

Allergy Safety Policy

2026 - 2027

Cockerham Parochial C.E. Primary School



'Where a love of learning grows'

Growing in knowledge

Growing in faith

Growing in God's love

I can do all things through Christ who strengthens me

Philippians 4.13

Whole School Allergy Safety Policy 2026

Policy Lead:	Carl Barnacle - Headteacher / Allergy Safety Lead
Deputy / Cover:	Judith Brucciani
Catering Provider:	Lancashire County Council
Wraparound Provider:	Scotforth After School Club
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1. Purpose and aims

Cockerham Parochial C of E Primary School is committed to providing a safe, inclusive environment in which pupils with allergies can participate fully in school life. This policy explains how the school identifies and reduces allergy risks, supports individual pupils, maintains rapid access to emergency medication, responds to allergic reactions and learns from incidents and near misses.

The school aims to create a culture in which allergy is understood and taken seriously without unnecessarily restricting pupils or singling them out. No environment can be guaranteed to be completely free from allergens; the school therefore uses proportionate, evidence-informed controls and individual planning.

2. Scope and legal framework

This policy applies to all pupils and to school activities on and off site, including educational visits, sporting activities, breakfast club and after-school provision. Relevant arrangements also apply, as appropriate, to staff, volunteers, visitors and external providers.

The policy has regard to section 100 of the Children and Families Act 2014, as amended by section 34 of the Children's Wellbeing and Schools Act 2026, the Department for Education statutory guidance on allergy safety in schools, statutory guidance on supporting pupils with medical conditions, equality duties, data protection requirements and current national guidance on emergency adrenaline auto-injectors.

This policy should be read alongside the school's Supporting Pupils with Medical Conditions Policy, First Aid Policy, Safeguarding and Child Protection Policy, Health and Safety Policy, Educational Visits procedures, Food/Catering arrangements, Behaviour and Anti-Bullying Policy, Data Protection Policy and Complaints Procedure.

3. Definitions

Allergy: an immune system response to a substance that is normally harmless.

Allergen: a substance that can trigger an allergic reaction.

Anaphylaxis: a serious and potentially life-threatening allergic reaction requiring immediate emergency treatment.

Adrenaline auto-injector (AAI): a device that delivers a measured dose of adrenaline in an emergency.

Near miss: an event that did not cause harm but had the potential to do so.

Individual Healthcare Plan (IHP): a plan setting out the support a pupil needs at school because of a medical condition.

Food intolerance and coeliac disease are different from food allergy, but may still require careful management. The school follows relevant medical advice and agreed individual arrangements.

4. Roles and responsibilities

4.1 Governing Body

The Governing Body will ensure that appropriate allergy safety arrangements are in place, resources and training are sufficient, the policy is reviewed at least annually and after relevant incidents or near misses, and the policy is publicised across the school community and published on the school website.

4.2 Headteacher and Allergy Safety Lead

The Headteacher retains overall responsibility and is the named Allergy Safety Lead. Judith Brucianni provides the deputy/cover arrangement.

The Allergy Safety Lead will oversee implementation of this policy; records and IHPs; training and induction; communication with families, healthcare professionals, Lancashire County Council catering and wraparound providers; emergency medication arrangements; incident and near-miss review; and assurance to governors. Day-to-day tasks may be delegated, but accountability remains with school leadership.

4.3 Staff, volunteers and external providers

All staff and regular volunteers with pupil-facing duties must follow this policy and individual plans, take reasonable steps to prevent exposure, know how to obtain help and emergency medication, and promptly report concerns, reactions and near misses. Supply, agency, peripatetic and club staff must receive appropriate information before taking responsibility for pupils.

Breakfast club and after-school provision are externally provided by Scotforth After School Club. Relevant allergy information will be shared on a need-to-know basis and the provider must ensure its staff understand the arrangements required to keep individual pupils safe.

4.4 Parents and carers

Parents and carers are expected to provide accurate, up-to-date information about allergies, intolerances, symptoms, triggers, treatment, dietary needs and emergency contacts; provide current medical or action plans and prescribed medication where applicable; notify school promptly of changes; and work with school on reasonable risk controls.

4.5 Pupils

Pupils will be supported, according to age and understanding, to avoid known allergens, follow agreed arrangements, tell an adult immediately if they feel unwell or believe exposure has occurred, avoid sharing food, drinks, utensils or medication, and show respect for the medical and dietary needs of others.

5. Staff training and induction

All school staff completed allergy awareness and emergency-response training on 1 September 2026, delivered by the School Nursing Team. Training will be refreshed at least annually. New staff will receive allergy-safety information and appropriate training as part of induction and supply or temporary staff will be briefed before taking responsibility for pupils.

Training includes:

- the nature and impact of allergy and the difference between allergy, food intolerance and coeliac disease;
- common triggers and symptoms, including recognition of anaphylaxis;
- risk reduction and the school's arrangements for individual pupils;
- the location and use of prescribed and spare emergency medication;
- calling emergency services and informing parents/carers;
- incident and near-miss reporting; and
- practical use of relevant adrenaline auto-injector devices.

6. Identification, records and individual planning

The school requests information about allergies, intolerances and relevant dietary needs on admission, when a pupil joins during the year, when a diagnosis or need changes and as part of the school's regular review of pupil medical information.

At the date of this policy, the school is aware of three pupils with food-related dietary needs, intolerances or reported adverse reactions. These are managed through individual information and agreed arrangements. None of these pupils currently has prescribed emergency allergy medication. The school will not describe a pupil as

having a diagnosed allergy unless this is supported by the information provided by parents/carers and, where appropriate, healthcare professionals.

Records will identify relevant allergens or foods, symptoms, medication where applicable, emergency contacts, action plans, IHPs and reasonable adjustments. Information will be shared only with staff and providers who need it to keep the pupil safe.

7. Individual Healthcare Plans and action plans

An IHP will be developed where an allergy has a functional impact in school, places the pupil at risk of harm and requires arrangements additional to or different from those generally available. Plans will be developed with the pupil, parents/carers, relevant staff and healthcare professionals as appropriate.

Where a healthcare professional has issued an Allergy Action Plan or Asthma Action Plan, it will be attached to or clearly referenced in the IHP. Plans will be reviewed at least annually and sooner following a change in diagnosis or treatment, a reaction, a near miss or a significant change in circumstances.

8. Minimising exposure to allergens

The school uses proportionate controls based on known risks and individual arrangements. Staff planning lessons, clubs, celebrations, fundraising, cooking, science, art, gardening, animal contact or other activities will consider ingredients and possible food, contact or airborne allergens in advance.

- Pupils will be encouraged to wash hands before and after eating and appropriate cleaning arrangements will reduce residue on tables, utensils and shared equipment.
- Food, drinks, utensils and containers should not be shared where this may create a risk.
- Parents/carers will be informed of any specific controls needed for food brought from home, celebrations, events or packed lunches.
- The school will not describe itself as completely 'allergen-free' or 'nut-free' because total absence of an allergen cannot be guaranteed.
- Individual risk assessments and reasonable adjustments will be used where a known risk requires additional controls.

9. Food and catering arrangements

Lancashire County Council provides school catering. The school will ensure that relevant information about medically diagnosed food allergies, intolerances and agreed dietary needs is communicated to the catering service through the school's established procedures.

Menus, ingredient information and substitutions must be managed so that allergen risks are understood before food is served. Cross-contact risks will be reduced through appropriate storage, preparation, cleaning, serving procedures and staff training. Any uncertainty about a meal or ingredient must be resolved before it is served.

10. Wellbeing, inclusion and bullying

The school recognises that living with allergy or the possibility of anaphylaxis can cause anxiety. Pupils will be listened to and involved in decisions appropriate to their age. Staff will promote safe participation, avoid unnecessary exclusion and make reasonable adjustments.

Teasing, bullying, deliberate exposure to a known allergen, tampering with medication or pressuring a pupil to eat or touch something will be treated seriously under the school's Behaviour and Anti-Bullying Policy and, where appropriate, safeguarding procedures.

11. Medication and emergency equipment

11.1 Prescribed medication

Where a pupil is prescribed an AAI or other emergency medication, arrangements will ensure rapid access at all times, including lessons, dining areas, playgrounds, PE, clubs and educational visits. Medication will be stored safely and accessibly and will not be locked away where this would delay emergency access.

The School Bursar is responsible for routine checks of school-held emergency medication and records. Checks will be completed at least monthly and before educational visits, including availability, condition and expiry dates. Parents/carers remain responsible for replacing individually prescribed medication before expiry.

11.2 School spare adrenaline auto-injectors

The school maintains spare adrenaline auto-injectors for emergency use in accordance with current statutory guidance. These are stored on a clearly identified shelf in the Headteacher's office. Arrangements must ensure that the devices remain readily accessible to staff without delay whenever pupils are on site and can be brought to a person experiencing suspected anaphylaxis within five minutes.

Spare devices do not replace a pupil's own prescribed medication. The School Bursar will check stock, condition and expiry dates at least monthly and arrange prompt replacement of used or expired devices. All staff will know the location of the school's spare AAIs.

12. Responding to an allergic reaction or suspected anaphylaxis

Staff must follow the pupil's current Allergy Action Plan where one exists and their training. Anaphylaxis is a medical emergency and can occur without skin symptoms. If anaphylaxis is suspected, staff must act immediately.

1. Stay with the pupil and send someone to bring the pupil's emergency medication and/or the school's spare AAI kit.
2. Administer an appropriate AAI without delay in accordance with training, current guidance and the device instructions.
3. Call 999 immediately and state 'anaphylaxis'. Give the school's address and arrange for someone to meet the ambulance.
4. Keep the pupil in the position advised through current training and emergency guidance. Do not allow the pupil to stand or walk.
5. Give a second dose after five minutes if symptoms have not improved and another appropriate device is available, in accordance with current guidance.
6. Contact parents/carers after emergency help has been summoned. Inform the Headteacher or senior leader.
7. Send relevant action-plan and medication information with the ambulance. A pupil given adrenaline must be medically assessed.
8. Record the incident and retain relevant information needed for review.

13. Educational visits, sport and off-site activities

Pupils with allergies or relevant dietary needs will be enabled to take part safely. Visit leaders will review individual arrangements and complete appropriate risk assessment covering travel, food, activities, external providers, access to emergency care and medication. Required medication must accompany the pupil and remain immediately accessible. Safe participation will be planned with families and providers rather than excluding a pupil because of an allergy.

14. Breakfast club and after-school provision

Breakfast club and after-school provision are operated by Scotforth After School Club. The school will share relevant allergy, intolerance, dietary and emergency information with the provider where this is necessary to keep pupils safe. The provider is responsible for ensuring that its staff understand and follow the arrangements applicable to pupils attending its provision, including access to emergency help and medication where relevant.

Parents/carers should notify the school promptly of changes to a child's allergy, intolerance, dietary need or medication so that school records can be updated and relevant information shared with the provider.

15. Incidents and near misses

All allergic reactions, administration of emergency medication, emergency service calls and allergy-related near misses will be reported to the Headteacher/Allergy Safety Lead as soon as possible and recorded in the school accident book. Where an incident also raises a safeguarding concern, the school's safeguarding procedures will be followed.

The Headteacher or nominated senior leader will review significant incidents and near misses, considering the cause, timeliness of the response, access to medication, communication, training and whether agreed procedures were followed. Immediate controls will be introduced where required and lessons will be shared appropriately. Governors will receive appropriate anonymised assurance information.

16. Information sharing and data protection

Health information is special category personal data. The school will collect, use, store and share it lawfully, securely and only to the extent necessary to protect the pupil and provide appropriate support. Relevant information may be shared with staff, Lancashire County Council catering, Scotforth After School Club, visit providers, healthcare professionals and emergency services where necessary.

17. Raising awareness

This policy will be published on the school website, made available to parents/carers and staff, referred to through staff induction and revisited through annual allergy-awareness training. Age-appropriate allergy awareness will be included in pupil education. Pupils may be taught how to seek adult help in an emergency, but pupil awareness will never replace trained adult response.

18. Complaints

Concerns should be raised promptly with the class teacher, Allergy Safety Lead or Headteacher so that immediate safety issues can be addressed. Formal complaints will be considered under the school's Complaints Procedure. This does not prevent a parent/carer from contacting emergency services or an appropriate external body where necessary.

19. Monitoring and review

The Governing Body will review this policy at least annually. It will also be reviewed sooner following a serious allergic reaction, significant near miss, change in statutory guidance or legislation, identified training or equipment gap, significant change to the school site or catering arrangements, or feedback indicating that current arrangements may leave someone at risk.

Review evidence will include staff training, medication checks, incident and near-miss themes, IHP review status where applicable, educational visit arrangements and relevant feedback from pupils, families and staff.

Appendix A: Cockerham school-specific arrangements

Item	Cockerham arrangement
Named Allergy Safety Lead	Carl Barnacle, Interim Headteacher
Deputy / cover arrangement	Judith Brucciani
Current prescribed pupil AAIs	None at the date of this policy
School spare AAIs	Clearly identified shelf in the Headteacher's office
Medication / AAI checks	School Bursar - at least monthly and before relevant educational visits
Catering provider	Lancashire County Council
Breakfast club provider	Scotforth After School Club (external provider)
After-school club provider	Scotforth After School Club (external provider)
Incident / near-miss recording	School accident book; safeguarding procedures also followed where relevant
Staff allergy training	1 September 2026 - School Nursing Team
Policy review	At least annually and sooner where required

Appendix B: Implementation and assurance checklist

- ☐ Policy approved by the Governing Body and published on the school website.
- ☐ Named Allergy Safety Lead and deputy arrangements communicated to staff.
- ☐ School spare AAIs clearly identified, readily accessible and able to reach relevant areas without delay.
- ☐ Monthly medication/AAI checks recorded by the School Bursar.
- ☐ Current pupil allergy, intolerance and dietary information reviewed and communicated on a need-to-know basis.
- ☐ Lancashire County Council catering has the information needed to manage relevant dietary requirements.
- ☐ Scotforth After School Club has the information needed for pupils attending breakfast and after-school provision.
- ☐ All staff training record retained for 1 September 2026 School Nursing Team training.
- ☐ Supply/new staff briefing arrangements include allergy safety.
- ☐ Educational visit procedures include allergy, dietary and emergency medication checks.
- ☐ Allergic reactions and near misses are recorded in the school accident book and reviewed.
- ☐ Policy reviewed at least annually and after a serious incident or significant near miss.