

Banstead Prep School Allergy Safety Procedures (2026)

Document Control	
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Name of Originator/Author (including job title):	Caroline Trevithick – Business Manager
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1. Procedures Statement

Banstead Prep School is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors with allergies. We recognise that allergy is a serious medical condition and that anaphylaxis is a potentially life-threatening emergency requiring immediate treatment.

The School will:

- Take reasonable steps to minimise exposure to known allergens.
- Support pupils with allergies to participate fully in all aspects of school life.

- Ensure staff are trained to recognise and respond to allergic reactions and anaphylaxis.
- Maintain robust emergency procedures.
- Promote wellbeing and inclusion for pupils with allergies.
- Maintain and review Individual Healthcare Plans (IHPs) where required.

Banstead Prep adopts an **allergy-aware approach** rather than attempting to create a completely allergen-free environment, recognising that no school can guarantee the complete absence of allergens.

This document is available to all interested parties, including parents and parents of prospective pupils, on the school's website and on request from the School Office. It should be read in conjunction with the following documents:

- United Learning Group Health and Safety Policy
- United Learning Food Safety Policy
- United Learning Allergy Management Code of Practice
- Supporting Pupils with Medical Needs Policy
- BPS First Aid Policy

This document is reviewed annually by the SLT, or as events or legislation change requires.

BPS is fully committed to ensuring that the application of these procedures are non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

2. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure compliance with statutory allergy requirements.
- Review allergy safety arrangements annually.
- Monitor allergy incidents and near misses.
- Ensure sufficient resources are available to implement these procedures.

Business Manager (Allergy Safety Lead), assisted by Office Manager (First Aid Lead)

The Business Manager will:

- Act as the school's named Allergy Safety Lead.
- Oversee implementation and review of these procedures.
- Ensure training is delivered and recorded.

- Lead investigations into allergy incidents and near misses.
- Report significant incidents to governors.

School Office and Medical Team

The School Office will:

- Maintain the allergy register.
- Complete Individual Healthcare Plans (IHP) for all children and staff who have a known allergy.
- Maintain records of prescribed medication and Allergy Action Plans.
- Monitor expiry dates of medication.
- Ensure emergency kits remain fully stocked and in date.
- Coordinate IHP reviews, which should be completed at least once a year or whenever circumstances change.

Parents

Parents must:

- Inform the school of allergies upon admission and whenever circumstances change.
- Provide current Allergy Action Plans and relevant medical information.
- Supply prescribed medication and replacement medication before expiry.
- Participate in annual reviews of healthcare arrangements.

Staff

Staff must:

- Complete allergy awareness training on induction and at least annually when requested by the school.
- Notify the school of any allergies they have on induction or as soon as they become aware of them.
- Staff must be aware of the pupils in their care (regular or cover classes) who have known allergies, as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution.

Pupils

Pupils are encouraged to:

- Develop age-appropriate understanding of their allergies.
- Inform staff immediately if symptoms develop.
- Carry prescribed medication where appropriate and agreed.

- Never share food or drink.
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3. Identification of Pupils with Allergies

The School will maintain a confidential allergy register identifying:

- Known allergens.
- Severity of reactions.
- Prescribed medication.
- Eligibility to receive emergency adrenaline.
- Individual Healthcare Plans.
- Allergy and Asthma Action Plans.

Information will be obtained through:

- Admission procedures.
 - Parent notification.
 - Previous schools.
 - Healthcare professionals.
 - Annual medical updates.
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4. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed where a pupil:

- Has an allergy which impacts school life;
- Is at risk of harm from their allergy; and
- Requires support different from that generally provided.

The IHP will include:

- Known allergens.
- Risk reduction measures.
- Educational and wellbeing considerations.
- Emergency procedures.
- Medication arrangements.
- Trip and visit procedures.

- Attached Allergy and/or Asthma Action Plans where issued by a healthcare professional.

IHPs will be reviewed:

- At least annually;
- Following any significant change;
- Following any allergy incident or near miss.

5. Allergy Awareness Training

All staff with pupil-facing responsibilities will receive allergy awareness and emergency response training at least annually. This includes all permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. This includes catering contract staff who will need to know local arrangements and of IHP's completed for children and staff at the school.

Allergy awareness training will ensure all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including:
 - calling emergency services and informing parents;
 - how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
 - training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);
- Understand the impact allergy can have on a child or young person's wellbeing;
- Understand the school, college or setting's allergy safety policy;
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan;
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").

Training under this guidance should be understood as allergy awareness and emergency response training. It should not be read as replacing any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

New staff will complete induction training before assuming unsupervised responsibility for pupils.

6. Wellbeing and Inclusion

Banstead Prep recognises that allergies can significantly affect emotional wellbeing and create anxiety for pupils and families.

The School will:

- Promote a culture of understanding and inclusion.
- Reassure pupils that effective control measures are in place.
- Support pupils following allergic reactions.
- Encourage pupil voice in planning support.
- Ensure pupils are not excluded from activities due to allergies.

Bullying

Bullying related to allergies will be treated as a serious safeguarding matter.

Examples include:

- Deliberately exposing someone to allergens.
- Threatening exposure to allergens.
- Mocking or teasing allergy management.

Such behaviour will be dealt with under the Behaviour and Anti-Bullying Policies.

7. Minimising Risk

All staff planning activities must consider potential allergen exposure. This includes:

- Science lessons.
- Food technology.
- Art and craft activities.
- Animal visits.
- Special events and celebrations.

The School will:

- Substitute allergenic materials where possible.
- Avoid use of food packaging for crafts where risks exist.
- Assess allergens present in play dough, adhesives and bird feed.
- Risk assess external visits and include specific allergy awareness risks in all educational visit risk assessments.
- Staff leading school trip/Sports Fixtures will ensure they carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including allergies, carry their medication. To ensure full inclusion on all school trips, the Trip Leader is responsible for verifying that a pupil has their prescribed medication. A child may not travel without required emergency medication.

8. Food Allergy Management

Catering Provision

The School and catering provider will comply with food allergen legislation and provide allergen information for all school meals and any other food provided by the school.

The school menu is available for parents to view termly in advance with all ingredients listed and allergens highlighted on the school website.

Parents/carers are able to meet with the Catering Manager to discuss their child's needs.

The School uses multiple safeguards for allergy identification during food service, including medical records and catering alerts.

The School Office will be responsible for maintaining the dietary and medical needs register and sharing this with the Catering Manager at least annually or whenever there is an update made.

Children in Reception to Year 6 with allergies are identified with a lanyard specifying clearly their dietary requirements, which they collect at lunchtime and are visible to all catering staff and any other staff supervising lunch provision.

Children in Nursery and Pre-school with allergies have individual placemats which clearly specify their dietary requirements with lunch service being supervised by the Catering Manager and Nursery and Pre-school Phase Leader.

Food Brought Into School

The School operates an allergy-aware approach.

Expectations include:

- No sharing of food.
- Clearly labelled snack boxes and drinks.
- Parent consultation before distributing food treats.

- Staff supervision where food is involved.
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9. Prescribed Adrenaline Devices

Pupils prescribed adrenaline devices must have rapid access to them at all times.

Where appropriate, pupils may:

- Carry their own devices.
- Keep them in a school bag.
- Access them from a clearly identified central location.

All prescribed devices must be accessible within five minutes.

Records will be maintained of:

- Prescribed devices.
 - Expiry dates.
 - Allergy Action Plans.
 - Consent arrangements.
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10. Emergency Adrenaline (Spare AAls)

Banstead Prep maintains emergency adrenaline auto-injectors (AAls) on site.

The School will hold:

- Two 150 microgram AAls.
- Two 300 microgram AAls.

Stored in clearly labelled emergency anaphylaxis kits in:

- Medical Room.
- EYFS Office/After School Care Area.

AAls are:

- Not locked away.
- Stored in pairs.
- Checked monthly.
- Replaced following use or expiration.

The School will also maintain emergency salbutamol inhalers alongside emergency allergy kits.

11. Emergency Response to Anaphylaxis

If Anaphylaxis Is Suspected:

1. Administer adrenaline immediately.
2. Call 999.
3. State "ANAPHYLAXIS".
4. Notify parents.
5. Keep the individual lying flat wherever possible.
6. Bring medication to the person.
7. Stay with them continuously.
8. Administer a second dose after 5 minutes if symptoms persist.
9. Hand used devices to ambulance staff.

If in doubt, administer adrenaline. Delayed treatment is associated with fatal outcomes.

The School recognises that any member of staff may take reasonable action in good faith to save life during an emergency.

12. Educational Visits and Trips

All trips will include consideration of allergy safety.

For pupils at risk of anaphylaxis:

- Risk assessments will be completed.
- Adrenaline devices must accompany the pupil.
- Trained staff will attend.
- Emergency arrangements will be confirmed in advance.

No pupil will be excluded from trips solely because of an allergy.

13. Serious Incidents and Near Misses

Allergy incidents and near misses will be recorded on Medical Tracker and reviewed.

Records will include:

- Who was involved.
- What happened.
- When and where it occurred.
- Action taken.

- Emergency services involvement.
- Outcome.

Parents will be informed promptly of all incidents and near misses. The School will adopt a learning, no-blame approach and review policies, procedures and IHPs where required.

14. Information Sharing and Data Protection

Medical information is special category personal data under UK GDPR.

Information will be:

- Shared only on a need-to-know basis.
 - Accessible to relevant staff.
 - Stored securely.
 - Updated regularly.
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15. Communication and Awareness

These procedures will be:

- Published on the School website.
- Included in staff induction.
- Referenced during annual training.
- Available in hard copy on request.

Age-appropriate allergy awareness will be promoted across the school community.

16. Monitoring and Review

These procedures will be reviewed:

- Annually;
- Following significant legislative change;
- Following any serious incident or near miss involving allergy safety where adjustments need to be made