

St John's Upper Holloway CE Primary School



St John's
Upper Holloway
C.E. Primary School

Allergy Policy 2026

School Name & Address	St John's Upper Holloway CE Primary School, Pemberton Gardens, London N19 5RR
Approved By / Date	Governing Board September 2026
Policy Review Cycle	Annual (Next Review Due: September 2027)
Headteacher	Nick Turpin (Headteacher & Designated Safeguarding Lead)
Nominated Allergy Safety Lead	Rebecca Ross Goobey (Deputy Headteacher & SENCo)
Designated First Aid Lead	Tara Kubilay (Office Manager & Lead First Aider)

School Vision, Mission & Policy Aims

Our Vision: Jesus said: 'Love each other as I have loved you' (John 15:12). As we are loved, so we shall love. As we are taught, so we shall teach. As we are nurtured, so we shall flourish.

Our Mission: St John's is a small, caring Church of England Primary School committed to supporting our pupils to be happy, successful, and fulfilled throughout their lives. We believe that everyone is unique and valued by God. We aspire to be an inclusive, high-achieving school providing an outstanding, safe, and nurturing environment.

1.1 Policy Aims

This policy outlines St John's Upper Holloway's whole-school strategy to maintain a safe, inclusive environment for pupils, staff, and visitors living with severe allergies and anaphylaxis. Specifically, this policy aims to:

- Establish robust, multi-layered preventative measures to reduce the risk of allergen exposure across all school environments, catering operations, and off-site educational visits.
- Ensure swift, efficient, and coordinated emergency procedures for managing severe allergic reactions and anaphylaxis.
- Guarantee that all pupils with food, insect sting, or environmental allergies are fully supported to ensure their medical, physical, and emotional wellbeing and active inclusion in all aspects of school life.
- Promote thorough allergy awareness, understanding, and vigilance across the entire school community, including governors, leadership, teaching staff, catering personnel, parents, and pupils.

2. Statutory & Legislative Framework

This policy complies with all statutory requirements, national guidance, and local safeguarding frameworks, including:

- **Children's Wellbeing and Schools Act 2026:** Enhances safeguarding oversight, information sharing, and medical support duties across education settings.
- **Department for Education (DfE) Statutory Guidance:** Supporting Pupils at School with Medical Conditions (Section 100 of the Children and Families Act 2014).
- **Department of Health and Social Care (DHSC) Guidance:** Guidance on the Use of Emergency Adrenaline Auto-Injectors in Schools.
- **Food Information Regulations 2014 & Food Information (Amendment) Regulations 2019:** Mandates clear food labeling and allergen transparency (Natasha's Law), requiring full disclosure of the top 14 food allergens.
- **Human Medicines (Amendment) Regulations 2017:** Allows schools to obtain and hold spare emergency Adrenaline Auto-Injectors (AAIs) without a prescription for emergency use.

- **Health and Safety at Work Act 1974 & Management of Health and Safety at Work Regulations 1999:** Requires employers to ensure the health, safety, and welfare of employees and pupils through rigorous risk assessment.
- **Local Safeguarding Alignment:** Incorporate procedures established by the Islington Safeguarding Children Partnership (ISCP) and London Safeguarding Children Procedures.

3. Roles and Responsibilities

Protecting pupils with medical conditions and severe allergies is a whole-school collective responsibility. Specific operational duties are delegated as follows:

3.1 The Governing Board

The Governing Board maintains strategic oversight of health, safety, and medical support arrangements. The board is responsible for:

- Ensuring a comprehensive Allergy Safety Policy is maintained, published on the school website, and brought to the attention of all parents, staff, and volunteers at least annually.
- Ensuring allergy-related risks are incorporated into the school's risk register and actively managed.
- Reviewing and formally approving this policy at least annually, or immediately following any serious medical incident or near miss.
- Delegating day-to-day policy implementation to the Headteacher and Nominated Allergy Safety Lead.

3.2 Nominated Allergy Safety Lead — Deputy Headteacher & SENCo (Rebecca Ross Goobey)

The nominated Allergy Safety Lead is Rebecca Ross Goobey (Deputy Headteacher & SENCo).

Responsibilities include:

- Overseeing day-to-day implementation of this policy across classrooms, catering, and off-site activities.
- Ensuring every pupil requiring support for allergies has an up-to-date Individual Healthcare Plan (IHP) and medical Allergy Action Plan.
- Maintaining the central Allergy Register and ensuring information is immediately accessible to staff and catering personnel.
- Coordinating annual staff allergy awareness training, practical AAI device training, and annual emergency case simulation drills.
- Ensuring safe acquisition, room-temperature storage, and proper disposal of emergency AAIs.
- Logging and reviewing all allergic reactions and 'near misses' on CPOMS, evaluating lessons learned to refine school safety protocols.

3.3 Headteacher (Nick Turpin)

The Headteacher holds overall operational accountability for pupil health and safety, responsible for:

- Determining, in consultation with parents and healthcare professionals, whether a pupil's allergy requires an Individual Healthcare Plan (IHP).
- Ensuring adequate staffing, first aid cover, and resources are available during normal, contingency, and off-site operations.
- Liaising with Islington Local Authority, NHS paediatricians, and external health agencies in the event of medical disputes or complex cases.

3.4 First Aid Lead & Nominated First Aid Volunteers

Lead First Aider / Office Manager Tara Kubilay, alongside qualified first aid personnel (Barbara Dickey, Jackie Thomas, Geraldine Noel, Susan Evans, Claire Jones, Georgina Bayley, Merley Morgan, Yasmine Findlay), are responsible for:

- Conducting monthly physical inspections of all prescribed and spare AAIs to confirm presence, correct pairing, and valid expiry dates.
- Sourcing replacement spare AAIs from local pharmacies prior to expiry dates.
- Maintaining secure, accurate written records of all medications administered in school.

3.5 Teaching and Support Staff

All teaching staff, teaching assistants, midday supervisors, and cover personnel must:

- Know which pupils in their care have known allergies, severe reactions, or prescribed AAIs.
- Recognise early symptoms of mild allergic reactions and severe anaphylaxis.
- Enforce classroom risk reduction protocols (e.g., handwashing, no food sharing).
- Be trained and prepared to administer adrenaline auto-injectors immediately in an emergency.
- Report all allergic reactions or near misses immediately to the Allergy Safety Lead and log details on CPOMS.

3.6 Parents and Carers

Parents/carers play a vital partnership role and are responsible for:

- Providing the school with complete, accurate medical histories and immediate notice of any diagnosis or protocol change.
- Providing two in-date prescribed Adrenaline Auto-Injectors (AAIs) and associated prescribed medications (antihistamines, inhalers) in original pharmacy-labeled packaging.
- Replacing expiring AAIs and medications promptly.
- Adhering strictly to school guidelines regarding food brought onto premises (including packed lunches).

4. Identifying Individuals at Risk & Healthcare Planning

4.1 Admissions & Identification Process

Allergy information is systematically collected at entry and updated continuously:

- New Starters: Pre-admission medical questionnaire sent to all parents upon place confirmation prior to the start of the academic year.
- Mid-Term Admissions & New Diagnoses: Medical forms dispatched immediately; support arrangements and IHPs established within 2 weeks.
- Annual Updates: Formal medical information updates requested from all parents at the start of each academic year (via MIS parent portal).
- Parental Duty: Parents must notify the school office immediately by phone (020 7272 2780) or email if medical needs change.

4.2 Individual Healthcare Plans (IHPs) & Allergy Action Plans

Pupils with allergies impacting their school day or posing a risk of severe reaction require an Individual Healthcare Plan (IHP) alongside an official Allergy Action Plan issued by a medical professional (e.g., BSACI plan):

- Development: Formulated by SENCo Rebecca Ross Goobey and Lead First Aider Tara Kubilay in direct consultation with parents, GPs, or Whittington Hospital allergy specialists.
- Content: Details specific allergen triggers, early warning signs, daily management routines, emergency medication dosages, and contact details.
- Asthma Integration: Where a pupil also has asthma, an Asthma Action Plan is attached to the IHP, as asthma significantly increases anaphylaxis risk.
- Review: IHPs are reviewed annually or immediately when medical needs or prescriptions change.

4.3 Allergy Register

The school maintains a central Allergy Register stored securely in the Front Office and displayed confidentially in food handling/dining areas (with parental consent). The register includes:

- Pupil photograph (for immediate visual verification).
- Known allergen triggers and specific risk factors.
- Prescribed AAI brand, dosage, and exact storage location.
- Explicit parental consent for emergency spare AAI administration.

5. Risk Reduction & Operational Safety Protocols

St John's enforces strict operational controls across all daily activities to minimize allergen exposure:

5.1 Hygiene & Daily Contamination Controls

- Handwashing: Mandatory handwashing with soap and water before and after eating. Hand sanitiser gel is NOT effective at removing food allergens.
- Strict No Food Sharing Policy: Food, snacks, drinks, and eating utensils must never be shared among pupils.
- Labeling: All packed lunches and personal water bottles must be clearly labeled with the pupil's name.

- **Cleaning:** Dining tables and food preparation surfaces are thoroughly cleaned and sanitized before and after meal services.

5.2 Catering & Food Provision

- **Top 14 Allergen Transparency:** Catering staff comply fully with FSA regulations, displaying clear allergen labelling for all 14 major food allergens (celery, cereals containing gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame seeds, soya, sulphur dioxide/sulphites).
- **Cross-Contamination Prevention:** Strict kitchen protocols governing separate storage, dedicated preparation utensils, and clean service procedures.
- **Staff Awareness:** Kitchen and mealtime staff receive specialized allergy training and verify pupil identities against the Allergy Register during service.

5.3 Educational Visits, Off-site Trips & Sports

- **Full Inclusion:** No pupil will be excluded from educational visits or residential trips due to an allergy.
- **EVC Approval & Risk Assessment:** Educational Visits Coordinator Andrea Goldring oversees pre-trip risk assessments evaluating food caterers, travel routes, and local emergency medical proximity.
- **Medication Transit:** Pupils at risk of anaphylaxis must carry two prescribed AAIs (or have them carried by a designated trained staff member). Pupils without their AAIs will not be permitted to depart.
- **Trained Staff Cover:** A qualified first aider trained in AAI administration must accompany every off-site visit, carrying a dedicated emergency first aid satchel and spare AAIs.

5.4 Practical Curriculum, Animals & Outdoor Safety

- **Practical Lessons:** Science experiments, food technology, baking, and craft activities using packaging are risk-assessed in advance to eliminate allergen exposure.
- **Animal Contact:** Pupils must wash hands thoroughly after interacting with visiting animals or outdoor nature. Pupils with known animal fur/dander allergies are excluded from direct contact.
- **Insect Sting Prevention:** Outdoor food and drinks must remain covered. Shoes must be worn outdoors at all times.

6. Emergency Response & Adrenaline Auto-Injectors (AAIs)

6.1 Recognizing Anaphylaxis

Anaphylaxis is a severe, life-threatening allergic reaction requiring immediate treatment. Staff are trained to recognize key symptoms:

Reaction Severity	Clinical Symptoms & Signs
Mild / Moderate Reaction (ABC Warning Signs)	• Swelling of lips, face, or eyes • Hives, red itchy skin rash, or welts • Tingling or itchy feeling in mouth • Abdominal pain, nausea, or vomiting
Severe Anaphylaxis (CRITICAL EMERGENCY)	• AIRWAY: Swelling of tongue or throat, difficulty swallowing, voice hoarseness • BREATHING: Persistent cough, wheezing, noisy breathing, severe asthma flare • CIRCULATION: Dizziness, collapse, pale/floppy appearance, loss of consciousness

6.2 AAI Storage & Accessibility

- Location: Stored in a central, unlocked, immediately accessible location in the Front Office / Dining Area, guaranteed reachable within 5 minutes.
- Conditions: Stored at room temperature (15°C–25°C), protected from direct sunlight and extreme heat/cold. Never locked away.
- Individual Packaging: Prescribed AAIs are kept in individual named containers alongside the pupil's Allergy Action Plan.
- Spare AAIs: Kept in pairs, clearly labeled, and stored separately from individual prescribed devices.

6.3 Emergency Anaphylaxis Protocol & Calling 999

In the event of severe allergic symptoms or suspected anaphylaxis, staff must execute the following protocol immediately:

1. Administer Adrenaline Auto-Injector (AAI): Inject prescribed AAI into the outer mid-thigh immediately. Note exact time of administration. If no improvement occurs within 5 minutes, administer a second AAI.

2. Call 999 for Emergency Ambulance: Dial 999 immediately. State clearly: 'AMBULANCE REQUIRED FOR ANAPHYLAXIS'. Provide exact details:

- School Name: St John's Upper Holloway CE Primary School
- Address: Pemberton Gardens, London, N19 5RR

- Telephone: 020 7272 2780
- Patient Name, exact location on site, and current condition.

3. Position the Patient Safely: Lie the pupil flat with legs elevated. If breathing is difficult, allow them to sit up slightly, but DO NOT stand or walk them. If unconscious or vomiting, place in the recovery position.

4. Notify Parents & Leadership: Contact parents/carers immediately after calling 999. Alert Headteacher Nick Turpin and SENCo Rebecca Ross Goobey.

5. Escort & Hospital Transfer: A competent staff member will accompany the pupil in the ambulance acting in loco parentis until parents arrive at the hospital.

7. Incident Recording, Reporting & Staff Training

7.1 CPOMS Logging & 'No-Blame' Incident Review

All allergic reactions, emergency AAI uses, and 'near misses' (e.g., accidental allergen exposure without reaction) must be recorded immediately in the Minor Accident Book and logged on CPOMS.

The Allergy Safety Lead conducts a prompt, 'no-blame' incident review with staff, parents, and health professionals to identify root causes and update risk assessments, IHPs, or operational protocols.

7.2 External Statutory Reporting

Where serious medical harm occurs, statutory notifications are executed:

- Parents/Carers: Informed immediately of all incidents or near misses.
- Health and Safety Executive (HSE/RIDDOR): Reported under RIDDOR where severe food contamination or preparation errors lead to emergency hospitalization.
- Islington Local Authority & LADO: Notified in accordance with ISCP safeguarding reporting guidelines.

7.3 Staff Training & Annual Case Simulation Drills

St John's guarantees robust staff readiness through continuous training:

- Annual Mandatory Training: All teaching, support, administrative, and catering staff receive accredited annual allergy awareness training.
- Device Practice: Staff practice using official EpiPen and Jext trainer pens to maintain technical competency.
- Annual Simulation Drill: The school conducts an annual practical anaphylaxis emergency drill simulating a severe allergic reaction to test staff response times, device access, and emergency communications.

8. Pupil Wellbeing, Mental Health & Anti-Bullying

The school recognizes that living with severe allergies can cause anxiety, social isolation, or vulnerability to bullying. St John's provides comprehensive pastoral care:

- Pastoral Check-ins: Regular check-ins with class teachers and SENCo Rebecca Ross Goobey.
- Anti-Bullying Enforcement: Any teasing, exclusion, or bullying targeting a pupil's allergy or dietary requirements is treated as a severe safeguarding breach handled under the Behaviour Policy.
- Post-Incident Psychological Support: Following a severe reaction or near miss, emotional support and debriefing are provided to the pupil, family, peer group, and involved staff.

9. Data Protection & Information Sharing

Pupil health data is classified as Special Category Data under UK GDPR, the Data Protection Act 2018, and the Data (Use and Access) Act 2025. Medical information is processed lawfully on the basis of public interest and vital interests, shared strictly on a need-to-know basis among relevant staff, caterers, and emergency services.

10. Links to Other Policies & Review Schedule

This Allergy Policy operates in direct alignment with the following St John's school policies:

- Supporting Pupils at School with Medical Conditions Policy (Sep 2026)
- Safeguarding and Child Protection Policy (Sep 2026)
- Health and Safety Policy (2025)
- Early Years Foundation Stage (EYFS) Policy (2024)
- Educational Visits Policy & Behaviour Policy

Policy Review: This policy will be reviewed and formally re-approved by the Governing Board annually in September 2027, or earlier if statutory guidance or internal incident reviews require.

Signed (Headteacher): _____

Nick Turpin

Date: September 2026

Signed (Chair of Governors): _____

Jane Airey

Date: September 2026

Signed (Allergy Safety Lead): _____

Rebecca Ross Goobey (Deputy Head/SENCo)

Date: September 2026

Signed (Lead First Aider): _____

Tara Kubilay (Office Manager)

Date: September 2026