

OAKFIELD PRIMARY SCHOOL ALLERGY SAFETY ARRANGEMENTS

Headteacher: RAJINDER KAUR-GILL

Named Allergy Safety Lead (Senior Leader): JULIA MCCLOSKEY

Date Approved: September 2026

Review Date: September 2027

1. Purpose

This appendix should be read alongside the Trust Allergy Safety Policy, which is available upon request. Please email hello@golden-thread.org if you would like a copy.

At Oakfield Primary Academy, we recognise that primary aged children may not always be able to identify allergens, read food labels or recognise symptoms of an allergic reaction. We therefore adopt a proactive approach to allergy management and provide appropriate supervision, support and reasonable adjustments to enable pupils with allergies to participate safely in all aspects of school life.

2. Allergy Safety Leadership

The designated senior leader responsible for allergy safety is:

Name: Julia McCloskey

Responsibilities include:

- Leading implementation of allergy safety procedures.
- Monitoring allergy incidents and near misses.
- Ensuring colleague training is completed.
- Reviewing allergy records and healthcare plans.
- Liaising with parents, healthcare professionals and catering providers.
- Reporting significant concerns to the Headteacher and Local Governing Committee.

3. Identifying Pupils with Allergies

The school identifies pupils with allergies through:

- Admission forms
- Annual data collection
- Medical declaration forms
- Parent/carers updates
- Healthcare professional advice
- Information from previous schools

Recording Allergies

All allergy information is recorded on:

- Arbor
- Medical Tracker
- Individual Healthcare Plans (where required)
- Allergy Action Plans (where provided)
- Catering systems

School-Specific Identification Arrangements

- Allergy information available to classroom staff, on Arbor, within Share point, in Health care folder, within class overviews, handover documentation and copies of signed health care plans.
- Allergy information provided to catering staff.
- Allergy photographs displayed in staff-only areas and Kitchen.
- Allergy lanyards used during meal service.
- Allergy information available on Arbor
- Allergy information from Arbor prevents pupils ordering the wrong foods on Relish

4. Individual Healthcare Plans

An Individual Healthcare Plan (IHP) will be in place where a pupil's allergy requires arrangements that are additional to or different from those generally provided within school.

The IHP will include:

- Known allergens.
- Signs and symptoms.
- Required medication.
- Storage location of medication.
- Emergency procedures.
- Educational visit arrangements.
- Contact details.

Plan Reviews

Healthcare Plans will be reviewed:

- Annually
- Following any allergic reaction
- Following updated medical advice
- Following changes to medication

5. Colleague Training

All colleagues receive annual allergy awareness and emergency response training.

Training includes:

- Understanding allergies and anaphylaxis.
- Recognising symptoms.
- Emergency procedures.
- Use of adrenaline auto-injectors.
- Accessing Allergy Action Plans.
- Preventing exposure to allergens.
- Incident reporting.

New Colleagues and Supply Staff

New colleagues will receive allergy awareness information as part of their induction.

Supply staff and volunteers will be informed of relevant allergy procedures before working with pupils.

6. Supporting Pupil Wellbeing

The school recognises that allergies can cause anxiety for pupils and families.

We will:

- Promote inclusion and participation.
- Encourage age-appropriate understanding of allergies.
- Work closely with parents and carers.
- Provide support following allergy incidents.
- Ensure pupils are not excluded from activities unnecessarily.

Allergy-Related Bullying

Allergy-related teasing, intimidation, food tampering or bullying will be treated as a serious safeguarding and behavioural concern and will be managed in accordance with the Trust's Behaviour Policies.

7. Classroom Management

Teachers and support colleagues will consider allergy risks when planning:

- Cooking activities.
- Food tasting activities.
- Science lessons.
- Art and craft activities.
- Sensory play.

- Gardening activities.
- Animal encounters.

Alternative resources or activities will be provided where necessary to ensure pupils can participate safely.

Food should not be used for teaching activities without consideration of known allergies.

8. Lunchtime Arrangements

The school takes reasonable steps to reduce the risk of allergen exposure during mealtimes.

School Arrangements

- Allergy lanyards in use
- Catering allergy alerts
- Pupil photographs available to catering colleagues
- Individual meal identification system
- Colleague supervision during dining

Expectations

- No food sharing.
- Tables cleaned regularly.
- Hand washing encouraged before and after eating.
- Allergy concerns reported immediately to a first aider.
- Catering colleagues made aware of relevant dietary requirements.

School-Specific Procedures

Parents inform the school of their child's allergy, the school will add the information onto Arbor. Arbor syncs with Relish to ensure that pupils cannot choose a meal that they are allergic too. Any pupils that require an AAI will have one in class and one stored away in a locked cupboard in staffroom, two spare AAIs for under six and over six are located in convenient areas of the school in case of emergency. All Paediatric First Aiders are trained in administering an AAI. All staff have completed the annual Allergy and Anaphylaxis training online.

9. Whole School Allergen Controls

The following restrictions apply at this school:

- Nut Aware school
- Peach-free school

Where restrictions are implemented, these will be clearly communicated to pupils, parents, visitors and colleagues.

The school cannot guarantee a completely allergen-free environment but will take reasonable steps to minimise risks.

10. Playtimes and Outdoor Areas

The school will ensure pupils prescribed emergency medication continue to have rapid access to it during:

- Morning break
- Lunch times
- Outdoor learning
- PE lessons
- Sports activities

Relevant colleagues will know:

- Which pupils have severe allergies.
- How to access medication.
- How to summon emergency assistance.

11. Medication and Auto-Injectors

The school will ensure that pupils prescribed adrenaline auto-injectors have access to them at all times.

Prescribed Medication Location

In the locked medication cupboard or medication fridge, in the staffroom.

Spare Adrenaline Auto-Injector Location

A spare AAIs are kept in the SEN Hub, the school office and the staffroom.

Emergency Grab Bag Location

Each child has an emergency grab bag with their autoinjector inside or asthma pump. The grab bag includes a copy of the asthma/epi-pen action plan with medication.

Allergy Action Plan Location

Allergy Action plans kept with medication.

Medication Monitoring

The following colleague is responsible for checking medication:

Name: Julia McCloskey

Checks will be completed:

- ✓ Termly

Parents remain responsible for supplying medication that is in date.

12. Educational Visits

The school is committed to ensuring pupils with allergies can safely participate in all educational visits.

Prior to visits:

- Risk assessments will be completed.
- Healthcare Plans reviewed.
- Medication checked and taken.
- Appropriate colleagues briefed.
- Food arrangements reviewed.
- Venues informed where appropriate.

Pupils prescribed AAls will either carry them or have them carried by a designated colleague.

13. Visitors, Volunteers and Contractors

The school will:

- Inform volunteers of relevant allergy procedures where appropriate.
- Ensure visitors involved in pupil activities understand emergency arrangements.
- Communicate allergen restrictions for school events.
- Consider allergy risks when arranging activities involving external providers.

14. Emergency Response

In the event of an allergic reaction:

1. Send for a first aider immediately.
2. Follow the Allergy Action Plan/Health care plan.
3. Administer prescribed medication without delay if required.
4. If anaphylaxis is suspected, administer adrenaline immediately.
5. Call 999.
6. Inform parents or carers.
7. Send a staff member to collect the second adrenaline autoinjector which is kept in the staffroom.
8. Continue monitoring until emergency services arrive.

9. Record the incident on Medical Tracker.

Emergency Equipment Locations

Equipment	Location
First Aid Room	First Aid pod on playground or care suite
Defibrillator	Staffroom
Spare AAls	Office, SEN Hub and staffroom
Emergency Grab Bag	Kept on pupils, first aid equipment accessible in staffroom

15. Recording Incidents and Near Misses

All allergy incidents and near misses must be reported.

The school will:

- Record incidents on Medical Tracker.
- Inform parents or carers.
- Review causes and contributing factors.
- Update risk assessments where necessary.
- Review procedures following serious incidents.

Significant incidents and trends will be reported through the school's governance arrangements.

16. Information Sharing

The school will share allergy information with colleagues who need the information to keep pupils safe.

This may include:

- Teachers.
- Teaching Assistants.
- Midday Supervisors.
- First Aiders.
- Educational Visit Leaders.
- Catering Teams.

Health information will be handled in accordance with UK GDPR requirements and school data protection procedures.

17. Raising Awareness

The school promotes allergy awareness through:

- Colleague training.
- Parent and carer communications.
- School website information.
- Pupil education, where appropriate.
- Awareness campaigns and health education activities.

This appendix will be available on the school website and the Trust Allergy Safety Policy available upon request.

18. Annual Review

This appendix will be reviewed:

- Annually
- Following a significant allergy incident
- Following changes in legislation
- Following changes to school arrangements
- Following recommendations arising from audits or investigations

School-Specific Information Summary

Item	Details
Allergy Safety Lead	Julia McCloskey
First Aid Lead	Jo Murrock
Catering Lead	Sharon Wratten
Location of Pupil Auto-Injectors	In bumbags with pupil and staffroom in locked cabinet
Location of Spare Auto-Injectors	School Office, Staffroom and SEN Hub
Restricted Foods	Nuts and Peaches
Additional Controls	Lanyards and Relish
Date of Review	September 2026