Allergy and Anaphylaxis Policy

"Small School with a Big Heart"

Policy	Allergy and Anaphylaxis Policy
School	High Green Primary School
Lead	Mrs Lucy Harding
Allergy Governor	Paul Johnson
Approved by	Governing Body- Tuesday 20th October
Last review	N/A
Next review	October 2027
Review cycle	Annual/ Ratification needed at Full Governors: Yes

Rationale

At High Green Primary School, the safety, health and wellbeing of all pupils is our highest priority. We recognise that allergies, including food allergies, can be life-threatening and require careful management.

This policy outlines how we support pupils with allergies, reduce risks and respond effectively in an emergency. It reflects section 100 of the Children and Families Act 2014, as amended by the Children's Wellbeing and Schools Act 2026, and the Department for Education's Allergy safety in schools statutory guidance (July 2026).

Aims

This policy aims to:

- Provide a safe and inclusive environment for pupils with allergies
- Ensure all staff understand their responsibilities
- Reduce the risk of allergen exposure
- Ensure effective emergency response procedures are in place
- Enable all pupils to participate fully in school life

Definition of Allergies and Anaphylaxis

An allergy is an immune system response to a substance (allergen) such as food, insect stings, medication or environmental factors.

Anaphylaxis is a severe and potentially life-threatening allergic reaction that requires immediate treatment with an adrenaline auto-injector (AAI).

Legal Duties and Guidance

The school fulfils its duties under:

- Children and Families Act 2014
- Supporting Pupils with Medical Conditions (DfE)
- Food Information Regulations 2014
- Health and Safety at Work etc. Act 1974

The school will have, publish and keep under review an allergy safety policy. The Department for Education intends to introduce further requirements concerning spare adrenaline devices and allergy safety training through regulations. High Green's current arrangements are set out below:

- Maintain and publish this dedicated allergy safety policy
- Provide allergy awareness and emergency response training to staff
- Hold spare adrenaline auto-injectors (AAIs) for emergency use in line with the school's arrangements and applicable guidance

Individual Healthcare Plans (IHPs)

Where a pupil's diagnosed allergy requires individual management in school, an Individual Healthcare Plan (IHP) and/or Allergy Action Plan will be put in place, as appropriate to the pupil's needs.

- Pupil photograph
- Known allergens
- Signs and symptoms
- Clear emergency procedures
- Medication details (including AAIs where required)

IHPs are developed in partnership with parents/carers and healthcare professionals and are reviewed annually or sooner if needed.

The school maintains a current record of pupils with allergies, their known allergens, prescribed emergency medication, its location and whether an IHP or Allergy Action Plan is in place. Changes reported by parents or healthcare professionals are passed promptly to relevant staff and reflected in the pupil's plan and class information.

Allergy Action Plans

For pupils at risk of anaphylaxis, an Allergy Action Plan will be in place and shared with all relevant staff.

This includes:

- Step-by-step emergency response
- When and how to administer an AAI
- Emergency contact procedures

Staff Training

- All staff will receive annual allergy awareness training
- Training includes:
    - Recognising allergic reactions
    - Responding to anaphylaxis
    - Use of adrenaline auto-injectors (AAIs)
    - Safe food practices
- New staff will receive training as part of induction

Supply staff and other adults who will be responsible for pupils receive a briefing on relevant pupils' allergies and medical needs, the location of emergency medication and the action to take in an emergency. They are given the school's allergy response poster and shown where to find the relevant plans before taking responsibility for a class or group. The briefing is recorded as part of the handover.

Emergency Medication (AAIs)

- Pupils with prescribed AAIs must have them accessible at all times.
- The school will hold spare AAIs for emergency use.
- Staff are trained to administer AAIs in an emergency.
- Emergency services (999) will always be called following AAI use.
- The school's emergency allergy medical kit is clearly labelled and located on the wall in the main reception area, where it can be accessed quickly in an emergency.
- The school's spare adrenaline auto-injectors (AAIs/EpiPens) are stored in the school office and are readily accessible to staff in an emergency.
- All staff, including supply staff and relevant volunteers, are made aware of these locations.

A named member of staff checks school-held medication regularly and records the medicine, pupil name where applicable, storage location, expiry date, date checked, checker and action required. Checks confirm that medicines are clearly labelled, in date, in usable condition and stored according to their instructions. Prescribed medicines are checked against their dispensing label and original packaging where applicable. Missing, damaged, used or soon-to-expire medication is followed up promptly with parents or the relevant supplier.

Emergency medication is kept accessible to staff who may need it. The location of medication and the arrangements for taking medical bags to different areas of the school are communicated to relevant staff.

Prevention and Risk Reduction

Food Management

- The school complies with Food Information Regulations 2014
- Allergen information is available for school meals
- Catering staff are aware of pupils' allergies

Packed Lunches

- Parents are asked to support the school in being allergy-aware

- Restrictions may be put in place where necessary (e.g. nut-free classrooms)

Classroom Practice

- No food sharing
- Handwashing before and after eating
- Careful use of food in lessons

Each class keeps an up-to-date list of pupils with allergies, asthma, eczema and other relevant medical needs displayed in the agreed staff-facing location. It is accessible to staff, including supply staff, but not openly visible to pupils, parents or other visitors. The class list is checked against school medical records and updated promptly when needs change.

Trips and Activities

- Risk assessments will include allergy considerations
- Medication will be taken on all trips
- Staff leading visits will be aware of pupils' needs and emergency procedures

Staff check which medical bags and emergency medicines need to accompany pupils to the yard, field, outdoor PE, allotment, woodland, Forest School, clubs and off-site visits. A named adult takes responsibility for each bag or device, keeps it accessible and checks its return after the activity.

For off-site visits, the visit leader checks access to medication during travel and at the venue, relevant emergency instructions, staff responsibilities and any individual risk controls before departure.

Inclusive Practice

We are committed to ensuring pupils with allergies:

- Feel safe and included
- Can participate in all activities
- Are not excluded from experiences unnecessarily

Communication with Parents and Information Sharing

The school recognises that effective communication with parents and carers is essential to the safe management of allergies and anaphylaxis.

- Parents/carers must inform the school of any known or suspected allergies and provide clear, up-to-date information about their child's medical needs.
- Parents/carers are responsible for ensuring that any medication provided to school is appropriately labelled, in date and replaced before it expires.
- Any changes to a child's allergy, medical needs, treatment or medication must be communicated to the school promptly.
- Where appropriate, parents/carers will work with the school to ensure that an Individual Healthcare Plan (IHP) and/or Allergy Action Plan is accurate and kept up to date.

- This Allergy and Anaphylaxis Policy will be available on the school website for parents and carers to access and refer to. A hard copy will also be available from the school office on request.
- The policy will be reviewed at least annually and amended where necessary to reflect current legislation, statutory guidance and recognised good practice. The policy and any significant amendments will be subject to the school's agreed governor review and ratification arrangements.

Information Sharing, Data Protection and Confidentiality

Information relating to a child's allergy or medical needs will be managed in accordance with the school's data protection and information-sharing procedures.

Relevant information will be shared with staff who need it in order to keep the child safe, including teachers, teaching assistants, midday supervisors, office staff and, where appropriate, supply staff, volunteers, wraparound-care staff and staff accompanying educational visits or off-site activities.

Medical and allergy information will only be accessed by those who have a legitimate need to know and will be stored securely and treated confidentially. Information will not be shared more widely than is necessary for the child's safety, care and wellbeing.

Where information needs to be shared with external professionals or services, the school will do so lawfully, proportionately and securely, in accordance with UK data protection legislation and relevant information-sharing duties and guidance.

Parents and carers will be informed about how the school collects, uses, stores and shares personal information through the school's Privacy Notice and Data Protection Policy. The safety and welfare of the child will remain the overriding consideration when determining whether relevant information needs to be shared.

Roles and Responsibilities

Headteacher

- Ensure policy implementation
- Ensure training is in place
- Ensure compliance with statutory guidance

Staff

- Be aware of pupils with allergies
- Follow IHPs and emergency procedures
- Attend training

Parents/Carers

- Provide accurate medical information
- Supply medication
- Support school procedures

Monitoring and Review

This policy will be reviewed annually or sooner in response to:

- Updated statutory guidance
- Changes in pupil needs
- Incidents or near misses

SLT monitoring checks the accuracy and appropriate display of class medical needs lists, medicine labels and expiry dates, storage and access, movement of medical bags across the school site and on visits, and briefings for supply staff. Findings and follow-up actions are recorded with a named person and completion date.