

Allergy Safety Policy

(Prepared to meet Benedict's Law and DfE statutory guidance "Allergy safety in schools")

September 2026

Knowle CE Primary Academy

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Business and Facilities Manager: Mrs R Justice



Approved by:	Principal	Date: September 2026
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Last reviewed in:	
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Next review due by:	September 2027 or following any serious incident or near miss
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Our Academy Vision

Growing in God's Love; Flourishing Together

At Knowle CE Primary Academy, we provide a nurturing environment for all children and adults to grow in mind, body and spirit, enabling everyone to fulfil their potential. Individuals are celebrated for their unique gifts and flourish together through living out our school values, as we make a positive impact on each other, our local community and the wider world. As a result, children are well prepared for a future in which they will bear lasting fruit and make the world a better place.

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This policy is separate from the school's medical conditions policy. It follows the Children's Wellbeing and Schools Act 2026 and the DfE statutory guidance "Allergy safety in schools" (July 2026). It explains how we reduce allergy risk, respond to reactions (including anaphylaxis), and enable pupils with allergies to participate fully in school life.

1. Purpose

- Reduce the risk of pupils, staff and visitors coming into contact with known allergens.
- Ensure rapid, effective emergency response to allergic reactions and anaphylaxis.
- Clarify roles, responsibilities, training, recording and communication.
- Enable pupils with allergies to participate safely in lessons, trips, Forest School and church visits.

2. Roles and accountability

- Matthew Stonehill (Principal) has overall responsibility and reports to governors.
- Ruth Justice (SLT lead) is the school allergy safety lead responsible for implementing this policy day-to-day, maintaining records, coordinating training and checks, and reporting incidents.
- Governors receive termly updates and an annual allergy safety report.
- Responsibility for allergy safety is not delegated to catering alone.

3. Identification, Individual Healthcare Plans (IHPs) & registers

- Any pupil whose allergy requires school arrangements must have an Allergy Action Plan / IHP completed with parents/carers (and clinician input where appropriate). IHP content: allergens, symptoms, medication (brand/dose), storage location, emergency contacts, adjustments for school activities and consent for emergency use of school spare AAI's where appropriate.
- IHPs are held centrally (main office) and a summary is available to class teachers and staff who need to know. A secure register summarises each pupil's allergens and severity.
- Parents must notify the school immediately of new or changing allergy information.

4. Medication, storage and spare AAI's

- Prescribed AAI's and other medication are kept in a secure but immediately accessible place known to staff; they will not be locked away where delay could occur.
- The school will hold spare AAI's in line with statutory guidance and local arrangements. Spare AAI's are logged and checked weekly for expiry; the Business & Facilities Manager maintains the log.
- Medication is labelled with the pupil's name and expiry date. Any administration is recorded and signed.

5. Training and awareness

- All staff present when pupils are on site (permanent, temporary, supply, peripatetic, midday supervisors, catering, breakfast/after-school club staff and regular volunteers) will receive allergy awareness and emergency response training at least annually. Induction training is provided for new staff and supply staff before or on their first day.
- Training covers: allergy types and triggers; recognising reactions and anaphylaxis; locating and using AAls (including spare AAls); how to call emergency services; IHP use; reporting incidents and near-misses. First-aid training alone is not sufficient.
- Training attendance and content are recorded and reported to governors annually.

6. Prevention and everyday controls

- Classroom practice: no food-sharing; staff plan food-related activities to minimise risk; reasonable adjustments recorded in IHPs are followed.
- Catering: the provider maintains accurate allergen data for all meals. Kitchen procedures minimise cross-contamination and staff are briefed on pupil allergies. Packed-lunch guidance is provided to parents.
- Breaks, clubs and external providers: all supervising adults (including external club leaders and clergy for church visits) are briefed on relevant pupil allergies and medication locations. Contractors with no pupil-facing role do not require allergy training.
- Forest School and off-site activities: risk assessments explicitly include allergy arrangements; a trained adult carrying the pupil's medication accompanies the pupil; copies of IHPs travel with the party leader.

7. Emergency response, reporting and drills

- Suspected anaphylaxis steps:
- Call emergency services (999) immediately and state "anaphylaxis".
- Administer adrenaline without delay (pupil's AAI or the school's spare AAI where permitted).
- Place the pupil flat (unless breathing difficulty requires sitting up), monitor and await ambulance.
- Contact parents/carers as soon as reasonably possible.
- All reactions and near-misses are recorded on the incident form and reviewed by the allergy safety lead. Serious incidents are reported to governors and to the local authority/HSE where appropriate.
- The school will run a simulated anaphylaxis drill at least annually; outcomes and actions are recorded and fed into policy review.

8. Inclusion, wellbeing and behaviour

- The school makes reasonable adjustments so pupils with allergies can take part in all activities. These are documented in IHPs.
- The school actively teaches understanding to reduce stigma and bullying. Any allergy-related bullying is managed under the behaviour policy and recorded.

9. Staff and visitors with allergies

- The school asks visitors likely to be served food if they have allergies and makes reasonable adjustments. Staff with allergies are supported with appropriate arrangements recorded and reviewed.

10. Record keeping, confidentiality and data protection

- IHPs, consent forms and incident records are retained in line with GDPR and the school retention policy. Access to sensitive health information is limited to staff who need to know.

11. Monitoring, review and governance

- Allergy safety is recorded on the school risk register and reviewed termly by SLT.
- Governors receive termly updates and an annual report covering training, incidents, spare AAI checks and policy review.
- Policy review at least annually — next scheduled review: September 2028 — and sooner after any serious incident or near-miss.

12. Communication with parents and the community

- This policy and contact details for Ruth Justice (allergy safety lead) will be published on the school website in September 2026 and included in induction packs.
- Parents must supply up-to-date medical information, complete the IHP, and confirm consent for emergency arrangements. The school will involve parents and pupils with allergies when developing or reviewing arrangements.