



Allergy Policy

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Full Governing Body	

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1. Aims

This policy sets out Riverside School's approach to allergy safety. It explains how the school promotes an allergy-aware environment, reduces the risk of allergen exposure and responds to allergic reactions and anaphylaxis. It also provides guidance to staff to ensure pupils with allergies are safe, supported and able to participate fully in school life.

The aims of this policy are to:

- Promote a whole-school approach to allergy awareness and safety.
- Ensure pupils with allergies are safe, supported and able to participate fully in school life.
- Reduce the risk of allergen exposure through effective risk management and practical control measures.
- Ensure allergic reactions and anaphylaxis are recognised promptly and managed effectively.
- Ensure timely access to prescribed and emergency allergy medication where required.
- Provide clear guidance to staff on their roles and responsibilities in supporting pupils with allergies.
- Promote effective communication and partnership working between the school, parent carers and healthcare professionals.
- Meet the school's statutory responsibilities for supporting pupils with allergies and other medical conditions.

2. Legislation and guidance

This policy has been developed in accordance with current legislation and statutory guidance relating to the safe and effective management of allergies in schools. It reflects Riverside School's commitment to providing a safe, inclusive and supportive environment for pupils with allergies, while ensuring the school meets its legal responsibilities.

This policy has been developed with reference to the following legislation and guidance:

- The Children and Families Act 2014
- The Children's Wellbeing and Schools Act 2026
- Allergy Safety in Schools (Department for Education 2026)
- Supporting Pupils at School with Medical Conditions (Department for Education), where applicable
- The Equality Act 2010
- The Human Medicines (Amendment) Regulations 2017 (Spare Adrenaline Auto-injectors)
- The Human Medicines (Amendment) Regulations 2014 (Emergency Salbutamol Inhalers)
- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Statutory Framework for the Early Years Foundation Stage (EYFS)
- UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018
- Allergy safety in schools (Department of Education 2026)

3. Roles and responsibilities

Effective allergy management is a shared responsibility requiring effective communication and partnership working between staff, parent carers, healthcare professionals and pupils.

3.1 Governing Body

The school's named Allergy Lead Governor is **Jessica Horseman**.

The Governing Body will:

- Ensure appropriate arrangements are in place to support pupils with allergies.
- Ensure the school has an up-to-date Allergy Safety Policy that is published on the school website and available on request.
- Review the policy at least annually and following significant incidents or near misses, where appropriate.
- Ensure a member of the Senior Leadership Team is designated as the Allergy Lead.

- Monitor the implementation and effectiveness of this policy.
- Ensure the school meets its statutory responsibilities for allergy safety and supporting pupils with medical conditions.

3.2 The Headteacher

The Headteacher will:

- Ensure this policy is implemented effectively.
- Ensure appropriate procedures and resources are in place to support pupils with allergies.
- Ensure staff receive appropriate allergy awareness and emergency response training.
- Support the SLT Allergy Lead and Operational Allergy Lead in implementing and monitoring this policy.
- Ensure appropriate arrangements are in place for educational visits, off-site activities and emergency allergy medication.

3.3 Named Senior Leadership Team (SLT) Allergy Lead

The school's Named Senior Leadership Team (SLT) Allergy Lead is the DSL **Nicola Lazenby**.

They will:

- Lead the strategic development and implementation of allergy safety across the school.
- Promote allergy safety as a whole-school priority.
- Oversee the review and development of this policy.
- Monitor allergy incidents and near misses, identifying opportunities for improvement.
- Report to the Governing Body, where appropriate.

3.4 Operational Allergy Lead/Allergy Champion

The school's Operational Allergy Lead/Allergy Champion is **Rachael O'Keefe**.

They will:

- Lead the day-to-day management of allergy safety.
- Maintain the Allergy Register and allergy management systems, records and documentation.
- Coordinate, review and maintain Individual Healthcare Plans (IHPs) and Allergy Action Plans.
- Monitor the availability, storage and expiry dates of emergency allergy medication.
- Provide advice and support to staff, parent carers, healthcare professionals and other relevant agencies.
- Organise allergy awareness and emergency response training.
- Review allergy incidents and near misses, identifying opportunities for improvement.
- Develop allergy policies, procedures and documentation in line with statutory guidance.
- Monitor compliance with statutory guidance and school procedures.
- Provide advice and support when planning educational visits and off-site activities.

3.5 School staff

All school staff will:

- Complete allergy awareness and emergency response training appropriate to their role.
- Be familiar with the pupils they support, relevant IHPs, Allergy Action Plans and emergency procedures.
- Take reasonable steps to reduce the risk of allergen exposure and implement agreed control measures and reasonable adjustments.
- Promote an inclusive environment that enables pupils with allergies to participate safely in school life.
- Recognise the signs and symptoms of allergic reactions and anaphylaxis.
- Respond promptly by following the school's emergency procedures and seeking appropriate assistance.
- Know how to access emergency allergy medication.
- Participate in practical emergency drills appropriate to their role.
- Report allergy incidents, near misses and concerns in accordance with school procedures.
- Communicate relevant allergy concerns and changes in a pupil's condition promptly.
- Staff responsible for providing first aid will maintain a valid first aid qualification appropriate to their role, complete allergy emergency response training and remain competent and confident in administering emergency medication, including adrenaline auto-injectors (AAIs) and emergency salbutamol inhalers, where appropriate.

- Staff providing first aid will coordinate the emergency response, summon emergency services where required, ensure emergency medication accompanies the pupil to hospital and complete the required documentation following an allergy incident.

3.7 Catering staff

Catering staff will:

- Complete allergy awareness and emergency response training appropriate to their role.
- Follow school procedures for identifying pupils with food allergies and accessing allergy information before serving meals.
- Take reasonable steps to minimise the risk of allergen exposure during food preparation and service.
- Provide accurate allergen information for school-prepared food where appropriate.
- Seek advice if unsure whether a food item is suitable.
- Report concerns regarding allergens or potential cross-contamination immediately.
- Respond promptly to allergy emergencies in accordance with the school's emergency procedures.
- Support pupils with food allergies to access school meals safely.

3.8 Parents/carers

Parent carers will:

- Inform the school of any diagnosed allergy or changes to their child's allergy, treatment or medical needs.
- Provide up-to-date medical information, including an Allergy Action Plan where one has been issued.
- Work with the school to develop and review their child's IHP.
- Provide in-date prescribed medication, including clearly labelled adrenaline auto-injectors (AAIs), where required.
- Replace prescribed medication before its expiry date or after use.
- Ensure prescribed emergency medication is available to school whenever required.
- Inform the school promptly of significant allergic reactions, hospital admissions or changes following medical review.
- Support the school's allergy safety procedures and reinforce safe allergy management with their child, where appropriate.
- Provide appropriate food where agreed with the school.
- Raise any questions or concerns regarding their child's allergy management.

3.8 Pupils

Pupils will be encouraged, where appropriate to their age, understanding and ability, to:

- Develop an understanding of their allergy and how to manage it safely.
- Tell a member of staff if they think they have been exposed to an allergen or are feeling unwell.
- Recognise the signs and symptoms of an allergic reaction, where appropriate.
- Follow their Individual Healthcare Plan (IHP) and/or Allergy Action Plan, where appropriate.
- Make safe choices to reduce the risk of allergen exposure.
- Respect the allergy needs of others and contribute to an allergy-aware environment.
- Participate in discussions about their allergy management and support arrangements, where appropriate.

4. Promoting Allergy Awareness and Safety

Riverside School is committed to promoting an allergy-aware culture where pupils with allergies are safe, supported and included. Allergy awareness is embedded throughout the school through education, communication, training and shared responsibility.

4.1 Whole-school approach

Riverside School will:

- Promote a whole-school approach to allergy awareness and safety.
- Foster a culture where allergy safety is recognised as everyone's responsibility.
- Support pupils with allergies to participate safely in all aspects of school life.
- Balance effective risk management with inclusion, reasonable adjustments and, where appropriate, the

development of independence.

- Consider allergy safety when planning school activities, educational visits, events and transport arrangements.
- Promote effective communication and partnership working between staff, parent carers, healthcare professionals and pupils.

4.2 Promoting allergy awareness

The school will:

- Promote age- and developmentally appropriate allergy awareness amongst pupils.
- Provide staff with allergy awareness and emergency response training appropriate to their role.
- Encourage pupils to understand and respect the allergy needs of others.
- Promote good hygiene practices to reduce the risk of allergen exposure.
- Encourage open discussion about allergy safety to reduce anxiety, misconceptions and stigma.

Where a pupil is prescribed an adrenaline auto-injector (AAI), it may be appropriate for their peers to understand how to seek help in an emergency. Any wider awareness should be considered on an individual basis, in partnership with the pupil and their parent carers, and must not replace staff emergency response arrangements.

4.3 Inclusion, wellbeing and bullying

The school recognises that allergies may affect both the physical and emotional wellbeing of pupils-

Riverside School will:

- Promote an inclusive environment where pupils with allergies feel safe, valued and supported.
- Not tolerate bullying, teasing or inappropriate behaviour relating to allergies or medical conditions.
- Encourage pupils to report concerns relating to allergy safety or bullying.
- Respond to allergy-related bullying or discrimination in accordance with the school's behaviour and anti-bullying procedures.
- Consider emotional wellbeing alongside physical safety when supporting pupils with allergies.

4.4 Communication and partnership working

The school will:

- Promote effective communication between staff, parent carers, healthcare professionals and other relevant agencies.
- Ensure relevant allergy information is shared appropriately with staff who need it to carry out their role safely.
- Encourage parent carers to communicate changes to their child's allergy management promptly.
- Work collaboratively with healthcare professionals to support individual healthcare planning where appropriate.
- Review communication systems regularly to ensure they remain effective.

4.5 Induction of new staff, volunteers and visitors

The school will ensure staff, volunteers, agency staff, students and other adults working with pupils receive an induction appropriate to their role, including, where appropriate:

- Allergy awareness information.
- Emergency procedures.
- The location of, and arrangements for accessing, emergency allergy medication.
- Relevant Individual Healthcare Plans (IHPs) and Allergy Action Plans.
- Any additional information required to support pupils with allergies safely.

4.6 Policy Awareness and Accessibility

Riverside School will:

- Publish this policy on the school website and provide a hard copy on request.
- Ensure staff know how to access this policy and related procedures.

- Promote awareness of the school's allergy procedures amongst staff, parent carers and the wider school community.
- Communicate significant policy changes to staff and parent carers, where appropriate.
- Ensure all staff are made aware of this policy as part of their induction and allergy awareness training.

5. Preventing exposure to allergens

Riverside School recognises that allergens may be encountered throughout the school day. Whilst it is not possible to eliminate all allergens from the school environment, the school aims to reduce the risk of allergen exposure through effective planning, practical control measures, staff awareness and partnership working.

5.1 Risk assessment and reasonable adjustments

Riverside School will:

- Assess allergy risks on an individual and activity-specific basis.
- Ensure allergy risks are considered within relevant risk assessments and appropriate control measures are implemented.
- Make reasonable adjustments to support the safe inclusion of pupils with allergies.
- Balance effective risk management with inclusion and, where appropriate, the development of independence.
- Consider allergy risks when planning activities, lessons, events and educational experiences.
- Review allergy control measures following significant incidents, near misses or changes to a pupil's allergy management.

Riverside School does not describe itself as a "nut-free" or "allergen-free" school. Although every reasonable effort is made to reduce the risk of allergen exposure, it is not possible to eliminate allergens completely. Effective allergy management depends upon appropriate risk assessment, proportionate control measures, effective communication and staff vigilance.

5.2 Food brought into school

Food brought into school by parent carers, pupils, staff or visitors for sharing, including birthday celebrations, fundraising events and other special occasions, must comply with the school's allergy safety procedures.

Riverside School will:

- Assess the suitability of food brought into school where it may present a risk.
- Take proportionate steps to minimise allergen exposure during celebrations and special events.
- Request ingredient or allergen information where required.
- Restrict or decline food where ingredients cannot be verified or where it presents an unacceptable risk.
- Encourage alternative methods of celebrating where these provide a safer and more inclusive option.

Food brought into school for sharing must be commercially packaged so that ingredients and allergen information can be clearly identified. Homemade food must not be brought into school for sharing unless agreed in advance with the school.

Packed lunches and snacks

Parent carers are responsible for ensuring food and snacks brought into school for their own child are suitable for their child's dietary and medical needs.

Staff are not routinely expected to inspect the contents of packed lunches or snacks before they are consumed. Where concerns arise or a potential allergy risk is identified, staff will take appropriate action to reduce the risk.

Where identified through risk assessment, Riverside School may ask parent carers, staff and visitors not to bring nuts or nut-containing products into school. This does not mean the school is nut-free or allergen-free.

5.3 Dining arrangements

Riverside School will implement appropriate arrangements to support pupils with food allergies during mealtimes.

This includes:

- Maintaining an up-to-date allergy information system to support the safe identification of pupils with food allergies.
- Ensuring catering staff have access to the information required to prepare and serve meals safely.
- Using yellow wristbands to identify pupils with food allergies during mealtimes. Wristbands will be issued by the class team before lunch and returned afterwards.
- Maintaining an up-to-date Allergy and Dietary Requirements Folder in each classroom.
- Following agreed procedures to minimise the risk of cross-contamination during food preparation and meal service.
- Providing suitable meal alternatives where appropriate.
- Working with parent carers and catering providers to support individual dietary requirements.
- Reviewing dining arrangements regularly.

5.4 Safe food practices

Riverside School will promote safe food practices by:

- Encouraging effective hand hygiene before and after eating.
- Cleaning tables, food preparation areas and shared equipment before and after use.
- Using separate preparation areas, equipment and utensils where required to reduce the risk of cross-contamination.
- Discouraging the sharing of food, drinks, utensils and eating equipment.
- Following individual control measures identified within Individual Healthcare Plans (IHPs), Allergy Action Plans and agreed dietary management plans.
- Promoting good food hygiene and allergy awareness amongst staff and pupils.

5.5 Curriculum activities

Riverside School will consider allergy risks when planning curriculum activities and learning experiences.

The school will:

- Consider allergy risks before activities take place.
- Adapt activities, resources or teaching methods where necessary.
- Implement additional control measures identified through risk assessment, Individual Healthcare Plans (IHPs) or Allergy Action Plans.
- Ensure pupils are appropriately supervised during activities involving potential allergens.
- Seek advice where staff are unsure whether an activity presents an allergy risk.

Activities requiring additional consideration may include food technology, science, art, sensory play, gardening, animal care, food used within lessons, reward systems and visitors delivering food-related activities.

Staff should be aware that some classroom resources, including certain playdough, sensory materials and craft products, may contain food ingredients or other potential allergens. Staff should also consider pupils who may mouth or ingest non-food items as part of their developmental, sensory or medical needs.

Where food is used as part of teaching, learning or reward activities, the same allergy safety principles applied during mealtimes should also be followed.

5.6 School activities and events

Allergy safety will be considered when planning school activities and events

Riverside School will:

- Consider allergy risks when planning celebrations, enterprise, fundraising and community activities.
- Ensure food prepared, shared or sold complies with the school's allergy safety procedures.
- Consider allergy risks associated with enterprise activities involving food.
- Ensure appropriate ingredient and allergen information is available where food is prepared, sold or shared.

- Adapt activities or implement additional control measures where required.
- Seek advice from the Operational Allergy Lead where staff are unsure how allergy risks should be managed.

Activities requiring additional consideration may include celebrations, enterprise and fundraising activities, outdoor learning, food tasting activities, extracurricular clubs and visitors delivering activities involving food. Where food is prepared, sold or shared, appropriate ingredient and allergen information should be available to enable informed choices and reduce the risk of accidental allergen exposure.

6. Supporting pupils with allergies

Riverside School recognises that every pupil with an allergy is unique. Support arrangements are based on individual need and developed in partnership with parent carers, healthcare professionals and, where appropriate, the pupil. Arrangements will be reviewed promptly whenever a pupil's allergy, treatment or support needs change.

6.1 Identification and assessment of children and young people with allergies

Early identification is essential to ensuring pupils receive appropriate support.

Parent carers should inform the school of any known or suspected allergy and notify the school promptly of any changes to their child's allergy, treatment or medical needs.

Following notification of a known or suspected allergy, the Operational Allergy Lead will review the information provided and obtain further information where required. Appropriate support will be implemented without unnecessary delay and will not routinely be postponed whilst awaiting formal diagnosis where sufficient information is available to identify that support is required.

Where appropriate:

- An Individual Healthcare Plan (IHP) will be created or reviewed.
- Parent carers will be asked to provide the child's Allergy Action Plan where one has been issued.
- Appropriate control measures and reasonable adjustments will be implemented.

Where a pupil experiences a suspected allergic reaction at school, emergency procedures will be followed, parent carers informed as soon as reasonably practicable and support arrangements reviewed pending any further medical advice.

6.2 Identification of staff and visitors with allergies

Riverside School recognises that allergy safety extends to staff, volunteers, contractors and visitors.

Staff

Staff complete a medical declaration during pre-employment checks and are responsible for informing Human Resources of any significant changes to their medical information. Staff with severe allergies may choose to wear an allergy identification lanyard whilst on site.

Visitors

Visitors are asked during signing in whether they have any severe allergies or carry emergency allergy medication. Where appropriate, visitors may choose to wear an allergy identification lanyard whilst on site. The school will take reasonable steps to support staff and visitors with known severe allergies whilst they remain responsible for carrying and managing their own prescribed medication unless alternative arrangements have been agreed.

Information relating to staff and visitor allergies will be managed in accordance with the school's data protection procedures.

6.3 Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan (IHP) will be developed for every pupil with a diagnosed or suspected allergy to ensure staff have clear, up-to-date information to support them safely.

IHPs will be developed in partnership with parent carers and, where appropriate, the pupil and relevant healthcare professionals.

Riverside School will:

- Develop and maintain an IHP for every pupil with a known or suspected allergy.
- Ensure each IHP identifies allergens, signs and symptoms, prescribed medication, emergency procedures, reasonable adjustments and control measures.
- Use healthcare professional documentation, including Allergy Action Plans where appropriate, to inform the IHP.
- Coordinate the development and review of IHPs through the Operational Allergy Lead.
- Review IHPs at least annually and whenever allergy management or support needs change.
- Share relevant information with staff on a need-to-know basis.
- Ensure IHPs remain clear, practical and accessible.

6.4 Allergy Action Plans

Where a pupil has an Allergy Action Plan issued by a healthcare professional, it will be used alongside their IHP.

Riverside School will:

- Request the most up-to-date Allergy Action Plan from parent carers.
- Use the Allergy Action Plan to inform the pupil's IHP and emergency procedures.
- Incorporate updates without unnecessary delay.
- Ensure relevant staff have access to, and are familiar with, the Allergy Action Plan.
- Store Allergy Action Plans securely whilst ensuring they remain readily accessible during an emergency.
- Follow the most up-to-date Allergy Action Plan when responding to an allergic reaction or suspected anaphylaxis.

Any discrepancies between an Allergy Action Plan and school records will be clarified and records updated accordingly.

6.5 Allergy information and communication systems

Riverside School maintains communication systems to ensure relevant allergy information is available to staff whilst maintaining appropriate confidentiality.

Riverside School will:

- Maintain an up-to-date Allergy Register.
- Maintain Allergy and Dietary Requirements folders to support day-to-day allergy management.
- Ensure relevant staff, including temporary, agency and supply staff where appropriate, know how to access allergy information.
- Share allergy information on a need-to-know basis in accordance with data protection legislation.
- Operate a clear identification system for pupils with food allergies, including yellow wristbands where appropriate.
- Maintain an appropriate dining hall identification system for pupils with food allergies.
- Review communication systems regularly to ensure information remains accurate and accessible.

Where appropriate, pupils with newly diagnosed allergies, or allergies significantly affecting their wellbeing, participation or inclusion, will be considered for inclusion on the school's Medical Conditions and Wellbeing Register.

6.6 Allergy Medication

Pupils prescribed allergy medication will have timely access to their medication throughout the school day and during school activities.

Riverside School will:

- Require parent carers to provide two in-date prescribed adrenaline auto-injectors (AAIs), where prescribed.
- Store prescribed emergency allergy medication securely, together and in clearly identified, readily accessible locations.
- Store prescribed antihistamines alongside emergency allergy medication where appropriate.
- Ensure relevant staff know the location of, and can promptly access, emergency allergy medication.
- Ensure prescribed medication accompanies the pupil whenever required, including during educational visits, off-site activities and curriculum activities.
- Record the receipt and return of prescribed medication in accordance with the school's medication procedures.
- Monitor medication expiry dates and request replacements where required.
- Maintain spare adrenaline auto-injectors (AAIs) in accordance with current legislation. These will be stored in the Reception Office in a readily accessible location. Spare AAIs may be used during an allergy emergency for any person on the school site where appropriate and permitted by current legislation.

Pupils prescribed emergency salbutamol inhalers will be supported in accordance with the school's Asthma Policy, IHP and relevant healthcare professional documentation.

The school's spare AAIs provide emergency cover on site and are not intended to replace prescribed medication or be routinely taken off site.

7. Educational visits and off-site activities

Allergy safety will be considered when planning educational visits, off-site activities and transport arrangements. Appropriate risk assessments, reasonable adjustments and emergency arrangements will be implemented to support the safe participation of pupils with allergies.

Riverside School will:

- Consider allergy risks as part of the planning and risk assessment process for educational visits, off-site activities and transport arrangements.
- Support pupils with allergies to participate safely and not be unnecessarily excluded solely because of their allergy.
- Review the pupil's Individual Healthcare Plan (IHP), Allergy Action Plan and relevant risk assessments before the activity.
- Ensure prescribed emergency allergy medication accompanies the pupil whenever required and remains readily accessible.
- Ensure accompanying staff are familiar with the pupil's allergy, emergency procedures and how to access emergency medication.
- Consider food provision, allergen exposure and the risk of cross-contamination where food is provided, prepared or consumed.
- Share relevant allergy information with transport providers, activity providers and other organisations where necessary and in accordance with data protection legislation.
- Work with parent carers and, where appropriate, transport providers, activity providers and the Local Authority to ensure suitable arrangements are in place.
- Apply the same principles to residential visits, work experience placements, extracurricular activities, community activities and school-organised transport.
- Seek advice from the Operational Allergy Lead where additional support is required.

The school's spare adrenaline auto-injectors (AAIs) are maintained to provide emergency cover on the school site and will not routinely accompany educational visits, residential visits or other off-site activities. Pupils prescribed AAIs must be accompanied by their own prescribed emergency medication in accordance with their IHP and Allergy Action Plan.

8. Record-keeping

Riverside School maintains accurate and up-to-date records to support effective allergy management, facilitate communication and meet its statutory responsibilities.

Riverside School will:

- Maintain Individual Healthcare Plans (IHPs) for pupils with known or suspected allergies.
- Maintain relevant Allergy Action Plans and other healthcare professional documentation where provided.
- Maintain an up-to-date Allergy Register.
- Maintain records relating to prescribed allergy medication, including its receipt, storage, monitoring, return and administration, in accordance with the school's medication procedures.
- Maintain records of staff allergy awareness and emergency response training.
- Record allergy incidents, near misses and actions taken in accordance with the school's reporting procedures.
- Review allergy records regularly and whenever a pupil's allergy, treatment or support needs change.
- Store allergy records securely in accordance with UK GDPR, the Data Protection Act 2018 and the school's data protection procedures.

Information relating to a pupil's allergy will be shared on a need-to-know basis to support their safe care whilst maintaining confidentiality and complying with data protection legislation.

9. Emergency procedures

Prompt recognition and appropriate management of allergic reactions are essential to ensuring the safety of pupils. All staff are expected to act promptly if they suspect a pupil is experiencing an allergic reaction and seek appropriate assistance without delay.

9.1 Recognising an allergic reaction

All staff should be familiar with the signs and symptoms of allergic reactions and anaphylaxis appropriate to their role.

Riverside School recognises that around one in five children and young people experience their first allergic reaction whilst at school. Staff should therefore remain vigilant for the signs and symptoms of allergic reactions in all pupils, not solely those with a known allergy.

The severity of allergic reactions can vary and symptoms may develop rapidly. Where there is any concern that a pupil may be experiencing an allergic reaction, staff should follow the school's emergency procedures and, where available, the pupil's Individual Healthcare Plan (IHP) and Allergy Action Plan.

Pupils experiencing a mild or moderate allergic reaction will be supported in accordance with their IHP, Allergy Action Plan and relevant healthcare professional advice. They will remain under observation for at least 60 minutes, will not be left unattended and parent carers will be informed as appropriate.

Where anaphylaxis is suspected, **adrenaline should be administered without delay** in accordance with the pupil's Allergy Action Plan, the school's emergency procedures and current national guidance.

9.2 Responding to an allergic reaction

In the event of a suspected allergic reaction, staff will:

- Remain with the pupil and provide reassurance.
- Assess the situation promptly and summon a qualified first aider immediately.

- Follow the pupil's IHP and Allergy Action Plan where available.
- Where there is no known history of allergy, treat the situation as a medical emergency and follow the school's emergency procedures.
- Administer prescribed emergency medication without unnecessary delay where indicated.
- Administer a spare adrenaline auto-injector (AAI), where appropriate and permitted by current legislation.
- Call 999 immediately where anaphylaxis is suspected.
- Monitor the pupil continuously until responsibility is transferred to a healthcare professional or emergency services.
- Administer a second adrenaline auto-injector (AAI) where indicated by the pupil's Allergy Action Plan or current national guidance.
- Ensure any emergency medication used accompanies the pupil to hospital.

Staff must not send a pupil experiencing a suspected allergic reaction to seek help unaccompanied. Assistance and emergency medication should be brought to the pupil wherever possible.

9.3 Emergency allergy medication

Where a pupil has prescribed emergency medication, this will normally be used in the first instance.

Where prescribed medication is unavailable or a prescribed adrenaline auto-injector (AAI) fails to function correctly, staff will follow the school's emergency procedures and current legislation regarding the use of the school's spare AAIs.

The school's spare AAIs are maintained in accordance with current legislation and may be used during an allergy emergency, where appropriate, by any person on the school site.

Pupils prescribed emergency salbutamol inhalers will be supported in accordance with the school's Asthma Policy, their IHP and relevant healthcare professional documentation.

9.4 Following an allergy emergency

Following an allergic reaction or suspected anaphylaxis, Riverside School will:

- Inform parent carers as soon as reasonably practicable.
- Ensure emergency medication used during the incident is replaced before the pupil returns to school, where required.
- Complete the appropriate documentation and reporting procedures.
- Review the incident to identify any learning, improvements or additional control measures required.
- Review and update the pupil's IHP, Allergy Action Plan, risk assessments and support arrangements where appropriate.
- Consider whether additional staff training, communication or support is required to reduce the risk of future incidents.

10. Serious incidents and near misses

10.1 Reporting allergy incidents and near misses

Riverside School encourages the prompt reporting of allergy incidents, near misses and concerns relating to allergy management to support learning and the continuous improvement of allergy safety.

Riverside School will:

- Record allergy incidents, near misses and concerns using the school's approved reporting procedures as soon as reasonably practicable.
- Ensure records provide a factual account of the incident, actions taken and immediate outcomes.
- Support staff to complete allergy incident and near miss documentation where required.
- Report significant incidents to senior leaders and external agencies where required.

10.2 Reviewing incidents and learning lessons

Allergy incidents and near misses will be reviewed to identify learning and opportunities to improve allergy management.

Riverside School will:

- Review allergy incidents and near misses in a timely and proportionate manner.
- Identify learning points and implement appropriate improvements to reduce the risk of recurrence.
- Review Individual Healthcare Plans (IHPs), Allergy Action Plans, risk assessments and control measures where appropriate.
- Consider whether additional staff training, communication or procedural changes are required.
- Support staff through the review process via the Operational Allergy Lead.
- Share completed allergy incident and near miss reviews with the SLT Allergy Lead and Allergy Lead Governor to support strategic oversight and continuous improvement.

11. Monitoring arrangements

This policy will be reviewed at least annually by the school's SLT Allergy Lead and Operational Allergy Lead.

The policy will also be reviewed sooner if:

- Relevant legislation or statutory guidance changes.
- School procedures change.
- Significant allergy incidents or near misses occur.
- Practical allergy emergency drills identify learning or improvements to the school's allergy management arrangements.

The Headteacher and Governing Body are responsible for approving this policy following review.

12. Links with other policies

This policy should be read in conjunction with the following policies and procedures:

- First Aid Policy
- Supporting Pupils with Medical Conditions Guidance
- Health and Safety Policy
- Educational Visits Policy
- Safeguarding and Child Protection Policy