



St Joseph's Catholic Primary School

Whole School Allergy Policy

September 2026

1. Policy Information and Control

1.1 Policy title

This policy is titled **Whole School Allergy Policy in line with Benedict's Law Policy** and applies to the whole school, including the early years, where applicable, and all educational activities organised by the school.

1.2 Document status

- Status: Awaiting LGB approval
- Date of issue: September 2026
- Effective from: September 2026

1.3 Owner and lead responsibility

The senior leader with overall responsibility for allergy management and policy oversight is Katie Moseley, Head Teacher.

1.4 Approval and ratification

This policy was approved by Governing body on 11th September 2026

1.5 Review cycle

This policy will be reviewed:

- Annually
- Earlier if:
 - There is a serious allergy incident or near miss
 - National guidance changes
 - School procedures change
 - A local or regional authority recommends an update
 - Monitoring identifies a need for review

Review date: July 2027

1.6 Related policies

This policy should be read alongside:



- Safeguarding and child protection policy
- Health and safety policy
- Supporting pupils with medical conditions policy
- First aid policy
- Food and catering policy
- Equality information and objectives
- Special educational needs and disabilities policy
- Behaviour policy
- Educational visits and off-site activities policy
- Intimate care policy, where relevant
- Admissions policy
- Complaints policy
- Record keeping and data protection policy

2. Purpose, Vision and Scope

2.1 Purpose of the policy

This policy sets out how the school will prevent, manage, and respond to allergic reactions, including anaphylaxis, in line with Benedict's Law principles and the school's legal duties. It explains how the school will identify pupils at risk, reduce exposure to allergens, support safe participation in school life, and respond quickly and appropriately if a reaction occurs.

The policy aims to ensure that:

- Pupils with allergies are safe, included, and able to take part in school life
- Staff understand their responsibilities and know what to do in an emergency
- Food and activity risks are managed carefully and consistently
- Parents and carers are kept informed and involved
- The school meets its statutory duties and records its actions clearly

2.2 Whole school commitment

The school is committed to:

- Protecting the health, safety, and welfare of all pupils, staff, and visitors
- Promoting inclusion and belonging for pupils with allergies
- Making reasonable adjustments where allergy needs may amount to a disability
- Avoiding discrimination, isolation, or unnecessary restriction
- Working in partnership with families and health professionals
- Creating a culture of vigilance, kindness, and shared responsibility



The school recognises that allergy management is not the responsibility of one person alone. It requires clear systems, regular communication, and consistent practice across teaching, catering, supervision, and leadership.

2.3 Scope of application

This policy applies to:

- All pupils
- All staff, including temporary staff
- Governors or trustees
- Volunteers
- Visitors
- Contractors
- Breakfast club, after-school club, and wraparound care providers
- External activity providers
- Caterers and food suppliers working on behalf of the school

It applies:

- On school premises
- During lessons and breaktimes
- At lunchtimes and in dining areas
- During trips, residential visits, and transport provided for school activities
- During clubs, competitions, performances, and community events
- At any time pupils are under the supervision or responsibility of the school

2.4 Curriculum and enrichment context

Allergy controls apply across the curriculum and wider school life, including:

- Science
- Design and technology
- Food and nutrition
- Art and craft
- Physical education
- Religious education
- Music and drama
- Trips and visits
- Clubs, sports, and enrichment activities
- Celebrations, assemblies, and reward systems



The school will plan activities so that pupils with allergies can participate safely wherever reasonably possible, in line with the 2014 National Curriculum and the school's commitment to broad and balanced education.

2.5 Policy principles

The school will follow these principles:

- Vigilance: Allergies will be taken seriously at all times.
- Shared responsibility: All staff have a part to play in prevention and response.
- Informed practice: Decisions will be based on accurate information and risk assessment.
- Rapid response: Emergency action will be immediate and decisive.
- Proportionality: Controls will be appropriate to the level of risk.
- Inclusion: Pupils should not be excluded from learning, friendship, or celebration because of allergy risk.
- Review: Procedures will be monitored and improved following incidents, concerns, or guidance changes.

3. Legislative, Statutory and Guidance Framework

3.1 Core legislation

This policy reflects the school's duties under:

- Children and Families Act 2014
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Food Information Regulations 2014
- Occupiers' Liability Act 1957, where premises safety is relevant
- Common law duty of care

3.2 Statutory guidance

The policy is informed by:

- Supporting Pupils at School with Medical Conditions
- Keeping Children Safe in Education
- School Food Standards
- Relevant SEND guidance and the SEND Code of Practice, where applicable to medical needs and reasonable adjustments
- Local authority guidance, where issued
- Relevant public health and clinical guidance on allergy management and anaphylaxis



3.3 Inspection and accountability context

This policy supports the school in meeting expectations linked to:

- Safeguarding
- Leadership and management
- Behaviour and attitudes
- Personal development
- Inclusion and equal access

Inspectors may look at whether:

- Leaders keep pupils safe
- Staff understand procedures and act confidently
- Risk is identified and managed
- Training is recorded and effective
- Communication with parents and carers is timely and accurate
- The school promotes a culture of care and vigilance

3.4 Duties of the school

The school will:

- Take reasonable steps to keep pupils with allergies safe
- Make reasonable adjustments where required
- Have clear procedures for pupils with medical conditions
- Ensure staff are informed, trained, and confident in emergency response
- Obtain and record relevant medical information
- Put individual healthcare plans in place where needed
- Work in partnership with parents, carers, pupils, and health professionals
- Reduce allergen exposure in food provision, curriculum activities, and events
- Ensure emergency medicine arrangements are understood and followed

3.5 External agencies and advisory bodies

The school will work appropriately with:

- Department for Education
- Ofsted
- Local authority children's services
- NHS and local health services
- School nursing service
- Food Standards Agency



- Health and Safety Executive
- Governors or trustees
- Catering providers and external contractors

4. Roles and Responsibilities

4.1 Governing body or trustees

The governing body or academy trustees will:

- Approve and monitor this policy
- Hold leaders to account for implementation
- Ensure the school has appropriate staffing, training, and resources
- Receive reports on incidents, training, and compliance
- Challenge patterns of concern and monitor improvement
- Ensure allergy management is considered within safeguarding and health and safety oversight

4.2 Headteacher

The headteacher is responsible for:

- Ensuring the policy is implemented consistently
- Promoting a whole school culture of allergy awareness
- Ensuring staff training is completed and recorded
- Making sure suitable emergency arrangements are in place
- Ensuring risk assessments are completed and reviewed
- Liaising with parents, carers, and external agencies where appropriate
- Taking prompt action following any serious incident

4.3 Senior allergy or medical lead

The designated senior leader, Katie Moseley and Maria Nicolini (medical lead), will:

- Coordinate allergy management across the school
- Maintain oversight of pupil records and healthcare plans
- Ensure relevant staff receive information on a need-to-know basis
- Support staff with risk assessments and planning
- Monitor training, incidents, and follow-up actions
- Liaise with school nursing services and other professionals
- Advise on reasonable adjustments and inclusion



4.4 Staff responsibilities

All staff must:

- Read and follow this policy
- Know which pupils in their care have allergies, where information is shared on a need-to-know basis
- Follow individual healthcare plans and risk assessments
- Supervise pupils carefully during meals, snacks, and activities
- Encourage handwashing and safe food routines
- Prevent food sharing where this is not permitted
- Respond immediately to symptoms of an allergic reaction
- Seek support or training where needed
- Report concerns, near misses, and incidents promptly

4.5 Catering and premises staff

Catering and premises staff will:

- Follow allergen management and food safety procedures
- Check ingredients and supplier information carefully
- Prevent cross-contamination through cleaning, storage, and handling controls
- Label food clearly and accurately
- Share allergen information with relevant staff
- Keep serving areas, utensils, and storage spaces safe and clean
- Support emergency access arrangements where required

4.6 Parents and carers

Parents and carers are expected to:

- Inform the school of any allergy or suspected allergy as early as possible
- Provide accurate and up to date medical information
- Share any diagnosis, action plan, or specialist advice
- Provide prescribed medication and replacements before expiry
- Keep emergency contact details current
- Inform the school of changes in condition, medication, or treatment
- Attend meetings to discuss individual healthcare plans where requested

4.7 Pupils

Pupils are expected to:

- Follow safety instructions appropriate to their age



- Avoid sharing food unless clearly agreed and safe
- Wash hands before eating where instructed
- Tell a trusted adult if they feel unwell or think they may be having a reaction
- Respect the needs of others and support a kind, inclusive culture

4.8 Visitors, volunteers, and contractors

All visitors, volunteers, and contractors must:

- Follow school site rules and allergy procedures
- Declare relevant food items or materials if requested
- Not share food with pupils unless authorised
- Be supervised or briefed where needed
- Comply with instructions from staff regarding restricted areas, food handling, and emergency procedures

5. Identification, Recording and Information Sharing

5.1 Admission and enrolment information

At admission, the school will ask parents and carers to provide:

- Details of known allergies or suspected allergies
- Symptoms and severity
- Known triggers
- Prescribed medication
- Relevant medical letters or care plans
- Emergency contact details
- Any instructions from health professionals

This information will be reviewed regularly and updated when parents or carers notify the school of changes.

5.2 Medical register and pupil records

The school will maintain appropriate records of:

- Allergies and medical conditions
- Emergency contacts
- Individual healthcare plans
- Medication held on site or brought in by parents and carers
- Staff briefings and relevant alerts
- Incidents, near misses, and emergency responses
- Follow-up actions and review dates



Records will be kept securely and accessed only by staff who need the information to keep pupils safe.

5.3 Individual healthcare plans

An individual healthcare plan will be considered where a pupil:

- Has a diagnosed allergy with risk of serious reaction
- Requires medication at school
- Needs support to manage meals, activities, or emergencies
- May need reasonable adjustments because of allergy-related disability or vulnerability

The plan will usually include:

- Pupil details
- Allergies and triggers
- Symptoms and emergency signs
- Medication details and storage arrangements
- Usual support measures
- Emergency response steps
- Parent and carer contacts
- Relevant health professional information
- Review date

The plan will be developed with parents and carers, and where appropriate the pupil, the school nurse, and other professionals.

5.4 Consent and confidentiality

Information will be shared:

- On a need-to-know basis
- In line with safeguarding duties
- In line with data protection requirements
- In a way that protects the dignity and privacy of the pupil

The school will not share unnecessary personal medical information. However, relevant staff must be informed clearly enough to keep the pupil safe.

5.5 Transition arrangements

The school will support safe transition:

- On entry to the school
- Between year groups
- Between key stages
- When joining or leaving the school



- When moving to or from nursery, sixth form, or other provision where relevant
- Before residential visits or major changes in routine

Transition information will be shared in good time so that planning and staffing can be arranged before the pupil starts.

5.6 Staff access to essential information

Relevant staff will be informed through secure and proportionate systems, which may include:

- Staff briefings
- Medical alert lists
- Healthcare plan summaries
- Emergency medication location information
- Trip documentation
- Supply staff handover notes

Information will always be shared sensitively and in a way that avoids labelling or stigma.

6. Allergy Prevention and Risk Reduction

6.1 Whole school risk management approach

The school will reduce risk by embedding allergy awareness throughout daily routines. Controls will be proportionate and may include:

- Handwashing routines
- Cleaning of tables and shared surfaces
- Food-free rules in selected areas where necessary
- Careful supervision at mealtimes and breaktimes
- Ingredient checking for food and practical activities
- Clear communication for events and trips
- Appropriate storage of medication and food items

6.2 Food provision and catering controls

The school will work with catering staff and suppliers to ensure:

- Menus are planned with allergen information in mind
- Ingredients are checked before use
- Food labels are clear and accurate
- Cross-contamination is minimised during storage, preparation, cooking, and serving
- Utensils, surfaces, and equipment are cleaned thoroughly
- Allergen information is available for dishes served
- Pupils are not given food items that are unsafe for them



Where packed lunches are brought from home, the school will take reasonable steps to reduce risk in shared spaces while recognising that the school cannot fully control food brought by others.

6.3 Classroom and curriculum materials

Teachers and support staff will consider allergen risks when planning activities involving:

- Science experiments
- Design and technology tasks
- Food technology
- Baking and cooking
- Art and craft materials
- Sensory play
- Forest school and outdoor learning
- Rewards or prizes involving food or materials

Where possible, staff will choose safer alternatives and check materials in advance. Risk assessments will be completed where ingredients or materials may contain allergens.

6.4 Celebrations, rewards and shared food

The school aims to avoid exclusion and reduce risk in celebrations and reward systems. Staff should:

- Use non-food rewards where possible
- Check ingredients before any shared food is brought in
- Avoid unplanned distribution of food
- Consider inclusive alternatives for birthdays, special events, and fundraising
- Follow school rules on sweets, cakes, and party foods

Parents and carers should not send in food items for sharing unless this has been agreed by the school in advance and safety checks can be completed.

6.5 Breaktimes, lunchtimes and supervision

During breaktimes and lunchtimes, staff will:

- Supervise pupils carefully
- Encourage handwashing before and after eating
- Support cleaning of tables and shared areas
- Reinforce no food sharing expectations
- Ensure any identified safe zones or seating plans are followed
- Respond promptly to spills, food accidents, or signs of distress

6.6 Visits, trips and transport

All trips and visits must consider allergy risks in planning. Leaders will:

- Complete a specific risk assessment



- Check food arrangements, menus, and packed lunch requirements
- Confirm medication access and emergency response arrangements
- Brief supervising staff and volunteers
- Consider venue suitability and access to emergency services
- Plan for travel, delays, and unplanned changes
- Ensure the pupil can participate safely wherever reasonably possible

For residential visits, additional checks will be completed regarding storage, catering, supervision, and emergency contact arrangements.

6.7 After-school clubs, wraparound care and enrichment

The same allergy controls apply to:

- Breakfast clubs
- After-school clubs
- Holiday provision run by the school
- Sports clubs
- Music clubs
- Drama activities
- Community or enrichment events delivered by or on behalf of the school

Leaders must ensure that external providers understand and follow the school's allergy procedures.

6.8 Site management and premises controls

The school will maintain a safe site by:

- Cleaning floors, tables, and high-touch areas appropriately
- Managing waste and food disposal safely
- Storing food and equipment securely
- Keeping emergency access routes clear
- Ensuring medication is accessible where required
- Supporting safe use of classrooms, kitchens, and shared spaces
- Addressing maintenance or pest issues that may increase risk

7. Medical Management and Emergency Response

7.1 Recognition of allergic reactions

Staff will be trained to recognise signs and symptoms, which may include:

- Itching or tingling in the mouth
- Rash, hives, redness, or swelling



- Sneezing, coughing, wheezing, or difficulty breathing
- Swollen lips, tongue, or throat
- Stomach pain, nausea, or vomiting
- Dizziness, collapse, or sudden weakness
- Anxiety, confusion, or a feeling of impending doom

Symptoms can develop quickly and may worsen rapidly. Any suspected reaction must be treated seriously.

7.2 Emergency response procedures

If a pupil is having an allergic reaction, staff will act immediately:

- Stay with the pupil
- Call for help
- Follow the pupil's individual healthcare plan if one is in place
- Administer emergency medication if trained and authorised to do so
- Call 999 if symptoms are severe, if the pupil is struggling to breathe, or if there is any concern about anaphylaxis
- Inform the headteacher or designated lead as soon as possible
- Contact parents or carers without delay
- Monitor the pupil until emergency help arrives or the pupil has been handed over to medical professionals

Staff must not delay emergency action while waiting for parental consent if emergency treatment is needed.

7.3 Use of emergency medication

The school will follow current medical and legal guidance relating to:

- Prescribed adrenaline auto-injectors provided for individual pupils
- School-held emergency adrenaline auto-injectors, where available and permitted
- Other emergency medication identified in the pupil's healthcare plan

Medication will be stored, accessed, and used in line with:

- The pupil's plan
- Medical advice
- Staff training
- School procedures
- Any relevant legal requirements

Emergency medication should be readily accessible, not locked away in a way that delays treatment, unless this is explicitly required by the agreed plan and does not compromise emergency response.



7.4 First aid and staff roles in emergencies

In an emergency, designated staff will:

- Lead the immediate response
- Call emergency services if required
- Retrieve emergency medication
- Support other pupils away from the scene
- Keep communication calm and clear
- Record times, actions, and symptoms
- Meet paramedics if necessary
- Contact parents or carers
- Arrange follow-up support for the pupil and staff involved

All staff should know who the trained first aiders and designated allergy response staff are, but any adult may need to take initial action if no trained person is immediately present.

7.5 Post-incident actions

After any allergic reaction or emergency medication use, the school will:

- Record the incident in full
- Inform parents or carers
- Review the pupil's healthcare plan and risk assessment
- Check whether additional training or controls are needed
- Review any food, activity, or supervision failures
- Report through safeguarding, health and safety, or accident systems as required
- Support the pupil's return to normal routines where appropriate

7.6 Emergency drills and rehearsals

The school will include allergy and anaphylaxis response in staff training and rehearsals so that staff remain confident and know their roles. Drills may cover:

- Identifying symptoms
- Retrieving medication
- Calling emergency services
- Managing other pupils
- Recording the event
- Communicating with families



7.7 Re-entry after reaction or hospital admission

Following a serious reaction or hospital admission, the school will arrange a review with parents and carers, and where appropriate health professionals, before the pupil returns or shortly afterwards. The review will consider:

- What happened
- Whether any control measures failed
- Whether the healthcare plan needs updating
- Whether additional support or a phased return is needed
- Whether staff briefing is required

8. Training, Competence and Staff Support

8.1 Induction training

All new staff will receive allergy awareness training as part of their induction. This will include:

- The school's allergy policy
- How to identify pupils at risk
- Basic symptoms of allergic reactions
- What to do in an emergency
- Food and cross-contamination controls
- Expectations for trips, activities, and supervision

8.2 Role-specific training

Additional training will be provided to staff with specific responsibilities, including:

- Catering staff
- Lunchtime supervisors
- First aiders
- Trip leaders
- Key stage or pastoral leads
- SEND staff, where relevant
- Breakfast and after-school club staff
- Staff supporting pupils with healthcare plans
- Site staff who manage food or waste areas

8.3 Training content

Training will cover:

- Allergy awareness and common triggers
- Recognition of mild, moderate, and severe reactions



- Immediate emergency response
- Use of adrenaline auto-injectors where relevant
- Calling emergency services and giving clear information
- Food safety and cross-contamination prevention
- Safe communication and confidentiality
- Incident recording and follow-up

8.4 Training records and monitoring

The school will keep records of:

- Who has been trained
- When training took place
- What content was covered
- When refresher training is due
- Any staff who need additional support

Leaders will review training records regularly and ensure gaps are addressed promptly.

8.5 Staff confidence and support

Staff will be supported through:

- Access to written procedures
- Opportunities to ask questions
- Supervised practice where needed
- Follow-up after incidents or near misses
- Clear escalation routes for concerns
- Support from the designated lead and senior leadership team

Staff should never feel expected to act outside their competence, but they are expected to take immediate reasonable action in an emergency and seek help quickly.

9. Curriculum, Inclusion and School Life

9.1 Curriculum implementation

The school will ensure that allergy awareness and safe practice are reflected in:

- Science, where biological processes, health, and hygiene may be taught
- Design and technology, including food preparation and materials
- Food and nutrition, where ingredients and hygiene are central
- Personal, social, health, and economic education, where relevant
- Wider curriculum planning and enrichment



Teachers will plan ahead so that activities do not create unnecessary risk and so that pupils with allergies can participate safely.

9.2 Inclusion and equal access

The school will take steps to ensure that pupils with allergies are not unfairly excluded from:

- Lessons
- Trips
- Clubs
- Celebrations
- Residential experiences
- Team activities
- Friendships and social time

Where a direct activity creates risk, staff will look for a safe alternative rather than removing the pupil from the experience.

9.3 Behaviour and peer awareness

The school will promote respectful behaviour and safe routines. Pupils will be taught, in an age-appropriate way, to:

- Take allergies seriously
- Avoid food sharing
- Listen to adult instructions
- Tell an adult if another pupil is unwell
- Show kindness rather than teasing or drawing attention to medical needs

Any deliberate disregard for allergy safety may be treated as a behaviour issue in line with the behaviour policy.

9.4 Personal development and pupil voice

Pupils with allergies will be supported to understand their own needs as far as age and development allow. They may be involved in:

- Sharing information about their condition
- Contributing to their healthcare plan
- Learning how to recognise symptoms
- Knowing when and how to seek help
- Building confidence in managing risk safely

The school will balance independence with appropriate adult support.

9.5 Accessibility and reasonable adjustments

Where a pupil's allergy amounts to a disability or creates substantial disadvantage, the school will consider reasonable adjustments. These may include:



- Changes to supervision or seating arrangements
- Adjusted access to food or materials
- Advance planning for activities and events
- Additional communication with families
- Alternative participation arrangements for specific tasks

Adjustments will be reviewed individually and kept under regular review.

10. Communication and Partnership Working

10.1 Communication with parents and carers

The school will:

- Keep parents and carers informed of relevant arrangements
- Share individual healthcare plans for consultation
- Notify parents and carers promptly about incidents or concerns
- Discuss significant changes to routines, activities, or risk controls
- Request updated information when needed

Parents and carers are encouraged to contact the school immediately if information changes.

10.2 Communication with pupils

Information will be shared with pupils in ways that are:

- Age appropriate
- Sensitive
- Clear
- Non-stigmatising

The school will not discuss a pupil's medical information publicly or in a way that causes embarrassment or distress.

10.3 Liaison with health professionals

The school may liaise with:

- School nurses
- General practitioners
- Allergy specialists
- Hospital teams
- Public health professionals
- Emergency services

This liaison will support safe planning, transitions, and review of individual healthcare plans.



10.4 Communication with caterers and external providers

Where food or activities are provided by external organisations, the school will ensure that:

- Allergy information is shared in advance where appropriate
- Contractual expectations are clear
- Staff understand the school's procedures
- Food labels and ingredient information are provided
- External staff know how to raise concerns and respond in an emergency

10.5 Communication with governors or trustees

Governors or trustees will receive appropriate information on:

- Policy implementation
- Training completion
- Incidents and near misses
- Trends or concerns
- Action taken following reviews
- Areas for improvement

Reports will protect individual confidentiality while enabling effective oversight.

11. Monitoring, Incident Reporting and Review

11.1 Incident and near miss reporting

The school will record:

- Allergic reactions
- Suspected allergic reactions
- Emergency medication use
- Near misses
- Exposure incidents
- Food labelling or catering errors
- Concerns raised by staff, pupils, or parents

Records will include:

- Date and time
- Location
- People involved
- Symptoms observed
- Action taken



- Medication administered
- Emergency services contacted, if applicable
- Outcome and follow-up actions

11.2 Accident and safeguarding records

Where relevant, incidents will also be recorded through:

- Accident reporting systems
- Medical logs
- Safeguarding records, if the incident raises safeguarding issues
- Behaviour records, if deliberate misconduct is involved

11.3 Monitoring compliance

Leaders will monitor implementation through:

- Review of healthcare plans
- Checks on training completion
- Sampling of trip risk assessments
- Catering and food safety checks
- Observations of routines and supervision
- Review of incident patterns
- Feedback from parents, carers, and staff

11.4 Review after incidents

A serious allergic reaction, emergency medication use, or significant near miss will trigger immediate review of:

- The individual healthcare plan
- Risk assessments
- Food handling or activity controls
- Staff briefing arrangements
- Training needs
- Communication systems
- Site procedures

11.5 Policy review and evaluation

This policy will be reviewed in consultation with relevant staff, and where appropriate parents, carers, and governors or trustees. Review will take account of:

- Incident data
- Staff feedback



- Parent and carer feedback
- Changes in legislation or guidance
- Operational changes in the school
- Local authority or health service advice

11.6 Reporting to governors or trustees

A summary report will be presented to governors or trustees [termly / annually], including:

- Number and nature of allergy incidents or near misses
- Training completion rates
- Any gaps in provision
- Actions completed and outstanding
- Policy review outcomes
- Key areas of risk or development

12 References

12.1 References

- Children and Families Act 2014
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Food Information Regulations 2014
- Occupiers' Liability Act 1957
- Supporting Pupils at School with Medical Conditions
- Keeping Children Safe in Education
- School Food Standards
- Relevant SEND guidance and the SEND Code of Practice
- Relevant Department for Education guidance
- Relevant local authority guidance
- Relevant clinical and professional guidance on allergy and anaphylaxis