



Poplar Farm School **Allergy Policy**

Article 24 – Every child has the right to the best possible health and appropriate healthcare.

Article 3 - The best interests of the child must be a primary consideration in all decisions affecting them.

Article 2 - Children must not be discriminated against because of a medical condition or disability.

Poplar Farm School is committed to providing a safe, inclusive and supportive environment in which all pupils with allergies can access education safely and participate fully in every aspect of school life.

We recognise that allergies may be life-threatening and therefore adopt an allergy-aware approach to risk management. The school will implement robust procedures to minimise risk, ensure rapid emergency response and promote the wellbeing and inclusion of pupils with allergies.

All staff share responsibility for safeguarding pupils with allergies.

Roles and responsibilities

Headteacher

The Headteacher has overall responsibility for ensuring that statutory guidance, Trust expectations and this policy are implemented consistently.

Responsibilities include:

- ensuring sufficient trained staff are available
- monitoring compliance
- ensuring policies are reviewed annually
- ensuring emergency medication is available
- reporting serious incidents to the Trust and Local School Board
- ensuring pupils are fully included in school life.

Named Allergy Lead

Mrs Thorpe is the named Allergy Lead in school with Emma Wing being a second contact.

The Allergy Lead will:

- maintain the Allergy Register
- oversee Individual Healthcare Plans
- coordinate staff training
- monitor expiry dates of medication
- oversee allergy risk assessments

- support staff with allergy management
- review incidents and near misses
- report findings to the Headteacher.

Staff Responsibilities

All staff are expected to:

- know which pupils in their class or area have allergies
- read relevant Individual Healthcare Plans
- attend annual allergy awareness training
- recognise symptoms of allergic reactions and anaphylaxis
- respond immediately during an emergency
- follow school procedures
- minimise allergen risks
- record incidents appropriately
- promote inclusion.

Identifying Pupils, Staff and Visitors with Allergies

The school identifies pupils with allergies through:

- admissions documentation
- transition meetings
- communication with previous settings
- parental disclosure
- healthcare professionals
- annual medical information updates
- notification of new diagnoses.

Parents must inform the school immediately if allergy information changes.

The school also requests that staff and visitors notify the school of significant allergies where appropriate to ensure suitable arrangements can be made.

Allergy Register

The school maintains a live Allergy Register on their MIS.

The register records:

- pupil name
- allergens
- severity
- prescribed medication
- location of medication
- Individual Healthcare Plan
- Allergy Action Plan
- asthma status where applicable.

The register is reviewed:

- termly
- following new admissions
- following changes to medical information
- following significant incidents.

Relevant staff have access to this information.

Individual Healthcare Plans (IHPs)

Every pupil with a significant allergy will have an Individual Healthcare Plan. We distinguish this as pupils who require emergency medication to be kept on site.

Plans are developed with:

- parents
- the pupil where appropriate
- school staff.

Each IHP includes:

- allergy diagnosis
- known triggers
- symptoms
- emergency response
- medication and dosage information
- location of medication
- staff responsibilities
- reasonable adjustments
- parental consent for spare medication where appropriate.

Plans are reviewed:

- termly
- after any allergic reaction
- following changes in medical advice
- after any significant near miss

Medication

Emergency medication must be immediately accessible.

Medication will:

- remain clearly labelled
- remain in date
- accompany pupils during the lunch hour, PE and outdoor activities or events
- accompany pupils on educational visits
- never be locked away
- be known to relevant staff.

School arrangements

Classroom Emergency Medication

Each classroom has a designated **Emergency Grab Bag**, which is a green first aid bag located in a clearly identified position next to the classroom sink. The Emergency Grab Bag is readily accessible to staff at all times and contains:

- Emergency medication for pupils within that class, including prescribed Adrenaline Auto-Injectors (AAIs) and inhalers.
- A class allergy register identifying pupils with allergies.
- Copies of relevant Individual Healthcare Plans and/or Allergy Action Plans, where appropriate.
- Medication administration and consent records will be kept in a pupils individual labelled zip wallet.

Staff are responsible for ensuring the Emergency Grab Bag accompanies the class whenever they leave the classroom for learning activities and lunch.

The school maintains spare AAI's in accordance with statutory guidance in the Studio. School office staff will check expiry dates termly.

Lunchtime Arrangements

During lunchtime, each class Emergency Grab Bag is taken to the school hall and stored next to allergy photographs in the galley. This ensures emergency medication remains immediately available while pupils are eating and participating in lunchtime activities.

Physical Education and Outdoor Learning

For all PE lessons, sports activities and outdoor learning sessions, the class Emergency Grab Bag must accompany the class to the hall, playground or playing field. Emergency medication must remain within easy reach of supervising staff at all times and must never be left unattended or locked away.

Educational Visits and Residential Visits

For all off-site visits and residential visits, the Emergency Grab Bag must accompany the group and be carried by the designated first aider or nominated member of staff responsible for emergency medication.

Where a pupil attending the visit has been prescribed an AAIs, both prescribed AAIs must accompany the pupil. In addition, the school's spare AAI(s) will be taken where appropriate and in accordance with statutory guidance and the pupil's Individual Healthcare Plan.

Prior to any residential visit, all required medication consent forms must be completed, medication checked to ensure it is in date, and appropriate risk assessments reviewed. Visit leaders must ensure they are familiar with the medical needs of all pupils attending and that emergency procedures are understood by all accompanying staff.

Risk Reduction

Poplar Farm School promotes an allergy-aware environment.

Measures include:

- no food sharing
- no nut or nut products
- no shellfish
- cleaning of tables
- supervision during meals
- allergen awareness during classroom activities
- safe snack arrangements
- careful planning of celebrations
- communication with parents before food activities
- consideration of allergens during fundraising events
- classroom risk assessments
- No sweets or other celebration foods from home to be shared with the class.

Food Management

Poplar Farm School is committed to providing safe, nutritious and inclusive meals for all pupils. We are fortunate to have an on-site kitchen, where meals are freshly prepared each day. Our aim is to provide allergy-safe meals that enable pupils with food allergies to enjoy school meals safely alongside their peers.

We work closely with parents/carers, healthcare professionals where appropriate, and our catering team to ensure that individual dietary needs are understood and met.

To minimise the risk of allergen exposure, the school will:

- Maintain an up-to-date register of pupils with food allergies, which is accessible to relevant catering staff.
- Ensure catering staff are aware of pupils' individual dietary requirements and any changes to these.
- Follow robust food preparation procedures to minimise the risk of cross-contamination.
- Check ingredients and allergen information before preparing and serving meals.
- Clearly identify allergy-safe meals using different coloured plates and labels before they are served and operate a checking process to ensure the correct meal is provided to the correct pupil.
- Maintain effective communication between the catering team, school staff and parents regarding dietary requirements and menu changes.
- Review menus and recipes regularly to ensure suitable alternatives are available wherever possible.
- Ensure all catering staff receive appropriate food allergy and allergen awareness training.

Packed Lunches

Parents and carers who choose to provide a packed lunch in KS2 must follow the school's packed lunch guidance to help minimise the risk of allergen exposure for pupils with food allergies.

To support our allergy-aware environment, packed lunches **must not contain shellfish, nuts or nut-based products**, including (but not limited to):

- Prawns
- Crab
- Lobster
- Peanuts or tree nuts
- Peanut butter or other nut butters
- Nutella or chocolate-hazelnut spreads
- Cereal or snack bars containing nuts
- Confectionery containing nuts
- Any other products where nuts are a primary ingredient

Parents are encouraged to check food labels carefully before sending food into school, as ingredients may change.

Where a pupil has a severe allergy to another specific food allergen, additional reasonable measures may be implemented following an individual risk assessment and in consultation with parents/carers.

If a prohibited item is brought into school, staff may ask the pupil to refrain from eating the item and, where appropriate, provide a suitable alternative until the end of the school day.

Curriculum Activities

Staff complete appropriate risk assessments before activities involving food or allergens.

This includes:

- cooking
- science
- sensory play
- DT
- celebrations
- Forest School
- enrichment activities.

Alternative resources will be provided where necessary.

School Visits

Pupils with allergies are entitled to participate fully in educational visits.

Visit leaders must ensure:

- Individual Healthcare Plans are shared with staff
- Emergency medication checked and taken
- spare medication available where appropriate
- trained staff attend
- emergency procedures within visit risk assessments
- allergy risks reflected within visit risk assessments.

Staff Training

All staff receive annual allergy awareness training.

Training includes:

- allergy and anaphylaxis awareness
- acute asthma awareness

Training records are maintained by the Allergy Lead.

Supply staff, volunteers and students receive appropriate information before working with pupils.

Emergency Procedures

Where anaphylaxis is suspected:

1. Stay with the pupil.
2. Call for assistance.
3. Administer adrenaline immediately.
4. Call 999.
5. Inform parents.
6. Continue monitoring.
7. Administer second AAI after five minutes if required.
8. Complete all documentation following the incident.

Recording Incidents

The school records incidents of the below on CPOMs:

- allergic reactions
- medication administration including inhalers and AAI
- use of spare medication (schools AAI)
- medication errors
- near misses
- ambulance attendance
- hospital attendance where known.

Following serious incidents the school will:

- review the Individual Healthcare Plan
- review risk assessments
- meet with parents where appropriate
- identify lessons learned
- amend procedures
- provide staff support where required.

The Headteacher will report serious incidents and near misses to the Local School Board in accordance with Trust procedures.

Reports will include:

- nature of incident
- immediate actions taken
- investigation findings
- recommendations
- policy amendments
- staff training implications.

Lessons learned will inform future practice.

Promoting Wellbeing

The school recognises that allergies may affect emotional wellbeing.

The school will:

- promote understanding of allergies
- encourage independence appropriate to age
- support pupils' emotional wellbeing and confidence
- provide check in's and pastoral support if necessary
- make reasonable adjustments
- ensure pupils are included in all aspects of school life.

Monitoring and Review

The Headteacher and Allergy Lead will monitor:

- training compliance
- Healthcare Plan compliance
- allergy register
- incident trends
- catering arrangements are in place
- policy implementation.

This policy will be reviewed annually or sooner following:

The effectiveness of the above policy and our practice will be evaluated every year. The Head Teacher in consultation with the allergy will carry this out.

This policy was adopted on:	September 2026
Review Cycle:	Annual
This policy was subsequently reviewed:	