ST DOMINIC SAVIO CATHOLIC PRIMARY SCHOOL

Name of Policy:	Allergy Safety Policy (v2)
Date Adopted:	8th October 2026
Responsible Person:	Headteacher
Review Date:	Summer 2027
Approval:	Full Governing Body
Signed By:	Laura Hulland Headteacher
Signature:	
Date:	8th October 2026
Signed By:	Peter Bray Chair of Full Governing Body
Signature:	
Date:	8th October 2026

Allergy Safety Policy Changes

Version	Status	Change Detail	Author	Date
1	Live	New standalone Allergy Safety Policy created following publication of DfE Allergy Safety in Schools statutory guidance. Existing allergy procedures transferred from Health and Safety Policy and updated to reflect current statutory requirements.	Laura Hulland	October 2026
2		Page 6 paragraph added about allergy action plans for staff.	Laura Hulland	October 2026
		Nut aware paragraph clarified to show that we cannot guarantee a nut-free environment.	Laura Hulland	October 2026

St Dominic Savio Catholic Primary School

Mission Statement

Serve the Lord with Joy



We love Jesus and the Gospel Values inspire us to worship Him as we pray and sing.



Every child works hard and enjoys learning new things to achieve their very best.



We work together with kindness, caring for one another in our homes, school, Parishes and our wider global family.

General Statement on Allergy Safety

St Dominic Savio Catholic Primary School is committed to providing a safe, secure and inclusive environment for all pupils, staff, visitors, volunteers and contractors.
The school recognises that allergies can significantly affect a child's health, wellbeing, attendance and participation in school life. We recognise that anaphylaxis is a potentially life-threatening condition requiring an immediate and effective response.

The school is committed to:

- Minimising the risk of exposure to known allergens.
- Supporting pupils with allergies to participate fully in school life.
- Ensuring appropriate procedures exist to respond quickly and effectively to allergic reactions and anaphylaxis.
- Working in partnership with parents, carers, healthcare professionals and catering providers.
- Promoting awareness and understanding of allergies throughout the school community.
- Ensuring staff receive appropriate allergy awareness and emergency response training.
- Reviewing allergy incidents and near misses to support continual improvement.

Aims

The aims of this policy are to:

- provide a safe environment for pupils with allergies;
- minimise exposure to known allergens;
- ensure staff understand how to identify and respond to allergic reactions;
- support pupils with allergies to participate fully in school life;
- ensure effective communication between school, parents and healthcare professionals;
- promote understanding and awareness of allergies throughout the school community;
- comply with statutory responsibilities relating to allergy safety.

Organisation and Responsibilities

Governing Board

The Governing Board is responsible for ensuring that the school fulfils its statutory duties relating to allergy safety and that this policy is reviewed annually. The Governing Board will monitor implementation of this policy and receive reports relating to significant incidents where appropriate. [gov.uk]

The Headteacher is the school's Allergy Safety Lead and has overall responsibility for allergy safety. Day-to-day administration of allergy records, medication monitoring and training records is delegated to the School Business Manager.
Responsibilities:

- Implementing this policy.
- Ensuring staff training is completed annually.
- Overseeing Individual Healthcare Plans.

- Monitoring allergy incidents and near misses.
- Working with families and health professionals.
- Ensuring medication and emergency procedures remain effective. [gov.uk], [assets.pub...ice.gov.uk]

Office staff will:

- Maintain records of pupils with allergies.
- Maintain the register of Adrenaline Auto-Injectors (AAIs).
- Monitor expiry dates.
- Contact parents regarding replacement medication.
- Ensure emergency medication is available and accessible.
- Maintain training records.

Teaching and Support Staff

All staff will:

- Complete annual allergy awareness training.
- Familiarise themselves with relevant Allergy Action Plans.
- Follow allergy management procedures.
- Respond appropriately in an emergency.
- Record incidents and near misses where required.

Parents and Carers

Parents are responsible for:

- Informing the school of allergy diagnoses.
- Providing accurate and up-to-date medical information.
- Providing in-date medication.
- Providing updated Allergy Action Plans.
- Informing the school of any changes to treatment or medical advice.

Identification of Pupils with Allergies

Details of allergies are recorded on the school's management information system and within medical records.

Photo identification and details of pupils with allergies and relevant medical conditions are displayed within the Medical Room. A summary list is available from the school office for educational visits, sporting events and emergency situations.

Individual Healthcare Plans and Allergy Action Plans

The school will maintain Individual Healthcare Plans where appropriate and will use healthcare professional guidance to inform arrangements.

Pupils with significant allergies should have an Allergy Action Plan completed by an appropriate healthcare professional and shared with relevant staff.

Where a member of staff has a significant allergy that may require emergency treatment or workplace adjustments, an Allergy Action Plan may also be put in place. This will be developed in

consultation with the staff member and, where appropriate, their healthcare professional, and shared with relevant colleagues as necessary to support their safety and wellbeing.

Plans will identify:

- Allergens.
- Symptoms.
- Medication.
- Emergency procedures.
- Contact details.

Plans will be reviewed annually and whenever there is a change in diagnosis, treatment, medication or medical advice.

Reducing Risk and Preventing Exposure

The school seeks to minimise risk whilst maintaining an inclusive environment.
Measures include:

- Staff awareness of known allergens.
- Careful planning of food-related activities.
- Consideration of allergies during curriculum activities and celebrations.
- Appropriate supervision during meal and snack times.
- Communication with families regarding relevant risks.

Nut-Aware Approach

St Dominic Savio operates a nut-aware approach to help protect members of the school community who have serious nut allergies. Parents, staff, visitors, volunteers and contractors are requested not to bring nuts or products containing nuts onto the school site. The school will take reasonable and proportionate steps to minimise the risk of exposure to nuts, including providing information and reminders to the school community where appropriate. However, despite these measures, it is not possible to guarantee that the school environment is completely nut-free and all members of the school community should remain vigilant at all times.

The school works closely with its catering provider to support pupils with allergies and dietary requirements. Individual dietary needs will be managed on a case-by-case basis following discussion with parents and the catering provider.

Adrenaline Auto-Injectors (AAIs)

Where children are prescribed an AAI for treatment of anaphylaxis, the school requests that medication is provided for use in school.
AAIs are stored in the Medical Room in clearly labelled wallets alongside:

- Allergy Action Plan.
- Relevant antihistamine medication.
- Administration documentation.

The school maintains spare Adrenaline Auto-Injectors in accordance with current legislation and guidance. Spare devices may only be administered in circumstances permitted by current regulations and school procedures.

Emergency Kit
The school emergency kit contains:

- Jext 150 microgram AAI.
- Jext 300 microgram AAI.
- Administration records.
- Pen and supporting documentation.

Storage and Monitoring
Office staff will ensure:

- Monthly checks of AAIs.
- Monitoring of expiry dates.
- Replacement medication is obtained as necessary.
- Annual staff training is completed.

Recognition and Management of Allergic Reactions and Anaphylaxis
Mild to Moderate Allergic Reaction
Symptoms may include:

- Swollen lips, face or eyes.
- Itchy or tingling mouth.
- Hives or itchy skin rash.
- Abdominal pain or vomiting.
- Sudden change in behaviour.

Immediate Action

- Stay with the child.
- Call for assistance.
- Follow the child's Allergy Action Plan.
- Administer antihistamine where appropriate.
- Contact parents.

Signs of Anaphylaxis
Airway

- Persistent cough.
- Hoarse voice.
- Difficulty swallowing.
- Swollen tongue.

Breathing

- Difficult or noisy breathing.
- Wheeze.
- Persistent cough

Consciousness

- Persistent dizziness.
- Becoming pale or floppy.
- Collapse.
- Loss of consciousness.

Immediate Emergency Response

1. Lie the child flat with legs raised where possible.
2. Administer adrenaline immediately.
3. Dial 999 and state "ANAPHYLAXIS".
4. Office staff will unlock gates and provide emergency access.
5. Contact parents.
6. Administer a second dose after five minutes if required and available. **IF IN DOUBT, GIVE ADRENALINE.**

Educational Visits and Residential Visits

The school is committed to ensuring pupils with allergies participate fully in visits and residential experiences.

Planning will include:

- Review of allergy risks.
- Appropriate risk assessments.
- Availability of medication.
- Availability of trained staff.
- Access to emergency procedures and contact information

Staff Training and Awareness

All staff will receive annual allergy awareness training.

Training will include:

- Understanding allergies and allergic reactions.
- Recognising anaphylaxis.
- Use of Adrenaline Auto-Injectors.
- Emergency procedures.
- Awareness of school-specific arrangements.

Recording Incidents and Near Misses

All allergy-related incidents and near misses will be recorded and reviewed.

A near miss is any event that had potential to result in allergic exposure or harm but did not result in injury.

The Headteacher or Allergy Safety Lead will:

- Review incidents.
- Identify lessons learned.
- Implement improvements where necessary.
- Use findings to inform future training and policy review. [gov.uk],

Monitoring and Review

This policy will be reviewed annually or sooner if:

- New guidance is issued.
- Significant incidents occur.
- School procedures change.

Equality, Inclusion and Participation

The school is committed to ensuring that pupils with allergies are fully included in all aspects of school life wherever reasonably possible. No pupil will be excluded from educational activities, visits, enrichment opportunities or wider school experiences solely because of an allergy.

Appropriate risk assessments and reasonable adjustments will be implemented to enable safe participation.

Links with Other Policies

- Health and Safety Policy
- First Aid Procedures
- Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits Policy

Appendices

Appendix A

Allergy Action Plan / Individual Health Care Plan

Appendix B

Adrenaline Auto-Injector Administration Record (existing appendix)

Appendix C

Allergy Incident / Near Miss Record

Appendix D

Staff Allergy Training Record

Appendix A
Allergy Action Plan / Individual Health Care Plan

Healthcare from the heart of your community

Berkshire Healthcare NHS
NHS Foundation Trust

Allergy Action Plan

CHILD'S NAME _____

EARLY YEARS SETTING / SCHOOL _____

HAS THE FOLLOWING ALLERGIES: _____

Child's date of birth

_____

NHS Number (If known)

_ _ _ / _ _ _ / _ _ _ _

Photo

Emergency contact number

_____

Alternative emergency number if parent / guardian unavailable

_____

CONSENT

☐ I consent to the administration of prescribed emergency treatment by members of staff in schools and Early Years settings (EYS).

☐ I will notify school / EYS staff and the school nursing service if there are any changes to my child's medication and personal details as above.

☐ I will ensure that the above medication is kept in date and replaced if used.

☐ I consent for my child's action plan and photo to be displayed within EYS / school

☐ I consent to the use of the school's generic adrenaline auto injector if available (for those that already have an autoinjector prescribed)

Your name (Print)

_____

Your signature

_____

Please circle Parent /Guardian

EMERGENCY TREATMENT

Name of adrenaline auto injector _____

How many adrenaline auto injector been prescribed for use in school? _____

Name of antihistamine (medicine for allergies). _____
Refer to label for dosage instructions

Name of inhaler (if prescribed) _____

Mild-moderate allergic reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin
- Abdominal pain or vomiting
- Sudden change in behaviour

Action:

- Stay with the child, call for help if necessary
- Give antihistamine according to the child's allergy treatment plan.
- Locate adrenaline auto-injector (s)
- If wheezy, give Salbutamol (blue inhaler) if prescribed; up to a maximum of 10 puffs may be given per reaction.

Watch for signs of ANAPHYLAXIS

(Life-threatening allergic reaction):

Airway:	Persistent cough, hoarse voice, difficulty in swallowing, swollen tongue.
Breathing:	Difficult or noisy breathing, wheeze or persistent cough.
Consciousness:	Persistent dizziness / becoming pale or floppy, suddenly sleepy, collapse, unconscious

If ANY ONE of these signs is present:

1. **Lie child flat.** If breathing is difficult allow to sit.
2. **Use adrenaline auto injector without delay**
3. **Dial 999 to request an ambulance*** and say ANAPHYLAXIS (ANA-FIL-AX-IS)

If in doubt give adrenaline auto injector

After giving adrenaline auto injector

1 Stay with child until ambulance arrives; do **NOT** stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement **after 5 minutes, give a further dose of** adrenaline auto injector (if available) in the alternate leg

*you can dial 999 from any phone, even if there is no credit left on a mobile.
Medical observation in hospital is recommended after anaphylaxis.

Anaphylaxis may occur without initial mild signs: **ALWAYS** use adrenaline autoinjector **FIRST** in someone with known food allergy who has **SUDDEN BREATHING DIFFICULTY** (persistent cough, hoarse voice, wheeze)

Allergy action plan will be reviewed on notification of any changes

School Nursing Subgroup V7 August 2023

Appendix B

Adrenaline Auto-Injector Administration Record

St Dominic Savio Catholic Primary School

Adrenaline Auto-injector Administration Record

AAI Adminstered		Administered to:	Date:	Time:	By:
Jext 150	Jext 300				

Appendix C
Allergy Incident / Near Miss Record

Date	Location	Nature of incident	Actions Necessary	By Whom?	Date Completed	Future Actions	Reportable

Health and Safety Incident Log.xlsx

Appendix D
Staff Allergy Training Record

Training Course

Selection:
Title - Severe Allergic Reaction & Asthma ; Organiser - School Nursing Team ; Description - Community School Nursing Service ; Venue - St Dominic Savio Teams ; Start Date - 11/06/2026 ; End Date - 11/06/2026 ; Renewal Date - ; Level - ; Course Fees - 0.00
User: Claire Willoughby
Establishment: St Dominic Savio Catholic Schl

Attendees		
Name	**Completed**	**Level**
Mrs E.Abbagnale	Y	
Mrs H.Anand	Y	
Mrs J.Baig	Y	
Mrs P.Gibbs	Y	
Mrs H.Hansra	Y	
Mrs M.Joseph	Y	
Mrs C.Majumder	Y	
Mrs J.Rousell	Y	
Mr P.Sharp	Y	