

ALLERGY POLICY



ACADEMIC YEAR 2026/27



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Introduction

St Mark's is committed to providing a safe and inclusive learning environment for all pupils, including those with allergies. We recognise our responsibility to protect children with allergies and ensure their health needs are met in line with current legislation and guidance. This policy sets out how St Mark's will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

This policy has been developed in accordance with Section 34 of the Children's Wellbeing and Schools Act 2026, which requires maintained schools, academies and pupil referral units to have an allergy safety policy. St Mark's is committed to implementing the statutory allergy safety guidance and ensuring that effective arrangements are in place to safeguard pupils, staff and visitors with allergies.

This policy supports compliance with:

- The Children and Families Act 2014 (especially Section 100)
- The Equality Act 2010
- The Human Medicines Regulations 2012
- Department for Education statutory guidance: *Supporting Pupils with Medical Conditions at School (2015)*
- Food Information Regulations 2014 (EU 1169/2011)
- Health and Safety at Work Act 1974

An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a serious, life-threatening allergic reaction. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

It is possible to be allergic to anything which contains a protein; however, most people will react to a small group of potent allergens.

Common UK Allergens include (but are not limited to): -

Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect Venom, Pollen and Animal Dander

Role and responsibilities

Parent Responsibilities

- On entry to the school, it is the parent's responsibility to inform the Class teacher, School Office and SENCo of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents/carers are to supply a copy of their child's Allergy Action Plan school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. School nurse/GP/allergy specialist.
- Parents/ carers are responsible for ensuring any required medication is supplied, in date and replaced as necessary.
- Where pupils routinely carry prescribed AAls, parents remain responsible for ensuring devices travel safely between home and school and remain available during journeys.
- Parents/ carers are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.
- Parents/ carers and healthcare professionals are encouraged to inform the school of any allergic reaction, suspected allergic reaction or anaphylaxis that becomes apparent after a pupil has left the school site where there is reason to believe that exposure may have occurred during the school day or at a school-organised activity. Such reports will be reviewed in the same way as in-school incidents to identify any lessons learned and improve future safety arrangements.

The designated Allergy Safety Lead is Mrs G Smith – Deputy Headteacher and SENCo

In line with statutory guidance, St Mark's has appointed a designated senior leader with responsibility for allergy safety across the school. This role includes overseeing the implementation, monitoring and review of this Allergy Policy and ensuring that effective arrangements are in place to safeguard pupils with allergies.

The Allergy Safety Lead is responsible for:

- Leading the implementation and annual review of the school's Allergy Policy.
- Maintaining oversight of the school's allergy register and ensuring appropriate records are kept for pupils with allergies.
- Ensuring that pupils requiring an Individual Healthcare Plan and/or Allergy Action Plan have appropriate arrangements in place.
- Monitoring the safe storage, accessibility and use of prescribed and spare adrenaline auto-injectors (AAls).
- Ensuring procedures are in place for checking expiry dates and replacing medication when required.

- Coordinating staff training and ensuring annual allergy awareness and emergency response training is completed by all staff, including new staff, supply staff and volunteers where appropriate.
- Reviewing all allergy-related incidents, anaphylaxis events and near misses to identify lessons learned and improvements to practice.
- Liaising with parents, healthcare professionals and external agencies regarding allergy management where necessary.
- Ensuring appropriate risk assessments are undertaken for pupils with allergies, including for educational visits, enrichment activities and special events.
- Promoting an inclusive culture which supports the wellbeing of pupils with allergies and reduces the risk of stigma or allergy-related bullying.
- Ensuring this policy is published on the school website and made available to staff, parents and governors.

The Allergy Safety Lead will provide an annual report to the Headteacher and Governors summarising:

- Staff training compliance.
- Medication and expiry monitoring.
- Any allergy incidents or near misses.
- Actions taken to improve allergy safety arrangements.
- Recommendations arising from policy review.

Staff Responsibilities

- All on-site staff (including permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers, catering staff and others who may oversee children and young people at breakfast or after school clubs) will complete allergy awareness and emergency response training. Training is provided for all staff on a yearly basis and on an ad-hoc basis for any new members of staff (See staff training section for further details)
- Mr K. Rondeau (Headteacher) and Mrs G. Smith (Deputy Headteacher and SENCo) are responsible for sharing the training with all staff via the Kitt Medical portal. This training is always available, and there are no limits on the number of staff who complete it, nor the number of times they complete it.
- Staff must be aware of the pupils in their care who have known allergies as an allergic reaction could occur at any time and not just at mealtimes.
- Any food-related activities must be supervised with due caution.

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. Pupils unable to produce their required medication will not be able to attend the excursion.

- The School Nurse and the SENCO will ensure that the up-to-date Allergy Action Plan is kept with the pupil's medication.
- It is the parent's responsibility to ensure all medication is in date however the SENCo will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.
- The SENCo keeps a register of pupils who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given.
- The SENCO and School Business Manager ensures that any reaction or near misses is recorded and reported internally or in accordance with RIDDOR.

Pupil Responsibilities

- Pupils are encouraged to have a good awareness of their symptoms (at an age-appropriate level) and to let an adult know as soon as they suspect they are having an allergic reaction.
- Pupils who are trained and confident to administer their own AAIs will be encouraged to take responsibility for carrying them on their person at all times.

Identification and Allergy Records

St Mark's is committed to ensuring that pupils with allergies are identified promptly and that appropriate arrangements are put in place to safeguard their health and wellbeing. Information about allergies will be gathered, recorded and reviewed regularly to ensure that staff can respond appropriately and minimise the risk of exposure to known allergens.

Information regarding a pupil's allergy may be obtained from:

- Parents or carers during admission or annual data collection processes.
- Healthcare professionals, including GPs, specialist nurses and allergy consultants.
- The pupil's previous educational setting.
- Updated Allergy Action Plans, Asthma Action Plans or Individual Healthcare Plans provided by parents.
- Ongoing communication with pupils and families where allergy needs change.

Parents are expected to notify the school immediately of any new allergy diagnosis, changes to existing allergies, changes in prescribed medication or updates to medical advice.

Allergy Register

The SENCo will maintain a central Allergy Register containing up-to-date information for all pupils with diagnosed allergies. The register will include:

- The pupil's name, class and photograph where appropriate.
- Known allergens and associated risks.
- Details of prescribed medication, including adrenaline auto-injectors (AAIs).
- Location of medication.
- Confirmation of whether the pupil has an Allergy Action Plan and/or Individual Healthcare Plan.
- Emergency contact details.
- Relevant dietary requirements and reasonable adjustments required to support the pupil safely in school.

The Allergy Register will be reviewed regularly and updated whenever new information is received. Staff will have access to relevant allergy information necessary to fulfil their duty of care whilst ensuring compliance with UK GDPR and data protection requirements.

Sharing Information with Staff

The Allergy Safety Lead and SENCo will ensure that staff who work directly with pupils are aware of relevant allergy information and know how to access:

- The Allergy Register.
- Individual Healthcare Plans.
- Allergy Action Plans.
- Emergency procedures and medication locations.

Information will be shared in a proportionate manner to ensure pupil safety whilst respecting confidentiality and dignity. Allergy information will only be shared with staff who require it to support the pupil appropriately.

Staff training

All staff working on site whilst pupils are present will receive annual allergy awareness and emergency response training. This includes teaching staff, support staff, lunchtime supervisors, office staff, catering staff, volunteers, agency staff and regular supply staff. Training will also form part of the induction process for all new employees and volunteers.

The training programme will ensure that staff:

- Understand what allergy is, including the relationship between food allergy, asthma, eczema, hay fever and anaphylaxis.

- Understand the difference between food allergy, food intolerance and coeliac disease.
- Recognise common allergens and understand how allergic reactions can occur.
- Know how to identify the signs and symptoms of mild, moderate and severe allergic reactions.
- Understand and recognise the symptoms of anaphylaxis.
- Know how to respond appropriately in an emergency, including when and how to call emergency services.
- Know how to locate, access and administer prescribed and spare adrenaline auto-injectors (AAIs).
- Understand how to use emergency asthma medication where appropriate.
- Know how to access and use the school's Allergy Register, Allergy Action Plans and Individual Healthcare Plans.
- Understand their responsibilities in reducing the risk of pupils being exposed to known allergens.
- Understand the impact that living with allergy can have on a pupil's wellbeing, confidence and participation.
- Know how to report and record allergic reactions, anaphylaxis incidents and near misses in accordance with school procedures.
- Understand the requirements of this Allergy Policy and their role in implementing it safely and consistently.

Induction and Temporary Staff

All new staff, agency workers, supply teachers, peripatetic staff and regular volunteers will receive appropriate allergy safety information before undertaking pupil-facing duties. This will include information on pupils with known allergies, emergency procedures, the location of medication, and access to relevant Allergy Action Plans and Individual Healthcare Plans.

Monitoring Training Compliance

The Mrs G Smith, Allergy Safety Lead, will maintain records of staff training and monitor compliance to ensure that all staff remain competent and confident in supporting pupils with allergies and responding effectively in an emergency. Refresher training may be provided following an incident, near miss, significant change in guidance or where additional training needs are identified.

Allergy Action Plans

Allergy action plans are designed to function as individual healthcare plans for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline auto-injector.

British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans are produced by a medical professional and should not be created by the school. These are a national plan that has been agreed by the BSACI, Anaphylaxis UK and Allergy UK.

Allergy action plans are designed to function as an individual healthcare plan.

Individual Healthcare Plans (IHPs)

St Mark's will assess the need for an Individual Healthcare Plan (IHP) for pupils with allergies on an individual basis. Whilst some pupils' needs may be appropriately managed through the school's general allergy arrangements, others may require additional planning and support to ensure their safety and full participation in school life.

An Individual Healthcare Plan will normally be developed where a pupil:

- Has an allergy which has a significant impact on their daily participation in school.
- Is at risk of harm as a result of their allergy, including the risk of anaphylaxis.
- Requires support, arrangements or reasonable adjustments that are additional to or different from those provided generally for all pupils.

Examples may include pupils who:

- Have been prescribed adrenaline auto-injectors (AAIs).
- Require emergency medication or specific emergency response procedures.
- Require adjustments to activities, educational visits, lunchtime arrangements or other aspects of school life.
- Have multiple medical conditions where allergy management forms part of wider health support needs.

Developing the Individual Healthcare Plan

The Individual Healthcare Plan will be developed in partnership with:

- Parents or carers.
- The pupil, where appropriate.
- Relevant healthcare professionals.
- School staff responsible for implementing the plan

The plan will clearly identify:

- The pupil's known allergens.
- Signs and symptoms of an allergic reaction.
- Emergency procedures to be followed.
- Details of prescribed medication and storage arrangements.
- Any reasonable adjustments required.
- Arrangements for school trips, extracurricular activities and other school events where necessary.
- Roles and responsibilities of staff involved in the pupil's care.

Relationship Between IHPs and Allergy Action Plans

Where a pupil has a healthcare professional-issued Allergy Action Plan and/or Asthma Action Plan, this will be attached to or referenced within the Individual Healthcare Plan and will form part of the school's emergency response arrangements. Whenever an updated Action Plan is received, the Individual Healthcare Plan will be reviewed and amended as necessary.

For many pupils with food allergies, the Allergy Action Plan may provide the core medical guidance required. However, where additional arrangements, reasonable adjustments or specific school-based support are required, these will be recorded within an Individual Healthcare Plan.

Review of Individual Healthcare Plans

Individual Healthcare Plans will be reviewed:

- At least annually.
- Following any allergic reaction or significant incident.
- Following changes to medical advice, medication or Allergy Action Plans.
- Whenever a pupil's needs change.

The school will work collaboratively with families and healthcare professionals to ensure that all healthcare plans remain accurate, relevant and effective in supporting pupils' safety, wellbeing and inclusion.

St Mark's recognises that effective healthcare planning is central to ensuring that pupils with allergies are safe, supported and able to participate fully in all aspects of school life. Individual Healthcare Plans enable the school to identify and implement any additional arrangements necessary to meet pupils' medical needs whilst promoting independence,

Educational Visits, Trips and Off-Site Activities

St Mark's is committed to ensuring that pupils with allergies can participate fully and safely in educational visits, residential experiences, sporting events, enrichment activities and all other off-site learning opportunities. Appropriate planning and reasonable adjustments will be made to support inclusion whilst minimising the risk of exposure to known allergens.

Risk Assessment

A specific risk assessment will be undertaken for any pupil with a known allergy where there is a risk of exposure to allergens during an educational visit or off-site activity. Risk assessments will take account of:

- The pupil's known allergens and level of risk.

- Information contained within the pupil's Allergy Action Plan and Individual Healthcare Plan.
- The nature and location of the visit.
- Planned activities, including any food-related activities.
- Access to emergency medication.
- Availability of appropriately trained staff.
- Emergency procedures and access to emergency medical assistance.

Access to Emergency Medication

Pupils prescribed adrenaline auto-injectors (AAIs) will have immediate access to their prescribed medication throughout the visit. Where appropriate and in accordance with their Individual Healthcare Plan, pupils may carry their own medication. Where this is not appropriate, a designated member of staff will be responsible for ensuring medication remains readily accessible at all times and is never stored separately from the pupil.

Copies of relevant Allergy Action Plans and/or Individual Healthcare Plans will accompany the visit and be accessible to staff responsible for the pupil's care.

Staffing Arrangements

At least one member of staff accompanying the visit will have received allergy awareness and emergency response training and be familiar with the emergency procedures for any pupil with a known allergy. Staff will know how to recognise the signs and symptoms of an allergic reaction and anaphylaxis and how to administer emergency medication without delay if required.

Inclusion and Participation

No pupil will be excluded from a visit or activity solely because of an allergy. The school will work collaboratively with parents, carers, healthcare professionals and visit providers to identify and implement reasonable adjustments required to enable participation safely.

Emergency Procedures

In the event of an allergic reaction during a visit, staff will follow the pupil's Allergy Action Plan and the school's emergency procedures. Where anaphylaxis is suspected, adrenaline will be administered immediately, emergency services will be contacted and parents/carers informed as soon as practicable. Following any significant allergic reaction, the incident will be recorded, reviewed and considered as part of the school's ongoing allergy safety arrangements.

Food Allergen Management and Risk Reduction

St Mark's recognises that food allergens are the most common cause of severe allergic reactions in children and young people. The school will take reasonable and proportionate steps to minimise the risk of pupils, staff and visitors with allergies being exposed to their known allergens whilst promoting inclusion and participation in all aspects of school life.

Catering and School-Provided Food

The school works in partnership with its catering provider (AIP) to ensure allergens are managed safely within school meals and food provided by the school. Allergen information will be made available to parents, carers and staff where required, and catering staff will be informed of pupils with known food allergies where this is necessary to ensure their safety.

Where a pupil has a diagnosed food allergy, reasonable arrangements will be made to reduce the risk of accidental exposure to allergens whilst maintaining the pupil's dignity and inclusion.

Food Brought into School

The school recognises that allergens may be introduced through packed lunches, snacks, celebrations and food brought onto the premises by pupils, parents, visitors or staff.

To minimise risk:

- Pupils will be discouraged from sharing food, drinks, utensils or lunchbox contents.
- Parents will be informed where restrictions or additional precautions are necessary to support a pupil with a severe allergy.
- Staff will consider allergy risks when organising celebrations, reward activities, fundraising events or food-related activities.
- Any requests relating to allergen management will be proportionate, evidence-based and determined according to individual risk assessments and medical advice.

Classroom Activities and Curriculum Experiences

Staff planning activities involving food, cooking ingredients, craft materials, science experiments, sensory resources, plants, animals or other materials that may contain allergens will consider the risk of allergen exposure as part of their planning process.

Where a pupil has a known allergy, reasonable adjustments will be implemented where necessary to enable safe participation. This may include adapting activities, substituting materials, increasing supervision or implementing specific control measures identified through risk assessment.

Airborne and Contact Allergens

Where a pupil has a known allergy to airborne or contact allergens, the school will work with parents, carers and healthcare professionals to identify practical measures that reduce risk whilst enabling the pupil to participate fully in school life.

Control measures may include:

- Additional cleaning arrangements.
- Careful management of specific materials or resources.
- Consideration of seating arrangements.
- Adaptations to particular activities where appropriate.
- Raising staff awareness of known triggers and symptoms.

Educational Visits and Special Events

Allergy risks will be considered when planning visits, residential experiences, sporting events, school performances and other special activities. Individual risk assessments will be undertaken where required and arrangements made to ensure continued access to emergency medication and appropriate support.

Shared Responsibility

Effective allergen management relies upon cooperation between the school, parents, pupils, catering providers and healthcare professionals. St Mark's will work collaboratively with families to identify risks, implement appropriate control measures and promote a culture of awareness, inclusion and shared responsibility for allergy safety.

Supply, storage and care of medication

Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for, and to carry, their own AAI on them at all times in a suitable bag/container

For younger children or those not ready to take responsibility for their own medication, there should be an anaphylaxis kit which is kept within 5 minutes of them, not locked away and accessible to all staff.

Medication should be stored in a suitable container and clearly labelled with the pupil's name. The pupil's medication storage container should contain:

- Two AAls i.e. EpiPen
- An up-to-date allergy action plan
- Antihistamine as tablets or syrup (if included on allergy action plan)
- Spoon if required

- Asthma inhaler (if included on allergy action plan).

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the SENCO will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

Parents can subscribe to expiry alerts for the relevant AAls their child is prescribed, to make sure they can get replacement devices in good time.

Older children and medication

Older children should, whenever possible, assume responsibility for their emergency kit under the guidance of their parents. However, symptoms of anaphylaxis can come on very suddenly, so school staff need to be prepared to administer medication if the young person cannot.

Storage

AAls should be stored at room temperature, protected from direct sunlight and temperature extremes.

Disposal

AAls are single use only and must be disposed of as sharps. Used AAls can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin.

Spare Adrenaline Auto-Injectors in School

In accordance with national guidance, St Mark's maintains spare adrenaline auto-injectors (AAls) for emergency use in the treatment of anaphylaxis. The purpose of these devices is to provide emergency treatment where a pupil's prescribed medication is unavailable, cannot be accessed quickly enough, is not functioning correctly, or where additional doses of adrenaline are required before emergency services arrive. They may also be used in an emergency where a pupil is experiencing anaphylaxis for the first time

St Mark's has purchased a **Kitt Medical Anaphylaxis Kitt** with spare AAls for emergency use. Spare adrenaline auto-injectors will be maintained and stored in pairs, in accordance with national guidance, to ensure that a second dose is immediately available if required before emergency services arrive. Where risk assessment indicates that additional emergency

medication locations are required, each location will contain appropriately matched pairs of devices.

Emergency use may include children who are at risk of anaphylaxis, but their own devices are not available or not working (e.g. because they are out of date, or they may need multiple doses of adrenaline before the emergency services arrive); or they may need to be used on someone experiencing anaphylaxis for the first time.

You should never use a child's prescribed AAI on another person, as this leaves the child vulnerable.

These are stored in the school's Anaphylaxis Kit which is clearly labelled '**Emergency Allergy Medication**'. These are kept safely, not locked away and are accessible and known to all staff. The kit is clearly labelled, known to staff and kept in a location that is readily accessible during the school day. Emergency medication will never be locked away in a manner that could delay treatment. The school will ensure that no pupil is more than five minutes away from access to adrenaline in an emergency.

The school holds several keys with which they can access the medication. The school will also hold a spare key in an 'Emergency Break Glass' box in case immediate access in an emergency is required. All accessories are provided by Kitt Medical.

Where necessary, additional emergency medication locations will be identified to ensure rapid access across the school site.

Stock Levels, monitoring and replacement

Spare AAIs will be maintained by Kitt Medical. Kitt Medical will ensure that the appropriate device strengths are available according to the needs of pupils attending the school.

The Allergy Safety Lead in association with Kitt Medical will oversee the management of spare AAIs and ensure that:

- A record is maintained of all spare emergency medication held in school.
- Spare AAIs are checked at least termly to confirm they remain in date and suitable for use.
- Expired, damaged or used devices are replaced promptly.
- Following any use of a spare AAI, replacement stock is obtained as soon as practicable.
- Staff are informed of the location of emergency medication and any changes to storage arrangements.

Use of Spare AAIs

Spare AAIs may only be administered by appropriately trained staff in accordance with current legislation, national guidance, the school's emergency procedures and the individual's Allergy

Action Plan where available. Staff will always follow emergency procedures and seek immediate medical assistance following administration of adrenaline.

A pupil's prescribed AAI should never routinely be used for another person, as this may leave the pupil without access to their own emergency medication.

Disposal

Used, damaged or expired adrenaline auto-injectors will be disposed of safely as clinical sharps in accordance with local procedures and manufacturer guidance. Following any administration of adrenaline, details of the incident will be recorded and reviewed as part of the school's allergy safety monitoring.

Emergency Treatment and Management of Anaphylaxis

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting.

More serious symptoms are often referred to as the ABC symptoms and can include:

- **AIRWAY** - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- **BREATHING** - sudden onset wheezing, breathing difficulty, noisy breathing.
- **CIRCULATION** - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more severe reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

If the pupil has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. **Adrenaline** is the mainstay of treatment, and it starts to work within seconds.

What does adrenaline do?

- It opens the airways
- It stops swelling
- It raises the blood pressure

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

Action:

- Keep the child where they are, call for help and do not leave them unattended.
- **LIE CHILD FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- **USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY** and note the time given. AAls should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.
- CALL **999** and state **ANAPHYLAXIS (ana-fil-axis)**.
- If no improvement after 5 minutes, administer second AAI.
- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the child where they are. **Do not stand them up, or sit them in a chair, even if they are feeling better.** This could lower their blood pressure drastically, causing their heart to stop.

All pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur.

Recording, Reporting and Reviewing Allergy Incidents and Near Misses

St Mark's is committed to learning from allergy-related incidents and near misses in order to continually strengthen allergy safety arrangements and reduce the risk of future harm. All staff have a responsibility to report concerns, incidents and near misses involving allergy safety.

Reporting Incidents

Any allergic reaction, suspected allergic reaction, administration of emergency medication, exposure to a known allergen or other significant allergy-related event occurring on the school site or during a school activity will be reported to the Allergy Safety Lead as soon as practicable.

Where appropriate, parents/carers will be informed and relevant health and safety reporting procedures followed. Incidents involving emergency treatment, hospital attendance or significant risk to a pupil will be escalated without delay.

Recording Near Misses

A near miss is an event that could have resulted in exposure to an allergen or an allergic reaction but did not cause harm due to chance, timely intervention or existing control measures.

Examples may include:

- A pupil being given incorrect food before the error is identified.
- A known allergen being brought into a restricted area.
- Medication not being immediately available when required.
- A failure to follow an Allergy Action Plan that did not result in harm.
- Any situation where allergy safety arrangements were compromised but no allergic reaction occurred.

All near misses will be recorded and reviewed in the same way as allergy incidents to identify learning opportunities and strengthen preventative measures.

Investigation and Review

The Allergy Safety Lead will review all allergy-related incidents and near misses to determine:

- What happened and why.
- Whether existing procedures were followed.
- Whether any control measures failed or require strengthening.
- Whether additional staff training, risk assessments or procedural changes are needed.
- Whether Individual Healthcare Plans, Allergy Action Plans or risk assessments require amendment.

Learning and Continuous Improvement

Lessons learned from incidents and near misses will be used to improve allergy safety arrangements across the school. This may include:

- Updating risk assessments.
- Amending procedures.
- Reviewing supervision arrangements.
- Providing additional staff training.
- Improving communication with parents, pupils and healthcare professionals.
- Updating policy documentation and emergency response procedures.

Monitoring and Governance

The Allergy Safety Lead will maintain appropriate records of allergy incidents and near misses and will report trends, actions taken and any recommendations for improvement through the annual review of the Allergy Policy. The review process will consider whether any incidents indicate a need for changes to policy, practice or risk management arrangement

Inclusion and Equality

No pupil will be excluded from activities or opportunities due to allergies. Reasonable adjustments will be made to support full participation, in line with the Equality Act 2010.

Wellbeing and Bullying Prevention

St Mark's recognises that living with an allergy, particularly where there is a risk of anaphylaxis, can have a significant impact on a pupil's emotional wellbeing, confidence and sense of safety. The school is committed to creating a supportive and inclusive environment in which pupils with allergies feel safe, valued and able to participate fully in all aspects of school life.

Staff will:

- Promote understanding and awareness of allergies amongst pupils in an age-appropriate manner.
- Encourage pupils with allergies to develop confidence in managing their medical needs, where appropriate to their age and level of understanding.
- Work closely with parents, carers and healthcare professionals to ensure pupils feel safe and supported in school.
- Take concerns expressed by pupils or families regarding allergy safety seriously and respond promptly.
- Ensure that reasonable adjustments are made to enable pupils with allergies to access all areas of school life, including educational visits, clubs, sports and enrichment activities.
- Support pupils who may experience anxiety related to their allergies or fear of an allergic reaction.
- Foster a culture in which pupils feel comfortable seeking help and reporting concerns relating to allergy safety.

Preventing Bullying and Discrimination

St Mark's operates a zero-tolerance approach to bullying, teasing, harassment or discrimination related to a pupil's allergy, medical condition or dietary needs. Any behaviour that deliberately places a pupil at risk because of their allergy will be treated as a serious matter and dealt with in accordance with the school's Behaviour Policy and Anti-Bullying Policy.

Examples of unacceptable behaviour include:

- Deliberately exposing a pupil to a known allergen.
- Threatening a pupil with an allergen.
- Teasing, mocking or excluding a pupil because of their allergy.
- Tampering with a pupil's food, drink, medication or emergency equipment.
- Making inappropriate comments or jokes about a pupil's allergy or medical condition.

Where concerns arise, staff will:

- Investigate incidents promptly and sensitively.
- Take appropriate action to protect the pupil concerned.
- Work with parents and carers to resolve concerns.
- Provide support for any pupil who has experienced bullying or anxiety related to their allergy.
- Use incidents as opportunities to reinforce awareness and understanding amongst pupils where appropriate.

The school will promote a culture of respect, inclusion and shared responsibility so that all pupils understand the importance of helping to keep their peers safe and supporting those who live with allergies.

The school recognises that effective allergy management extends beyond physical safety and includes promoting emotional wellbeing, belonging and participation. Through positive relationships, staff awareness and inclusive practice, St Mark's aims to ensure that pupils with allergies are able to engage confidently in all aspects of school life without unnecessary barriers or disadvantage

Staff and Visitors with Allergies

St Mark's recognises that allergy safety extends beyond pupils. Staff, volunteers and regular visitors are encouraged to notify the school of any severe allergies, prescribed adrenaline auto-injectors or emergency medication requirements where they wish the school to be aware. Where appropriate and reasonably practicable, the school will record relevant information, identify emergency arrangements and communicate essential information to those who may need to respond in an emergency.

The school maintains robust systems for identifying, recording and communicating allergy information so that pupils with allergies are recognised promptly, supported effectively and protected from avoidable risks throughout the school day and during wider school activities.

Record Keeping and Confidentiality

All allergy-related documentation is stored securely in accordance with the UK GDPR and Data Protection Act 2018. Only relevant staff will have access to this information.

Review and Monitoring

This policy will be reviewed annually or earlier if there is a change in legislation, guidance, or the needs of pupils. The Allergy Safety Lead will monitor awareness of this policy through staff training, policy reviews, incident reviews and feedback from pupils, parents and staff. Any improvements identified will be incorporated into future training and policy review processes.

References and Supporting Documents

- Allergy Safety in Schools (DfE, 2026)
- Supporting Pupils with Medical Conditions at School (DfE, 2015)
- Guidance on the Use of Emergency Adrenaline Auto-Injectors in Schools (DHSC, 2017)
- Food Standards Agency: Allergen Guidance for Schools
- Dudley MBC: Supporting Pupils with Medical Needs Policy

Awareness, Communication and Publication of this Policy

St Mark's is committed to promoting a culture of allergy awareness, inclusion and shared responsibility. Effective allergy safety relies upon all members of the school community understanding their role in protecting pupils with allergies and responding appropriately in an emergency. The school will therefore take reasonable steps to ensure that this policy is accessible, understood and consistently implemented.

Publication of the Policy

This Allergy Policy will be published on the school website and made available to parents, carers, staff, governors and other interested parties upon request. A copy of the policy will be maintained within the school's policy framework and reviewed at least annually or sooner where necessary.

Parent and Carer Awareness

The school will work collaboratively with parents and carers to promote awareness of allergy safety and ensure that information relating to individual pupils is accurate and up to date. Parents will be informed of any reasonable adjustments, allergen management arrangements or additional control measures necessary to support pupils safely in school.

Pupil Awareness

Age-appropriate opportunities will be provided to help pupils develop an understanding of allergies, inclusion and the importance of supporting the safety and wellbeing of others. This may include promoting awareness of food sharing, recognising when an adult's help is needed and understanding how to respond appropriately if a peer becomes unwell.

Where appropriate, and in partnership with parents and carers, pupils may be supported to understand how to seek help in an emergency involving a classmate with a severe allergy. Any such awareness raising will complement, and not replace, staff emergency response arrangements.

Where contractors, external providers, sports coaches, enrichment providers, lettings users or other organisations are responsible for activities involving pupils, the school will ensure that relevant allergy safety information, risk controls and emergency procedures are shared where necessary to safeguard pupils with known allergies. Information sharing will be proportionate and compliant with UK GDPR requirements.

This policy will be reviewed at least annually by the Allergy Safety Lead and sooner following any significant allergy incident, near miss, change in legislation, or change in the needs of pupils. The review will consider any incidents that have occurred and identify actions required to strengthen allergy safety arrangements across the school. It will consider all allergy incidents and near misses occurring since the previous review and identify any required improvements.

Policy reviewed by: Allergy Safety Lead

Date of Review: September 2026

Next Review Due: September 2027

