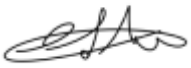
Ranelagh Primary School
Pauls Road Ipswich IP2 0AN
Telephone: (01473) 251608
Email: admin@ranelagh.suffolk.sch.uk
Headteacher: Mrs O Hopper

Allergy Safety Policy 2026/27

Date: 28th September 2026

Next Review due: Autumn 2027

Signed by:  Chair of Governors

Signed by: Headteacher

1. Aims

Ranelagh Primary School is committed to providing a safe, inclusive environment for pupils with allergies. Our aim is to reduce the risk of allergen exposure, promote awareness across the school community, and ensure staff respond appropriately to allergic reactions using the procedures that apply under current statutory guidance.

At present, the school operates under existing rules and does **not** stock spare emergency AAIs. Emergency AAIs are expected to be available in school from **November 2026**. All emergency medication must be provided by parents/carers under current regulations.

2. Scope

This policy applies to:

- All pupils
- All staff
- Volunteers
- Visitors
- Contractors
- School catering providers
- Wraparound, breakfast and after-school provision
- Educational visits and off-site activities

3. Role and Responsibilities

3.1 Allergy Lead

The named Allergy Lead is Emily Last.

They are responsible for:

- Maintaining the register of pupils with allergies.
- Working with staff, families and pupils to ensure Individual Healthcare Plans (IHPS) are in place.
- Sharing accurate information with relevant staff and catering teams.
- Supporting consistent allergy management practices across the school.
- Review incidents and lessons learned to inform changes to practice.
- Ensure the school has sufficient spare, in-date AAIs available for emergency

use.
- Promote inclusion and wellbeing to ensure pupils with allergies can participate safely in school life.
- Monitor compliance and reports to senior leaderships and governors.

3.2 Office Administration Staff

Office staff support by:

- Collecting and updating medical/allergy data.
- Coordinating communication with families and catering staff.

3.3 The Governing Body

The named Allergy Governor is _____

The governing body will:

- Approve and review this policy annually.
- Appoint a named governor for allergy safety.
- Monitor compliance with the school's Allergy Safety Policy and relevant statutory guidance.
- Monitor incidents and near misses.
- Ensure resources are available for implementation.

3.4 The Headteacher

The Headteacher is Olga Hopper.

The headteacher will:

- Ensure the school complies with Benedict's Law and relevant Department for Education guidance on allergy safety.
- Ensure effective implementation of this policy.
- Designate a senior leader responsible for allergy safety (allergy lead).
- Ensure all staff (including temporary staff) received training.

3.5 Staff

Staff will:

- Read and follow the school's Allergy Safety Policy and IHPs.
- Know which pupils have allergies and understand the information relevant to the pupils they supervise.
- Complete required allergy-awareness training, including recognising symptoms of anaphylaxis and knowing what action to take.
- Recognise anaphylaxis quickly and follow the school's emergency procedures. Staff should not delay treatment while waiting for a parent,

medical professionals or Allergy Lead.
- Know how to use an AII if they are required to administer one under the school's procedures and training.
- Avoid unnecessary allergen exposure by following agreed risk-control measures.
- Report allergic reactions, suspected reactions and near misses promptly so they can be recorded and reviewed.
- Support inclusion, ensuring pupils with allergies can participate safely in lessons, trips, clubs and other school activities.
- Know where emergency AAIs are kept and how to access them (once available)

3.6 Parents/Carers

Parents/Carers must:

- Provide the school with up-to-date medical information.
- Supply **ALL** prescribed AAIs (usually two per child)
- Replace expired medication promptly

3.7 Pupils With Allergies

Where appropriate, pupils should:

- Know their allergens.
- Follow avoidance advice.
- Seek help from staff if symptoms begin.
- Know where their AAIs are located.

3.8 Pupils Without Allergies

Pupils are encouraged to:

- Avoid sharing food.
- Show consideration for peers with allergies.

4. Managing Risk

4.1 Hygiene and Prevention

Good hygiene is promoted across the school. Pupils wash their hands before and after eating, and food sharing is not permitted. These simple measures help reduce accidental cross-contact with allergens and are consistent with current advice for schools managing food allergies.

4.2 Catering

The catering team receives allergy information for relevant pupils and are provided with updated lists each term. All menu items follow national allergen labelling regulations, including requirements introduced under Natasha's Law. Pupils with diagnosed food allergies receive individual medical-diet menus where needed, and catering staff take care to prevent cross-contamination during preparation and serving.

4.3 High-Risk Foods

The school does not claim to be allergen-free, but families are asked to avoid sending in food items that commonly trigger severe reactions, such as nut-based or sesame-based products. If a pupil does bring a high-risk item, staff may remove this and contact the parents/carers to reduce risk to others. Alternate food may be offered if necessary.

4.4 High-Risk Foods

Some learning experiences involve animals or outdoor activities, so staff plan ahead to reduce risks. Pupils with known animal allergies will not handle animals directly, and everyone washes their hands after contact. Outdoor eating is supervised carefully to minimise risks from insect bites or stings.

4.5 Emotional Wellbeing

Allergy-related anxiety is taken seriously. Pupils who feel worried about their allergy can speak to staff, and the school's inclusion team and mental health first aiders support where needed. Bullying related to allergies is not tolerated and is dealt with under the school's standard anti-bullying and safeguarding procedures.

5. Individual Healthcare Plans (IHPs)

Schools should obtain and retain the pupil's current clinical allergy action plan wherever one has been provided by healthcare professionals and ensure that it informs the school's Individual Healthcare Plan.

Individual Healthcare Plans will include:

- Pupil details.
- Allergen triggers.
- Signs and symptoms.
- Prescribed medication.
- Location of medication.
- Emergency procedures.
- Contact details.

IHPs will be reviewed:

- At least annually.

- Following any reaction.
- Following a significant change in condition.

6. Staff Training

All staff will receive annual training. This training will ensure staff understand allergy, anaphylaxis, asthma and other allergic conditions, can identify allergy triggers and symptoms, understand emergency procedures, understand the impact of allergy on wellbeing and inclusion, and know how to report incidents and near misses.

Training will be accessed via **Kitt Medical** and training records will be maintained.

7. Procedures for Allergic Reactions

7.1 Recognising Symptoms

Staff are trained to recognise:

Mild/Moderate symptoms:

- Rash or hives.
- Swelling of lip/face.
- Itchy mouth.
- Vomiting.

Severe symptoms (anaphylaxis:

- Breathing difficulties.
- Throat tightness.
- Wheezing.
- Dizziness or collapse.

This mirrors current advice from Anaphylaxis UK. https://anaphylaxis.org.uk/

7.2 Emergency Procedures (Based on Current Practice)

If an allergic reaction is suspected:

1. Follow the pupils' Individual Healthcare Plan.
2. Use the **pupil's personal AAI** immediately if anaphylaxis is suspected.
3. Call **999** stating "anaphylaxis".
4. Keep the pupil lying down (or sitting if breathing difficulties).
5. Administer a second dose after 5 minutes (injecting into the opposite thigh).
6. A staff member stays with the pupil until help arrives.

Because at present the school does **not** hold spare AAIs, staff must rely solely on the pupil's prescribed devices.

8. Adrenaline Auto-Injecters (AAIs)

8.1 Current School Position

Currently the school does not stock spare AAIs. Emergency AAIs are expected to be available in school from **November 2026.** The use of emergency AAIs will be in accordance with with national guidance and training.

Parents/Carers must supply all AAIs their child requires (usually two). These devices must be labelled, in date and accompanied by clear instructions as part of the child's IHP.

8.2 Storage of Pupils' AAIs

Pupils' AAIs are stored in clear class medical boxes that are safe and easily accessible. Devices are checked termly (minimum) to ensure they are in date, and parents/carers are informed when replacements are needed. Expiry dates of medications are also recorded on the schools Medical Needs Register.

All AAIs are collected from the classrooms and taken to the hall during lunchtime, where they are then stored in a central clear medical box in a location known to staff. These are returned to classrooms at the end of lunchtime.

8.3 Off-site Visit

When pupils go off site, their prescribed AAIs and IHP plans accompany them. A member of staff is allocated to supervise the medication throughout the visit. Activities are planned to avoid unnecessary allergen exposure.

9. Information Sharing and Data Protection

The school recognises that information relating to a pupil's allergy or medical condition constitutes special category personal data under UK GDPR and must be managed appropriately. At the same time, relevant information must be accessible to those who need it in order to keep pupils safe and support their inclusion in education.

Access to IHPs will be made available to staff who require access to support a pupil safely and effectively.

This may include:

- Teaching staff.
- Support staff.

- Catering staff where relevant.
- Educational visit leaders.
- First aiders and emergency responders.
- Wraparound around provision staff.

10. Transition and Information Transfer

Where a pupil transfers to another educational setting, relevant allergy information and IHP documentation may be shared where appropriate to support a safe and effective transition, in accordance with data protection requirements and local information-sharing arrangements.

11. Communication

This policy will be:

- Published on the school website.
- Available on request.
- Shared with staff annually.
- Referenced in induction arrangements.