Willoughton Primary School

The Cliff Federation
Allergy Safety Policy

Policy Information			
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Signed as accepted:			

Contents

1.Aims 2
2.Legislation and guidance....2
3. Roles and responsibilities....3
4. Identifying individuals at risk.... 5
5. Assessing risk....6
6. Minimising risk....7
7. Procedures for handling an allergic reaction.... 10
8. Adrenaline devices (ADs).... 10
9. Serious incidents and 'near misses'.... .112
10. Allergy awareness.... 132
11. Wellbeing.... 143
12. Information sharing.... 144
13. Monitoring arrangements 14

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1. Aims

This policy aims to:

- Set out our federation of school's approach to allergy safety, including minimising the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our schools supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community
- How staff will be trained in allergy awareness and emergency response, for both anaphylaxis and acute asthma
- How the schools will manage the risk of food allergy and provide clear information on allergens in food provided

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

Anaphylaxis UK guidance and Allergy UK guidance.

This policy does not form part of any member of staff's contract of employment, and it may be amended at any time.

This policy, and any referenced procedures, are designed to provide a safe environment for all individuals. Where any procedure/arrangement differs, this will be specified

What is an Allergy?

An Allergy occurs when a person reacts to a substance that is usually considered harmless. It is an immune system response and instead of ignoring the substance, the body produces histamine which can trigger an allergic reaction. Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an allergen) they are allergic to. Asthma, food allergy, drug allergy, insect venom allergy, eczema and seasonal rhinitis (hay fever) are all forms of allergy.

Whilst most allergic reactions are mild, causing minor symptoms, some can result in anaphylaxis.

3. Roles and responsibilities

Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

The schools in the federation adopts a whole-school approach to allergy management.

Effective allergy management requires the active participation of all members of the Trust community,

each of whom has a role in reducing risk and promoting the safety, wellbeing and inclusion of pupils with allergies.

The Governing Body

The governing body is responsible for ensuring:

Risks relating to pupils with allergy are included in the risk register and actively managed

The school has an allergy safety policy which sets out:

- Arrangements to reduce the risk of individuals coming into contact with their known allergens
- Emergency response plans for cases of anaphylaxis

The governing board delegates the day-to-day implementation of this policy to the allergy safety lead.

Allergy safety lead

The nominated allergy safety lead is Karen Done (Hemswell Cliff) and Tina Dean (Willoughton)

They're responsible for:

- Implementing this allergy safety policy
- Reviewing the allergy safety policy at least annually, updating it when needed, and making sure it is published
- Promoting and maintaining allergy awareness across our school community
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (AD)
- Checking spare AAIs are present and in date on a monthly basis
- Making sure that replacement AAIs are obtained when expiry dates approach

- Ensuring:
    - All allergy information is up to date and readily available to relevant members of staff
    - All pupils who require support with allergies have an up-do-date individual healthcare plan (IHP)
    - All pupils with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional
    - All staff receive regular allergy awareness training
    - All staff are aware of the school's policy and procedures regarding allergies
    - Relevant staff are aware of what activities need an allergy risk assessment
    - Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff:
        - What lessons there are to learn
        - Any potential changes to the medical conditions and/or allergy safety policies and/or to any pupil's IHP

Headteacher

The headteacher is responsible for:

- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances

Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy safety policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific pupils with allergies in their care
- Reducing the risk to pupils with known allergies coming into contact with known allergens
- Ensuring the wellbeing and inclusion of pupils with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead

Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy safety policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

Pupils with allergies

If age-appropriate, these pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Carrying their AD on their person and only using it for its intended purpose
- Understanding how and when to use their AD

Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers

4. Identifying individuals at risk

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an “allergen”) they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis
- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

Identifying pupils at risk

We will:

For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any allergy the pupil has and whether they carry medication. Where a pupil has a new diagnosis and/or has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks

Send a reminder to parents/carers at the start of each year asking them to update their child’s medical information as necessary

We ask that parents/carers proactively inform us by either phone call to the school or an email to if their child’s medical needs change during the school year. Hemswell Cliff: 01427 668383/ enquiries@hemswellcliff.lincs.sch.uk Willoughton Primary 01427 668381 enquiries@willoughton.lincs.sch.uk

Identifying staff and visitors at risk

Staff with an allergy are encouraged to declare this on their ‘Employment Health Declaration’ when they join either school. This enables appropriate support to be put into place, if required. Staff are responsible for informing the Headteacher if anything changes with regards to their health during their employment.

Visitors will be asked to provide details of their allergies in advance of their visit and/or at the point of sign in.

Individual medical care plans (IMCP)

Pupils should have an IHP if they:

- Have an allergy which has a functional impact on them in the school environment
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally

It is not necessary for a pupil to have a formal diagnosis of allergy for them to have an IHP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the pupil. The school will make every effort to make sure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Not all children with an allergy will require an IHP. Some allergies will have little or no impact on the pupil while they are at school or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

The headteacher is responsible for deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances.

The school will consider the following principles:

- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, an IMCP may not be required
- If the pupil only needs non-prescription medication and the school's medical conditions policy would permit them to carry and administer it, an IHP may not be required

IHPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school or college, their IHP will be shared as part of the transition.

Allergy and asthma action plans

All pupils who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

All pupils who have asthma should be issued with an asthma action plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

The allergy action plan and/or asthma action plan should be attached to the pupil's IHP. Whenever the allergy action plan is updated, the pupil's IHP should be reviewed to incorporate it.

Register of pupils with known allergies

Each school setting will maintain a register of pupils with diagnosed allergies. This includes pupils who have a history of anaphylaxis, those who have been prescribed adrenaline auto-injectors (AAIs), and pupils with diagnosed allergies who have not been prescribed adrenaline auto-injectors.

This register is composed using information collected from parents/carers through the school's Admission Form. Parents/Carers are reminded to update the setting as soon as possible if anything changes with regards to their child's medical information. If applicable, school may also collect information from the

child's previous setting through the transition process. However, this information will always be checked with parents/carers to ensure it remains up to date.

The register is used to ensure that appropriate support, risk assessments, communication and emergency arrangements are in place for affected pupils.

The register will be updated whenever the setting is informed of a change to a pupil's allergy status or treatment requirements.

The register is kept in the schools' main offices and is easily accessible to staff. A copy will also be in areas where food is served or handled and can be checked quickly by any member of staff as part of initiating an emergency response. A copy will be held in the nursery at Hemswell Cliff and a copy of the child's IHCP will also be stored in the staffroom.

5. Assessing risk

Allergens can be present in a wide range of activities and environments, including situations where they may not be immediately obvious. Staff, including visiting staff, must consider allergies during the planning of all activities and ensure that allergy-related risks are included within risk assessments where appropriate. This may include:

- classroom activities, such as crafts involving food packaging, science experiments where allergens are present, food technology lessons, or cooking activities;
- bringing animals into the setting, for example dogs or egg-hatching projects, which may present allergy risks;
- running activities or clubs where snacks, refreshments or food treats may be provided. Safe alternatives should be available, and consideration should be given to using non-food rewards where appropriate;
- planning special events, celebrations and cultural days where food may be present; and
- the provision of food brought into the academy, including birthday cakes and food used to celebrate events.

Where appropriate, staff with an allergy will have a medical risk assessment in place.

The safety, wellbeing and inclusion of individuals with allergies must be considered when planning and delivering activities. Individuals with allergies should not be excluded from activities unless there is no reasonably practicable way to manage the associated risk safely. Where necessary, activities should be adapted to enable participation.

The federation will fulfil its obligations under the Equality Act 2010 by considering and implementing reasonable adjustments for individuals with allergies and associated medical conditions. Where an individual's allergy constitutes a disability under the Equality Act 2010, the setting will make reasonable adjustments to prevent them from being placed at a substantial disadvantage.

6. Minimising risk

Hygiene procedures

Pupils are reminded to wash their hands before and after eating

Sharing of food, food containers, and food utensils is not allowed

Pupils have their own named water bottles, and lunch boxes provided to pupils with food allergies will be clearly labelled with the name of the child for whom they are intended

Where food is not directly provided by the school, parental engagement and permission will be sought in advance

Catering

The federation is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- The school will engage with external caterers to understand the controls in place to ensure that food service complies with relevant requirements
- School menus are available for parents/carers and pupils to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers
- Food containing any of the 14 allergens specified in UK food information legislation will be clearly identified, and additional ingredient information will be available on request.
- Where changes are made to school menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of pupils
- Food provided through breakfast clubs, after-school clubs and other school-run activities follows the same allergen management procedures. Where food is provided by the school, staff will understand how to read labels for food allergens.

Insect bites/stings

The federation recognises that insect stings can cause severe allergic reactions, including anaphylaxis, in some individuals. Reasonable measures will be taken to minimise the risk of insect stings and to support pupils and staff with known insect venom allergies.

Individuals with a known allergy to insect stings should, where reasonably practicable:

- avoid walking barefoot outdoors and wear appropriate footwear when on school grounds;
- wear clothing that covers the arms and legs when outdoors, where practicable;
- avoid the use of strong perfumes, aftershaves, scented cosmetics and other fragranced products that may attract insects;
- keep food and drinks covered when eating outdoors; and
- exercise caution around flowering plants, waste bins, outdoor eating areas and other locations where insects may congregate.

The Headteacher, business manager or other designated responsible person will arrange for the regular monitoring of the site's grounds and buildings for wasp, bee and other insect nests and will ensure that any identified nests are assessed and managed appropriately.

All pupils, staff and visitors should avoid disturbing insects or nests and must report the location of any suspected wasp, bee or other insect nest to a member of staff immediately. Areas containing active nests may be restricted until appropriate action has been taken.

Animals

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- where an animal is brought onto a site, an appropriate risk assessment will be completed in advance of the visit;
- areas visited by animals will be cleaned appropriately following the visit;
- anyone who has contact with an animal should wash their hands thoroughly afterwards;

Visits and trips

- No pupils with allergies will be excluded from taking part
- The school will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training
- The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip
- Pupils at risk of anaphylaxis should have their own ADs with them
- Staff trained to administer adrenaline in an emergency will be present on the school trip
- Appropriate measures will be taken in line with the school's AD protocols for off-site events and school trips (see section 8.5)

Food brought into school

Where necessary to safeguard an individual, or a group of individuals, with severe allergies, settings may restrict or prohibit specific foods following an appropriate risk assessment. Any such restrictions will be clearly communicated and must be complied with by all members of the setting community. The federation recognises that restricting specific food items may help to reduce risk for some individuals, however, such measures cannot eliminate risk entirely and may be difficult to enforce consistently. For this reason, any restrictions implemented by a setting will be regarded as a risk-management measure only and will not be considered to create an allergen-free environment. The federation promotes an approach based on allergen awareness, risk reduction, shared responsibility and ongoing vigilance by staff, pupils, parents/carers and visitors.

Food brought onto school premises, provided at school events, or taken on educational visits, residentials, sports fixtures and other school activities must be carefully managed to minimise the risk of allergen exposure. This includes:

- food intended for sharing, including birthday cakes, sweets, treats, and refreshments provided at events, parent functions, fundraising activities and similar occasions, must not be brought into the setting without prior approval;
- homemade cakes or other food items intended for sharing may be restricted or prohibited where allergen information cannot be verified;

- food sold or provided through tuck shops, fundraising activities, parent teacher events, school fairs and similar events must have allergen information available;
- staff organising events involving food must consider the needs of pupils, staff and visitors with allergies and ensure suitable alternatives are available where reasonably practicable;
- food taken on educational visits, residential trips, sports fixtures and other off-site activities must be risk assessed in advance. Relevant allergy information, Individual Medical Care Plans, emergency medication and supervision arrangements must accompany the visit as required;
- any concerns regarding food brought into the setting should be referred to the Designated Allergy Lead before the food is distributed or consumed; and
- each setting will regularly communicate its expectations regarding food brought onto school premises to pupils, parents/carers, staff and visitors to help maintain a safe environment for all.
- Where individuals bring food onto site for their own consumption, e.g., a packed lunch, it is requested that:
- any food not in packaging is placed within a container that has a sealed/closeable lid;
- any food which may leak, e.g., dressings, dips, is placed in a leak-proof container; and
- items such as containers and bottles are labelled with the individual's name.

For safety, individuals are asked not to share their food, containers or utensils with others.

Where pupils prepare food as part of the curriculum, staff will undertake appropriate risk assessments and ensure that known allergies are considered when planning activities.

7. Procedures for handling an allergic reaction

Allergic reactions are unpredictable. Most reactions do not result in anaphylaxis. However, when anaphylaxis occurs, reactions usually start off as less severe, e.g. skin rash, vomiting, but then become anaphylaxis. As such, someone having a reaction should always be monitored for at least 60 minutes afterwards, just in case the reaction gets worse.

- All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately
- Staff are trained in the administration of adrenaline to minimise delays in an emergency
- If the pupil has an allergy action plan, this must be followed
- A spare school AD device will only be used if:
    - The pupil does not have a prescribed AD
    - The pupil's prescribed AD are not available or misfire

8. Adrenaline devices (ADs)

People at risk of anaphylaxis are usually prescribed self-administered adrenaline for use in an emergency. Currently two types of adrenaline devices are licensed for use:

- an adrenaline auto-injector (AAI); and

- a non-injectable nasal adrenaline device.

8.1 Prescribed ADs

Pupils who are prescribed ADs are encouraged to keep them near or on their person at all times including when travelling to or from the school and on school trips. It is recommended that two devices are carried at all times. Pupils with prescribed ADs should take them home with them at the end of each school day unless parents have provided a pen to be kept in school; parents are responsible for ensuring that they are in date.

A copy of the pupil's allergy action plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

8.2 Spare ADs and inhalers

Current regulations only allow schools to purchase adrenaline auto-injectors (AAIs) as spare devices. Non-injectable adrenaline devices (nasal spray) may be prescribed to individuals but cannot currently be stocked as a spare device. If an individual who is prescribed nasal adrenaline suffers anaphylaxis, a school's spare AAIs may be used in an emergency.

Schools have purchased an emergency asthma reliever inhaler which can only be used if the pupil's prescribed inhaler is not available and where written consent has been obtained.

The allergy safety lead is responsible for sourcing spare ADs and an emergency asthma reliver inhaler and ensuring they are stored according to the guidance.

- The ADs have been sourced from Selles Medical.
- Each school requires 2 x 300mcg Epipen and 2 x 150mcg Epipen

Spare ADs will be stored:

- HCPS in the Staffroom.

  Main office at WPS

These locations are central, unlocked and accessible to **staff only** at all times

Spare AAIs will be kept:

- In pairs, in case a second one is necessary
- Separate from any pupils' prescribed ADs and clearly labelled to avoid confusion

Tina Dean (Willoughton) and Karen Done (Hemswell Cliff) are responsible for:

- Checking regularly that spare ADs and the emergency asthma reliver inhaler are present and in date
- Obtaining replacement ADs when the expiry date is near

8.3 Disposal

ADs can only be used once. Once an AD has been used, it will be disposed of in line with the manufacturer's instructions.

8.4 Using spare ADs in an emergency situation without prior consent

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

The school will obtain advance consent from parents/carers or pupils for spare adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place.

However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

8.5 Use of ADs off school premises

Pupils at risk of anaphylaxis who are able to administer their own adrenaline should carry their own ADs with them on school trips and off-site events

9. Serious incidents and 'near misses'

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a pupil, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A **'near miss'** is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

9.1 Incident recording

The school will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded in the accident book, including the following information:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and pupils responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded

The school will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

9.2 Incident reporting

The parents/carers of a pupil will be notified of the incident or 'near miss' as soon as possible.

The school will share the report with the pupil's parents.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The school will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the pupil is at home. This means that incident reporting is not limited to staff – the pupil, parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.

Staff will always share the incident report with the allergy safety lead who will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil's

IHCP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The school will also share the report with other agencies in the following circumstances:

- With the Health and Safety Executive (HSE): incidents which arise directly out of the way the school carried out a work activity which results in death or immediate hospitalization. For example, where a pupil has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff. [See how to make a RIDDOR report]

In the event that the incident or 'near miss' was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

10. Allergy awareness

Staff training

The school ensures that all staff expected to be present during times when pupils are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction.

This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It also includes catering staff and others who may oversee pupils at breakfast or after-school clubs. It does not include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

The school has purchased 'training pens' so staff can practise safely and be familiar with the differences.

The school will conduct allergy safety drills annually. This is a simulated case of anaphylaxis to test out how staff respond, without risk to any individual. The results of the drill will be recorded and used to inform the ongoing review of this policy.

Allergy awareness training will ensure that 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/carers
    - How to locate and administer emergency medication
    - How to use the medication/device in an emergency
- Understand the impact allergy can have on a pupil's wellbeing
- Understand the school'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')

10.2 Awareness of allergy safety policy

This allergy safety policy will be published on the school's website and shared with parents/carers at the start of the school year.

All staff should be aware of and understand the policy as part of annual allergy awareness training.

11. Wellbeing

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy.

Pupils with allergies will have additional support where required through:

- Pastoral care
- Regular check-ins with their class teacher or support staff
- Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis

The school will respond to any instance of bullying in line with its behavior policy.

Wellbeing support following an incident or 'near miss'

The school recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the pupil but their family, those involved in responding. and any witnesses. The school will provide support to those involved.

The school will support staff involved in any incident or 'near miss'.

See section 9 of the policy for more detail on incidents and 'near misses'.

12. Information sharing

Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

13. Monitoring arrangements

This policy will be monitored by the allergy safety leads in both schools.

It will be reviewed and approved annually by the allergy safety lead, or more frequently if a serious incident or 'near miss' identifies an area for improvement.