



# Shakespeare

Primary School

**Shakespeare Primary School and Nursery**

**Allergy Policy**

**2026 2027**

# Allergy Safety

## Named Allergy Leads

The named allergy leads at Shakespeare Primary School and Nursery are:

- Amy Brealey – Deputy Head Teacher
- Rachel Brookes Winter – Business Manager

They are responsible for overseeing allergy safety, supporting staff, ensuring procedures are followed and contributing to the annual review of this policy.

## Culture

### Awareness Training

Shakespeare Primary School and Nursery will provide allergy awareness and emergency response training to all relevant staff at least annually. This will include permanent, temporary, supply, agency, catering and regular volunteer staff who may supervise pupils.

New staff will receive allergy awareness information as part of their induction. Supply and cover staff will be made aware of relevant pupils, their allergies and emergency procedures before working with them.

Training will cover recognising allergic reactions and anaphylaxis, avoiding allergens, locating and administering emergency medication, contacting emergency services and reporting incidents or near misses.

### Wellbeing

The school will support the wellbeing of pupils with allergies by ensuring that staff understand the potential physical and emotional impact of living with an allergy. Pupils will be supported to participate fully in school life without unnecessary attention being drawn to their condition.

Any bullying or inappropriate behaviour related to a pupil's allergy will be dealt with in accordance with the school's behaviour and anti-bullying procedures.

## Identification

The school maintains an up-to-date record of children with known allergies. This is recorded on SIMS, including copies of any Allergy Plans submitted by parents and carers. There is also an Allergy Register, detailing all allergies and any relevant medication information. Allergy information is shared with relevant staff on a need-to-know basis.

At lunchtimes, children with allergies wear a lanyard displaying a card identifying their allergy. This provides a visible reminder to staff when supervising children, particularly during meal times and activities.

The electronic lunch system has a red hazard alert on the child's account to identify known allergies. When the child is served, the alert and allergy card are checked before the appropriate meal is provided.

At Breakfast Club, a paper copy of the Allergy Register is checked at the point of serving. At After School Care Club, allergies are recorded on the register and there is also a paper copy of the Allergy Register available.

## **Individual Healthcare Plans**

Where a pupil's allergy has a functional impact, presents a risk of harm and requires additional or different arrangements, the school will work with parents/carers and relevant healthcare professionals to develop an Individual Healthcare Plan.

The IHP will set out the pupil's individual needs, reasonable adjustments, avoidance measures and emergency arrangements. Any healthcare professional's Allergy Action Plan or Asthma Action Plan will be incorporated into or attached to the IHP and reviewed when updated.

## **Prescribed Adrenaline**

Children who are prescribed adrenaline auto-injectors (AAIs/EpiPens) have them stored in their classroom in a clearly identified, non-lockable container to ensure rapid access in an emergency.

The child's adrenaline injector is taken with them when they go to the lunch hall and is available whenever the child is away from their classroom. Staff responsible for the child will know where their medication is stored and how to access it.

Parents/carers are responsible for ensuring that prescribed adrenaline injectors provided to school remain in date and are replaced when necessary.

## **Spare Adrenaline / Anaphylaxis Emergency Kit**

The school's **anaphylaxis emergency kit is stored at the school office** and is readily accessible in an emergency.

The kit will be checked regularly to ensure that its contents are present and within date. Any used or expired medication will be replaced promptly.

## Food Allergy

The electronic lunch system provides a red hazard alert for children with recorded food allergies. Before serving, staff check the child's allergy information and card and provide the appropriate meal, which is stored separately from other meals to reduce the risk of allergen exposure.

Staff involved in preparing, handling or serving food will follow the school's food safety and allergy procedures and must check allergy information before food is provided.

### Minimising Risk

The school will take reasonable steps to minimise pupils' exposure to known allergens. This includes:

- following individual healthcare and allergy action plans;
- ensuring food provided by the school is appropriately checked and allergen information is available;
- managing food brought into school by pupils, staff or families;
- considering contact and airborne allergens where relevant;
- ensuring activities involving food, animals, art, science or other potential allergens are appropriately planned;
- considering allergy risks when planning trips and off-site activities;
- high levels of supervision at all times in the classroom, playground, lunch hall and during visits;
- In-line with EYFS Statutory Requirements, all children eating in EYFS are supervised by a qualified Paediatric First Aider.

## Visits and Trips

Children with allergies will be supported to participate fully in educational visits and trips. Relevant allergy information and emergency medication will accompany the child.

A risk assessment will be completed where required, and staff accompanying children with allergies will be aware of their individual needs and emergency procedures.

## Serious Incidents and Near Misses

Any allergic reaction, suspected anaphylaxis or allergy-related near miss will be reported immediately to the Allergy Leads and recorded in accordance with school procedures.

Parents/carers will be informed of relevant incidents. Incidents and near misses will be reviewed to identify lessons and determine whether any changes to procedures or risk assessments are required.

## Information Sharing

Allergy information will be shared with staff who need it to keep the child safe, including class staff, lunchtime staff, catering staff and staff supervising clubs, trips and other activities.

Information will be treated sensitively and confidentially. The child's lanyard and the electronic lunch system provide additional safeguards to ensure relevant allergy information is available when required.

## **Awareness of the Allergy Safety Policy**

The allergy safety policy will be made available to staff and parents/carers. Staff will receive allergy awareness information as part of induction and ongoing training.

The named allergy leads will monitor implementation of the policy and ensure that staff are aware of procedures for identifying allergies, reducing risk and responding to an emergency.