

Viking Academy Trust



Allergy Safety Policy

Approved by the Trust: Term 1 2026

Reviewed annually unless statutory requirements dictate otherwise.

Last review date: Term 1 2026

Signed

Chair of Trust

Allergy Safety Policy

The Viking Academy Trust

Empowering Children Through Education: One Childhood One Chance

Schools in the Viking Academy Trust (VAT)

Chilton Primary School
Ramsgate Arts Primary School
Upton Junior School

This **Allergy Safety Policy** specific to Upton Junior School

Section 34 of the [Children's Wellbeing and Schools Act 2026](#) requires that LA maintained schools, academies and PRUs must have an allergy safety policy.

At Upton Junior School, Darci Arthur (Headteacher) and Emma Hill (Deputy Head) are responsible for allergy safety, including driving the implementation of the allergy safety policy.

Culture

Awareness training

All staff will be required to complete allergy awareness and emergency response training annually. Currently, this is delivered by Allergy Schools through High Speed Training. This training will also form part of induction arrangements for new staff. Independent catering staff have completed their own allergy training and the school has sought assurances of this.

The training ensures that all staff:

- Have an **awareness** of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on **allergy triggers**;
- Can identify the range of **symptoms** of allergic reactions;
- Understand and can recognise **anaphylaxis**;
- Know how to respond in an **emergency**, including:
 - calling emergency services and informing parents;
 - how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
 - training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);

- Understand the **impact** allergy can have on a child or young person's wellbeing;
- Understand the school, college or setting's **allergy safety policy**;
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan;
- Understand their **responsibilities** in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to **report** an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").

Training is understood as allergy awareness and emergency response training. It does not replace any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

Wellbeing

The wellbeing of children with allergies will be promoted through the school's wellbeing approaches and culture which will include (as appropriate to the child):

- Access to the Learning Mentor / Rainbow Room / Inclusion Team
- Appropriate response to Thrive assessment information

The bullying of children with allergies will be addressed through the school's culture and anti-bullying policies

Minimising risk, including food allergies

Catering:

- Catering staff receive appropriate training and are able to identify pupils with allergies
- The school will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements
- School menus are available for parents/carers and pupils to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers
- Where changes are made to school menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of pupils
- Where food is provided by the school, staff will understand how to read labels for food allergens
- Where food is brought in by pupils/families, staff will check allergens
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

Food and drink hygiene:

- Pupils are reminded to wash their hands before and after eating
- Sharing of food, food containers, and food utensils is not allowed
- Pupils have their own named water bottles
- Where food is not directly provided by the school, parental engagement and permission will be sought in advance
- Any cooking activity will be appropriately risk assessed for allergen safety

Animals:

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals

Visits and Trips:

- No pupils with allergies will be excluded from taking part
- The school will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training
- The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip
- Pupils at risk of anaphylaxis should have their own ADs with them
- Staff trained to administer adrenaline in an emergency will be present on the school trip
- Appropriate measures will be taken in line with the school's AD protocols for off-site events and school trips

Individuals

Identification

- Children with allergies will be identified at the point of admission to the school by the completion of relevant medical information
- Staff with allergies will be identified at the point of completion of medical documentation as part of 'onboarding' processes
- On receipt of this information, appropriate healthcare and/or allergy plans will be completed with appropriate staff / adults / family members, including information on medications and AAls

Individual Healthcare Plans

Children and young people should have an Individual Healthcare Plan (IHP) if:

- they have an allergy which has a functional impact on them in their school, college or setting;
- 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.

The IHP will set out the additional and/or different arrangements that will be in place in the school for supporting the child or young person with their medical condition or allergy, including in emergency situations. The IHP will:

- Set out flexibility and reasonable adjustments in response to allergy needs
- Document medication needs, including in emergency situations
- Refer to, reflect and be attached to an allergy action plan or asthma plan should a child require one

Prescribed adrenaline

- Children requiring adrenaline devices should have one with them / near them at all times during the school day. As set out through an IHP, this will either be kept with them or kept by an adult who will be near them / with them at all times (depending on age and independence stage). This includes during playtimes / PE lessons and on visits and trips.
- An agreement will be reached with families through the IHP process for whether a device should be sent home with a child at the end of each day

- Parents will be required to check if a device that goes home and returns to school each day remains in date.
- School staff will check devices that remain in school to ensure they are in date and will notify parents of when a device will need replacing
- SEN register details will record allergy needs and children requiring devices. This will also be added to safeguarding information which is shared termly with all staff

School-wide policies

“Spare” adrenaline devices

- Spare adrenaline devices will be used in emergency situations
- Spare devices will be kept in the school office with other medication in an unlocked cupboard
- Needles will be disposed of in sharps bins
- Office staff will check devices and salbutamol inhalers remain in date
- Two pairs of emergency devices will be kept at all times
- Spare devices will be clearly labelled within an emergency kit along with instructions for use.

Visits and trips

- Allergy/anaphylaxis requirements will form part of a risk assessment process for any visit or trip
- Children and young people at risk of anaphylaxis should have their own adrenaline devices with them, and there will be staff in attendance trained to administer adrenaline in an emergency.

Serious incidents and “near misses”

- Near misses or serious incidents will be recorded on a school serious incident form
- Lessons learned will be detailed and all policy and procedures adapted in response
- Should the incident or near miss occur at home after exposure at school, a serious incident form will be completed with parents / family members / healthcare professionals

Information sharing

- Information about children with allergies will be kept securely using school MIS (Bromcom)
- It will be shared appropriately with staff and updates will be made regularly as appropriate to need

Awareness of the allergy safety policy

- This policy will be shared at least annually with staff and after any update as part of training
- It will be shared at the point of induction for new staff
- It will be published on the school website
- Where children are prescribed adrenaline devices, it may be appropriate for their friends to be made aware of how to seek help in an emergency. Any wider awareness or training will be considered carefully and discussed with the child and their parents, and will not replace staff emergency response arrangements.