Nottinghamshire County Council



Mapperley Plains Primary and Nursery School

Allergy Safety Policy

Head Teacher Signature:	P Summers
Date Adopted:	21st September 2026
Review Date:	21st September 2027

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1. Statement of Intent

Mapperley Plains Primary and Nursery School is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors with allergies. We recognise that allergies can range from mild reactions to life-threatening anaphylaxis and that effective management is essential to safeguard health, wellbeing and educational participation.

This policy outlines arrangements for allergy awareness, risk management, emergency response and support for pupils with allergies in accordance with statutory guidance for schools.

Signed: D Moore

(Chair of Governors / Trustees)

Date: 24/09/2026

Signed: P Summers

(Head Teacher / Principal)

Date: 21/09/2026

2. Responsibilities of the Governing Body / Trustees

The Governing Body / Trustees will:

- Ensure the school has an effective Allergy Safety Policy.
- Review the policy at least annually.
- Ensure sufficient resources are available to implement the policy.
- Monitor incidents and lessons learned from allergy-related events.

3. Responsibilities of the Head Teacher / Principal

The Head Teacher / Principal will:

- Ensure implementation of the Allergy Safety Policy.
- Appoint a Designated Allergy Lead.
- Ensure staff receive appropriate training.
- Ensure emergency procedures are maintained and regularly reviewed.

4. Responsibilities of the Designated Allergy Lead

The Designated Allergy Lead will:

- Maintain records of pupils with allergies.
- Coordinate training and awareness activities.
- Monitor compliance with Individual Healthcare Plans (IHPs).
- Review allergy incidents, near misses and actions arising.
- Liaise with parents, healthcare professionals and catering providers.

Name of Designated Allergy Lead:	Paul Summers (Headteacher) Supported by Carla Smith (SENCO)

5. Responsibilities of all Staff

All staff will:

- Understand this policy.
- Attend allergy awareness training.
- Follow Individual Healthcare Plans (IHPs).
- Take reasonable steps to reduce exposure to allergens.
- Know how to recognise and respond to allergic reactions and anaphylaxis.

6. Allergy Awareness and Training

The school will provide annual allergy awareness and emergency response training for all staff, including:

- Teaching and support staff.
- Lunchtime supervisors.
- Office staff.
- Breakfast Club and After School Club staff.
- Catering staff.
- Regular volunteers.
- Supply and agency staff, where appropriate.

Training will cover:

- Understanding allergies and anaphylaxis.
- Common allergens.
- Recognition of allergic reaction symptoms.
- Use of Adrenaline Auto-Injectors (AAIs).
- Emergency procedures.
- Measures to reduce allergen exposure.
- Reporting incidents and near misses.

All new staff will receive allergy awareness information during induction.

6a. Training Records

The Designated Allergy Lead will maintain a record of all allergy awareness and emergency response training undertaken by staff. Records will include:

- Date of training completed.
- Name of training provider.
- Staff members who attended.
- Date refresher training is due.

Training records are held by / location:	School Office

Training records will be retained and made available for monitoring, audit and inspection purposes. The school will ensure that all relevant staff remain in date with allergy awareness training and that training compliance is reviewed annually.

7. Promoting Wellbeing

The school recognises that living with allergies may cause anxiety for pupils and families. We will:

- Foster an inclusive and supportive environment.
- Encourage pupils to speak openly about concerns.
- Promote understanding of allergies among pupils.
- Take immediate action against bullying or discrimination related to medical conditions or allergies.

8. Identification of Pupils, Staff and Visitors with Allergies

The school will maintain clear procedures for identifying and supporting pupils, staff and visitors with known allergies. Information regarding known allergens, allergy severity, prescribed medication and emergency requirements will be collected, recorded and reviewed regularly.

8a. Identification of Pupils with Allergies

The school will:

- Gather allergy information during the admissions process.
- Review and update allergy information through annual data collection exercises.
- The school will work in partnership with parents/carers, pupils, previous educational settings and relevant healthcare professionals to obtain accurate and up-to-date information.
- Parents/carers are responsible for informing the school of any changes to a pupil's medical condition or allergy status.
- Copies of Individual Healthcare Plan (IHPs) and supporting medical documentation will be requested where applicable.
- All allergy-related records and medical documentation will be stored securely and handled in accordance with data protection requirements.

The school will maintain an up-to-date register of pupils with allergies including:

- Known allergens and triggers.
- Severity of allergy and risk of anaphylaxis.
- Details of prescribed medication, including Adrenaline Auto-Injectors (AAIs).
- Location of emergency medication.
- Details of any Individual Healthcare Plan.
- Emergency contact information.

A list of pupils with known allergies is available/displayed where food may be served or handled (e.g. food technology, science and art). The register must be kept in an area accessible to staff only.

For pupils joining the school at the start of an academic year, allergy management arrangements will be established before the child begins attendance wherever possible. For pupils joining during the school year, every effort will be made to implement appropriate arrangements within two weeks of receiving the relevant information.

Where a known allergy presents a significant risk, appropriate interim safety arrangements will be established before the pupil begins attendance.

8b. Identification of Staff and Visitors with Allergies
The school recognises that staff and visitors may also have allergies that require consideration. Staff are encouraged to inform the school of any allergies that may affect their health and safety whilst on site. Appropriate support and reasonable adjustments will be considered where necessary.

Visitors attending the school will be asked, where reasonably practicable, to inform the school of any significant allergies, particularly where food or refreshments may be provided. The school will take reasonable steps to minimise known allergy risks and support the safety and wellbeing of all individuals on site.

9. Individual Healthcare (IHPs)

An Individual Healthcare Plan will be developed where a pupil:

- Has an allergy that significantly affects participation in school activities.
- Requires specific arrangements beyond normal school procedures.
- Has prescribed emergency medication.
- Is at risk of anaphylaxis.

Plans will include:

- Known allergens.
- Symptoms and triggers.
- Emergency procedures.
- Medication requirements.
- Roles and responsibilities.
- Details of any reasonable adjustments.

Plans will be reviewed annually, following an incident or sooner if needs change.

Where a pupil has an Allergy Action Plan and/or Asthma Action Plan issued by a healthcare professional, the Individual Healthcare Plan will refer to or attach it and will be reviewed whenever an updated Action Plan is received.

A template Individual Healthcare Plan (IHP) is available at: Allergy safety in schools - GOV.UK

Individual Healthcare Plans (IHPs) are held by / location:	School Office / One Drive

10. Minimising Risk

The school will take proportionate measures to reduce exposure to known allergens. These may include:

Food Provided by the School:

- Providing allergen information for meals.
- Working with catering providers to manage risks.

- Following food safety and allergen management procedures.
- Checking product, ingredient and menu changes with suppliers or caterers and ensuring allergen information remains accurate when food provision changes.

Vertas catering arrangements

Vertas is the school's catering provider. Mapperley Plains will provide Vertas with the relevant food-allergy and special-diet information needed to cater safely for each child and will communicate changes promptly. This information will be shared securely with authorised catering staff.

Vertas will be expected to apply its documented allergen-management procedures when planning, preparing and serving meals. These must address ingredients and substitutions, cross-contact risks and the identification of appropriate special-diet meals.

Mapperley Plains and Vertas will agree and document how each child requiring a special diet is identified and how the correct meal is checked before service. If staff cannot verify that a meal is suitable, it must not be served until the concern is resolved with the catering provider.

Any suspected allergen exposure, allergic reaction, meal error or near miss must be reported promptly to the Designated Allergy Lead and to the relevant Vertas manager. The school's emergency response procedures take precedence where a child may be at risk.

Food Brought into School:

- Informing parents of allergy-related requirements.
- Discouraging food sharing between pupils.
- Considering restrictions where individual risk assessments identify a significant risk.

Where an individual risk assessment identifies a risk of allergen transfer, appropriate handwashing, cleaning of eating surfaces and cleaning of shared resources or high-touch areas will be used to reduce the risk of accidental exposure.

Classroom Activities:
Staff planning activities will consider allergen risks in:

- Cooking activities.
- Science lessons.
- Craft activities.
- Music activities.
- Animal encounters.
- School events and celebrations.

Environmental Allergens:

Where pupils have known allergies to environmental, contact or airborne allergens, reasonable control measures will be implemented based on individual circumstances.

11. Educational Visits and Residential Trips

The school is committed to ensuring pupils with allergies can participate fully and safely in educational visits. Prior to visits:

- Risk assessments will be undertaken.
- Relevant staff will be briefed.
- Medication and Individual Healthcare Plans (IHPs) will accompany the pupil / member of staff.
- Emergency arrangements will be confirmed.

Pupils at risk of anaphylaxis must have access to their prescribed medication and trained staff must be present.

12. Medication and Adrenaline Auto-Injectors (AAIs)

Individual prescribed AAIs should have rapid access to them at all times. The school will:

- Ensure medication is readily available during lessons, breaks, lunchtimes, PE activities, visits and educational trips.
- Location of prescribed AAIs will be recorded within Individual Healthcare Plans (IHPs)
- Maintain records of prescribed medication.
- Check expiry dates regularly.
- Inform parents when replacements are required.
- Pupils at risk of anaphylaxis will have rapid access to both of their prescribed adrenaline devices at all times.
- The Individual Healthcare Plan will specify whether prescribed adrenaline devices remain in school or travel with the pupil, how any end-of-day handover will be managed and how expiry dates and replacement arrangements will be checked with parents/carers.

13. Spare Adrenaline Auto-Injectors (AAIs)

The school will maintain spare emergency AAIs in accordance with current legislation and guidance. Spare AAIs will:

- Be stored securely but not locked away.
- Be clearly labelled.
- Be easily accessible within five minutes in an emergency.
- Be checked regularly for expiry dates.
- Be replaced promptly after use or expiry.
- Be stocked and stored in pairs, with the appropriate dosage available for the age groups on site in accordance with current national guidance.
- Be located so that adrenaline can be brought to any pupil who may need it within five minutes. The Designated Allergy Lead will review whether additional pairs are required because of the school site, activities or off-site arrangements.
- Be disposed of safely after use or expiry in accordance with current guidance because auto-injectors contain a needle.

Emergency medication locations will be communicated to all staff.

In an anaphylaxis emergency, a pupil's own prescribed adrenaline device should be used first where it is immediately available. A school spare AAI may be used where the prescribed device is not available, has misfired or where anaphylaxis presents in a person without a previously recognised allergy.

Prior consent for use of a spare AAI is good practice and will be recorded where appropriate. Emergency treatment will not be delayed while consent is checked where immediate action is needed to save life.

Spare Adrenaline Auto-Injectors (AAIs) are held at location:	School Office

14. Emergency Response

If an individual experiences an allergic reaction:

1. Staff will follow arrangements in the Individual Healthcare Plan.
2. Emergency medication will be administered where appropriate.
3. Emergency services (999) will be called immediately if anaphylaxis is suspected.
4. Parents/carers will be informed as soon as possible.
5. The incident will be recorded and reviewed.

All suspected cases of anaphylaxis will be treated as a medical emergency.

15. Recording and Reporting Incidents

The school will record:

- Allergic reactions.
- Use of emergency medication.
- Hospital admissions.
- Near misses.
- Identified risks and corrective actions.
- Serious allergy incidents and near misses involving a pupil will be reported to parents/carers and to the governing body, alongside any statutory reporting that is required.

Incidents will be reviewed to identify improvements to procedures and reduce future risks.

16. Information Sharing and Confidentially

The school will manage allergy-related information in accordance with UK GDPR requirements. Information will be shared only with staff who need it to safeguard the individual and enable effective emergency response.

The dignity and privacy of pupils and staff will always be respected.

17. Communication and Awareness

This policy will be:

- Published on the school website.
- Available on request from the school office.
- Shared with staff during training.
- Referenced during induction for new staff.
- Brought to the attention of pupils, parents/carers and all persons who work at the school at least once each year.

The school will actively promote allergy awareness among pupils in an age-appropriate manner to support understanding, inclusion and safety.

18. Related Policies and Further Information

- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Educational Visits Policy
- Safeguarding Policy
- Data Protection Policy
- Behaviour and Anti-Bullying Policy

This policy has been completed in conjunction with the DfE Allergy Safety in Schools Guidance and accompanying documents, available at: Allergy safety in schools - GOV.UK

19. Policy Review

This policy will be reviewed annually, or sooner following any significant allergy-related incident, near miss, legislative change or updated guidance.