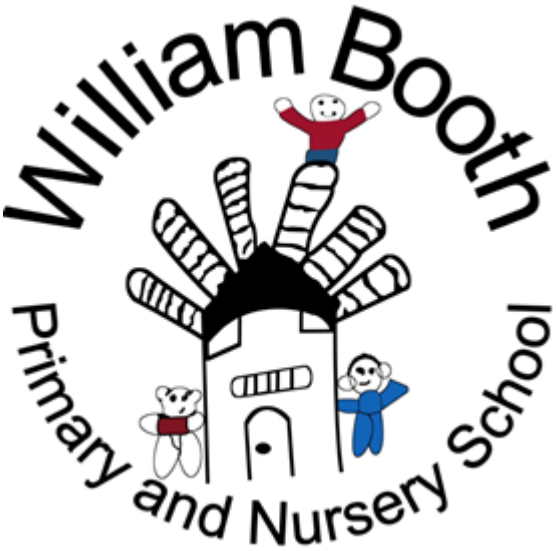
ALLERGY SAFETY POLICY



SEPTEMBER 2026

Plan Administration	
Based on template:	v.1 (September 2026)
Head Teacher:	Claire Paparozzi
School Allergy Lead:	Claire Roberts
Date of issue:	September 2026
Date of next review:	September 2027

1.0 Statement of Intent

William Booth School is committed to promoting a whole school approach to health care, welfare and wellbeing and the safe management of those members of our school community who live with specific allergies. We believe that all allergies should be taken seriously and dealt with in a professional and appropriate way. By our actions we will work proactively to:

- Minimize the risk of exposure within the school setting
- Encourage self-responsibility
- Learn avoidance strategies
- Have robust plans for an effective response to possible emergencies
- Ensure inclusivity for all pupils

Our school is clear about the need to actively support pupils with medical conditions to participate in school life as much as possible. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely in all aspects of school life. Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included as far as possible. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

This policy will be reviewed:

- At least annually
- In the event that any incidents or near misses suggest areas for improvement

The Governing Body will ensure that our allergy safety policy is readily accessible to parents, carers and staff. This policy will be published on the school website and be made available in hard copy on request.

DfE reference: https://www.gov.uk/government/publications/allergy-safety-in-schools

2.0 Introduction

2.1 Context

Food allergies are increasing especially in children and the severity and complexity of food allergy is also increasing. Food allergy can be fatal and an appropriate diagnosis is essential in parallel with the need for clear food labelling.

Around 5-8% of children in the UK live with a food allergy and most school classrooms will have at least one allergic pupil. These young people are at risk of anaphylaxis, a potentially life-threatening reaction which requires an immediate emergency response. 20% of severe allergic reactions to food happen whilst a child is at school and these reactions can occur in children with no prior history of food allergy.

Schools have a legal duty to support pupils with medical conditions, including allergies.

2.2 Selected Definitions

- **Allergy** is a medical condition in which the body's immune system has an abnormal reaction to normally harmless substances such as food, insect stings, contact allergens and airborne allergens.
- **Anaphylaxis** is a potentially fatal reaction affecting the Airway/Breathing/Circulation ("ABC"). Many individuals with allergies to food or insect stings are at risk of anaphylaxis.
- **Asthma** is a lung disease caused by inflammation and tightening of the airways, it is frequently associated with allergy and anaphylaxis, because exposure to allergens can provoke an asthma attack, a potentially life-threatening condition.
- **Intolerance** to foods or an ingredient that the body is unable to digest is different to allergy and does not cause a serious allergic reaction. It can cause long term health problems if not avoided. Common food intolerances include lactose and gluten. *Coeliac disease* is intolerance to gluten, found in rye, barley and wheat.
- **Adrenaline Device:** Self-administered life-saving medical devices used to treat severe, life-threatening allergic reactions (anaphylaxis). Currently there two types of adrenaline devices are licensed for use:
  - Adrenaline auto-injector (AAI)
  - Non-injectable nasal adrenalin

3.0 Responsibilities

3.1 Head Teacher

The Head Teacher has the ultimate responsibility for ensuring that an allergy safety policy is in place, and sufficient resources are provided for members of staff to implement the policy.

3.2 School Allergy Lead

The School Allergy Lead is a member of the school leadership team responsible for allergy safety, including driving the implementation of the allergy safety policy, monitoring its implementation and effectiveness and leading the review of this policy.
William Booth School's School Allergy Lead is Claire Roberts.
They are responsible for:

- Providing reports to the Head Teacher of the above, and in particular any gaps in compliance or areas of concern;
- Being the point of contact for staff, pupils and parents with concerns or questions about allergy management;
- Collecting and coordinating the paperwork and information from families;
- Ensuring allergy information is recorded, up-to-date and communicated to all staff, including the Catering Team, occasional staff and staff running clubs;
- Deciding whether Individual Health Care Plans (IHPs) are required and leading on their development and administration;
- Providing the Catering Team an up-to-date list of children who have allergies and intolerances. The information on the list consists of the child's full name, class and their known allergy;
- Making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment);
- Coordinating medication with families and ensuring medication is in date by keeping AAI information in a register;
- Ensuring staff, pupils and parents have a good awareness of this Policy and other related procedures;
- Reviewing the stock of the school's spare adrenaline pens replacing when necessary
- Ensuring there is a clear method to capture allergy information or special dietary information for all pupils, staff and visitors to the school site and there is a clear structure in place to communicate this information to the relevant people;
- Keep a record of any allergic reactions or near-misses and ensure an investigation is held as to the cause and put in place any learnings.

3.3 All Staff

All school staff, to include teaching staff, support staff, occasional staff (for example sports coaches, music teachers and those running breakfast and afterschool clubs) are responsible for:

- Understanding and putting into practice this policy and related procedures, and asking for support

if needed;

- Being aware of pupils (and staff, when necessary) with allergies and what they are allergic to and the measures in place to manage that risk;
- Encourage self-responsibility amongst pupils living with allergies;
- Help all pupils understand which foods are safe for those with allergies and how they can support other pupils/students with specific dietary needs to stay safe;
- Considering the risk to pupils with allergies posed by any practical activities and assessing whether the use of any allergen in activity is necessary and/or appropriate;
- Ensuring pupils always have access to their medication or carrying it on their behalf
- Any staff leading on a school trip must check that all pupils with allergies have their medication. Note: Those unable to produce their required medication would not be able to attend the trip;
- Being able to recognise and respond to an allergic reaction, including anaphylaxis;
- Taking part in training and anaphylaxis drills as required;
- Considering the safety, inclusion and wellbeing of pupils with allergies at all times;
- Raise awareness about allergies and anaphylaxis amongst their pupils in the classroom and around school, especially in dining areas;
- Preventing and responding to allergy-related bullying, in line with the school's anti-bullying policy.

3.4 Midday Supervisors

- Be aware of the school's methods of identifying pupils with a known allergy at mealtimes to ensure they receive a safe meal;
- Be aware of the location of individual pupils' allergy action plans and health care plans;
- Be vigilant of any pupils attempting to share their food, pupils choking and the early signs of anaphylaxis.

3.5 All Parents/Carers

- Being aware of and understanding this policy and considering the safety and wellbeing of pupils with allergies;
- Considering and adhering to any food restrictions or guidance the school has in place when providing food, for example in packed lunches either for in school or for on trips, as snacks or for fundraising events;
- Families wishing to send in birthday treats should contact the class teacher in advance for permission;
- Refraining from telling the school their child has an allergy or intolerance if this is a preference or dietary choice;
- Encouraging their child to be allergy aware.

3.6 Parents/Carers of Pupils with Allergies

- Notify the school of their child's allergies including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also inform the school of any related conditions, for example asthma, hay fever or eczema;
- Inform the school of any changes as soon as known;
- Talk with their child about allergy self-management, including what foods are safe and unsafe, how to read food labels, strategies for avoiding allergens, how to spot symptoms of allergy, how and when to tell an adult if experiencing an allergic reaction;
- Provide an Allergy Action Plan completed by a healthcare professional that can be kept with their medication and help the school support the child;
- Contribute to the provision of an Individual Healthcare Plan (IHP) in partnership with the school, and relevant healthcare professional, where required;
- Provide written medical documentation, instructions and medications as directed by their health professional;
- Understand that if their child is unable to produce their required medication for a trip, they would not be able to attend;
- If they require to do so, meet with the Catering Manager to discuss any specific requirements relating to their child's allergy;
- Be aware of this policy and any arrangements for managing children with allergies and at risk of anaphylaxis;
- Communicate regularly with the school to support our ability to keep pupils safe and act immediately in the event of an allergic reaction;
- Provide appropriate in date medication (two AAIs) of the correct dosage and register their AAIs on the manufacturer's websites to receive text alerts for expiry dates;
- Provide appropriate foods to be consumed by the child if necessary.

3.7 All Pupils

All pupils at the school should:

- Be allergy aware;
- Understand the risks allergens might pose to their peers;
- Learn how they can support their peers and be alert to allergy-related bullying;
- Understand that sharing, swapping or throwing food is prohibited;
- Older pupils will learn how to recognise and respond to an allergic reaction and to support their peers and staff in case of an emergency.

3.8 Pupils with allergies (as appropriate to their maturity)

- Have a good awareness of their allergy and support the knowledge of peers in helping keep them safe;
- Be proactive in the care and management of their food allergies and reactions and medication;
- Be sure not to exchange food with others and take care to avoid any foods which may cause an allergic reaction;
- Understand the measures in place at school meal times that identify pupils with food allergies;
- Read food labelling but, if unsure, avoid the food and avoid eating anything with unknown ingredients;
- Know where their medication is kept and (if age appropriate and confident enough to administer their own auto-injectors) take responsibility for carrying AAIs on their person at all times;
- As soon as they suspect they are experiencing signs of allergic reaction, tell an adult;
- Talk to a member of staff if they are concerned by any school processes or systems related to their allergy;
- Raise concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies.

4.0 Culture

4.1 Awareness training

- All staff present during times when pupils are scheduled to be on site receive annual allergy awareness training. This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It includes catering staff and others who may oversee pupils at breakfast or after school clubs.
- A number of school staff are specifically trained annually in anaphylaxis and the administration of AAI through the Children's Nursing team.
- The training covers all the subjects as required by the DfE guidance and makes reference to the school specific arrangements within this document.
- Training records are held on the school server: Whole school – First aid, training, care plans – Medication training & certificates, and the medication folder in the school office.

Group	Training Method
Staff present in school at the start of the academic year	'Allergy & Anaphylaxis Training for Schools' through High Speed training
New staff commencing work during the school year	'Allergy & Anaphylaxis Training for Schools' through High Speed training (Claire Roberts to arrange)
Agency workers	Zen Educate requires all staff to have completed training in order to be registered with them.
Peripatetic staff (PE and music providers)	PE providers – Completing through Epic Partners. Music providers - Completing with Nuco training through the Music Service.
Regular volunteers	'Allergy & Anaphylaxis Training for Schools' through High Speed training (Claire Roberts to arrange)
Contract Catering (request evidence of training)	'Take 10' training (evidence seen)
Contract Cleaning Staff (on site during the school day) (request evidence of training from contract caterer head office)	n/a Cleaning staff are not on site during the school day
Contract Breakfast and After school clubs (request evidence of training)	n/a Breakfast and after school club staff are school staff and access the training with the rest of the school staff.

This training is addition to any training identified by individual healthcare plans and individual pupil risk assessments.
Additional information can be found:
https://allergyschool.org.uk/resources/responding-to-an-allergy-emergency/
https://www.anaphylaxis.org.uk/posters/

4.2 Pupil Wellbeing

- The school has proactive engagement with new joiners and their parents with a known allergy, setting out the school policies and the support available.
- The school invites new joiners and their parents/carers with allergy to meet catering staff to discuss and plan procedures in detail.
- The school involves individuals with allergy (whether pupils or staff) in developing and reviewing these arrangements.
- Pupils with allergies will be included as far as is reasonable in taking part in a school activity, whether on the school premises or a school trip with appropriate and proportionate measures in place.
- Pupils with allergies may require additional pastoral support including regular check-ins from their teacher and designated Allergy Lead.
- Affected pupils will be given consideration in advance of wider school discussions about allergy and school Allergy Awareness initiatives.
- The school's behaviour policy includes measures to prevent all forms of bullying among pupils and includes reference to allergies as these may result in life-threatening situations.
- The school uses resources from https://allergyschool.org.uk/resources/ to raise pupil awareness of allergies and their impact.
- Pupils will not be penalised on their attendance record if their absences are related to their allergy, e.g. hospital appointments and health management. This includes excluding pupils from rewards for 100% attendance where their non-attendance is the result of an allergy. This is referenced in the school's attendance policy.
- The school will be in regular communication to pupils, parents/cares and staff about allergies, ensuring ongoing awareness and appreciation of the severity of the potential risks.

4.3 Managing Food Allergies

4.3.1 Whole School

- The school has not designated that the site is a "nut-free" environment. This is not the most effective approach as it can create a false sense of security. Nuts are only one of several food allergens, all of which can have serious consequences for individuals.
- The school will adhere to allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law, including those foods provided/donated for school events.

- Precautionary Allergen Labelling (PAL) such as "may contain nuts" or "not suitable for milk allergy" is a voluntary warning used on food packaging to let consumers know that an allergen might be present by accident due to cross-contamination during production. Some pupils may be able to eat foods labelled as “may contain”, but others may need to strictly avoid them. This information will be included on the Individual Healthcare Plan.

4.3.2 School Catering and Packed Lunches

- School Catering will follow the Food Information Regulations 2014 which states that allergen information relating to the ‘Top 14’ allergens must be available for all food products.
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training.
- Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedure.
- The school menu is available for parents to view weekly on the school’s online communication platform, Class Dojo.
- The catering team will endeavour to provide varied meal options to students and staff with allergies.
- The School Catering Team will provide information on food allergens to parent/carers, and have this available for the child to be able to check independently. Catering staff will be available to meet with parents/carers to discuss provision of allergen safe meals.
- The school, with assistance from School Catering will have robust methods of identifying pupils with a known allergy at mealtimes to ensure they receive a safe meal. They are:
  - The school kitchen has a copy of all food allergy related health care plans
  - Health care plans include photo of the child
  - All staff who have contact with the child read and sign the care plan.
  - All staff are sent termly reminders of all children with allergies
- The school has a no sharing policy which is monitored by Midday Supervisors and Catering staff.
- Whilst young children in the Early Years setting are eating, there will always be a member of staff in the room with a valid paediatric first aid certificate. Food substitutions advice for pupils in this age group with food allergies is followed.

4.3.3 Breakfast and After School Clubs

All food served at the Breakfast Club and After School Clubs will follow the same allergen control procedures as those used during the school day:

- All ingredients used will be checked for both declared allergens and Precautionary Allergen Labelling (PAL).
- PAL-labelled products relating to known allergies in the setting will not be used.
- Staff will refer to each child’s IHP to ensure individual safety requirements are followed.
- Pupils with allergies will be supervised during snack times, and alternative safe options will be made available.

- Shared eating areas will be cleaned appropriately to reduce cross-contact risk.

4.3.4 Treats and Events

- Pupils' allergies and their intolerances, cultural restrictions are considered by teachers when the school provides treats, celebration foods or those as part of culture days. Treats and celebration foods will be as inclusive as possible or alternatives will be provided.
- School staff will gain consent from parents in the case of a child with allergies before providing any additional food, including treats and food during events or on birthdays.
- Choking risks are considered for all food in EYFS.
- Families wishing to send in birthday or celebration treats should contact the class teacher in advance for permission.
- Guidance is followed for school cake sales. Anyone who bakes cakes is asked to complete this allergen information sheet. Each item will be labelled to ensure the correct allergens are displayed.

4.3.5 Visitors to School

- In the event that food will be served as part of a visit, visitors will be asked if they have allergy.

4.4 Managing Hay Fever (Allergic Rhinitis)

- The school recognises that allergic rhinitis including seasonal hay fever and persistent nasal allergies caused by triggers such as house dust mites, mould, or animal dander can significantly affect a pupil's comfort, concentration, and overall wellbeing.
- Any prescribed or Over-the-Counter (OTC) medications (e.g. antihistamines, nasal sprays, eye drops) provided by the parent will be stored and administered according to the school's medication policy. These may be taken as necessary – once a day or when symptoms are disruptive.
- Staff will monitor pupils with allergic rhinitis for signs of discomfort, tiredness, or poor concentration, particularly during peak allergy seasons.
- Reasonable adjustments will be made to support comfort and learning.
- The school recognises the importance of cleaning, dusting and vacuuming in managing the risk, particularly during hay fever season. Special attention is given to dust-prone areas, including bookshelves, blinds and ventilation systems.

4.5 Minimising Curriculum and Classroom Risks

- Where pupils have known allergy to airborne or contact allergens, the school will put reasonable measures in place to manage the risk of the pupil being exposed to such allergens.
- In arts/craft, appropriate alternative ingredients may need needed (e.g. wheat-free flour for play dough). Food containers (egg cartons, yoghurt pots etc) can also be contaminated with food so these will be thoroughly washed or alternative, non-food containers used.
- Staff planning any activity will consider the risk of exposure to allergens, for example in craft, science, musical or cooking activities, or where activities involve animals.
- Any animals on the school premises, either visiting or as a permanent resident will be subject to a

risk assessment which includes the issue of allergies and may be mentioned in the pupil's IHP.

- The following CLEAPSS guidance can be used to support with managing allergies in primary food preparation and cooking: Cooking in a Classroom and Cooking Outdoors
- The school Site Manager will monitor the school grounds for wasp or bee nests and appropriate action will be taken.

4.6 Managing Allergies on Visits and Trips

- Guidance provided by Evolve Advice will be followed for all visits and trips.
- The pupil's Individual Healthcare Plans will give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate. These may be supplemented with a risk assessment if necessary.
- When planning any out-of-school activities such as sporting events, visits and residentials, the catering requirements of pupils with food allergies and emergency planning (including access to emergency medication and medical care) will be considered and communicated to the visit team and any food providers. The leader will also be aware of any members of staff with allergies who are accompanying the trip.
- Risk assessments will be conducted for any pupil at risk of anaphylaxis taking part in a trip off the premises. Pupils at risk of anaphylaxis must have their own AAI devices with them to attend the trip and the school will remind parents/carers of this. Parents will not be expected to accompany to support their child at risk of anaphylaxis on a visit.
- The visit team will be appropriately competent to manage the pupils needs.
- The school will adhere to allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law, for pre-packed lunches provided by the school either for all pupils or just those on Free School Meals *(include if necessary)*

5.0 Individual pupils

5.1 Identification

- Parents/carers are asked for details of their children's medical conditions as part of their admission.
- The school's application form asks details of pupil' medical needs, allergies, any regular medication and special dietary requirements. Parents/carers are responsible for informing the school of any changes as soon as known.
- The administration team will pass this information to the designated School Allergy Lead.
- Pupils' allergy information will be stored on their electronic pupil file.
- A record will be kept of all individuals with allergies, including whether pupils have Individual Healthcare Plans and/or an Allergy Action Plan, whether or not they have been prescribed an AAI and its expiry date.

5.2 Documentation

5.2.1 Individual Healthcare Plans (IHPs)

- Pupils will have an Individual Healthcare Plan if:
  - they have an allergy which has a functional impact on them in their school;
  - they are at risk of harm as a result of their allergy **and**
  - they require arrangements which are additional to or different from those made generally.
- An IHP is a description of how the school will respond to the information and advice they have received concerning a child's medical condition or allergy, including from the child themselves, their parents and any healthcare professions involved in their care. The IHP will set out the additional and/or different arrangements that will be in place in the school for supporting the pupil with their medical condition or allergy, including in emergency situations.
- The School Allergy Lead is responsible for deciding whether IHPs are required on an individual basis and leading on their development and administration, referring to information in the DfE statutory guidance.
- Where a healthcare professional has offered advice on management of a child or young person's allergy, the arrangements the school makes will reflect their advice.
- It is not necessary for a child to have a formal diagnosis of allergy for them to have an IHP – the school will put arrangements in place to support them based on the best assessment that can be made of the likely risk to the child's health, education and wellbeing, engaging closely with the child and with their parents.
- Where a pupil moves on to a new school or setting, their IHP will be shared as part of the transition.
- IHPs will be stored:
  - Paper copies of all health care plans are kept in the child's class and the school office (with medication if appropriate)

- Electronic copies of health care plans are kept on the server in Whole School - First aid, training, care plans - care plans
- The school kitchen also has a copy of all food allergy related health care plans

- Where pupils have an **Allergy Action Plan** and/or **Asthma Action Plan** (see below) the IHP will refer to or attach it.
- The IHP may be supplemented with an individual (Pupil- Site & Curriculum access) risk assessment if necessary.

5.2.2 Allergy Action Plan

- Allergy Action Plans describe an individuals' first aid treatment of anaphylaxis in an easy to read and swift manner. They should be completed by a healthcare professional.
- Allergy Action Plans will be stored / displayed with IHPs.

5.2.3 Asthma Action Plan

- Pupils with asthma should be provided with an Asthma Action Plan by the relevant healthcare professional. This provides everything staff need to know about a child or young person's asthma in one place, including information about their triggers, symptoms, medicines to be used if they have asthma symptoms and when to seek emergency help when they have an asthma attack
- The school encourages parents to print off an action plan and take it to their child's next GP appointment where the plan can be completed with their GP or nurse.
- Further information on the school's management of asthma is included in the school's supporting pupils with medical conditions policy.

5.3 Information Sharing with Catering

- The School Allergy Lead will share copies of the IHPs for pupils who stay for lunch (or are provided for lunch on trips) once they have been completed and after any review with the School Catering Team.
- The School Catering Team will also have a copy of the child's Special Diet / Allergy Form.
- The School Catering Team will meet with the child's parents/carers as appropriate.

5.4 Prescribed Adrenaline auto-injectors (AAIs)

- Clinical advice recommends that people at risk of anaphylaxis carry two devices with them at all times, regardless of the type of device, since two doses of adrenaline may be required.
- The school will ensure that pupils who are prescribed AAIs have rapid access to their devices at all times. This includes in classrooms, the lunch area, and outdoor areas, and when on visits or trips.
- AAIs will be kept in school at room temperature, protected from direct sunlight and temperature extremes.
- AAI devices will be stored in an appropriate central location that is unlocked and accessible at all times – the child's class in a clearly labelled box and the school office in the medication box. This

will be noted on the pupil's IHP and be subject to regular review.

- Spare epi-pens are kept in the school office in the medication box
- For children who walk home alone at the end of the day, the School Allergy Lead will discuss arrangements regarding AAIs with parents. For example, the child might take their AAIs home at the end of each day, or parents might supply spare AAIs to be kept with the child for the journey. Parents will understand it is their responsibility to put these arrangements in place, with the support of the school as agreed.
- It is the responsibility of the child's parents to ensure that the AAIs are up-to-date and clearly labelled, however the School Allergy Lead will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry. Parents can subscribe to expiry alerts for the relevant AAIs their child is prescribed, to make sure they can get replacement devices in good time.
- Records will be kept of which pupils have been provided with prescribed adrenaline devices (and an Allergy Action Plan) on the school allergy register.
- Used AAIs can be given to ambulance paramedics on their arrival.

6.0 School-wide policies

6.1 "Spare" Adrenaline auto-injectors (AAIs)

- Spare devices may be used for:
  - persons who have been prescribed AAIs but whose own devices are not available (for example because they are broken, out of date, cannot be accessed or have misfired)
  - persons who have allergies and have not been prescribed an AAI
  - other persons without a pre-existing diagnosis of allergy and have presented anaphylactic reaction for the first time in school
- Note: The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for "spare" adrenaline devices to be used in an emergency.
- The school will obtain advance consent from parents of children with known allergies for "spare" AAIs to be used, so that in an emergency, consent can be assumed to be in place. However, in an emergency situation anyone may take reasonable action to save a life without checking whether prior consent has been given, in order to avoid delays in treatment.
- The school will ensure that no pupil is more than five minutes from the spare AAIs. AAIs will always be stocked and stored in pairs. They will not be locked away or kept in an office where access is restricted.
- The school's spare adrenaline devices are located in the school office in the medication box
- "Spare" adrenaline devices are clearly labelled, to avoid any confusion with adrenaline devices prescribed to a named person.
- "Spare" adrenaline devices and salbutamol inhalers will be checked to confirm that they are in date by the School Allergy Lead. Replacement AAIs will be ordered from EpiPens & Anaphylaxis Kits for Schools

6.2 Emergency Response

- If an individual (whether a pupil, staff or visitor) experiences a life-threatening medical emergency, anyone may take reasonable action to save their life. The law recognises that rescuers act under extreme pressure.
- People who attempt to save a life in good faith are protected, even if an injury occurs while giving emergency care (for example, broken ribs during CPR are common and not a sign of wrongdoing). This includes administering adrenaline when an individual is suffering anaphylaxis.
- Staff in this school should be reassured that mistakes, hesitation, or imperfect technique do not amount to serious and wilful misconduct. The expectation is simply that staff act reasonably, to the best of their ability, in an emergency.

6.3 Serious Incidents and "Near Misses"

- A serious incident is any event relating directly to a medical condition (including allergy) in which a child, young person, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.
- A "near miss" is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so, for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.
- The school will approach serious incidents and "near misses" in a "no blame" spirit of seeking to learn lessons and address any issues which the incident identified, so that pupils are better protected in the future. Relevant staff involved in the incident will take part in a debrief to reflect on what happened and how future incidents can be prevented.
- The parents/carers of a child are notified of the incident or "near miss" as soon as possible. They should be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The school will then confirm what it has learned from the incident and will outline any actions it is taking as a result.
- The Head Teacher and/or the School Allergy Lead will consider lessons to learn and whether changes are required to the school's medical conditions and/or allergy safety policies and/or to the arrangements in the child or young person's IHP. Any learning will be shared appropriately with staff so they can act on them, reducing the chance of an incident reoccurring.
- In addition, it may also be necessary to share the report with other agencies:
    - The Catering Team acting as food businesses will report any allergen-related food safety incidents to their local authority.
    - The school will report incidents which arose directly from the way they undertook a work activity which resulted in immediate hospitalisation to the Health and Safety Executive (via RIDDOR).
    - In the event that the incident or "near miss" related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.
    - In more serious cases, a multi-agency review (involving parents, health professionals, catering staff, and others) may be arranged.
    - Any significant concern arising from repeated exposure or neglect of medical needs will be treated as a safeguarding matter and addressed according to school safeguarding procedures.

6.4 Information Sharing

- A child's health information is considered special category data under UK GDPR, which means it is highly sensitive and has additional legal protections. Schools have a lawful basis to hold, use and share a child's special category health data when this is necessary, but it will always be done in a controlled and respectful way, because unnecessary sharing can reduce children's confidence in practitioners and can be embarrassing for children who may not want to be singled out.

- Where pupils are prescribed adrenaline devices, it is considered on a case-by-case basis whether it is appropriate for their friends to be made aware of how to seek help in an emergency.
- A health summary of each pupil with an allergy is displayed in the following locations. This includes the class that the pupil is currently in. These are updated by the School Allergy Lead at the start of the academic year and if circumstances change.
    - School kitchen
    - School office
    - Class first aid files

6.5 Awareness of this Policy

- This allergy safety policy will be published on the school's website.
- This policy will be shared at the start of the academic year with all staff.
- It will be stored on the school's shared drive for reference.