Allergy Safety Policy
A19

Dolphin School Trust
inc. Noah's Ark Nurseries

Reviewed by:	Lucy Price (Headteacher)
Allergy Leads	Dolphin School & Noah's Ark Dolphin - Fiona Dilger (Receptionist) Noah's Ark West Side - Rachael Strachan (Head of NAWS)
Last reviewed:	September 2026
Next review:	September 2027

Allergy Safety Policy

Policy Statement

Dolphin School Trust is committed to providing a safe and inclusive environment for pupils, staff and others within our settings. This policy primarily sets out the Trust's arrangements for managing allergies affecting pupils, including children at risk of anaphylaxis, while also recognising the need to manage allergy risks affecting staff. Allergic reactions can range from mild symptoms to severe and potentially life-threatening anaphylaxis. The Trust therefore takes a whole-school approach to allergy safety, seeking to reduce avoidable exposure to known allergens while ensuring that pupils with allergies are able to participate fully in school and nursery life.

Allergy safety is a shared responsibility. The Trust works in partnership with pupils, parents and carers, staff, healthcare professionals, catering providers and other relevant partners to identify and manage allergy risks appropriately.

It is not possible to guarantee an allergen-free environment. The Trust's approach is based on effective risk assessment, proportionate risk reduction, good communication, staff training and prompt emergency response rather than an assumption that all risk can be eliminated.

Policy Framework

This policy has been developed with regard to:

- Department for Education (DfE), Allergy safety in schools: statutory guidance, published 6 July 2026.
- DfE Allergy safety policy template and Individual Healthcare Plan template, July 2026.
- DfE Supporting pupils with medical conditions at school guidance.
- DfE Allergy guidance for schools, updated 9 July 2026.
- Children and Families Act 2014, as amended by the Children’s Wellbeing and Schools Act 2026.
- Equality Act 2010.
- Human Medicines (Amendment) Regulations 2017 and current DfE guidance on emergency adrenaline auto-injectors.
- Early Years Foundation Stage statutory framework.
- BSACI Allergy Action Plans.

This policy should be read alongside the Trust's:

- Administration of Medicines Policy
- First Aid Policy
- Health, Safety and Welfare Policy
- Safeguarding and Child Protection Policy
- Early Years Foundation Stage Policy
- Educational Visits Policy
- SEND Policy
- Behaviour Policy
- Anti-Bullying Policy
- Staff Code of Conduct

Aims

- identify pupils with known allergies promptly;
- reduce the risk of accidental exposure to known allergens;
- ensure appropriate individual arrangements are in place;

- ensure staff can recognise and respond appropriately to allergic reactions and anaphylaxis;
- ensure emergency medication is readily accessible;
- promote effective communication between school, home, healthcare professionals and caterers;
- enable pupils with allergies to participate fully in school life;
- record and learn from serious allergic incidents and significant near misses; and
- promote an allergy-aware culture throughout the Trust.

Leadership and Responsibilities

Headteacher and Allergy Lead

The Headteacher has overall responsibility for allergy safety across Dolphin School Trust. The Trust's named Allergy Leads across both settings are:

Dolphin School & Noah's Ark Dolphin - Fiona Dilger (Receptionist)

Noah's Ark West Side - Rachael Strachan (Head of NAWS)

The Allergy Leads have operational oversight of allergy safety across Dolphin School and Noah's Ark Nurseries and report directly to the Headteacher. Day-to-day responsibilities may be delegated appropriately within each setting, but overall oversight remains with the named Allergy Lead.

The Allergy Lead will ensure that:

- an up-to-date register of pupils with known allergies is maintained;
- appropriate Individual Healthcare Plans (IHPs) and/or Allergy Action Plans are in place;
- staff receive appropriate allergy and anaphylaxis training;
- emergency medication is appropriately stored and readily accessible;
- the Trust's spare adrenaline auto-injector (AAI) stock is monitored and replaced as required;
- relevant information is communicated to staff and catering personnel;
- appropriate arrangements are made for trips, clubs, sport and other activities;
- serious incidents and significant near misses are reviewed and learning is implemented; and
- this policy and associated procedures are reviewed at least annually.

All Staff

- be aware of and follow this policy;
- complete required allergy-awareness training;
- understand the signs and symptoms of allergic reactions and anaphylaxis;
- know how to summon emergency assistance and where emergency AAIs are located;
- familiarise themselves with the Allergy Action Plans/IHPs of pupils in their care;
- follow agreed procedures for food, activities, trips and celebrations; and
- report allergy-related incidents and significant near misses promptly.

Staff must never delay emergency treatment while attempting to contact a parent.

Staff with Allergies

The Trust recognises that members of staff may themselves have allergies, including allergies which place them at risk of anaphylaxis.

Staff are encouraged to inform the Headteacher or their line manager of any allergy which may require emergency treatment or which may reasonably affect their safety at work. Relevant information will be treated sensitively and shared only where necessary to protect the employee's health and safety.

Where appropriate, the Trust will discuss with the employee:

- known allergens and potential workplace exposure;
- signs and symptoms of a reaction;
- any emergency medication carried by the employee and how the employee wishes colleagues to respond in an emergency;
- whether an individual workplace risk assessment is required;
- any reasonable adjustments or risk-control measures that may be appropriate; and
- arrangements for educational visits, food preparation, catering, off-site activities or other duties where relevant.

Employees remain responsible for ensuring that any medication prescribed for their personal use is available and in date. The Trust will agree appropriate arrangements for the safe and readily accessible storage of emergency medication where this is required at work.

Where a staff member experiences or is suspected to be experiencing anaphylaxis, staff should call 999 without delay and follow the emergency operator's instructions. Relevant colleagues should be made aware of agreed emergency arrangements where the employee has consented to this, or where sharing information is otherwise necessary to protect health and safety.

Where an allergy may amount to a disability under the Equality Act 2010, the Trust will consider its duty to make reasonable adjustments. Further information is contained in the Trust's Health, Safety and Welfare Policy, Equity, Equality, Diversity and Inclusion Policy and B18 Managing Sickness Absence Policy and Procedure.

Visitors, Contractors and External Providers

Relevant allergy-safety information will be communicated to visitors, contractors, external activity providers and others where their activities may create an allergy risk. External providers responsible for pupils will be expected to comply with the Trust's allergy-safety arrangements. Where Trust premises are used by third parties, appropriate allergy and emergency arrangements will be considered as part of the letting or activity arrangements.

Identifying Pupils with Allergies

Parents and carers must provide full information about their child's allergies, intolerances and other relevant medical conditions before admission and whenever circumstances change.

- diagnosed or suspected allergy and known allergens/triggers;
- signs and symptoms and any history of previous reactions;
- prescribed medication and emergency treatment required;
- relevant healthcare-professional information; and
- any reasonable adjustments or other arrangements required.

Information is recorded on the Trust's medical records and shared with relevant staff on a need-to-know basis. Parents must inform the Trust promptly of any new diagnosis or change in symptoms, medication or treatment. Allergy information will be reviewed regularly and at least annually.

Individual Healthcare Plans and Allergy Action Plans

Pupils with allergies requiring individual management will have an appropriate IHP and/or Allergy Action Plan. Plans will be developed in consultation with parents/carers and, where appropriate, healthcare professionals and the pupil. For children at risk of anaphylaxis, the Trust will normally use the appropriate BSACI Allergy Action Plan.

- the pupil and their allergy, allergens and triggers;
- signs and symptoms;
- preventative measures and reasonable adjustments;
- medication and its location;
- emergency treatment, including when an AAI should be administered and when 999 should be called;
- arrangements for school trips, sport, clubs and other activities; and
- relevant emergency contacts.

Plans will be reviewed at least annually and sooner where the child's needs, treatment or circumstances change.

Reducing the Risk of Exposure

The Trust will take reasonable and proportionate steps to reduce pupils' exposure to their known allergens.

- appropriate handwashing and cleaning of tables and food-preparation areas;
- managing food sharing and checking ingredients and labels;
- appropriate supervision and careful planning of cooking and food-based activities;
- consideration of allergens in classroom resources and activities;
- appropriate controls for trips, parties, celebrations and special events; and
- individual risk-reduction measures where identified through an IHP, Allergy Action Plan or risk assessment.

The Trust does not assume that describing the school or an area as 'allergen-free' or 'nut-free' removes the risk of exposure. Any restrictions on particular foods or allergens will be based on an assessment of the needs of pupils within the setting and communicated clearly. Pupils with allergies will not ordinarily be isolated from peers or unnecessarily excluded from activities as a means of managing allergy risk.

No environment can be guaranteed to be completely free from a particular allergen. Any setting-wide or individual restrictions will therefore form part of a wider risk-management approach and will not replace individual Allergy Action Plans, access to emergency medication, training or appropriate supervision.

Food and Catering

The Trust will work closely with its catering provider to ensure appropriate systems are in place to manage food allergies. Relevant allergy information will be shared with catering staff in accordance with data-protection requirements.

- identifying pupils with food allergies;
- checking allergen information and keeping allergen ingredients identifiable;
- preventing avoidable cross-contact;
- communicating menu or ingredient changes;
- serving the correct meal to the correct pupil; and
- responding promptly to concerns, errors or near misses.

Food brought into school for celebrations, activities or special events must be managed in accordance with school procedures. Staff must not provide a pupil with a food item where there is uncertainty about its ingredients or suitability.

Where the Trust is aware that a member of staff has a serious allergy, reasonable and proportionate measures will also be considered in staff areas, catering arrangements and workplace activities to reduce the risk of accidental exposure.

Early Years

In addition to the arrangements above, Dolphin School Trust will comply with the specific allergy and safer eating requirements of the EYFS statutory framework across its Early Years provision.

- Dietary, allergy and intolerance information will be obtained before admission and kept current.
- Relevant information will be shared with all staff involved in preparing and handling food.
- At every meal and snack there will be clear responsibility for checking that food meets each child's requirements.
- Allergy Action Plans will be developed with parents and kept up to date.
- Staff will be trained to recognise symptoms of allergy and anaphylaxis and understand the appropriate response.
- A member of staff with a current Paediatric First Aid qualification will be present in the room whenever EYFS children are eating.
- Children will be appropriately supervised while eating in accordance with the EYFS framework.

Adrenaline Auto-Injectors (AAIs)

Pupils prescribed AAIs should have appropriate devices available in school in accordance with their Allergy Action Plan. Emergency medication must be readily accessible, clearly identified, stored safely but not locked away where doing so would delay access, protected from inappropriate access by children, taken off site when required, and checked regularly for expiry.

Spare AAIs

The Trust will maintain an appropriate supply of spare AAIs for use by eligible pupils in accordance with current legislation and DfE guidance. A stock and replacement system will be maintained.

- stock presence and device condition;
- expiry dates;
- replacement after use or expiry;
- recording of use; and
- staff awareness of device locations.

Spare AAI locations:

Setting	Location
Dolphin School / Noah’s Ark Dolphin	School Office - on wall
Noah’s Ark West Side	Office cupboard - in clearly labelled box

Responding to Anaphylaxis

Anaphylaxis is a medical emergency.

Where anaphylaxis is suspected, staff should:

1. follow the pupil's Allergy Action Plan where available;
2. administer an adrenaline auto-injector without delay where indicated;
3. call 999 and state that anaphylaxis is suspected;
4. follow the emergency operator's instructions;
5. ensure the pupil is appropriately positioned and continuously supervised;
6. administer a further AAI if indicated by the pupil's plan/current emergency guidance;

7. arrange for a member of staff to meet the ambulance;
8. contact the pupil's parents/carers; and
9. ensure a responsible member of staff accompanies the pupil to hospital if a parent/carer has not arrived.

Staff must not delay administering adrenaline or calling 999 while waiting for parental consent or for a parent to arrive.

All medication administered and actions taken must be recorded on Evolve AccidentBook.

Staff Training

All staff will receive allergy-awareness training at least annually.

- understanding allergies and anaphylaxis;
- recognising signs and symptoms;
- reducing the risk of exposure;
- responding to allergic reactions;
- how and when to administer an AAI;
- the location of emergency AAIs;
- the Trust's emergency procedures; and
- the requirements of this policy.

Relevant staff will receive additional pupil-specific training where necessary. Training records will be maintained and monitored by SLT. Allergy information will form part of induction for new staff, and appropriate arrangements will be made for temporary, supply, peripatetic, club and other adults responsible for pupils.

Educational Visits, Sport, Clubs and Off-Site Activities

Having an allergy should not prevent a pupil participating in educational visits, sport, clubs, residential visits or other school activities wherever reasonable arrangements can be made.

- the pupil's Allergy Action Plan/IHP and potential allergen exposure;
- catering arrangements;
- access to emergency medication and emergency medical assistance;
- which member(s) of staff have responsibility for medication; and
- whether additional risk-control measures are required.

Required emergency medication must accompany the pupil. Staff leading an activity will be informed of relevant allergy needs and emergency procedures before departure.

Inclusion and Wellbeing

The Trust recognises that living with a serious allergy can affect a child's emotional wellbeing as well as physical health. Pupils with allergies should be supported to participate fully in school life and should not be unnecessarily excluded from activities, eating with peers or social events.

Age-appropriate education will encourage pupils to understand allergies and the importance of not sharing food where this may present a risk. Bullying, teasing or deliberately exposing another pupil to a known allergen will be treated seriously under the Behaviour and Anti-Bullying Policies and, where appropriate, as a safeguarding concern.

Parents and Carers

- notify the Trust of allergies before admission or immediately following diagnosis;
- provide accurate, current medical information and appropriate documentation;
- work with the Trust to develop an IHP/Allergy Action Plan where required;

- provide prescribed medication in accordance with the Administration of Medicines Policy;
- ensure pupil-specific medication remains in date and is replaced as required;
- inform the Trust promptly of changes; and
- support their child, where age appropriate, in developing an understanding of their allergy.

Pupils

As pupils mature, they will be encouraged to take an age-appropriate level of responsibility for managing their allergy.

- recognising foods or situations they should avoid;
- not sharing food where this may present a risk;
- telling an adult immediately if they feel unwell;
- understanding where their medication is kept; and
- carrying medication themselves where this has been agreed as appropriate.

Responsibility placed on a pupil will always reflect their age, maturity and individual needs.

Incidents and Near Misses

All serious allergic reactions and significant allergy-related near misses will be recorded on Evolve AccidentBook. Following an incident or significant near miss, the Allergy Lead and/or SLT will review what happened and identify learning.

- the circumstances leading to the event;
- whether the pupil's plan was followed;
- the effectiveness and timeliness of the emergency response;
- accessibility and availability of medication;
- communication and catering/food procedures where relevant;
- whether existing risk controls remain appropriate; and
- what lessons, actions or policy changes are required.

Parents will be informed of incidents involving their child. Where appropriate, the pupil's IHP/Allergy Action Plan and relevant risk assessments will be reviewed.

Information Sharing and Confidentiality

Information about pupils' allergies will be shared with staff who need it to keep the pupil safe. The Trust will balance the child's right to privacy with the need for adults to have sufficient information to respond appropriately in an emergency.

- teaching and support staff;
- first aiders;
- catering staff;
- club and activity leaders;
- sports staff;
- staff accompanying educational visits; and
- temporary or supply staff responsible for the pupil.

Information will be handled in accordance with the Trust's data-protection arrangements.

Monitoring and Review

The Allergy Leads will monitor implementation of this policy. The policy will be reviewed at least annually by the Senior Leadership Team and approved by the Governing Body.

An earlier review will take place following:

- a serious allergic reaction or significant near miss;
- a change in relevant legislation or guidance;
- a significant change to school provision; or
- evidence that existing procedures require improvement.

The Trust will periodically audit:

- the allergy register;
- IHPs and Allergy Action Plans;
- staff training;
- AAI stock and expiry dates;
- incident and near-miss records;
- catering arrangements; and
- staff awareness of emergency procedures.

The policy will be published on the Trust's website and brought to the attention of parents/carers, pupils in an age-appropriate manner, staff and other adults working regularly within the Trust. New staff will be made aware of the policy as part of induction.

Related Policies and Operational Documents

Internal policies

- First Aid Policy
- Administration of Medicines Policy
- Health, Safety and Welfare Policy
- Safeguarding and Child Protection Policy
- Early Years Foundation Stage Policy
- Educational Visits Policy
- SEND Policy
- Behaviour Policy
- Anti-Bullying Policy
- Staff Code of Conduct

Operational documents

- Allergy Register
- Individual Healthcare Plan (on Evolve AccidentBook)
- BSACI Allergy Action Plan (on Evolve AccidentBook)
- Spare AAI Stock and Expiry Record (on Evolve AccidentBook)
- Medicine Administration Record (on Evolve AccidentBook)
- Allergy Incident/Near-Miss Record (on Evolve AccidentBook)
- Educational Visit Risk Assessment (on Evolve Visits)

Appendix 1 – Anaphylaxis Emergency Procedure

SUSPECTED ANAPHYLAXIS – ACT IMMEDIATELY

Anaphylaxis is a medical emergency. Where a pupil has an individual BSACI Allergy Action Plan, staff should follow that plan.

1. Give adrenaline immediately using the pupil's prescribed AAI, or an appropriate school spare AAI where its use is permitted.

2. Call 999 immediately and state: 'Anaphylaxis suspected.'

3. Follow the ambulance service's instructions.

4. Keep the pupil appropriately positioned and under continuous adult supervision. A pupil with breathing difficulties may be more comfortable sitting up; otherwise the pupil should normally lie down with legs raised. Do not allow the pupil to stand or walk, even if they appear to be recovering.

5. If symptoms have not improved sufficiently and further adrenaline is indicated under the pupil's Allergy Action Plan/current emergency guidance, administer a second AAI.

6. Arrange for another member of staff to meet and direct the ambulance, obtain the pupil's medical information/Allergy Action Plan, and contact the parent/carer.

7. A member of staff should accompany the pupil to hospital if a parent/carer has not arrived.

Do not delay adrenaline while waiting for a parent/carer, a senior member of staff, a first aider, confirmation from a healthcare professional or an ambulance.

Record all AAIs administered, including the time and device used, and complete Appendix 2 after the emergency.

Quick-reference notice for display with AAIs

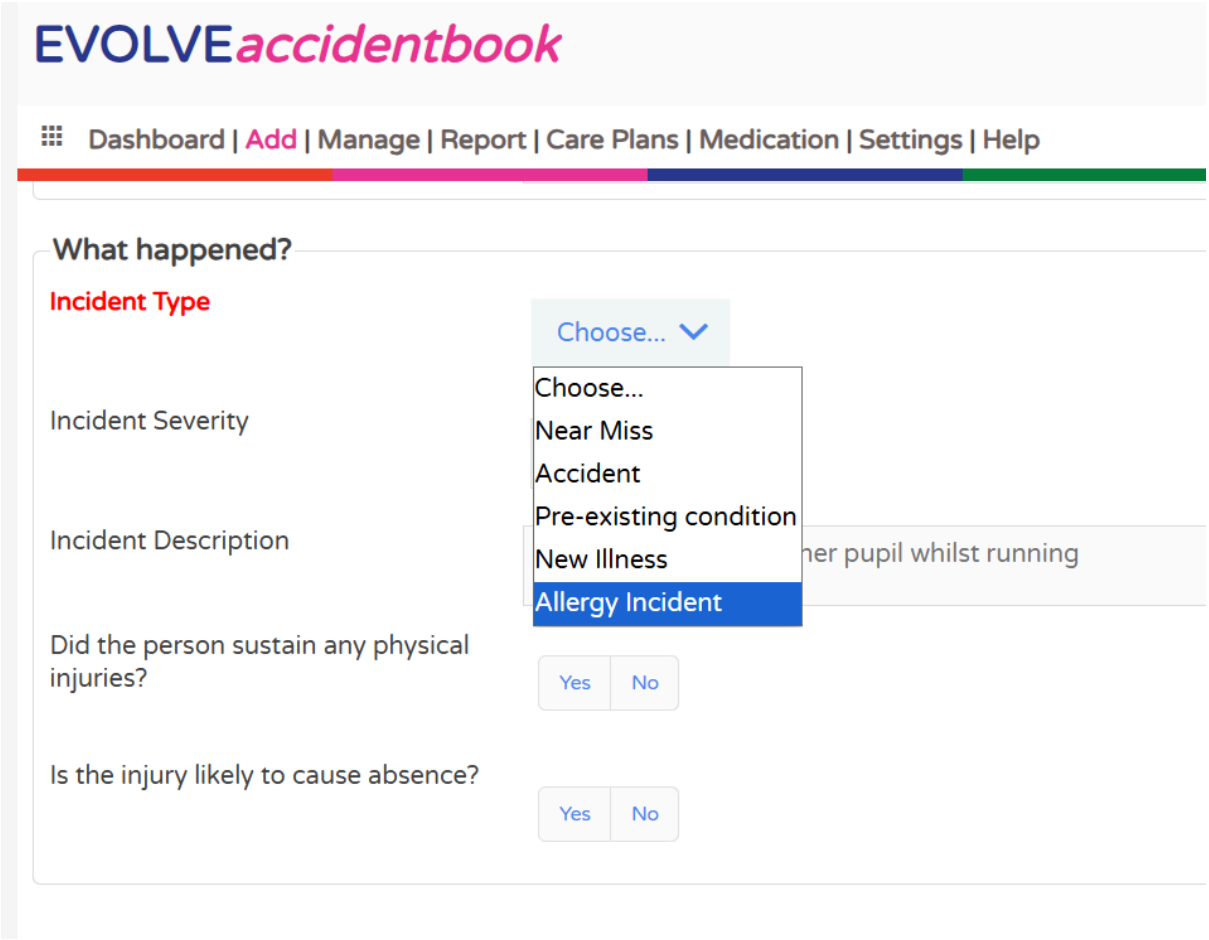
ANAPHYLAXIS EMERGENCY
1. Give adrenaline without delay
2. Call 999 – say 'ANAPHYLAXIS'
3. Follow the child's Allergy Action Plan
4. Keep the child supervised and appropriately positioned
5. Give a second AAI if indicated
6. Contact parents and record/report the incident

Appendix 2 – Allergy Incident and Near-Miss Record

Complete the form on Evolve AccidentBook following an allergic reaction requiring treatment, suspected anaphylaxis, AAI use, accidental exposure, provision of incorrect food, inaccessible/unavailable emergency medication, or another significant allergy-related near miss.

Include actions and reviews needed across the following options:

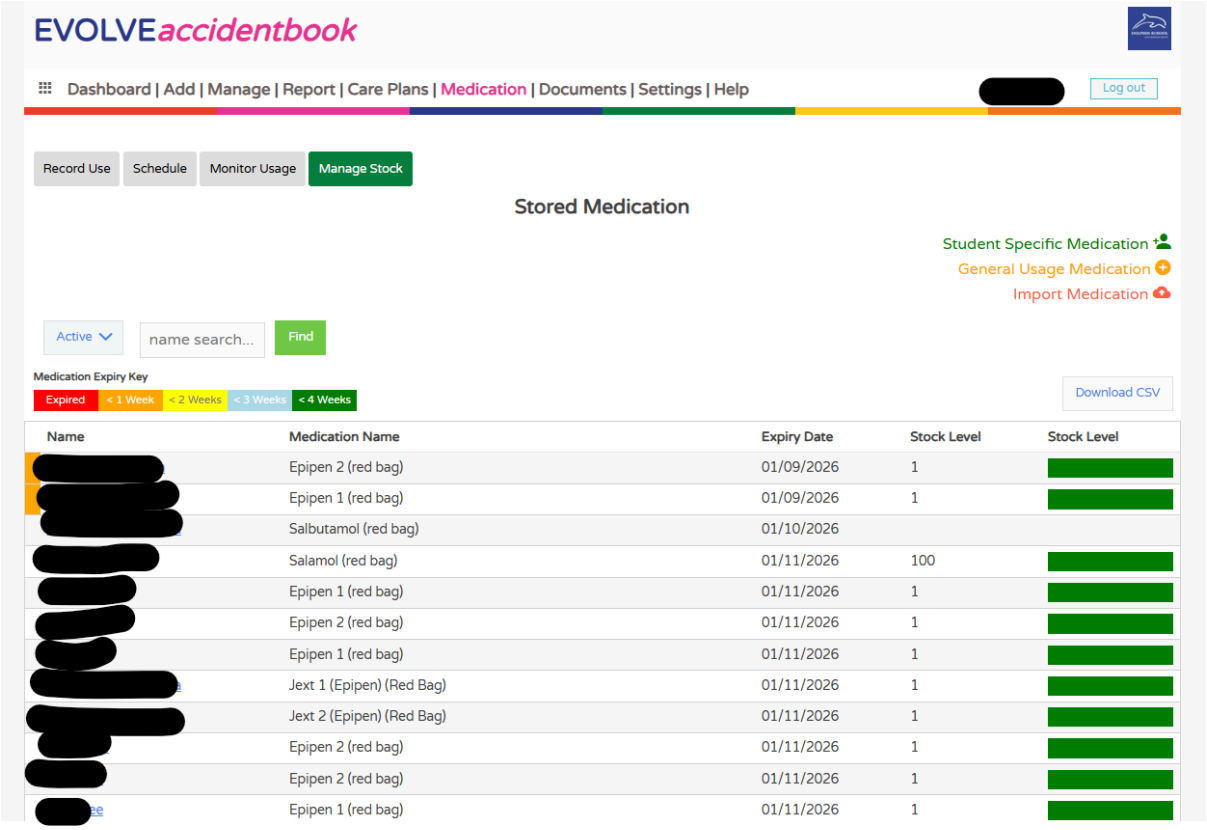
- Allergy Action Plan/IHP
- Individual risk assessment
- Allergy Register
- Catering arrangements
- Staff training
- AAI locations/stock
- Trip/activity procedures
- Parent communication
- Allergy Safety Policy



Sample of question selection on Evolve AccidentBook

Appendix 3 – Spare AAI Stock and Expiry Check

The relevant appointed person should check spare AAI stock at least termly and following any use. The check should confirm that devices are present, accessible, undamaged and in date and that staff know their location. This is all saved on Evolve AccidentBook.



Sample list of stock management

Source and Compliance Note

This policy has been prepared for September 2026 with reference to the DfE Allergy safety in schools guidance published 6 July 2026, the DfE Allergy safety policy template, the updated DfE Allergy guidance for schools, the EYFS statutory framework, and the Independent Schools Association Annual Compliance Toolkit 2026.