



Allergy Safety Policy

September 2026

Agreed: July 2026

Review Term: Autumn 2027

Key Contacts

The Deputy Headteacher/DSL is the senior leader responsible for allergy safety and implementation of this policy.

Role	Name	Email
Designated Safeguarding Lead (DSL) Deputy Head Teacher	Clare Haines	clh@fielding.ealing.sch.uk
Welfare Administrator	Jacqui Lacey	admin@fielding.ealing.sch.uk
Designated Governor (link to Safeguarding Governor role)	Frank Hardy	admin@fielding.ealing.sch.uk

Introduction

This policy has been updated in response to emerging national guidance on allergy safety and reflects current best practice in ensuring emergency medication is immediately accessible throughout the school day.

Allergy is an immune response to a normally harmless substance. Some allergic reactions can be severe and may result in anaphylaxis requiring immediate treatment.

This policy sets out how Fielding Primary School will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way, whilst taking part in school life.

Fielding Primary School has adopted a movement-based medication system to ensure prescribed adrenaline devices are available within minutes wherever a pupil is located on the school site, including classrooms, playgrounds, sports fields, specialist teaching rooms, clubs and educational visits.

Roles and Responsibilities

Parent Responsibilities

On entry to the school, it is the parent's responsibility to inform the school of any allergies. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.

Parents are to supply a copy of their child's Allergy Action Plan ([BSACI plans](#) preferred) to school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in

collaboration with a healthcare professional.

Parents are responsible for ensuring any required medication is supplied, in date and replaced as necessary.

Parents are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.

Welfare Assistant Responsibilities

The Welfare Assistant is responsible for the day-to-day administration and oversight of allergy and emergency medication arrangements. This includes:

- Maintaining Bromcom medical records and consent information
- Liaising with parents regarding medical needs, medication changes and replacement medication
- Monitoring and recording medication expiry dates
- Labelling and maintaining all medical pouches
- Maintaining up-to-date lists of pupils with medical needs on class medical boxes
- Redistributing medication from the central collection point each morning
- Monitoring emergency medication stock and replacement requirements
- Maintaining class medical box inventories
- Ensuring all prescribed medication and emergency supplies are correctly stored and readily accessible

Staff Responsibilities

All staff, including temporary staff, supply staff, peripatetic staff, sports providers and regular volunteers, receive appropriate allergy awareness information commensurate with their role.

All staff are responsible for ensuring emergency medication remains immediately accessible. Staff must:

- Know which pupils have emergency medication needs
- Check that medication accompanies the class when moving locations
- Ensure pouches are used during playtimes, lunchtimes, clubs and trips as required
- Ensure medication is handed to the next responsible adult where supervision changes
- Report missing, damaged or used medication immediately

Pupil Responsibilities

Pupils will be encouraged to understand their medical needs, recognise symptoms and seek adult help when required. Where appropriate, pupils may carry emergency medication in accordance with school procedures; however, responsibility for medication and emergency response always remains with the supervising adult.

Annual staff training is complemented by termly pupil awareness activities, ensuring that both adults and pupils understand their role in maintaining a safe and inclusive environment.

Individual Healthcare Plans and Allergy Action Plans

The school will ensure eligible pupils have an Individual Healthcare Plan (IHP). Any Allergy Action Plan or Asthma Action Plan issued by a healthcare professional will be attached to or referenced within the IHP. [FPS Individual Healthcare Plan template 4 July 2026.docx](#)

Emergency Treatment and Management of Anaphylaxis

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting.

More serious symptoms are often referred to as the ABC symptoms and can include:

- Airway swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- Breathing - sudden onset wheezing, breathing difficulty, noisy breathing.
- Circulation - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

As soon as anaphylaxis is suspected, adrenaline **must be administered without delay**.

The pupil must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

Emergency Medication Access and Movement

Fielding Primary School operates an emergency medication movement system to ensure that prescribed adrenaline auto-injectors (AAIs), inhalers and other emergency medication are immediately accessible throughout the school day. The school aims to ensure that no pupil prescribed adrenaline is away from an adrenaline auto-injector at any point during the school day.

The school recognises that pupils move between classrooms, playgrounds, specialist teaching areas, clubs, childcare provision and educational visits. Medication arrangements must therefore extend beyond the classroom and ensure rapid access during all activities.

The school follows the principle:

- Together = Box
- Separate = Clip

When pupils are with their class, medication is stored in the class medical box. The class medical box remains on the teacher's desk and travels with the class whenever pupils move around the school.

When pupils are separated from their class (e.g. playtime, lunchtime, clubs, trips and mixed-group activities), emergency medication is carried in an individual labelled pouch or by the responsible adult, directly supervising the pupil.

Responsibility for emergency medication always remains with the supervising adult.

Reception pupils generally follow an adult-held medication model during unstructured times, reflecting their age and stage of development. Arrangements for older pupils may differ depending on individual needs and risk assessments.

Where prescribed, antihistamines form part of a pupil's emergency medication arrangements. Liquid antihistamines are not clipped to pupils and remain either within the class medical box, with the responsible adult, or centrally located in the medical room depending on the activity and risk assessment.

Prescribed emergency medication is stored in clearly labelled individual pouches containing:

- Two adrenaline auto-injectors where prescribed
- Prescribed inhaler where applicable

- Allergy Action Plan
- Other medication identified within the child's Individual Healthcare Plan

Pouches are labelled with:

- Pupil name
- Class

Tamper-evident seals are attached to adrenaline auto-injector pouches and checked regularly.

At the start of each day, the Welfare Assistant redistributes medication from the central end-of-day collection box to class medical boxes and before-school provision as required.

Used AAls are treated as sharps and disposed of through approved clinical waste arrangements.

Emergency adrenaline auto-injectors in school

The school has a Kitt Medical Anaphylaxis Kitt with spare AAls for emergency use. Emergency use may include:

- children who are at risk of anaphylaxis, but their own devices are not available or not working (e.g. because they are out of date),
- or they may need multiple doses of adrenaline before the emergency services arrive,
- or they may need to be used on someone experiencing anaphylaxis for the first time.

4 spare AAI are stored in the school's Anaphylaxis Kitt which is clearly labelled 'Emergency Allergy Medication', situated in the Dining Hall.

All pupils at risk of anaphylaxis should have an Allergy Action Plan that describes exactly what to do and who to contact in the event that they have an allergic reaction. In the event of an anaphylactic emergency, if the individual does not have access to their own AAI, the spare AAI should be used without delay.

Written parental permission for use of the spare AAls is included in the pupil's Individual Health Care Plan

Wellbeing and Inclusion

Fielding Primary School recognises that living with asthma or allergies, particularly where there is a risk of anaphylaxis, can affect a pupil's confidence, emotional wellbeing and sense of belonging. The school is committed to ensuring that pupils with medical conditions participate fully in all aspects of school life and are not disadvantaged because of their medical needs.

When planning support arrangements, the school seeks to balance:

- Immediate access to emergency medication
- Pupil wellbeing
- Dignity and privacy
- Inclusion and participation

Staff will promote a culture of understanding and respect, helping pupils to recognise the importance of medical equipment, respond appropriately when a peer is unwell, and support an inclusive environment. Any bullying, teasing, exclusion or unsafe behaviour relating to a pupil's medical condition will be addressed promptly through the school's behaviour and anti-bullying procedures.

The school recognises that individual pupils may require different approaches. Reasonable adjustments may be made to support younger pupils, pupils with SEND, or pupils experiencing

anxiety relating to their medical condition, provided emergency medication remains immediately accessible. Appropriate support will be offered following any allergic reaction, medical incident or near miss.

Identification and Record Keeping

The school maintains an accurate and up-to-date register of pupils with known allergies, including details of allergens, prescribed medication, Individual Healthcare Plans (IHPs) and any Allergy or Asthma Action Plans. Information is gathered through admission forms, annual data collection, parental updates, healthcare professionals and transition arrangements with previous settings. Staff are expected to notify the designated allergy lead of any newly identified or suspected allergies so that appropriate assessment and support arrangements can be put in place. The school will also take reasonable steps to identify staff and regular visitors who may have significant allergies requiring emergency support while on site.

Information Sharing

The school will ensure that relevant allergy information is shared with staff on a strict need-to-know basis so that children and young people can be supported safely at all times. Information may be shared with teachers, support staff, lunchtime supervisors, office staff, first aiders, sports coaches, supply staff, external club providers, peripatetic teachers, and trip leaders where necessary for a pupil's safety. Full Individual Healthcare Plans and Action Plans will be stored securely and managed in accordance with UK GDPR requirements. Staff will receive sufficient information to respond effectively in an emergency while respecting the dignity, privacy and confidentiality of pupils with allergies.

Publication, Awareness and Communication

This Allergy Safety Policy will be published on the school's website and will be available to parents, carers, staff and governors on request. All staff will be made aware of the policy through induction and annual allergy awareness training. The school will promote allergy awareness amongst pupils in an age-appropriate manner, encouraging understanding, inclusion and safe behaviours such as not sharing food. Where appropriate and agreed with parents, peers may also be helped to understand how to seek adult assistance if a friend with an allergy becomes unwell.

The school promotes allergy awareness amongst pupils in an age-appropriate manner. Through assemblies, classroom discussion and curriculum opportunities, pupils are taught:

- how to seek adult help if a person appears unwell
- the signs and symptoms of allergic reactions and asthma attacks
- that medical equipment belongs only to the named pupil and should never be touched
- the importance of not sharing food
- how to support inclusion and understanding of pupils with medical conditions

Whole-school allergy and medical awareness assemblies will be delivered at least termly and whenever significant changes to procedures are introduced.

Non-Food Allergens and Curriculum Activities

The school recognises that allergies may arise from a wide range of allergens, including food, insects, animals, pollen, latex, medications and other environmental or contact allergens.

When planning curriculum activities, educational visits and enrichment experiences, staff will consider potential allergen risks and implement reasonable control measures where required. Particular consideration will be given to activities involving food preparation, science investigations, arts and crafts materials, sensory resources, gardening, visits to farms or animal settings, and the use of plants or natural materials. Individual risk assessments and healthcare plans will be followed to

ensure pupils with allergies can participate safely and inclusively wherever possible.

Catering and Food Provision

ISS Feeding Hungry Minds works in partnership with the school and parents/carers to support pupils with food allergies. Where required, an individual special diet menu is developed and agreed between parents, the Catering Manager and the school. Up-to-date information about pupils' food allergies is shared with catering staff and reviewed regularly to ensure accuracy.

Allergen information is available for all food provided by the school. Meals for pupils with food allergies are prepared separately where required and served from a designated counter to reduce the risk of cross-contamination. Pupils with significant food allergies are supported by a named dining supervisor who oversees their meal arrangements and provides appropriate supervision.

When planning activities involving food, including cooking, celebrations and special events, staff will consider allergen risks and follow any relevant Individual Healthcare Plans, Allergy Action Plans and risk assessments to ensure pupils can participate safely and inclusively.

Visits and Educational Visits

The school is committed to ensuring that pupils with allergies are able to participate fully in educational visits, sporting events and residential trips. Appropriate risk assessments will be completed and any relevant Individual Healthcare Plans and Allergy Action Plans will be shared with staff involved in the visit.

Emergency medication will remain immediately accessible throughout the visit, either carried by the pupil in an approved pouch or by the supervising adult, depending on age, activity and individual risk assessment.

For day visits, pupils who normally carry their own emergency medication in school will be expected to carry it during the visit. The Group Leader will check that all required medication, including adrenaline auto-injectors (AAIs) and inhalers where applicable, is present and immediately accessible before departure and throughout the visit.

For residential visits, emergency medication will be held by the Group Leader or another designated member of staff to ensure it is accessible at all times, including overnight. A school "spare" AAI will also be taken and held by the member of staff leading the visit.

Prior to any visit, the Welfare Administrator will ensure that all required medication accompanies the pupil and that relevant healthcare information, Individual Healthcare Plans and Allergy Action Plans are provided to the staff responsible for the visit.

All staff accompanying children on off-site trips are trained in the recognition and management of anaphylaxis. For this reason, children with allergies will be assigned to a group led by a staff member, not a volunteer. Staff will ensure that emergency medication remains readily accessible and is never stored in luggage, coaches or other locations where it could not be accessed quickly in an emergency.

Extended School Provision

Before-school provision, after-school clubs and childcare must follow the school's emergency medication procedures.

Staff and providers responsible for before-school provision, after-school clubs and childcare must follow the school's Emergency Medication Protocol and receive appropriate allergy awareness and

emergency response training.

For antihistamines:

Liquid antihistamines remain in the medical room during onsite club activities and are accessed by adults when required.

Specialist Subject Teaching

During specialist teaching sessions, responsibility for the class medical box transfers to the teacher leading the lesson.

The responsible adult must:

- Ensure the medical box accompanies the class
- Know which pupils have emergency medication
- Maintain immediate access to medication during PE, music and French lessons

Recording, Reporting and Learning from Incidents and Near Misses

All allergic reactions, administration of emergency medication, accidental exposure to allergens and allergy-related near misses will be recorded using the school's established reporting procedures.

Significant incidents will be reviewed by the designated allergy lead to identify contributory factors and any improvements required to procedures, training, supervision or risk assessments. Lessons learned from incidents and near misses will be shared with relevant staff and considered during policy reviews to strengthen allergy safety arrangements and reduce future risks. Parents will be informed of incidents involving their child as soon as reasonably practicable. Examples include:

- medication not immediately available
- missing pouch
- forgotten medical box
- expired medication
- incorrect handover

These should be recorded and reviewed to improve procedures.

This policy will be reviewed annually and sooner following any serious incident, significant near miss, or change in statutory guidance.

Useful Links

Kitt Medical – <https://www.kittmedical.com/>

Anaphylaxis UK - <https://www.anaphylaxis.org.uk/>

BSACI Allergy Action Plans - <https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/>

Classroom display resources

My Medicine Rules

Keeping you safe at school!

When I'm WITH my class

My medicine goes in the **CLASS BOX** on my teacher's desk.

If we leave the classroom, my teacher takes the box with us!

When I'm AWAY from my class

My medicine clips onto me in my own **POUCH**.

At playtime, lunch, clubs or on trips - my pouch comes with me!

Remember!

Always give your pouch to an adult when you come back inside.

If you feel unwell, **TELL AN ADULT** straight away.

Never open your pouch or anyone else's.

Never swap pouches with a friend.

Never leave your medicine on the floor or in your bag.

If your pouch is lost or broken, tell an adult straight away.





Together = Box | Separate = Clip Pouch

Medical Information

HOW TO USE AN ADRENALINE PEN (AAI)








IF THE CHILD'S SYMPTOMS IMPROVE AFTER 5 MINUTES, ADMINISTER A SECOND DOSE OF AAI. IF NOT, CALL 999 IMMEDIATELY.

What to do if a child has an asthma attack

Actions to take if a child has an asthma attack and when to call 999:

- Help them to sit up - don't let them lie down. Try to relax their chest.
- Help them take 2 puffs of their reliever inhaler (with their spacer, if they have it) every 30 to 60 seconds, up to a total of 10 puffs.
- If they don't have their reliever inhaler, or it's not helping, or if you are worried at any time, call 999 for an ambulance.
- If the ambulance has not arrived after 20 minutes and their symptoms are not improving, repeat step 2.
- If their symptoms are so bad after repeating step 2, and the ambulance has not yet arrived, call 999 again immediately.

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Staff Guidance (leaflet)

Emergency Medicine Protocol

Staff Guidance Document

CORE RULE

With the class = Medicine in **CLASS BOX** on teacher's desk
 Away from class = Medicine in **INDIVIDUAL CLIP-ON POUCH**
 Together = Box / Separate = Clip

Life-Saving Medication

Epipens and inhalers are life-saving medication. Pupils who carry these will have 2 epipens in a pouch and/or 1 inhaler in a separate pouch. These must be immediately accessible at all times.

Staff Responsibilities

- Medical boxes must be kept on the teacher's desk — visible and ready to move quickly
- Know which pupils in your class have medical needs (list attached to top of box)
- Take the box when leaving the classroom (assemblies, PE, music, French, trips)
- Pupils to clip on pouches before playtime, lunch, groups, or trips
- Ensure medication is handed back by pupils on return
- Trips, adults carry liquid antihistamines in a small grab bag (not clipped to pupils)
- Where two lots of antihistamines are provided, one stays in the medical room, one in the classroom

Welfare Assistant Responsibilities

- Manage daily redistribution of medication from end-of-day collection box to class boxes
- Check expiry dates regularly and flag replacements needed
- Maintain accurate medical records and consent forms (recorded on Bromcom)
- Label all pouches clearly with pupil name and contents
- Ensure emergency supplies are stocked and accessible
- Keep updated lists on class boxes showing which pupils have medical needs and medication

Quick Reference

Together = Box | Separate = Clip


Medical Grab Bag


Box & End of Day Collection Box


Class Medical Box


Inhaler Pouch


Epipen Pouch

Emergency Medicine Protocol

Staff Guidance Document

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