

Greenfields

Community Primary School
& Nursery



Allergy Safety Policy

September 2026

Allergy Safety Policy

INTRODUCTION

This policy sets out how Greenfields Community Primary School prevents, manages, and responds to allergies and anaphylaxis in line with:

- Benedict's Law (2026)
- EYFS Statutory Framework (2025)
- NHS allergy and anaphylaxis guidance
- Food Standards Agency safer-eating guidance

It applies to all staff, children, visitors, volunteers, and external food providers.

AIMS

- Protect children from exposure to allergens.
- Ensure rapid, safe response to allergic reactions.
- Maintain accurate, up-to-date allergy information.
- Ensure staff are trained, confident, and competent.
- Embed allergy safety across feeding, eating, sleep, and daily routines.

MANDATORY STAFF TRAINING

All staff must complete:

- Annual allergy & anaphylaxis awareness training
- Emergency Adrenaline Auto Injector (AAIs) administration training

EYFS staff must also complete:

- Food hygiene training (every 2 years)
- Choking-prevention training (annual)

Allergy and anaphylaxis training will be delivered through our e-learning portal Smartlog.

AAI administration training is delivered through Kitt Medical, who supply our emergency AAI kits.

Training records are held by the School Office Manager - Sarah Watton

INDIVIDUAL HEALTHCARE PLANS (IHPs)

Every child with an allergy must have:

- Individual Healthcare Plan (IHP) including:
 - Key information about child including an up to date photo
 - Known allergies & allergens
 - Whether or not the child can recognise a reaction and alert others
 - What medication they take and where it is kept
 - Written consent to authorise staff to administer medication if required
 - Day to day risk reduction methods
 - Arrangements for food, trips, sports, exams and other changes to routine
 - Any impact on learning, attendance, emotional wellbeing
 - Review date

- Allergy Action Plan written by a doctor or allergy clinic, detailing clear emergency instructions & possible signs of reaction
- Emergency medication plan, if applicable

These must be:

- Reviewed regularly (at least annually)
- updated immediately if parents report changes
- shared with all relevant staff
- stored in each room and in the medical folder

EMERGENCY MEDICATION Adrenaline Auto Injectors (AAIs)

To comply with Benedict's Law:

- Spare AAIs are kept on site
- AAIs must be:
 - stored safely
 - checked monthly
 - clearly labelled
 - accessible at all times

Stock Emergency AAIs are stored:

- In the school office in a wall mounted kit, with breakglass access to unlock
- In Muddy Bairns kitchen in a wall mounted kit, with breakglass access to unlock

Individuals' prescribed AAIs are stored:

- with other emergency medication (such as inhalers) in the child's classroom & taken on trips and activities and to PE lessons

ALLERGY LISTS

Allergy information must be:

- collected before the child starts
- displayed **discreetly** in:
 - kitchen
 - food prep areas
 - serving areas
 - each room's allergy board
- updated immediately when changes occur
- checked daily

Visual safety tools include:

- colour-coded plates/cups
- allergy place mats
- toothpick allergy flags
- kitchen checklists

FOOD SAFETY & CROSS CONTAMINATION CONTROLS

Staff must follow:

- FSA safer-eating guidance

Controls include:

- separate utensils for allergen-free meals
- separate prep areas where required
- checking all ingredients before serving
- checking packed lunches for allergens
- no food sharing
- no homemade items without ingredient lists
- daily allergen checks before meals/snacks

FOOD FROM HOME

Parents must:

- avoid restricted allergens (e.g., nuts)
- provide ingredient lists for homemade items
- label all food clearly
- notify staff immediately of any changes

Staff must:

- check all food against allergy lists
- seat children with allergies safely
- supervise closely during meals
- follow cross-contamination controls

EMERGENCY RESPONSE TO ALLERGIC REACTIONS

Staff must follow the child's Allergy Action Plan.

Mild Reaction

- Stop eating immediately
- Assess symptoms
- Administer antihistamine if prescribed
- Monitor closely
- Inform parents

Severe Reaction / Anaphylaxis

- **Administer AAI immediately** ANY PERSON MAY ADMINISTER AAI from orange Kitt on the wall
- **Call 999**
- Lay child flat (or sit if breathing difficult)
- Do not leave the child
- Administer second AAI after 5 minutes if symptoms persist
- Inform parents
- Record incident on CPOMs
- Review procedures

RECORD AND MONITORING

All allergic reactions must be recorded, including:

- food eaten
- symptoms
- intervention
- medication given

- staff involved
- outcome

Records are reviewed **half-termly** to identify patterns or risks.

PROHIBITED FOODS

To reduce allergy risk:

- nuts and nut products
- food sharing
- unlabelled homemade items

COMMUNICATION WITH PARENTS

Parents must:

- provide updated allergy information immediately
- supply labelled medication
- provide ingredient lists
- introduce new foods at home first

Staff must:

- report any concerns
- share allergy updates promptly

REVIEW:

This policy will be reviewed annually or earlier if there are changes in NHS or Public Health England guidance. Feedback from staff and parents will be considered as part of the review process.