



Telford Infant School

LOVING LEARNING

Every child to be an inquisitive, resilient and successful learner who is eager for their next challenge.

Allergen Safety Policy

Manager:	Headteacher
Date of latest update:	September 2026
Date of next review:	September 2027

This Policy is available on the school website and on request from the school office.

1. Purpose

Telford Infant School is committed to providing a safe, inclusive environment for all pupils, staff and visitors. This policy sets out how the school manages allergies and responds to allergic reactions in line with the Department for Education statutory guidance.

https://assets.publishing.service.gov.uk/media/6a4b8f49045e1108aaa5ebbc/allergy_safety_in_schools_statutory_guidance_June_2026.pdf

2. Scope

This policy applies to all staff, governors, volunteers, contractors with pupil contact, pupils and visitors.

3. Responsibilities

The Headteacher has overall responsibility.

The School Business Manager will act as the Allergy Lead and is part of the SLT.

The Governing Body will monitor the policy implementation.

All staff will complete annual anaphylactic allergy awareness and emergency response training, and asthma training.

Parents will provide accurate medical information, medication and updated Allergy Action Plans or asthma/wheeze care plan and contribute to the child's Individual Healthcare Plan (IHP) where applicable.

4. Training

All TIS staff (teachers, teaching assistants, office staff, midday supervisors and SMILES club staff) will receive annual anaphylactic allergy awareness and emergency response training, and asthma training.

New staff who may start their contracts at a different time in the year will receive this training as part of their induction before supervising pupils.

School volunteers will receive this training as part of their induction before working with children.

The Allergy Lead will ensure that supply teachers, peripatetic staff and agency workers and catering staff are appropriately trained either by obtaining external training records or conducting in house training.

This training will ensure that all staff;

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including:
 - calling emergency services and informing parents;
 - how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
 - training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);
- Understand the impact allergy can have on a child or young person's wellbeing;
- Understand the school, college or setting's allergy safety policy;
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan;
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;

- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a “near miss”).

5. Identification

The school maintains a register of pupils with allergies (what the known allergy is and whether medication is required). Information is obtained directly from parents/carers and reviewed at least once per year and/or whenever parents provide updated allergy information. This register indicates whether the pupil has an Individual Healthcare Plan (IHP) and an Allergy Action Plan or a Wheeze Care Plan. The school ascertains whether an allergy is ingestion only or also air born. A copy of the care plan is held with the medication together with a consent form to administer medication signed by a parent/carer. This information is securely stored electronically in line with GDPR.

The school maintains a register of staff members with allergies (what the known allergy is and whether medication is required) which is reviewed at least once per year and whenever staff members provide updated allergy information. This information is securely stored electronically in line with GDPR.

The school requests allergy information from all visitors who check in using our electronic system on arrival (what the known allergy is and whether medication is required). This information is securely stored electronically in line with GDPR. When parents attend school events in large numbers, and therefore, do not check in electronically, they are encouraged to notify the school of any significant condition or allergy that may require support during their visit.

6. Individual Healthcare Plans

Pupils should have an Individual Healthcare Plan (IHP) if:

- they have an allergy which has a functional impact on them in school
- they are at risk of harm as a result of their allergy and
- they require arrangements which are additional to or different from those made generally.

The IHP will set out the additional and/or different arrangements that will be in place in the school for supporting the child with their medical condition or allergy, including in emergency situations.

This includes children whose allergies require flexibility and “reasonable adjustments”, as well as those who require medication (either proactively or in an emergency situation).

Where children have an Allergy Action Plan and/or Asthma Action Plan issued by a healthcare professional, the IHP should refer to or attach it. Whenever an updated Action Plan becomes available, the child’s Individual Healthcare Plan will be reviewed to incorporate it.

6. Minimising Risk

All staff have access to the register of pupils with allergies and consider allergens within the delivery of the curriculum (such as cooking, science, art materials, contact with animals, nature walks). Risk assessments are undertaken for such activities including food preparation and external visits or trips outside of the school environment.

The before and after school club SMILES strictly follows the allergen register of pupils in both play activities (such as cooking, art, materials, nature walks) and serving of food.

The school catering contractors, Miquill follow a strict allergen policy in accordance with latest food legislation including Benedict's Law and Natasha's Law – available on request. Miquill provide detailed allergen information to parents and work closely with the school to obtain allergen information from parents.

Risk of exposure to a food allergen through food brought in by others is managed through awareness, education and restriction. Packed lunch contents are monitored by the midday supervisors and parents notified if items do not meet allergen restrictions. Staff and visitors are restricted in food items that can be brought into the school and a staff room provided to consume food away from children.

Any 'treats' provided such as at Christmas and Easter, are provided by the school or the PTA and follow all allergen guidance.

Telford Infant School is a completely nut free school.

Children are not allowed to hand out sweets, cake or other birthday treats in the classroom. Birthday books are promoted as an alternative.

7. Medication and administration

All appropriate medication is required in school as soon as the child commences their education with us. Whilst it is the parent/carer's responsibility to monitor expiry dates and replace the medication, when necessary, a list of expiry dates are kept on record in school and parents are reminded a month before replacement is necessary.

Pupil medication is kept securely in the classroom in the first aid back pack to ensure rapid access. A copy of their care plan and consent to administer medication is held with the medication. The back pack is taken on all school trips, PE lessons on the field and when fire drill or other evacuation procedures take place. Lunchtime staff are aware where back packs are kept. External clubs are aware where back packs are kept. As the school site is relatively small, middays and club staff are able to locate medication quickly and administer within 5 minutes as per guidance.

When an adrenaline device is administered for a suspected anaphylaxis, this will be treated as a medical emergency. Adrenaline will be administered immediately and 999 called, providing pupil details and stating that it is an anaphylactic attack. Parents are contacted simultaneously. The child is closely monitored and a second dose of adrenaline given if required in accordance with the Allergy Action Plan and/or guidance from the paramedic on the 999 call.

When an inhaler is administered this is recorded on the consent form and a form handed to parents at the end of the day to make them aware of the time and dosage given. If it is necessary to call 999 for a child having an asthma attack then parents/carers will be called simultaneously.

When antihistamine is administered for a minor allergic reaction, this is recorded on the consent form and parents/carers contacted by phone.

An emergency adrenaline device and salbutamol inhaler are held in school and can be administered to any child who has parent/carer authorisation for its use (because the child is already prescribed one or both devices). These are clearly marked in transparent boxes and held in the staff room. The 'spare' adrenaline device and salbutamol inhaler are regularly checked to ensure they are in date. They are replaced when needed via the local pharmacy.

9. Recording

All allergic reactions and near misses will be recorded, investigated and reviewed to improve practice where applicable. These will be shared with parents/carers of the child. This information is securely stored electronically in line with GDPR.

10. Educational visits and in school activities

Individual risk assessments will ensure pupils with allergies can safely participate. All medication and trained staff will accompany off site educational visits.

11. Information Sharing

Relevant staff have access to allergy information while maintaining confidentiality in accordance with UK GDPR. This includes Medical List, Dietary Requirements and Allergy Action Plans and Asthma/Wheeze Plans.

12. Wellbeing

The school promotes an allergy-aware culture and will not tolerate bullying or discrimination relating to allergies.

Linked policies:

Automated External Defibrillator Policy

First Aid in School Policy

Medicines in School Policy

Supporting Pupils with Medical Conditions Policy