Mary's maintain an up-to-date record of pupils with known allergies and the arrangements required to support them.

Information is shared with members of staff who need it in order to keep the child safe, while respecting the child's privacy and data protection requirements.

Parents and carers **must** tell the school promptly if there is any change to their child's allergy, treatment, medication or healthcare advice.

Individual Healthcare Plans

A pupil will have an Individual Healthcare Plan (IHP) where their allergy:

- ✚ has a functional impact on them at school;
- ✚ places them at risk of harm; and
- ✚ requires arrangements that are additional to or different from those normally available within the school's general allergy safety arrangements.

The IHP is developed in partnership with the pupil, where appropriate, their parents or carers, relevant school staff and, where necessary, healthcare professionals.

Where a healthcare professional has provided an Allergy Action Plan and/or Asthma Action Plan, this will be attached to or referenced within the IHP.

IHPs will be reviewed at least annually and sooner where:

- ✚ the pupil's needs change;
- ✚ medication or medical advice changes;
- ✚ a new Action Plan is issued; or
- ✚ there has been a significant incident or near miss.

Staff training

All staff have received allergy and anaphylaxis awareness and emergency response training **at least annually**. (This includes staff who are present when pupils are scheduled to be on site, including permanent and temporary staff, supply teachers, teaching assistants, relevant agency and peripatetic staff, regular volunteers, catering staff and staff supervising breakfast, after-school or other school-run provision).

Arrangements are also made so that new, supply and cover staff receive the information and training they need. Training will enable staff to:

- ✚ understand what allergies are and the risks they pose;
- ✚ recognise common symptoms of an allergic reaction;
- ✚ recognise anaphylaxis;
- ✚ know how to summon emergency assistance;
- ✚ know where emergency medication is kept;
- ✚ understand how and when an adrenaline device should be administered;
- ✚ understand the school's arrangements for spare adrenaline devices;
- ✚ understand relevant Allergy Action Plans, Asthma Action Plans and IHPs;
- ✚ reduce the risk of exposure to known allergens;
- ✚ understand the impact allergies can have on pupils' wellbeing; and
- ✚ know how to report allergic reactions, incidents and near misses.

Reducing the risk of exposure

Trinity St Mary's take reasonable and proportionate steps to reduce the risk of pupils coming into contact with their known allergens. This does not mean that the school can guarantee an entirely allergen-free environment. Instead, our approach is based on **allergy awareness, appropriate risk management, clear communication and effective emergency arrangements**.

Staff planning lessons and activities must consider potential allergens. This includes:

- ✚ cooking and food activities;
- ✚ art and craft materials;
- ✚ science activities;
- ✚ sensory play;
- ✚ celebrations and special events;
- ✚ gardening;
- ✚ activities involving animals;
- ✚ breakfast and after-school provision; and
- ✚ school trips and residential visits.

Where a particular pupil's allergy requires additional controls, these will be identified through their IHP and/or an individual risk assessment.

Food and catering

Trinity St Mary's work with its catering provider, Harrison's, to manage allergen risks and ensure that required allergen information is available. All catering staff are made aware of pupils with known food allergies and the arrangements necessary to keep them safe.

Systems are in place to minimise the risk of:

- ✚ a pupil receiving food containing a known allergen;
- ✚ cross-contact or cross-contamination;
- ✚ misunderstanding or incomplete allergen information; and
- ✚ inappropriate food substitution.

Children should not share or swap food.

Food used in lessons, clubs, celebrations or other activities must be considered as part of allergy risk management.

Staff **must not** assume that a food is safe because they have seen the product previously. Ingredients and manufacturing processes can change and must be checked.

Food brought into school

Parents, carers, pupils and staff share responsibility for helping us manage food allergy safely. Where food is brought from home, including packed lunches, snacks, birthday or celebration food, ingredients for lessons or food for school events, the school's current food and allergy arrangements must be followed.

Parents and carers should:

- ✚ ensure lunchboxes and food containers are clearly identifiable;
- ✚ follow any allergy-related requests communicated by the school;
- ✚ not encourage children to share food;
- ✚ provide accurate information when supplying food for a school activity; and
- ✚ check ingredient labels carefully.

Where a specific allergen presents an identified risk within a class or activity, the school may ask families not to send particular foods into that environment. Such measures are based on an assessment of risk and are not presented as guaranteeing an allergen-free environment.

Please note that Trinity St Mary's is a nut free school. Therefore all foods containing nuts are not allowed on the premises and will be confiscated from children and adults, if brought in. They will be returned to the child's parent/carer at the end of the school day.

Medication and adrenaline devices

Pupils who have been prescribed adrenaline devices have **rapid access** to them throughout the school day and during school activities. Medication accompany the pupil, as appropriate, during:

- ✚ lessons;
- ✚ break and lunchtime;
- ✚ PE and activities;
- ✚ clubs and wraparound provision;
- ✚ trips and educational visits; and
- ✚ residential visits.

The school's arrangements enable adrenaline to be brought to and administered to a pupil experiencing anaphylaxis **as soon as possible and within five minutes**.

Prescribed adrenaline devices are stored in accordance with the pupil's IHP and the school's medication procedures so that they are readily accessible in an emergency.

Staff know where medication is located e.g. classroom or medical room.

Parents and carers are responsible for supplying prescribed medication as agreed with the school and for informing the school of any changes.

At Trinity St Mary's it is the responsibility of Mrs Didd to check medication and identify when replacement medication is required. Mrs Didd will contact the parents/carers to ensure that all medication is in date and new medication is requested at least 2 weeks prior to the expiry date.

Spare adrenaline auto-injectors

Trinity St Mary's maintain school spare adrenaline auto-injectors (AAIs) of the appropriate dosage in accordance with current legislation and statutory guidance. Spare AAIs are:

- ✚ readily accessible;
- ✚ not locked away;
- ✚ stored in pairs;
- ✚ clearly labelled as school emergency devices;
- ✚ stored separately from medication prescribed to named pupils;
- ✚ checked routinely to ensure they remain in date; and
- ✚ replaced promptly following use or expiry.

Location of the school's spare AAI emergency kits: Middle Draw in the filing cabinet, Medical Room, next to the main front door of the school.

All staff are familiar with these locations. The number and location of spare devices are sufficient to enable adrenaline to reach someone experiencing anaphylaxis within five minutes.

Emergency response to suspected anaphylaxis

Anaphylaxis is a medical emergency. If anaphylaxis is suspected:

1. **Give adrenaline immediately.**
2. **Call 999 and state that anaphylaxis is suspected.**
3. Follow the pupil's Allergy Action Plan/IHP where available.
4. Keep the pupil under continuous adult supervision.
5. Follow emergency-service instructions, including regarding further doses of adrenaline.
6. Arrange for parents/carers to be contacted as soon as possible.
7. Ensure the pupil is transferred into the care of ambulance personnel.

Do not wait for a parent to arrive before giving emergency treatment.

Do not delay adrenaline while waiting to speak to 999.

Where anaphylaxis is suspected, staff should act promptly. A delay in administering adrenaline may place the pupil at greater risk.

Any use of adrenaline, whether the pupil's prescribed device or a school spare device, must be recorded on Arbor and reported in accordance with school procedures.

Trips, visits and residentials

Pupils with allergies are able to participate fully in school trips, residential visits and other activities wherever reasonably possible. Allergy needs are considered during the planning and risk-assessment process rather than after arrangements have been made. For a pupil at risk of anaphylaxis, planning will include:

- ✚ their known allergens;
- ✚ food and catering arrangements;
- ✚ access to their prescribed medication;
- ✚ arrangements for emergency medication;
- ✚ staff knowledge and training;
- ✚ emergency procedures;
- ✚ travel arrangements;
- ✚ the location of emergency medical assistance; and
- ✚ any additional adjustments identified in their IHP.

A pupil at risk of anaphylaxis must have appropriate adrenaline devices available on the trip. Parents are not routinely be required to accompany their child on a trip solely because of the child's allergy.

Wraparound care, clubs and activities

The requirements of this policy apply during school-operated breakfast clubs, after-school clubs and extracurricular activities. Where provision is delivered by an external organisation on the school site, appropriate information and arrangements will be agreed with that provider. Staff responsible for pupils during these periods know:

- ✚ which pupils have allergies relevant to their role;
- ✚ what action to take in an emergency;
- ✚ where emergency medication is located; and
- ✚ how to obtain immediate assistance.

Pupil wellbeing, inclusion and bullying

At Trinity St Mary's having an allergy is never a reason for unnecessary exclusion from school life. We make reasonable arrangements to enable pupils with allergies to participate safely and confidently. We recognise that children with allergies may experience anxiety about food, accidental exposure or having an allergic reaction in front of others. Staff are sensitive to these concerns and will seek to build pupils' confidence and independence in an age-appropriate way. Bullying, teasing, threatening behaviour or deliberately exposing another pupil to a known allergen will be treated seriously under the school's Behaviour and Anti-Bullying policies. All pupils are encouraged to understand that allergy safety is everyone's responsibility and that children with allergies should not be made to feel different or burdensome.

The role of parents and carers

At Trinity St Mary's School, we believe that all parents and carers are essential partners in keeping children safe. We ask parents and carers to:

- ✚ tell us about their child's allergy as early as possible;
- ✚ provide accurate and current information;
- ✚ provide copies of Allergy Action Plans, Asthma Action Plans and relevant healthcare advice;
- ✚ participate in developing and reviewing an IHP where required;
- ✚ provide prescribed medication in accordance with agreed arrangements;
- ✚ ensure medication supplied to school is in date;
- ✚ tell us promptly about changes to medication, diagnosis or medical advice;
- ✚ reinforce with their child, at an age-appropriate level, the importance of not sharing food;
- ✚ follow school requests concerning food brought onto the premises; and
- ✚ tell the school if they believe an allergic reaction, exposure or near miss connected with school has occurred, including where symptoms only become apparent after the child has returned home.

Parents/carers should contact the school office **on 020 8673 4166** or email **sao@tsm.wandsworth.sch.uk** if they need to report an allergy concern or change in their child's circumstances. They can ask to speak with either Miss Anderson or Mrs Didd.

The role of pupils

As they become developmentally able, pupils with allergies are encouraged to:

- ✚ understand their allergens;
- ✚ recognise their own early symptoms;
- ✚ tell an adult immediately if they feel unwell;
- ✚ avoid sharing or swapping food;
- ✚ ask if they are unsure whether food or an activity is safe;
- ✚ understand where their medication is kept; and
- ✚ increasingly take responsibility for their own allergy management where appropriate.

Other pupils are encouraged to support an allergy-aware culture by following school expectations about food and immediately seeking adult help if a friend appears unwell.

At Trinity St Mary's a child will never be expected to manage a medical emergency alone.

Staff responsibilities

All staff will:

- + complete required allergy training;
- + familiarise themselves with this policy;
- + know how to access relevant information about pupils with allergies;
- + follow pupils' IHPs and Action Plans where relevant to their role;
- + take reasonable steps to prevent known allergen exposure;
- + consider allergens when planning lessons and activities;
- + know how to recognise an allergic reaction and anaphylaxis;
- + know how to summon emergency help and access emergency medication;
- + respond immediately where anaphylaxis is suspected; and
- + report incidents and near misses.

At Trinity St Mary's, our staff will never assume that another adult will deal with a suspected anaphylactic reaction.

Visitors, volunteers, supply staff and contractors

Relevant visitors, volunteers, supply staff and pupil-facing contractors will be given the information they need to carry out their role safely. Regular volunteers and others who supervise pupils will receive appropriate allergy awareness information or training. Staff organising external activities or bringing visitors into school will always consider whether the activity introduces an allergy risk.

Serious incidents and near misses

Trinity St Mary's School is committed to learning from incidents.

A **serious incident** includes an event in which an individual with an allergy is harmed or placed at 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 that did not result in harm but had clear potential to do so.

Following a serious incident or near miss, the school will:

- + ensure the immediate safety and wellbeing of those involved;
- + record what happened as soon as reasonably possible;
- + notify parents/carers as soon as possible where a pupil is involved;
- + provide parents/carers with an opportunity to discuss what happened;
- + notify relevant leaders and other agencies or professionals where required;
- + consider whether the pupil's IHP needs to be reviewed;
- + identify lessons that can be learned;
- + make appropriate changes to practice, training or procedures; and
- + consider whether this Allergy Safety Policy requires review.

Reviews will be undertaken constructively, with the primary aim of learning lessons and improving safety.

Parents and carers may also report a suspected allergy incident or near miss to the school, including where symptoms develop after their child has returned home.

Information sharing and confidentiality

Information about a pupil's health is sensitive personal information. At Trinity St Mary's we will share allergy information only where there is a lawful reason to do so and where it is necessary to support the pupil's health, safety and inclusion. However, all staff will have sufficient information to recognise risks and respond effectively in an emergency.

Information will be handled in accordance with the school's Data Protection Policy and UK GDPR requirements and we will seek to balance effective allergy safety with the pupil's dignity and privacy.

School events and community activities

Allergy safety must be considered when organising events involving food, including:

- + fairs and fundraising events;
- + parties and celebrations;
- + performances;
- + sporting events;
- + PTA/family events;
- + class treats; and
- + food supplied by external organisations.

Organisers should consult the school before arranging or distributing food. Where appropriate, allergen information should be retained and made available.

Communication

This policy will be:

- + published on the school website;
- + available to parents and carers;
- + available in hard copy on request;
- + communicated to staff;
- + included within relevant staff induction and training arrangements; and
- + promoted appropriately to pupils.

Important allergy safety information will also be communicated to relevant staff when pupils join the school or when the school is notified of a new or changed allergy.

Complaints and concerns

Parents and carers are encouraged to raise concerns about allergy safety promptly so that they can be addressed. In the first instance, concerns should normally be raised with class teacher. If the parent/carer is still not happy then they should share their concern with Miss Anderson.

Formal complaints will be considered under the school's Complaints Policy. Raising a concern about allergy safety will not adversely affect the support provided to a pupil.

Monitoring and review

The Designated Allergy Safety Lead will monitor the implementation of this policy.

The Governing Body will receive appropriate information about allergy safety, including significant incidents and near misses, while maintaining individual confidentiality.

This policy will be formally reviewed **at least annually**. An earlier review will be considered where:

- + there is a serious allergy incident or near miss;
- + guidance or legislation changes;
- + school arrangements change significantly;
- + monitoring identifies an area for improvement; or
- + experience suggests that existing procedures do not adequately manage risk.

The views and experiences of pupils and parents affected by allergy will be considered where appropriate as part of review and improvement.

Related policies and documents

This policy should be read alongside:

- + Supporting Pupils with Medical Conditions Policy;
- + Administration of Medicines Policy;
- + First Aid Policy;
- + Food/Catering Policy;
- + Educational Visits Policy;
- + Health and Safety Policy;
- + Safeguarding and Child Protection Policy;
- + Behaviour Policy;
- + Anti-Bullying Policy;
- + Data Protection Policy;
- + Complaints Policy;
- + Individual pupils' Individual Healthcare Plans;
- + Allergy Action Plans; and
- + Asthma Action Plans.

Appendix 1 - Quick Emergency Reminder for Staff

SUSPECT ANAPHYLAXIS?

ACT IMMEDIATELY

1. GIVE ADRENALINE - Administer the pupil's prescribed adrenaline device or an appropriate school spare device in accordance with emergency procedures.

2. CALL 999 - Say: "**ANAPHYLAXIS.**"

Give the school's location and follow the emergency operator's instructions.

3. DO NOT DELAY TREATMENT - **Do not wait** for parents, senior leaders or emergency services before administering adrenaline.

4. STAY WITH THE PUPIL - Maintain continuous adult supervision and follow the pupil's Action Plan and emergency-service instructions.

5. CONTACT PARENTS/CARERS - Arrange for them to be informed as soon as possible.

6. RECORD AND REPORT - All use of adrenaline and significant allergic reactions must be recorded on Arbor and reported.

Emergency AAI kit location(s): Middle Draw in the filing cabinet, Medical Room, next to the main front door of the school.

Designated Allergy Safety Lead: Lynn Anderson (Headteacher)

Appendix 2 - Parent and Carer Summary

At Trinity St Mary's, we want children with allergies to be safe, included and confident at school.

Please tell us if your child has an allergy - Provide the school with current medical information, Action Plans and prescribed medication and tell us promptly whenever something changes.

Please follow our food-safety arrangements - Do not encourage children to share food and follow any allergy-related requests concerning packed lunches, snacks, celebrations and food brought into school.

We train our staff - All staff receive regular allergy awareness and emergency response training.

We plan for emergencies - Children who require adrenaline must be able to access it rapidly. The school also maintains appropriate spare emergency adrenaline devices.

Anaphylaxis is an emergency - Where anaphylaxis is suspected, staff will administer adrenaline promptly and call 999. **We will not** delay emergency treatment while waiting for a parent to arrive.

Allergies should not prevent children taking part - We will make reasonable arrangements so that children with allergies can participate safely in lessons, clubs, trips, residential visits and other aspects of school life.

Tell us about incidents and near misses - If you believe your child has experienced an allergic reaction, exposure or near miss connected with school - including symptoms that only become apparent after arriving home - please contact us promptly so that we can investigate, support your child and learn from what happened.

Designated Allergy Safety Lead: Lynn Anderson (Headteacher)