



To inspire, enrich and nurture so each individual reaches their full potential

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Principal: Mrs Victoria Hobson

The HCFS is a company limited by Guarantee Registration number 07648654

Allergy Safety Policy

September 2026

To be reviewed annually in the Autumn Term

Next Review: September 2027

History of Document

Issue No.	Date Issued	Prepared By	Approved By	Comments
Issue 1	Sept 2026	Victoria Hobson	Trust Board	Policy created following publication of Statutory Allergy Safety Guidance

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1. Aims

At Hatfield Community Free School (HCFS), we recognise that allergies can have a significant impact on the health, wellbeing and educational experience of children and young people.

This policy aims to:

- Provide a safe environment for all pupils, staff and visitors with allergies;
- Reduce the risk of exposure to known allergens;
- Ensure that all staff are able to recognise and respond appropriately to allergic reactions and anaphylaxis;
- Promote inclusion and ensure that children with allergies can participate fully in school life;
- Ensure compliance with statutory guidance on allergy safety in schools;
- Establish clear procedures for managing allergies and emergency situations.

HCFS is committed to creating an allergy aware environment where all members of the school community understand their responsibilities in supporting individuals with allergies.

2. Legislation and Statutory Responsibilities

This policy has been written in accordance with:

- [The Children's Wellbeing and Schools Act 2026](#);
- [Department for Education Statutory Guidance: *Allergy Safety in Schools*](#);
- [Supporting Pupils with Medical Conditions at School](#);
- [Equality Act 2010](#);
- [Health and Safety at Work Act 1974](#).

This policy should be read alongside the [school's](#):

- Supporting Children with Medical Conditions Policy;
- Asthma Policy;
- First Aid Policy;
- Packed Lunch Policy;
- Health and Safety Policy.

3. Roles and Responsibilities

3.1 Trust Board

The Trust Board has ultimate responsibility for allergy safety arrangements within HCFS. The Trust Board will:

- Ensure an Allergy Safety Policy is in place;
- Monitor implementation of this policy;
- Review the policy annually.

3.2 Principal

The Principal, Mrs Victoria Hobson, is the named Senior Leader responsible for allergy safety. The Principal will:

- Ensure implementation of this policy;
- Promote an allergy aware culture;
- Ensure sufficient resources are available to support pupils with allergies;
- Ensure sufficient staff are appropriately trained;
- Review incidents and near misses;
- Report significant concerns to the Trust Board.

3.3 Office Manager

The Office Manager, Miss Lorraine Hake, is the operational lead for allergy management. Responsibilities include:

- Maintaining allergy records on Arbor;

- Monitoring emergency medication and expiry dates;
- Liaising with parents regarding replacement medication;
- Overseeing storage and accessibility of emergency medication;
- Maintaining records of Individual Healthcare Plans (IHPs).

3.4 Staff

All staff are responsible for:

- Following this policy;
- Attending allergy awareness training;
- Being familiar with pupils' allergy needs where relevant;
- Taking reasonable steps to minimise risks;
- Responding appropriately in an emergency.

3.5 Parents and Carers

Parents/carers are responsible for:

- Providing accurate medical information;
- Supplying prescribed medication and Allergy Action Plans;
- Replacing expired medication;
- Informing the school of changes to medical needs.

4. Creating an Allergy Aware Culture

HCFS promotes an inclusive approach to allergy management.

The school recognises that allergies can significantly affect a child's emotional wellbeing as well as their physical health. All members of the school community are expected to contribute to a safe and supportive environment.

The school will actively encourage awareness and understanding of allergies amongst staff and pupils whilst ensuring that individual pupils are not unnecessarily singled out or identified.

5. Training and Awareness

All staff receive annual allergy awareness and emergency response training.

HCFS subscribes to Kitt Medical and utilises their training programme to ensure all staff understand:

- Common allergies and allergic conditions;
- Allergy triggers;
- The symptoms of allergic reactions;
- Recognition of anaphylaxis;
- The use of adrenaline auto-injectors;
- Emergency procedures;
- The school's Allergy Safety Policy.

This training applies to:

- Teaching staff;
- Support staff;
- Lunchtime staff;
- Office staff;
- Temporary and agency staff where appropriate.

All new staff receive allergy awareness information as part of the induction process.

6. Wellbeing, Inclusion and Anti-Bullying

HCFS recognises that children with allergies may experience anxiety regarding their condition. The school will:

- Encourage inclusion in all aspects of school life;
- Make reasonable adjustments where necessary;
- Support pupils' social and emotional wellbeing;
- Ensure pupils are not excluded from activities because of allergies.

Bullying, teasing or intimidation relating to a pupil's allergy will be treated seriously and managed in line with the school's Behaviour and Anti-Bullying procedures.

7. Minimising Risk

HCFS takes reasonable steps to minimise exposure to allergens.

7.1 Food Provision

The school works closely with its catering provider, Pabulum, to ensure appropriate allergen management procedures are in place.

7.2 Food Brought from Home

HCFS is a nut-aware and nut-free school. The following are not permitted:

- Nuts;
- Peanut butter;
- Nut-based products;
- Nutella and similar spreads.

In accordance with the Packed Lunch Policy:

- Pupils must not share food;
- Sweets are not distributed in school;
- Birthday cakes and party treats are not distributed to pupils;
- Packed lunches must comply with school requirements.

7.3 Curriculum Activities

When planning activities such as:

- Cooking;
- Science;
- Art and crafts;
- Animal encounters;

staff will consider allergy risks and make appropriate adjustments where required.

7.4 Risk Assessments

Specific risk assessments will be undertaken where allergy risks are identified, including when planning educational visits.

8. Identification and Record Keeping

Information about allergies is gathered:

- During admissions;
- Through communication with parents/carers;
- Through healthcare professionals where appropriate.

All allergy information is recorded on Arbor and updated whenever changes are notified to the school.

The school maintains records of:

- Known allergies;
- Individual Healthcare Plans;
- Allergy Action Plans;
- Prescribed emergency medication.

9. Individual Healthcare Plans

Where required, pupils will have an Individual Healthcare Plan (IHP) in accordance with the Supporting Children with Medical Conditions Policy.

IHPs will outline:

- Allergens;
- Signs and symptoms;
- Prevention measures;
- Emergency procedures;
- Medication arrangements;
- Responsibilities of staff.

IHPs are reviewed at least annually or sooner if needs change.

10. Prescribed Adrenaline Auto-Injectors

Pupils prescribed adrenaline auto-injectors should have rapid access to them at all times.

At HCFS:

- Pupil adrenaline auto-injectors are stored in clearly labelled containers within classrooms;
- Staff know where medication is located;
- Medication accompanies pupils during activities and visits where necessary.

The Office Manager maintains a record of emergency medication and monitors expiry dates.

Parents are notified when replacement medication is required.

Additionally:

- Emergency medication is returned home at the end of the year;
- The DSL team completes a medication audit three times yearly to confirm medication is present and in date.
- The Trustee linked to health and safety also audits medication during their termly visit.

11. Spare Adrenaline Devices

HCFS subscribes to Kitt Medical. The school's emergency anaphylaxis kit is wall-mounted close to the school office and contains:

- Two junior adrenaline auto-injectors;
- Two adult adrenaline auto-injectors;
- Emergency instructions.

The kit is:

- Clearly labelled;
- Accessible at all times;
- Not locked away, though an access key is in a 'break glass' box underneath the kit. A second access key is kept within the leadership office.

Kitt Medical provides reminders to the office to check expiry dates and access replacement services if necessary.

HCFS also maintains a spare emergency asthma kit which is managed by the Office Manager.

12. Visits and Educational Trips

HCFS is committed to ensuring pupils with allergies can participate fully in educational visits.

Before visits:

- Risk assessments will be completed;
- Allergy needs will be reviewed;
- Staff responsibilities will be clarified.

During visits:

- Emergency medication will accompany the child;
- Medication will be carried by the designated group leader;
- Relevant staff will be aware of emergency procedures.

13. Serious Incidents and Near Misses

All allergic reactions, anaphylaxis incidents and allergy-related near misses will be recorded.

Incidents will be managed in accordance with the school's First Aid and accident reporting procedures.

Following any significant incidents the school will:

- Review circumstances;
- Identify lessons learned;
- Update procedures where necessary;
- Consider whether additional staff training is required.

Parents will be informed of any allergy-related incident involving their child.

14. Information Sharing

HCFS recognises that health information is sensitive personal data.

Information will only be shared with staff who need it to keep pupils safe.

Relevant information may be communicated through:

- Arbor alerts;
- Individual Healthcare Plans;
- Allergy Action Plans;
- Staff briefings;
- Trip documentation.

Information will be managed in accordance with data protection legislation and school procedures.

15. Monitoring Arrangements

This policy will be reviewed annually by the Principal. The policy will be presented to the Trust Board for approval and monitoring.

16. Links with [Other Policies](#)

This policy should be read alongside:

- Supporting Children with Medical Conditions Policy;
- Asthma Policy;
- First Aid Policy;
- Packed Lunch Policy;
- Health and Safety Policy;
- Behaviour Policy;
- Educational Visits Policy.

Appendix One – Emergency Response to Anaphylaxis

If anaphylaxis is suspected:

1. Administer adrenaline immediately.
2. Call 999 and state: "Anaphylaxis - adrenaline administered."
3. Contact parents/carers.
4. Monitor the pupil closely.
5. If symptoms continue and a second device is available, administer a second dose in accordance with medical guidance.
6. Send the used device with the ambulance crew.
7. Complete school accident and incident records.
8. Review the incident and identify any learning points.



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