

Sacred Heart Catholic Primary School



Together we live and learn; we play
and pray

Allergy Policy

Rooted in dignity, relationship, reconciliation and hope

September 2026

Date of next review August 2027

Allergy Lead: Megan Randall, SENCO

Operational support: Jocelyn Torrington and Rachel Valentine

Review: Annually, or sooner following a significant incident, near miss or change in statutory/Trust guidance

Equality Act Statement:

1. We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.
2. We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.
3. We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

This document should be read alongside the St John the Baptist Catholic Multi Academy Trust Equality & Diversity Policy. It sets out how Sacred Heart Catholic Primary School fulfils the Public Sector Equality Duty within the context of our own school community.

Catholic foundation and purpose

At Sacred Heart Catholic Primary School, our approach to allergy safety is rooted in our mission:

“Together we live and learn; we play and pray.”

We believe that every person is created in the image and likeness of God and has an inherent dignity. Protecting the health, safety and full participation of pupils, staff and visitors with allergies is therefore part of our responsibility to love our neighbour, care for one another and work for the common good.

We seek to be a safe and joyous school in which children can flourish and in which no child is unnecessarily excluded from learning, worship, play, meals, educational visits or the wider life of the school because of an allergy.

Allergy safety is a shared responsibility. Through knowledge, vigilance and consideration for one another, we seek to reduce avoidable risk while ensuring that pupils with allergies participate as fully as possible in school life.

This policy should be read alongside the St John the Baptist Catholic Multi Academy Trust Allergy Safety Policy, which establishes the Trust-wide requirements and procedures that Sacred Heart follows. The Trust policy aims both to reduce the risk of allergen exposure and to ensure the wellbeing and inclusion of pupils with allergies.

Aims

This policy aims to:

- ✚ provide a safe and inclusive environment for pupils, staff and visitors with allergies;
- ✚ reduce the risk of accidental exposure to known allergens;
- ✚ ensure allergies are identified, recorded and communicated appropriately;
- ✚ ensure pupils have rapid access to prescribed and emergency medication;
- ✚ ensure staff can recognise and respond appropriately to allergic reactions and anaphylaxis;
- ✚ establish clear arrangements for food, catering, curriculum activities, educational visits and extended-school provision;
- ✚ promote the wellbeing and full participation of children with allergies;
- ✚ develop appropriate allergy awareness among pupils;
- ✚ ensure serious incidents and near misses are recorded, reviewed and learned from; and
- ✚ set out clearly how the Trust Allergy Safety Policy is implemented at Sacred Heart.

Leadership and responsibilities

Allergy Lead

The school's named Allergy Lead is Megan Randall, SENCO.

She is supported in the day-to-day administration of allergy safety by Jocelyn Torrington and Rachel Valentine.

The Allergy Lead is responsible for overseeing the implementation of this policy, promoting allergy awareness and ensuring that appropriate systems are in place.

This includes ensuring that:

- ✚ allergy information is current and available to staff who need it;
- ✚ appropriate Individual Healthcare Plans (IHPs) and Allergy Action Plans are in place;
- ✚ medication arrangements are appropriate;
- ✚ staff receive required training;
- ✚ relevant risk assessments are completed;
- ✚ arrangements are reviewed following significant incidents or near misses; and
- ✚ parents/carers, school staff and catering staff communicate effectively.

These responsibilities reflect those delegated to the school Allergy Lead within the Trust policy.

All staff

All staff share responsibility for allergy safety.

Staff must:

- ✚ know how to access relevant allergy information;
- ✚ be alert to the needs of pupils with allergies;
- ✚ recognise the signs of an allergic reaction and anaphylaxis;
- ✚ know how to summon emergency assistance and access emergency medication;
- ✚ follow individual pupils' IHPs and Allergy Action Plans;
- ✚ consider allergies when planning lessons, activities, celebrations and visits;
- ✚ take reasonable steps to prevent exposure to known allergens; and
- ✚ report allergy incidents and near misses promptly.

Identifying and supporting pupils with allergies

Parents and carers must inform the school of any diagnosed or suspected allergy and provide accurate, current information about:

- ✚ the allergen or allergens;
- ✚ previous reactions;
- ✚ prescribed medication;
- ✚ emergency treatment;
- ✚ dietary requirements; and
- ✚ any changes in the child's condition or treatment.

At the time of adoption of this policy, Sacred Heart supports a number of children with food and other allergies, including allergies to nuts, latex and other foods. Five pupils currently have prescribed adrenaline auto-injectors (AAIs). The school also supports a significant number of pupils with food allergies/intolerances and pupils requiring inhalers.

These figures will change as pupils join and leave the school and do not require amendment of the policy each time.

Children requiring additional or different arrangements because of an allergy will have an Individual Healthcare Plan (IHP) as appropriate. The SENCO and administrative team coordinate these plans in partnership with parents/carers.

Where a healthcare professional has provided an Allergy Action Plan, this will inform or accompany the IHP. The DfE specifies that an IHP should incorporate an updated Allergy or Asthma Action Plan when one becomes available.

Parents/carers are asked to check the plan and confirm that the information held by the school is correct.

Children with SEND and communication needs

Sacred Heart recognises that some children, including pupils with SEND or communication difficulties, may be unable to recognise, describe or communicate the early symptoms of an allergic reaction reliably.

Staff working with these pupils must therefore be particularly familiar with:

- ✚ the child's allergy and known triggers;
- ✚ their IHP and/or Allergy Action Plan;
- ✚ their usual presentation and communication;
- ✚ possible changes in behaviour or presentation which may indicate distress or illness;
- ✚ the location of their medication.

Reasonable adjustments will be made so that pupils with allergies can participate safely and fully in school life.

Individual medication and adrenaline auto-injectors

Children's prescribed AAIs are stored centrally in the staff room.

Each child's medication is stored in a transparent plastic container clearly labelled with the child's name and photograph. This enables staff to identify and access the correct medication quickly.

Medication must remain readily accessible and must not be locked away.

Parents/carers are responsible for providing prescribed medication and ensuring that it is replaced when necessary. The school supports this by monitoring medication held on site and reminding families when medication is approaching its expiry date.

The Trust specifies that an individual pupil's medication kit should contain the appropriate prescribed AAIs, current Allergy Action Plan and any other medication identified in the plan.

School emergency AAIs

Sacred Heart holds the Trust-required emergency anaphylaxis provision, comprising two spare AAIs for each required age/dose group.

The school's spare emergency AAIs are located in the KS2 corridor, close to the Year 3 and Year 4 external door. This position has been selected to provide ready access from the main school building and from the field and outdoor areas.

Spare AAIs:

- ✚ are readily accessible;
- ✚ are not locked away;
- ✚ are clearly distinguishable from medication prescribed to an individual pupil;
- ✚ are stored appropriately;
- ✚ are checked regularly; and
- ✚ are replaced following use or before expiry.

This reflects the Trust requirement for emergency kits containing two spare AAIs for each required age group.

The DfE guidance requires schools to ensure that a child or young person is no more than five minutes from adrenaline devices and that spare devices are stored in pairs.

Inhalers

Children requiring inhalers have their medication stored in named bags within their classrooms, enabling prompt access when required.

Staff working with individual pupils must know where their medication is located and follow the child's healthcare arrangements.

Medication must accompany the pupil when taking part in activities away from the usual classroom or school premises where required.

Food and catering

School meals at Sacred Heart are prepared on site by an external catering provider.

The kitchen receives relevant information concerning pupils' identified food allergies, intolerances and dietary requirements.

Children requiring a special menu have an individual red card. The card is:

-  kept securely in the child's classroom;
-  taken with the child to lunch;
-  shown at the kitchen hatch each day; and
-  returned safely to the classroom following lunch.

This provides an additional daily check between school and catering staff.

The catering provider is responsible for its own statutory food-safety and allergen-management procedures, including appropriate food preparation, labelling and measures to minimise cross-contamination.

The Trust requires catering arrangements to provide safe food options, appropriate allergen information and procedures to minimise cross-contamination.

Nuts, packed lunches and food brought into school

Sacred Heart operates as a no-nut school as a risk-reduction measure.

Pupils, staff and families must not knowingly bring nuts or nut-containing products into school. This includes obvious nut products and foods such as nut-based chocolate spreads.

Packed lunches are monitored daily, and children must not bring nuts or chocolate/nut spreads as part of their packed lunch.

Cakes are not permitted to be brought into school for birthdays or other celebrations.

Families will be reminded of these expectations where necessary.

However, Sacred Heart recognises that it is not possible to guarantee an entirely allergen-free environment. Our approach is therefore one of allergen awareness, risk reduction and effective emergency preparedness, rather than giving families an assurance that accidental exposure can never occur.

The Trust similarly recognises that an entirely allergen-free school cannot practically be guaranteed while requiring schools to reduce exposure to high-risk foods.

Food within the curriculum and school activities

Allergies must be considered when planning activities involving food or other potential allergens, including:

- ✚ cooking and food preparation;
- ✚ EYFS activities;
- ✚ science;
- ✚ art and craft activities;
- ✚ cultural or religious celebrations;
- ✚ fundraising and community events;
- ✚ parties or special occasions;
- ✚ gardening;
- ✚ activities involving animals; and
- ✚ externally provided workshops or experiences.

Staff must check the allergy needs of the pupils involved before the activity takes place and undertake an appropriate risk assessment where necessary.

Food must not be given to a child with a known food allergy without appropriate consideration of their individual arrangements and parental involvement.

Breakfast Club and after-school provision

The requirements of this policy apply throughout the time that pupils are under the school's care, including Breakfast Club and school-run after-school provision.

Sacred Heart's Breakfast Club is operated by school staff who have received appropriate food hygiene and allergy training.

Breakfast Club staff have access to current allergy information and must follow children's individual dietary and medical arrangements. The same expectations apply to after-school provision.

An SLT member is ordinarily present on site while pupils remain on the school premises.

Where external providers operate activities on the school site, relevant information and emergency arrangements will be communicated as appropriate.

Educational visits and off-site activities

Having an allergy should not prevent a child from participating in an educational visit or other appropriate off-site activity.

Allergy and medical needs are considered as part of the school's EVOLVE risk-assessment process.

All staff accompanying a visit are required to read the relevant EVOLVE risk assessment and confirm that they have done so.

The trip leader is responsible for ensuring that required medication accompanies the pupil and remains readily accessible throughout the visit.

Where a pupil is at risk of anaphylaxis:

- ✚ their prescribed AAI must accompany them;
- ✚ relevant staff must know the child's needs and emergency arrangements;
- ✚ appropriate staff must be able to administer adrenaline in an emergency; and
- ✚ arrangements must ensure that medication can be accessed immediately rather than being stored somewhere inaccessible.

The Trust requires pupils with allergies to be included in school visits and appropriate arrangements to be made for their safety.

Training

All Sacred Heart staff received allergy/anaphylaxis training on 1st September 2026. Allergy awareness and emergency-response training will be provided **at least annually** and appropriate arrangements made for staff joining the school during the year.

Training will enable staff to:

- ✚ understand allergies and their potential seriousness;
- ✚ recognise allergic reactions and anaphylaxis;
- ✚ understand the importance of acting promptly;
- ✚ know where individual and spare AAIs are located;
- ✚ administer an AAI;
- ✚ know how to summon emergency assistance;
- ✚ understand individual Allergy Action Plans;
- ✚ reduce the risk of exposure to known allergens;

- ✚ understand the potential effect of allergies on children's wellbeing and inclusion;
- ✚ know how to report incidents and near misses.

The DfE expects allergy-awareness training to include all staff present while pupils are on site, including temporary, supply, agency, catering and relevant extended-school staff and regular volunteers.

Recognising and responding to anaphylaxis

All staff must recognise that anaphylaxis is a medical emergency.

Signs may include:

- ✚ **Airway:** swelling of the throat, tongue or upper airway; tightening of the throat; difficulty swallowing or a hoarse voice.
- ✚ **Breathing:** sudden wheezing, difficulty or noisy breathing, persistent cough.
- ✚ **Circulation:** dizziness, faintness, confusion, sudden sleepiness, pale or clammy skin or loss of consciousness.

Anaphylaxis requires an immediate response.

Staff will follow the individual's Allergy Action Plan and the emergency procedure contained within the Trust Allergy Safety Policy.

Where anaphylaxis is suspected:

- ✚ Give adrenaline without delay in accordance with the emergency procedure.
- ✚ Call 999 immediately and state ANAPHYLAXIS.
- ✚ Follow the child's Allergy Action Plan and Trust emergency protocol.
- ✚ Do not leave the person alone.
- ✚ Contact the child's parent/carer.
- ✚ Ensure emergency services are met and directed promptly to the child.

If there is no improvement after five minutes, a second dose of adrenaline should be administered using a second device where available, in accordance with the Trust emergency protocol and current guidance.

A person experiencing anaphylaxis should not be made to stand or walk. Staff must follow the positioning instructions contained within the Trust emergency procedure.

Sacred Heart emergency communication arrangements

All classrooms have access to a telephone.

Any member of staff faced with a medical emergency must summon assistance immediately and must not delay emergency treatment while waiting for a particular member of staff.

In the usual course of an emergency, a member of the administrative team or SLT will:

- call 999;
- contact parents/carers;
- ensure the school office is aware of the emergency;
- meet the ambulance/emergency services; and
- direct emergency personnel immediately to the pupil or adult requiring assistance.

If those staff are not immediately available, any member of staff must act.

If a child requires hospital treatment, a member of staff will remain with the child until their parent/carer arrives or accompany them by ambulance where necessary, in accordance with the Trust policy.

Wellbeing, inclusion and anti-bullying

Living with an allergy can affect a child's confidence and emotional wellbeing. Children may experience anxiety about eating, participating in activities or experiencing a reaction.

Sacred Heart will take these concerns seriously.

No child should be made to feel that they are a problem or inconvenience because of an allergy.

Allergy-related bullying, deliberate exposure to an allergen, teasing or intimidation will not be tolerated and will be addressed through the school's Behaviour Policy, Anti-Bullying procedures and safeguarding arrangements as appropriate.

The Trust specifically recognises the possible relationship between allergy, anxiety and bullying and requires appropriate pastoral support to be available.

Within our Catholic community, pupils are taught that looking after one another is part of loving our neighbour. Respecting another child's safe food, not sharing food where this may create risk, washing hands when required and getting an adult quickly if somebody becomes unwell are practical ways of showing compassion and contributing to the common good.

Staff and visitors with allergies

The school's allergy-safety arrangements extend, where appropriate, to staff and visitors.

Staff with allergies should ensure relevant colleagues are aware of their needs and should provide appropriate information about emergency medication where necessary.

The school will make reasonable arrangements to support staff with allergies, including individual risk assessment where appropriate.

Visitors may be asked about relevant allergies where this is necessary, particularly where food is being provided.

The Trust confirms that the principles used to protect pupils with allergies are equally relevant to adults.

Serious incidents and near misses

Sacred Heart recognises the importance of learning from both allergy incidents and **near misses**.

A serious incident includes an allergy-related event in which somebody is harmed or placed at immediate and significant risk of harm, including an incident requiring emergency medication, urgent clinical intervention or emergency services.

A near miss is an event which did not cause harm but had clear potential to do so.

Examples could include:

- a pupil being served food containing a known allergen but identifying the error before eating it;
- required medication not being available where expected;
- incorrect allergy information being provided;
- an AAI being found to be out of date; or
- a breakdown in an agreed control measure which could have resulted in exposure.

The Trust emphasises that near misses are important because they can reveal weaknesses in procedures, communication or training before serious harm occurs.

Following a serious incident or near miss:

- ✚ the incident will be recorded;
- ✚ the Allergy Lead will be informed;
- ✚ parents/carers will be involved where appropriate;
- ✚ relevant procedures and circumstances will be reviewed;
- ✚ the child's IHP and/or Allergy Action Plan will be reviewed where appropriate;
- ✚ any necessary changes to practice, risk assessment, training or communication will be made; and
- ✚ relevant information will be reported to senior leaders, governors, the Trust or other bodies as required.

Information sharing and confidentiality

Information about a child's allergy will be shared with those who need it in order to keep the child safe and support their participation in school.

This may include teaching and support staff, lunchtime staff, Breakfast Club/after-school staff, catering staff, supply staff and staff accompanying educational visits.

Health information is sensitive personal information and will not be shared more widely than necessary.

The school will balance the child's privacy and dignity with the need to ensure that adults responsible for them have sufficient information to act safely and effectively.

Pupil awareness and shared responsibility

Age-appropriate allergy awareness will be promoted amongst pupils.

Children will be taught:

- ✚ not to share food where this could create a risk;
- ✚ to respect the dietary and medical needs of others;
- ✚ never to interfere with another person's medication;
- ✚ to tell an adult immediately if they or another child feels unwell; and
- ✚ that deliberately exposing somebody to something known to cause them harm is unacceptable.

Where appropriate, children with allergies will be supported to develop increasing understanding of their own condition and how to seek help, according to their age and capacity.

Monitoring and governance

The Allergy Lead will monitor the implementation of this policy and review local arrangements regularly.

The Headteacher and Local Governing Body will have appropriate oversight of allergy safety and will consider significant incidents, near misses, training and any emerging patterns or areas requiring improvement.

This policy will be reviewed at least annually and sooner where:

- ✚ there is a serious incident or significant near miss;
- ✚ learning from an incident indicates that procedures need to change;
- ✚ the school's circumstances change;
- ✚ Trust policy changes; or
- ✚ statutory requirements or national guidance change.

The DfE requires allergy safety policies to be reviewed at least annually, made readily accessible to parents and staff and published on the school's website.

Related policies and documents

This policy should be read alongside:

- ✚ St John the Baptist Catholic Multi Academy Trust Allergy Safety Policy;
- ✚ Sacred Heart Supporting Pupils with Medical Conditions Policy;
- ✚ Sacred Heart Behaviour Policy;
- ✚ Sacred Heart SEND Policy and SEND Information Report;
- ✚ Sacred Heart Safeguarding and Child Protection Policy;
- ✚ Sacred Heart Anti-Bullying procedures;
- ✚ First Aid procedures;
- ✚ Educational Visits procedures and EVOLVE risk assessments;
- ✚ individual pupil IHPs, Allergy Action Plans and Asthma Action Plans; and
- ✚ relevant Trust health and safety procedures.