

Allergy Safety Policy – LPS Mayfair

Name	Allergy Safety Policy
Site	LPS Mayfair
Purpose	To reduce the risk of allergic reactions and ensure staff can respond effectively in an emergency.
Legal and regulatory framework	Children and Families Act 2014; Equality Act 2010; Health and Safety at Work etc. Act 1974; Supporting Pupils at School with Medical Conditions (DfE); Keeping Children Safe in Education; Benedict's Law and the DfE Allergy Safety Guidance.
Related policies	School First Aid Policy; Educational Visits Policy; Safeguarding Policy
Allergy Lead	Hannah Sheehy, Senior Deputy Head and Designated Safeguarding Lead
Approved by	Heidi Armstrong (Head)
Policy owned by	Hannah Sheehy & Fiona McAllister (Head of Operations)
Date effective from	September 2026
Date of next review	September 2027 (annual, or sooner following a significant incident)

1. Policy statement

LPS Mayfair is committed to providing a safe, inclusive and supportive environment for all pupils, staff, visitors and contractors with allergies. Allergies can affect health, wellbeing, attendance and participation in school life, and the school is committed to reducing the risk of allergic reactions and ensuring staff are prepared to respond effectively in an emergency.

Anaphylaxis is a medical emergency requiring immediate treatment with adrenaline and urgent medical assistance. All staff have a duty to act promptly and appropriately when an allergic reaction is suspected.

2. Named Allergy Lead

The school's designated Allergy Lead is Hannah Sheehy, Senior Deputy Head and Designated Safeguarding Lead. The Allergy Lead is responsible for:

- Overseeing the implementation of this policy.
- Maintaining oversight of pupils with diagnosed allergies.
- Ensuring appropriate Individual Healthcare Plans (IHPs) are in place.
- Coordinating staff training and refresher training.

- Monitoring allergy incidents and near misses.
- Ensuring emergency medication arrangements remain effective.
- Leading post-incident reviews and lessons learned.
- Communicating with parents, staff and healthcare professionals regarding allergy management.
- Reporting significant concerns to the Headteacher and Governors where appropriate.

3. Scope

This policy applies to all pupils, employees, supply staff, volunteers, contractors and visitors, and covers before-school, lunchtime and after-school activities, and educational visits and residential trips.

4. Roles and responsibilities

Role	Responsibility
Headteacher	Ensures appropriate allergy management arrangements are in place, adequate resources are available, staff receive suitable training, and emergency medication is available and maintained.
Allergy Lead	Maintains the allergy register, ensures Healthcare Plans are reviewed annually or sooner if required, monitors compliance, investigates incidents and near misses, and ensures parents are informed of significant incidents.
Medical Officer (on site)	Provides on-site medical support in an allergy emergency and works with the Allergy Lead on incident response and review.
Staff	Are aware of pupils with severe allergies, familiarise themselves with relevant Healthcare Plans, attend mandatory training, take all allergy concerns seriously, respond immediately to suspected anaphylaxis, and report incidents and near misses.
Parents and carers	Inform the school of any diagnosed allergy, provide up-to-date medical information, supply prescribed medication where required, inform the school of changes to medical needs, and participate in reviews of Healthcare Plans.

5. Identification of pupils with allergies

The school will:

- Maintain an up-to-date allergy register.
- Record allergies on the school's management information system.
- Keep emergency contact information accessible.
- Ensure relevant staff are aware of pupils with serious allergies.

- Review records at least annually and whenever changes occur.

6. Individual Healthcare Plans

An Individual Healthcare Plan (IHP) will be developed for any pupil whose allergy presents a significant health risk. The IHP may include details of allergens; signs and symptoms of reaction; prescribed medication; emergency procedures; storage locations for medication; contact information; and educational visit requirements.

Healthcare Plans will be reviewed annually or sooner where circumstances change.

7. Allergy risk management

LPS Mayfair does not operate an “allergen-free” environment, other than the site-wide ban on nuts described below. The school adopts a risk-reduction approach and will:

- Prohibit nuts and nut products from being brought on site by pupils, staff, visitors or contractors.
- Ensure all staff are made aware of pupils with allergies through their Individual Healthcare Plans.
- Ensure the catering team is informed of pupils' allergies and dietary requirements.
- Ensure food is clearly labelled with allergen information.
- Encourage pupils to take age-appropriate responsibility for managing their own allergy, alongside staff oversight.
- Maintain a clear communication channel between parents, catering, and staff so allergy information is kept current and reaches everyone who needs it.
- Promote handwashing before and after eating.
- Educate to ensure food is not shared between pupils.
- Encourage safe food practices.
- Consider allergy risks when planning activities.
- Assess allergy risks during educational visits.
- Consider allergy requirements when arranging external providers and catering.
- Promote inclusion while managing risk appropriately.

Reasonable adjustments will be made for pupils with allergies in accordance with equality legislation.

8. Medication

Prescribed medication

Pupils with severe allergies should have access to their prescribed medication in accordance with their Healthcare Plan – They should have their medications on them at all times.

Spare adrenaline auto-injectors (AAIs)

The school maintains spare AAIs for emergency use. Spare AAIs are clearly identified, checked regularly, and replaced before expiry, and may be used in an emergency where anaphylaxis is suspected, in accordance with current guidance.

Spare AAls are stored at Reception. Arrangements ensure that a spare AAI can be brought to any pupil on site within five minutes, and staff are made aware of this during training.

9. Training

All staff receive allergy awareness training, covering:

- Understanding allergies.
- Recognition of allergic reactions and of anaphylaxis.
- Use of adrenaline auto-injectors.
- Emergency procedures.
- Incident reporting requirements.

Staff have already completed online allergy training as part of their first aid training. This is supplemented by CPD delivered by Holroyd Howe, the school's catering provider, on allergen management.

Training will be refreshed at least annually and whenever significant procedural changes occur.

Records of training will be maintained.

10. Emergency procedure for allergic reactions

Mild to moderate reactions

Staff should:

- Reassure the pupil.
- Follow the pupil's Healthcare Plan.
- Monitor symptoms closely.
- Seek support from a First Aider if required.
- Contact parents where appropriate.
- Escalate immediately if symptoms worsen.

Suspected anaphylaxis

Where anaphylaxis is suspected:

- Administer the pupil's prescribed adrenaline auto-injector immediately.
- If unavailable, use the school's spare AAI.
- Call 999 and state that anaphylaxis is suspected. Request an ambulance urgently.
- Notify the nearest First Aider.
- Notify Hannah Sheehy, Allergy Lead, as soon as practicable.
- Contact parents/carers.
- Monitor the pupil continuously.

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- Administer a second AAI after five minutes if symptoms persist and a second device is available.
- Remain with the pupil until emergency services arrive.

Positioning during anaphylaxis

- If the pupil feels faint, lay them flat and raise their legs. Do not allow them to stand or walk.
- If vomiting, place them in the recovery position.
- If breathing difficulties predominate, they may sit upright.
- Monitor breathing and responsiveness continuously.

11. Educational visits

Before any visit:

- Allergy risks must be considered within the visit risk assessment.
- A pupil with a diagnosed allergy requiring an AAI may only attend a trip if they carry their own prescribed AAI. The school also carries a spare AAI on every trip, so two devices are present at all times.
- Staff must be aware of emergency procedures.
- Emergency contact information must be available.
- Catering arrangements must be checked where applicable.

12. Recording and reporting

All allergy incidents and near misses must be recorded, including date and time, location, individual involved, nature of reaction, medication administered, emergency services involvement, outcome, and actions taken. Data will be sent to Dukes central team as part of our reporting obligations.

The Allergy Lead will review incidents to identify lessons learned and opportunities for improvement. Benedict's Law specifically promotes improved incident and near-miss reporting processes. Any Allergy incidents will be discussed during our termly H&S Meetings as part of our reviewing and learning process .

13. Monitoring and review

This policy will be reviewed annually, reviewed following any significant allergy incident, and updated in line with legislative or regulatory changes.