

Solefield School (DfE number 886/6038) is a member of the Sevenoaks Family of Schools and legally part of Sevenoaks School, a company limited by guarantee (4908949) and a registered charity (1101358) with a registered office at Sevenoaks School, High Street, Sevenoaks, Kent TN13 1HU. Any reference to governors, the governing body or the chair of governors refers to the governing body of Sevenoaks School. Any reference to local governors refers to the non-executive members of the Solefield School Local Advisory Board.



Solefield School

**SOLEFIELD SCHOOL
ALLERGY SAFETY POLICY**

1. Policy Statement

Solefield School is committed to safeguarding and promoting the welfare of all pupils. The School recognises that allergies and anaphylaxis are increasingly common amongst children and may constitute serious and potentially life-threatening medical conditions.

The School will take all reasonable steps to support people with allergies whilst recognising that it is not possible to guarantee a completely allergen-free environment. The School will comply with the Department for Education Allergy Safety in Schools Statutory Guidance (July 2026).

Allergies involve an immune system response and may result in anaphylaxis. Food intolerances and coeliac disease require careful management but do not generally present the same immediate life-threatening risk as anaphylaxis. The School will manage all medical dietary needs appropriately whilst ensuring staff understand these distinctions.

Solefield School does not operate as a guaranteed nut-free or allergen-free environment. The School instead adopts a risk-reduction approach based on education, supervision, allergen awareness and effective emergency response.

2. Legislative Framework

This policy has regard to Allergy Safety in Schools Statutory Guidance (DfE July 2026), Supporting Pupils at School with Medical Conditions, Children and Families Act 2014, Equality Act 2010, Human Medicines (Amendment) Regulations 2017, Health and Safety (First Aid) Regulations 1981, EYFS Framework, KCSIE, Data Protection Act 2018 and UK GDPR.

3. Aims

Safeguard pupils with allergies, reduce accidental allergen exposure, promote inclusion, ensure effective emergency arrangements and learn from incidents and near misses.

4. Scope

Applies to all pupils including EYFS, staff, volunteers, contractors, visitors, educational visits, residential visits and extracurricular activities. Where external organisations, contractors or hirers use School premises, they will be informed of relevant allergy management procedures where necessary and required to cooperate with reasonable control measures.

5. Roles and Responsibilities

The Governing Body monitors compliance and resources. The Headmistress oversees implementation, training, records and healthcare plans. Staff follow healthcare plans, attend training and respond appropriately to emergencies. A named Governor has responsibility for oversight of this on both a local and a group level.

The Headmistress will provide a termly report to Governors summarising:

- number of pupils with allergies;
- training completed;
- incidents and near misses;
- any policy changes arising from lessons learned.

6. Whole School Allergy Management

The School maintains an Allergy Register, IMCPs, Allergy Action Plans, training records, emergency medication arrangements and incident logs. Allergy

management is embedded within safeguarding, educational visits, catering and risk assessment processes.

7. Identification of Pupils with Allergies

Parents must notify the School of allergies, medication and changes to medical needs. Records are updated promptly and shared on a need-to-know basis.

8. Individual Medical Care Plans (IMCPs)

IMCPs include allergens, symptoms, medication, emergency arrangements, educational visit adjustments and review dates. Plans are reviewed annually and after significant changes.

9. Allergy Awareness Training

All staff receive training covering allergies, intolerances, coeliac disease, anaphylaxis recognition, emergency procedures, use of AAIs, healthcare plans and incident reporting.

Practical AAI training will be refreshed at least annually and sooner where required.

10. Allergy Register

The School maintains a central register containing allergen information, medication requirements, emergency contacts and review dates.

11. Emergency Medication

Pupils prescribed AAIs must have rapid access to medication at all times including sports, journeys to and from school and educational visits. Given the age of our pupils, parents are consulted as to whether they wish their child to carry their emergency medication with them or whether they would prefer staff to take responsibility for this. All parents have opted for staff to hold the medication, at school, matches, trips, journeys to and from school etc.

Emergency medication will be:

- clearly labelled;
- stored in known, accessible locations;

- never locked away;
- protected from excessive heat or cold;
- checked regularly for expiry.

The School will undertake termly checks of all allergy medication to confirm that medication is present, in date and recorded on the Allergy Register.

12. Spare Adrenaline Auto-Injectors

The School holds spare AAIs (of different sizes) that are accessible, monitored and maintained in accordance with legislation.

13. Food and Catering Arrangements

The School shares information with catering staff, provides allergen information where appropriate and minimises cross-contamination risks. Children are encouraged to wash hands both before and after eating. All food (except in a very few cases when strictly monitored) is provided by school.

14. Classroom Activities and Event Management

Allergy risks are considered during any classroom activities that may contain allergens ie junk modelling, play dough and celebration activities.

Allergy considerations will form part of the planning process for all School events where food is provided or consumed.

15. Educational Visits

Risk assessments consider allergens, medication, trained staff and emergency procedures.

Visit leaders must:

- carry relevant healthcare plans;
- ensure AAIs accompany the pupil;
- identify nearest emergency medical facilities where practicable;
- brief accompanying staff on allergy risks and emergency procedures.

16. Recognising Anaphylaxis

All staff and pupils are aware of symptoms which may include wheezing, breathing difficulty, swelling, persistent cough, collapse and loss of consciousness. Posters are clearly positioned around the school.

17. Emergency Procedures

Administer an AAI immediately, call 999 stating anaphylaxis, contact parents and monitor continuously. Any pupil receiving adrenaline must attend hospital. If no improvement, give second AAI after 5 minutes (not nasal spray).

18. Antihistamines

Antihistamines may be used for mild reactions in line with parental consent and healthcare plans. They are not a substitute for adrenaline.

19. Inclusion and Wellbeing

The School promotes inclusion and supports pupils with allergies to participate fully and safely in school life.

20. Bullying and Deliberate Allergen Exposure

Deliberate allergen exposure, intimidation or bullying relating to allergies is treated as a serious disciplinary matter.

21. Incident Reporting and Review

All reactions, adrenaline administrations and near misses are recorded and reviewed for lessons learned. This policy is amended in accordance with lessons learned.

Near misses will be analysed to identify contributory factors, procedural weaknesses and opportunities for improvement.

22. Data Protection

Medical information is managed confidentially and in accordance with GDPR requirements.

23. Monitoring and Review

The policy is reviewed annually and following significant incidents, legislative changes or updated guidance.

Operational Checklists

Appendix A: Staff Emergency Response Flowchart

1. Suspect anaphylaxis.
2. Administer AAI immediately.
3. Call 999.
4. Contact office/SLT.
5. Monitor airway/breathing.
6. Give second AAI after 5 minutes if required.
7. Transfer to hospital.

Appendix B: Annual Allergy Management Checklist

- Register reviewed.
- IMCPs updated.
- Medication checked.
- Staff trained.
- Spare AAIs checked.
- Incident review completed.

Helen McClure

Updated: 1st September 2026

Review: 1st September 2027