

The Meadows School



Allergy Management Policy

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1. Introduction

The Meadows School is committed to providing a safe, inclusive and supportive environment in which all pupils, including those with allergies and those at risk of anaphylaxis, are able to participate fully in every aspect of school life.

The school recognises that allergies can range from mild to life-threatening and that prompt recognition and effective management are essential to safeguarding the health, wellbeing and educational experience of affected pupils.

As a specialist setting, The Meadows School educates pupils with severe learning difficulties, profound and multiple learning difficulties, autism, complex medical needs, communication difficulties and physical disabilities. Many pupils require significant adult support and some are unable to recognise, communicate or independently manage symptoms of an allergic reaction.

This policy therefore adopts a person-centred approach that reflects both national guidance and the additional responsibilities associated with supporting pupils with complex needs.

The Meadows School is committed to fostering an allergy-aware culture where pupils are protected from avoidable risks while remaining fully included in all educational, social and extracurricular opportunities.

2. Policy Statement

The Meadows School believes that no pupil should be disadvantaged, excluded or prevented from accessing education because of an allergy where risks can be managed safely through reasonable adjustments, effective planning and appropriate staff training.

The school is committed to:

- safeguarding pupils with allergies;
- promoting equality, inclusion and participation;
- reducing the risk of accidental exposure to allergens;
- ensuring all staff understand their responsibilities;
- responding promptly and effectively to allergic reactions;
- working collaboratively with parents, healthcare professionals and external agencies;
- continually reviewing practice to improve allergy management.

The school acknowledges the principles underpinning **Benedict's Law**, which seek to improve allergy awareness, strengthen emergency preparedness and ensure that children with allergies can participate safely in all aspects of school life.

3. Purpose

The purpose of this policy is to:

- establish clear arrangements for the safe management of pupils with allergies;
- minimise the risk of allergen exposure wherever reasonably practicable;
- ensure staff are appropriately trained to recognise and respond to allergic reactions, including anaphylaxis;
- clarify the roles and responsibilities of all members of the school community;
- promote effective communication between school, families and healthcare professionals;
- ensure compliance with statutory responsibilities and current national guidance;
- promote a culture of vigilance, inclusion and continuous improvement.

4. Scope

This policy applies to:

- all pupils attending The Meadows School;
- all members of staff;
- governors;
- agency and supply staff;
- volunteers;
- contractors;
- visiting professionals;
- external activity providers;
- transport providers;
- catering providers;
- educational visits and residential visits.

The policy applies during all school activities, whether on or off the school site.

5. Legislation and National Guidance

This policy has been developed with reference to:

- Equality Act 2010
- Children and Families Act 2014
- Health and Safety at Work etc. Act 1974
- Human Medicines (Amendment) Regulations 2017
- Supporting Pupils at School with Medical Conditions (Department for Education)
- Guidance on the Use of Emergency Adrenaline Auto-Injectors in Schools (Department of Health and Social Care)
- Food Information Regulations 2014
- Food Standards Agency allergen guidance
- Special Educational Needs and Disability Code of Practice (2015)
- Keeping Children Safe in Education
- Working Together to Safeguard Children

The policy also reflects the principles underpinning **Benedict's Law**, promoting improved allergy awareness, effective risk management, timely emergency intervention and equal access to education for pupils living with allergies. Where a pupil's allergy constitutes a disability under the Equality Act 2010, The Meadows School will make reasonable adjustments to ensure that the pupil is not placed at a substantial disadvantage compared with their peers.

6. Definitions

For the purposes of this policy:

Allergy – An abnormal immune response to a substance (allergen) that is normally harmless to most people.

Allergen – A substance capable of triggering an allergic reaction.

Anaphylaxis – A severe, rapidly developing and potentially life-threatening allergic reaction requiring immediate emergency treatment.

Adrenaline Auto-Injector (AAI) – A pre-loaded emergency device used to administer adrenaline during anaphylaxis.

Allergy Action Plan (AAP) – A healthcare professional's written emergency treatment plan detailing the signs, symptoms and emergency management of a pupil's allergy.

Individual Healthcare Plan (IHP) – A school-based document developed in partnership with parents and healthcare professionals outlining the day-to-day management of a pupil's medical needs within school.

Reasonable Adjustments – Changes made by the school to remove or reduce barriers experienced by pupils with disabilities, including those whose allergies meet the definition of disability under the Equality Act 2010.

Near Miss – An event involving a known allergen or failure in allergy management that could have resulted in an allergic reaction but did not cause harm.

7. Equality, Inclusion and Safeguarding

7.1 Equality and Inclusion

The Meadows School is committed to ensuring that pupils with allergies are able to participate fully, safely and confidently in all aspects of school life. The school recognises that severe allergies may constitute a disability under the **Equality Act 2010**, and where this applies, reasonable adjustments will be made to prevent pupils from being placed at a substantial disadvantage.

The school believes that no pupil should be excluded from educational activities, school visits, enrichment opportunities or wider school life because of an allergy where appropriate risk assessments and reasonable adjustments can enable their safe participation.

Allergy management arrangements will always seek to balance effective risk reduction with the promotion of independence, dignity, wellbeing and inclusion.

7.2 Reasonable Adjustments

The Meadows School will make reasonable adjustments according to each pupil's individual needs. These may include, but are not limited to:

- adapting classroom activities involving food or potential allergens;
- providing suitable alternative learning materials where necessary;
- adapting menus and food provision in partnership with the school's catering provider;
- implementing individual risk assessments for educational visits, residential visits and work experience;
- ensuring emergency medication is readily accessible throughout the school day;
- providing additional adult support where required;
- adapting sensory activities or resources to remove known allergens;

- modifying classroom environments where appropriate;
- ensuring pupils have equitable access to extracurricular activities and community experiences.

Reasonable adjustments will always be developed in partnership with parents/carers and healthcare professionals and will be reviewed regularly to ensure they remain appropriate.

7.3 Safeguarding

The Meadows School recognises that effective allergy management forms an integral part of its safeguarding responsibilities.

Failure to identify or respond appropriately to an allergic reaction may place a pupil at significant risk of harm. All staff therefore have a duty to:

- understand the school's allergy procedures;
- know how to access emergency medication;
- recognise the signs and symptoms of allergic reactions and anaphylaxis;
- respond promptly in accordance with this policy;
- report concerns immediately.

All allergy-related incidents will be managed in accordance with the school's safeguarding procedures and medical needs arrangements.

7.4 Respect, Dignity and Confidentiality

Information relating to a pupil's allergy will be shared on a need-to-know basis to ensure their safety whilst maintaining their dignity and confidentiality.

Staff will ensure that pupils are supported in a respectful manner.

The school will promote understanding and awareness of allergies across the school community, encouraging kindness, empathy and respect.

7.5 Bullying and Discrimination

The Meadows School does not tolerate bullying, discrimination or inappropriate behaviour relating to allergies.

This includes:

- deliberately exposing a pupil to a known allergen;
- teasing or intimidating a pupil because of their allergy;
- threatening another pupil using food or allergens;
- interfering with emergency medication;

- preventing a pupil from accessing emergency treatment.

Any behaviour that intentionally places a pupil at risk because of their allergy will be treated as a serious safeguarding concern and managed in accordance with the school's Behaviour Policy and Safeguarding and Child Protection Policy. Appropriate disciplinary action will be taken where necessary.

7.6 Promoting Allergy Awareness

Developing an allergy-aware culture is the responsibility of the whole school community.

The Meadows School will promote awareness by:

- providing staff training;
- educating pupils in an ability-appropriate manner through the curriculum;
- promoting good hygiene practices;
- encouraging pupils to avoid sharing food or drinks;
- displaying emergency information where appropriate;
- communicating with parents/carers regarding allergy management procedures.

Staff will actively promote a culture in which pupils with allergies feel safe, included and supported.

8. Roles and Responsibilities

Effective allergy management relies upon clear leadership, shared responsibility and effective communication between all members of the school community.

8.1 Governing Body

The Governing Body has overall responsibility for ensuring appropriate arrangements are in place to support pupils with allergies.

The Governing Body will:

- appoint a Governor to allergy lead
- approve and review this policy;
- ensure the school complies with relevant legislation and statutory guidance;
- ensure sufficient resources are available to implement the policy effectively;
- seek assurance that staff receive appropriate allergy and anaphylaxis training;
- monitor allergy-related incidents and lessons learned;

- ensure appropriate insurance arrangements are maintained;
- receive an annual report on allergy management, staff training, incidents and policy compliance.

8.2 Headteacher

The Headteacher has overall responsibility for implementing this policy and ensuring that effective allergy management arrangements operate throughout the school.

The Headteacher will:

- promote an allergy-aware culture;
- ensure appropriate staffing and training arrangements;
- ensure Individual Healthcare Plans are implemented;
- ensure appropriate emergency procedures are in place;
- support the Allergy Lead in monitoring compliance;
- ensure incidents are investigated and learning identified.

8.3 Allergy Lead

The Headteacher will appoint a suitably trained member of staff to act as the school's Allergy Lead.

The Allergy Lead will:

- oversee implementation of this policy;
- coordinate Individual Healthcare Plans and Allergy Action Plans with CCNS;
- maintain the allergy register;
- coordinate staff training;
- oversee risk assessments;
- monitor storage and maintenance of emergency medication;
- ensure emergency equipment is checked regularly;
- review allergy incidents and near misses;
- liaise with parents/carers and healthcare professionals;
- report annually to SLT and Governors.

8.4 Community Children's Nurses (CCNs)

The Community Children's Nurses will support the school by:

- providing specialist advice;
- delivering practical allergy and anaphylaxis training;
- create Individual Healthcare Plans and Allergy Action Plans with Allergy Lead
- supporting competency assessments;
- supporting reviews following significant incidents.

8.5 Teachers and Class Teams

Teachers remain responsible for the safety and wellbeing of pupils within their care. They will:

- undertake allergy training
- understand pupils' allergies and healthcare needs;
- implement Individual Healthcare Plans;
- follow agreed risk assessments;
- ensure emergency medication accompanies pupils during activities both onsite and off-site;
- respond immediately to suspected allergic reactions;
- communicate concerns promptly;
- promote inclusion whilst maintaining safety.

8.5a All staff

All school staff will receive allergy training.

8.6 Healthcare Assistants

Healthcare Assistants will:

- undertake allergy training
- support implementation of Individual Healthcare Plans;
- administer medication within their competence;
- report concerns promptly in verbal and written form;
- maintain accurate medication records;

- ensure all allergy medication is in date;
- notify parents/carers for replacement medication in a timely manner;
- update Allergy Register immediately with any new information and relay to class staff in a timely manner;
- contribute to reviews and incident reporting.

8.7 Catering Staff

The school's catering is provided by Shires. They will:

- comply with all food safety and allergen legislation;
- provide accurate allergen information;
- prevent cross-contamination wherever reasonably practicable;
- communicate menu changes promptly;
- keep their training up-to-date (carried out every 3 years);
- use a 2-factor authentication with school staff when handing over lunches;
- work collaboratively with the school regarding individual dietary requirements.

8.8 Parents and Carers

Parents and carers are expected to:

- inform the school of all diagnosed allergies prior to student commencing school;
- provide medical evidence where appropriate;
- supply in-date prescribed medication;
- provide an up-to-date Allergy Action Plan;
- notify the school of any changes to their child's medical needs immediately;
- replace expired or used medication promptly;
- Ensure contact details are always up to date.

8.9 Pupils

Where appropriate to their age and level of understanding, pupils will be encouraged and supported to:

- develop awareness of their allergies;
- avoid known allergens where possible;
- report concerns or symptoms to an adult immediately;
- understand the importance of not sharing food or drinks;
- participate in promoting a safe and inclusive school environment.

9. Individual Healthcare Plans (IHPs) and Allergy Action Plans (AAPs)

9.1 Individual Healthcare Plans

The Meadows School is committed to ensuring that all pupils with significant allergies receive safe, consistent and individualised support throughout the school day.

An **Individual Healthcare Plan (IHP)** will be developed for every pupil whose allergy requires ongoing management within school. The IHP will be produced in partnership with parents/carers, relevant healthcare professionals and school staff and will reflect the pupil's individual medical, educational and personal care needs.

The purpose of the IHP is to ensure that all staff understand how a pupil's allergy will be managed on a daily basis and how the school will respond in the event of an emergency.

The IHP will support the pupil's full participation in school life whilst promoting safety, inclusion, dignity and independence wherever possible.

9.2 Contents of the Individual Healthcare Plan

Each Individual Healthcare Plan will include, where appropriate:

- details of the pupil's diagnosed allergy or allergies;
- known allergens and identified triggers;
- the severity and nature of previous allergic reactions;
- typical and atypical signs and symptoms specific to the pupil;
- arrangements for the prevention of allergen exposure;
- reasonable adjustments required to support inclusion;
- details of prescribed medication, including dosage and method of administration;
- the location of emergency medication;
- arrangements for meals, snacks and drinks;
- supervision required during eating, curriculum activities and educational visits;
- emergency procedures to be followed in the event of an allergic reaction;

- arrangements for educational visits, transport and extracurricular activities;
- names of staff responsible for implementing the plan;
- emergency contact information.

Where pupils have additional medical needs, communication difficulties or complex disabilities, these will also be reflected within the Individual Healthcare Plan.

9.3 Allergy Action Plans

Each pupil prescribed an Adrenaline Auto-Injector (AAI) must have an up-to-date **Allergy Action Plan (AAP)** completed and signed by an appropriate healthcare professional.

The Allergy Action Plan provides clear clinical guidance for recognising and responding to an allergic reaction and forms an essential part of the pupil's medical records.

The school recognises that the **Allergy Action Plan does not replace the Individual Healthcare Plan.**

Whilst the Allergy Action Plan provides emergency medical instructions, the Individual Healthcare Plan details the day-to-day management of the pupil's allergy within the school environment.

Both documents should be read together to ensure safe and effective care.

9.4 Developing Healthcare Plans

Healthcare Plans will be developed through partnership working between:

- parents and carers;
- the pupil, where appropriate;
- the Allergy Lead;
- Community Children's Nurses;
- General Practitioners;
- Paediatricians;
- Allergy Specialists;
- Dietitians;
- Speech and Language Therapists;
- Occupational Therapists;

- other professionals involved in the pupil's care.

This collaborative approach ensures that healthcare arrangements remain accurate, proportionate and responsive to each pupil's changing needs.

9.5 Reviewing Healthcare Plans

Individual Healthcare Plans and Allergy Action Plans will be reviewed:

- annually;
- following any allergic reaction or anaphylactic episode;
- whenever there is a change in diagnosis or treatment;
- when medication changes;
- following admission to hospital relating to an allergy;
- following changes to educational provision;
- when requested by parents or healthcare professionals;
- whenever concerns arise regarding the effectiveness of current arrangements.

Any amendments will be communicated promptly to all relevant staff.

9.6 Storage and Accessibility of Healthcare Information

Current Individual Healthcare Plans and Allergy Action Plans will be readily available to staff responsible for the pupil whilst maintaining appropriate confidentiality.

Copies will be accessible in agreed locations, which may include:

- Medical Room 1;
- the pupil's classroom in the emergency medication cupboard;
- emergency grab bags or visit bags;
- educational visit documentation;
- secure electronic recording systems where appropriate.

Information will only be shared with those who require it to fulfil their safeguarding and duty of care responsibilities.

9.7 Information Sharing

The Meadows School recognises the importance of balancing confidentiality with pupil safety.

Relevant allergy information will be shared with staff on a strict need-to-know basis to ensure that pupils receive timely and appropriate support.

Where appropriate, information will also be shared with:

- catering staff;
- transport providers;
- educational visit leaders;
- external activity providers;
- agency and supply staff;
- healthcare professionals supporting the pupil.

All information will be managed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Data Protection Policy.

9.8 Pupil Voice and Family Partnership

Parents and carers are key partners in the effective management of allergies.

The Meadows School will work collaboratively with families to ensure that information remains accurate and current, recognising that parents and carers are often best placed to identify changes in their child's condition.

Where appropriate and in accordance with their age, understanding and communication abilities, pupils will be encouraged to contribute to discussions about their healthcare needs, helping to promote independence, confidence and self-advocacy.

10. Risk Assessment and Management of Allergies

10.1 Risk Assessment Principles

The Meadows School is committed to providing a safe, inclusive and supportive learning environment in which pupils with allergies can participate fully in all aspects of school life.

The school recognises that it is not possible to eliminate all allergens from the school environment. Instead, a robust, proportionate and individualised risk management approach will be adopted to minimise the likelihood of allergen exposure while promoting inclusion, independence and equality of opportunity.

Risk assessments will be undertaken for all pupils with diagnosed allergies requiring ongoing management within school. These assessments will be informed by the pupil's Individual Healthcare Plan (IHP), Allergy Action Plan (AAP), professional medical advice and consultation with parents/carers.

Risk assessments will be reviewed:

- at least annually;
- following any allergic reaction or near miss;
- when a pupil's medical needs change;
- following educational visits or residential experiences where learning has been identified;
- following changes to legislation or national guidance;
- whenever concerns are raised regarding the effectiveness of existing control measures.

The Allergy Lead will oversee the completion, implementation and review of allergy-related risk assessments.

10.2 Risk Assessment for Pupils with Complex Needs

As a specialist setting, The Meadows School recognises that allergy management requires additional consideration for pupils with severe learning difficulties, profound and multiple learning difficulties (PMLD), autism, communication difficulties, sensory processing differences and complex medical needs.

Control measures will always be person-centred and proportionate to the level of identified risk.

10.3 Pupils Unable to Communicate Symptoms

Many pupils attending The Meadows School are unable to recognise, understand or communicate the early signs of an allergic reaction.

For these pupils, staff will:

- maintain continuous vigilance during meals, snack times and activities involving potential allergens;
- understand each pupil's usual presentation and recognise subtle changes that may indicate illness or distress;
- monitor pupils closely following accidental exposure or when introducing unfamiliar foods or activities;
- never delay emergency treatment whilst waiting for a pupil to communicate symptoms.

Where there is any uncertainty regarding a pupil's condition, staff will follow the school's emergency procedures immediately.

10.4 Atypical Presentation of Allergic Reactions

The Meadows School recognises that allergic reactions may present differently in pupils with complex needs.

Early signs may include:

- sudden behavioural changes;
- unusual agitation or distress;
- withdrawal from activities;
- unexplained crying or vocalisation;
- self-injurious behaviour;
- lethargy or reduced responsiveness;
- changes in muscle tone or posture;
- facial flushing or pallor;
- unexplained respiratory changes;
- sudden deterioration in engagement or alertness.

Staff will receive training to recognise both typical and atypical presentations of anaphylaxis and will understand that behavioural change may be the earliest indication of a life-threatening allergic reaction.

10.5 Sensory-Seeking Behaviour

Some pupils seek sensory input through tasting, mouthing, handling or smelling objects and materials.

When planning sensory learning activities, staff will:

- assess all materials for potential allergens;
- avoid unnecessary use of food-based sensory resources where suitable alternatives exist;
- prevent cross-contamination between sensory materials;
- supervise pupils appropriately throughout activities;
- adapt activities to ensure all pupils can participate safely.

Sensory learning remains an important aspect of the curriculum and should be adapted rather than restricted wherever possible. Names can be found on the Mouthing Register.

10.6 Behaviour as an Indicator of Medical Distress

Staff recognise that behavioural changes may indicate an underlying medical emergency.

A sudden unexplained change from a pupil's usual presentation should never be assumed to be behavioural without considering possible medical causes, including an allergic reaction.

Where allergy is suspected, staff will prioritise the emergency response procedures outlined within this policy.

10.7 Pupils Requiring Full Adult Support

Many pupils attending The Meadows School require full adult support for eating, drinking, personal care, mobility and medication administration.

Risk assessments for these pupils will ensure:

- emergency medication remains immediately accessible;
- all supporting adults understand the Individual Healthcare Plan;
- staff handovers include relevant medical information;
- arrangements remain effective during educational visits, transport and extracurricular activities.

10.8 Curriculum and Learning Activities

All curriculum activities will be planned with consideration of potential allergen risks. Where necessary, activity-specific risk assessments will be completed for:

- Food Technology;
- cooking activities;
- science investigations;
- art and craft activities;
- sensory curriculum;
- gardening;
- forest school;
- animal encounters;
- enterprise activities;
- fundraising events;
- celebrations involving food.

Alternative resources or teaching approaches will be provided where required to enable pupils to participate safely.

10.9 Educational Visits, Residential Visits and Transport

Comprehensive risk assessments will be undertaken for:

- local educational visits;
- residential visits;
- work experience placements;
- sporting activities;
- swimming;
- transport arrangements;
- community learning.

Visit leaders must ensure that:

- emergency medication accompanies the pupil at all times;
- trained staff are present throughout the visit;
- food providers are informed of dietary requirements;
- emergency procedures are understood by accompanying staff;
- contingency arrangements are in place should an allergic reaction occur.

No pupil will be excluded from educational visits solely because of an allergy where risks can be managed safely through appropriate planning and reasonable adjustments.

10.10

10.11 Monitoring and Review

The Allergy Lead will regularly monitor the effectiveness of allergy risk assessments by:

- reviewing incidents and near misses;
- monitoring compliance with Individual Healthcare Plans;
- auditing emergency medication;
- reviewing staff training records;
- identifying trends;
- implementing improvements where necessary.

11. Managing Allergens Across the School

11.1 General Principles

The Meadows School recognises that it is neither practical nor possible to eliminate all allergens from the school environment. The school therefore adopts a proactive and risk-based approach to managing allergens, reducing the likelihood of accidental exposure whilst ensuring pupils are able to participate fully in all aspects of school life.

All staff share responsibility for maintaining an allergy-aware environment and for implementing agreed control measures consistently throughout the school day. Preventative measures will always be proportionate to the level of identified risk and based upon individual pupil needs rather than adopting unnecessary blanket restrictions.

11.2 Allergy-Aware Environment

The Meadows School is committed to creating an allergy-aware environment through effective communication, staff vigilance and good hygiene practices. Where appropriate, the school may implement specific restrictions relating to particular allergens following individual risk assessments.

Examples may include:

- restricting specific foods within individual classrooms;
- designating allergen-aware areas;
- adapting classroom resources;
- providing alternative teaching materials;
- implementing additional cleaning arrangements.

The school recognises that no environment can be guaranteed to be completely allergen-free and therefore places equal emphasis on prevention, preparedness and rapid emergency response.

11.3 Food Brought into School

Parents and carers are requested to support the school's allergy management arrangements by following guidance relating to food brought onto the school site. Where a risk assessment identifies that a particular food presents a significant risk to one or more pupils, parents/carers will be informed of any restrictions or alternative arrangements.

Food brought into school for celebrations or curriculum activities must be agreed in advance with the class teacher and comply with the school's allergy management procedures.

Food items with unknown ingredients or without clear allergen information will not be used.

11.4 Catering and School Meals

The school will work closely with its catering provider to ensure that pupils with allergies can access safe and nutritious meals.

The catering provider will:

- maintain accurate allergen information for all menu items;
- comply with current food safety and allergen legislation;
- operate effective procedures to minimise cross-contamination;
- clearly identify alternative meal options where appropriate;
- communicate menu changes promptly to relevant staff;
- work collaboratively with parents, carers and healthcare professionals where specialist dietary requirements exist.

Staff supporting pupils during mealtimes will be familiar with each pupil's dietary requirements and will supervise meals in accordance with individual risk assessments.

11.5 Prevention of Cross-Contamination

Preventing cross-contamination is an essential element of allergy management.

Staff will ensure that:

- work surfaces are cleaned before and after food-related activities;
- hands are washed thoroughly before and after eating;
- pupils are encouraged and supported to wash their hands before and after meals;
- utensils, equipment and preparation areas are cleaned appropriately;
- shared equipment is thoroughly cleaned before reuse where allergens may be present;
- food waste is disposed of safely and promptly;
- spillages are cleaned immediately.

Where necessary, separate equipment or preparation areas will be used to reduce the risk of allergen exposure.

11.6 Classroom Activities

Teaching staff will consider allergy risks when planning lessons and curriculum activities.

Activities requiring particular consideration include:

- cooking;
- food tasting;
- Food Technology;
- science investigations;
- art and craft activities;
- gardening;
- horticulture;
- enterprise activities;
- cultural celebrations;
- fundraising activities;
- sensory curriculum.

Activity-specific risk assessments will be completed where allergens may be present. Alternative activities or resources will be provided where required to ensure all pupils can participate safely.

11.7 Sensory Learning

Sensory learning forms an important part of the curriculum at The Meadows School. Before using sensory resources, staff will consider whether materials contain known allergens.

Particular consideration should be given to:

- flour;
- cereals;
- nuts and nut products;
- seeds;
- dairy products;
- eggs;

- dried pasta;
- bird seed;
- herbs and spices;
- shaving foam;
- play dough;
- papier-mâché paste;
- natural materials collected outdoors.

Where a resource presents a risk, suitable alternative materials should be used wherever reasonably practicable.

Planning should ensure that pupils continue to benefit from sensory experiences without unnecessary exclusion.

11.8 Animals and Environmental Allergens

The school recognises that allergic reactions may be triggered by environmental allergens, including:

- animals;
- pollen;
- moulds;
- grasses;
- insect stings;
- dust mites.

Risk assessments will consider seasonal and environmental factors when planning activities.

Where animal visits or outdoor learning activities are planned, allergy information will be reviewed in advance and suitable control measures implemented.

11.9 Educational Visits, Residential Visits and Off-Site Activities

All off-site activities will include allergy management as part of the visit planning process.

Visit leaders will ensure that:

- allergy risk assessments are completed;
- emergency medication accompanies the pupil at all times;
- staff accompanying the visit are appropriately trained;
- food providers are informed of dietary requirements;

- emergency contact arrangements are available;
- contingency plans are in place should an allergic reaction occur.

No pupil will be excluded from an educational visit solely because of an allergy where appropriate planning and reasonable adjustments enable safe participation.

11.10 Transport

Where pupils travel using school or contracted transport, arrangements will ensure that:

- relevant staff understand and follow transport guidelines;
- relevant staff are aware of emergency procedures;
- appropriate supervision is maintained throughout the journey;

11.11 School Events, Celebrations and Fundraising

The Meadows School recognises that food is often used during celebrations, curriculum events and fundraising activities.

Staff organising events will ensure that:

- allergy information is considered during planning;
- foods are appropriately labelled where possible;
- alternative options are available where required;
- cross-contamination risks are minimised;
- emergency medication remains accessible throughout the event.

The school will promote inclusive celebrations that allow all pupils to participate safely.

11.12 Hygiene and Good Practice

Maintaining high standards of hygiene is fundamental to reducing allergen exposure.

Staff will promote good practice by:

- encouraging regular handwashing;
- cleaning tables before and after meals;
- supervising eating where required;
- discouraging the sharing of food, drinks, utensils and eating equipment;
- ensuring food is consumed only in designated areas where appropriate;

- maintaining clean learning environments.

These measures support not only allergy management but also infection prevention and the overall health and wellbeing of pupils.

11.13 Communication

Effective communication is essential to maintaining a safe allergy-aware environment.

Relevant allergy information will be communicated, where appropriate, to:

- teaching staff;
- healthcare assistants;
- lunchtime supervisors;
- catering staff;
- transport providers;
- educational visit leaders;
- therapists;
- agency and supply staff;
- volunteers;
- external activity providers.

Information sharing will always be proportionate, accurate and compliant with data protection legislation.

12. Emergency Response to Allergic Reactions and Anaphylaxis

12.1 General Principles

The Meadows School recognises that prompt recognition and immediate treatment of an allergic reaction are essential to safeguarding pupils and may be life-saving.

All staff have a duty to respond immediately if they suspect that a pupil is experiencing an allergic reaction. Staff should never delay treatment whilst attempting to confirm a diagnosis or waiting for symptoms to worsen.

Where there is any doubt, staff should treat the situation as a medical emergency and follow the pupil's Allergy Action Plan (AAP) and the procedures set out in this policy.

Early administration of an Adrenaline Auto-Injector (AAI) is recognised as the first-line emergency treatment for anaphylaxis and should not be delayed.

12.2 Recognising an Allergic Reaction

Staff will receive training to recognise both mild allergic reactions and anaphylaxis.

Mild to Moderate Allergic Reactions

Symptoms may include:

- itchy skin or rash;
- hives (urticaria);
- redness or swelling of the skin;
- tingling lips or mouth;
- mild swelling around the eyes or face;
- abdominal discomfort;
- nausea or vomiting;
- sneezing or itchy eyes.

Pupils should be closely monitored as symptoms may progress rapidly.

Signs of Anaphylaxis

Anaphylaxis is a medical emergency.

Symptoms may include:

- difficulty breathing;
- noisy breathing or wheeze;
- persistent cough;
- swelling of the tongue;
- swelling of the throat;
- hoarse voice;
- difficulty swallowing;
- collapse;
- becoming pale, floppy or suddenly drowsy;

- confusion;
- loss of consciousness.

For pupils with complex needs, symptoms may also present as:

- sudden behavioural change;
- unexplained distress;
- increased vocalisation;
- withdrawal;
- loss of postural control;
- reduced responsiveness.

Any suspected anaphylactic reaction must be treated immediately.

12.3 Emergency Response Procedure

If a pupil is suspected of experiencing anaphylaxis, staff must:

Step 1

Remain calm and reassure the pupil.

Do not leave the pupil alone.

Send another member of staff to summon assistance.

Step 2

Retrieve the pupil's prescribed Adrenaline Auto-Injector immediately.

If the pupil's prescribed device cannot be located and the pupil is eligible, use the school's emergency Adrenaline Auto-Injector in accordance with Department of Health and Social Care guidance.

Step 3

Administer the Adrenaline Auto-Injector without delay.

Staff should not wait for symptoms to worsen before administering adrenaline.

The time of administration must be recorded.

Step 4

Dial **999** immediately.

State clearly:

"Child experiencing suspected anaphylaxis. Adrenaline has been administered."

Follow all advice provided by the Emergency Medical Dispatcher.

Step 5

Contact the pupil's parents or carers as soon as practicable.

Emergency medical treatment must never be delayed whilst attempting to contact parents.

Step 6

If symptoms have not improved after **5 minutes**, and a second prescribed or emergency Adrenaline Auto-Injector is available, administer the second injector in accordance with the Allergy Action Plan and emergency guidance.

Step 7

Continue to monitor the pupil closely until the arrival of the ambulance.

Monitor:

- airway;
- breathing;
- level of consciousness;
- skin colour;
- responsiveness.

Be prepared to commence Basic Life Support if advised by the Emergency Medical Dispatcher or if appropriately trained and required.

12.4 Positioning the Pupil

Where possible:

- keep the pupil lying flat;
- raise their legs if appropriate;
- do not allow the pupil to stand or walk;
- if breathing is difficult, they may sit up with legs extended;
- if unconscious but breathing normally, place them in the recovery position.

Positioning should only be altered if clinically necessary.

12.5 Following Administration of an Adrenaline Auto-Injector

Every pupil who receives adrenaline must be taken to hospital by ambulance, even if symptoms appear to have resolved.

Staff will ensure that:

- the used injector accompanies the pupil to hospital where appropriate;
- a member of staff accompanies the pupil if parents have not arrived;
- relevant medical documentation accompanies the pupil Data Collection Sheet;
- parents/carers are kept informed.

12.6 Emergency Medication

Emergency medication must remain:

- clearly labelled;
- readily accessible;
- stored securely but not locked away;
- available during educational visits and transport;
- checked regularly for expiry dates.

Emergency medication should never be stored in locations that delay rapid access during an emergency.

12.7 Emergency Adrenaline Auto-Injector (AAI) Kit

The Meadows School maintains an emergency Adrenaline Auto-Injector kit in accordance with Department of Health and Social Care guidance.

The emergency kit will include:

- spare Adrenaline Auto-Injectors;
- manufacturer instructions;
- emergency administration guidance;
- a list of pupils eligible to receive the emergency injector;
- records of administration;
- expiry date monitoring records;
- replacement procedures.

The Allergy Lead will ensure the emergency kit is checked at least monthly and after every use.

12.8 Educational Visits and Off-Site Emergencies

Emergency procedures remain unchanged during educational visits.

Visit leaders must ensure:

- emergency medication accompanies the pupil at all times;
- at least one appropriately trained member of staff is present;
- mobile telephone communication is available;
- emergency contact information is carried;

- the nearest Accident and Emergency department has been identified where appropriate.

12.9 Recording and Follow-up

Following every allergic reaction, staff must ensure that:

- the incident is recorded on **CPOMS**;
- medication administration is documented;
- parents/carers are informed;
- the Allergy Lead is notified;
- replacement medication is obtained where required;
- Individual Healthcare Plans and Risk Assessments are reviewed;
- a staff debrief is undertaken to identify learning and improve future practice.

12.10 Staff Emergency Flowchart

A simplified **Emergency Response Flowchart** is provided in **Appendix B** and displayed throughout the school.

All staff should be familiar with the emergency flowchart and understand their responsibilities in responding to an allergic reaction.

Emergency Response Summary

Recognise symptoms



Call for help



Administer Adrenaline Auto-Injector immediately



Call 999



Give second Adrenaline Auto-Injector after 5 minutes if required



Monitor airway, breathing and responsiveness



Transfer to hospital by ambulance

13. Adrenaline Auto-Injectors (AIs) and Medication Management

13.1 General Principles

The Meadows School is committed to ensuring that emergency medication is available, accessible and administered promptly whenever required.

Pupils prescribed an Adrenaline Auto-Injector (AAI) remain the responsibility of their parents or carers, who must provide the school with in-date medication and ensure prescriptions are renewed before expiry.

The school will maintain effective systems for the safe storage, monitoring, administration and replacement of emergency medication.

13.2 Prescribed Medication

Parents and carers are responsible for providing:

- at least two in-date prescribed Adrenaline Auto-Injectors where recommended by the prescribing clinician;
- any prescribed antihistamines or additional emergency medication;
- an up-to-date Allergy Action Plan completed by an appropriate healthcare professional;
- written consent for medication administration where required by the school's Medicines Policy.

Medication supplied must:

- be clearly labelled with the pupil's full name;
- remain in its original packaging;
- display a valid expiry date;
- be accompanied by the manufacturer's instructions.

13.3 Storage of Medication

Emergency medication must be:

- stored securely whilst remaining immediately accessible in an emergency;
- clearly labelled;
- protected from excessive heat, cold or direct sunlight;
- stored in accordance with manufacturer recommendations;
- available throughout the school day.

Medication kept in reception will be kept in an UNLOCKED cupboard.

Medication kept in classes will be kept in UNLOCKED cupboards WHERE APPROPRIATE.

Emergency medication will accompany pupils during:

- educational visits;
- residential visits;

- sporting activities;
- community learning;

13.4 Accessibility of Emergency Medication

Staff must always know:

- which pupils have prescribed emergency medication;
- where medication is stored;
- how to access it without delay;
- who is trained to administer it.

Where pupils move between classrooms or learning areas, emergency medication will accompany them with a member of class staff.

13.5 Emergency Adrenaline Auto-Injector (Spare AAI)

In accordance with the **Human Medicines (Amendment) Regulations 2017**, The Meadows School maintains a supply of emergency Adrenaline Auto-Injectors for use in an emergency where:

- a pupil has been prescribed an Adrenaline Auto-Injector;
- written parental consent has been obtained;
- the pupil's own device is unavailable, damaged, expired or has already been administered.

The emergency Adrenaline Auto-Injector is **not intended to replace** pupils' own prescribed medication but provides an additional safeguard in an emergency.

13.6 Administration of Medication

Only members of staff who have received Administration of Awareness Training and Emergency Medication Training will administer emergency medication.

Medication will be administered:

- in accordance with the pupil's Allergy Action Plan;
- following the school's emergency procedures;
- without delay where anaphylaxis is suspected.

Where there is uncertainty regarding whether adrenaline is required, staff should administer the Adrenaline Auto-Injector and seek emergency medical assistance immediately.

Prompt administration of adrenaline is significantly safer than delaying treatment.

13.7 Recording Medication Administration

Whenever emergency medication is administered, staff will record:

- the pupil's name;
- date and time of administration;
- medication administered;
- dosage (where applicable);
- reason for administration;
- name of staff member administering the medication;
- outcome;
- ambulance attendance;
- parent/carer notification.

Medication administration will be recorded in accordance with the school's Medicines Policy and on CPOMS where appropriate.

13.8 Checking Emergency Medication

The CCNs will ensure that emergency medication is checked regularly, and the Allergy Lead will overview this.

Routine checks will include:

- expiry dates;
- integrity of packaging;
- condition of devices;
- storage arrangements;
- completeness of emergency kits.

Checks will be undertaken at least monthly and recorded.

Parents will be notified in advance when medication is approaching its expiry date.

13.9 Replacement of Medication

Following use, loss, damage or expiry of medication:

- parents/carers will be informed immediately;
- replacement medication should be provided as soon as reasonably practicable;
- emergency records will be updated;

- used devices will be disposed of safely in accordance with healthcare guidance.

13.10 Disposal of Medication

Expired or used medication will be disposed of safely.

Sharps, including used Adrenaline Auto-Injectors, will be placed in an approved sharps container where appropriate or returned to the ambulance service or hospital in accordance with local arrangements.

Parents/carers may also be asked to collect expired medication for disposal through their community pharmacy.

13.11 Monitoring and Audit

The Allergy Lead will maintain a medication audit that includes:

- pupils prescribed Adrenaline Auto-Injectors;
- expiry dates;
- monthly medication checks;
- replacement dates;
- emergency kit contents;
- training records relating to medication administration.

The audit will be reviewed regularly to ensure ongoing compliance with this policy.

13.12 Self-Carry and Self-Administration

The Meadows School recognises that some pupils, particularly those in secondary or post-16 provision, may develop the knowledge and skills to carry or administer their own emergency medication.

Any decision to permit self-carry or self-administration will be based on an individual risk assessment and made in partnership with:

- the pupil, where appropriate;
- parents/carers;
- the Headteacher or delegated senior leader;
- the Allergy Lead;
- relevant healthcare professionals.

Even where self-carry is agreed, staff remain responsible for ensuring that emergency procedures are followed promptly and that appropriate support is provided during an allergic reaction.

13.13 Medication During Educational Visits

Visit leaders must ensure that:

- emergency medication accompanies the pupil throughout the visit;
- medication is carried by a designated member of staff unless self-carry has been formally agreed;
- medication remains protected from damage and extreme temperatures;
- all accompanying staff know its location;
- arrangements are reviewed before departure.

14. Incident Reporting, Near Misses and Continuous Improvement

14.1 General Principles

The Meadows School is committed to promoting a culture of openness, learning and continuous improvement in the management of allergies.

All allergy-related incidents, whether resulting in an allergic reaction or identified as a near miss, will be reported, recorded and reviewed to ensure that lessons are learned and that appropriate action is taken to reduce the likelihood of recurrence.

The purpose of incident reporting is not to apportion blame, but to improve practice, strengthen safeguarding arrangements and enhance the safety and wellbeing of all pupils.

14.2 Reporting Allergic Reactions

All allergic reactions, regardless of severity, must be reported promptly.

Following any allergic reaction, staff will ensure that:

- the pupil receives appropriate medical care and monitoring;
- emergency procedures are followed where required;
- parents/carers are informed as soon as reasonably practicable;
- the Allergy Lead and Headteacher (or delegated senior leader) are notified;
- all medication administered is accurately recorded;
- the incident is recorded on **CPOMS** and in the school's medication records;
- relevant healthcare professionals are informed where appropriate.

Where an ambulance has attended or hospital treatment has been required, this will also be documented.

14.3 Post-Incident Review

Following every allergic reaction, the Allergy Lead will coordinate a structured review to evaluate the effectiveness of the school's response.

The review will consider:

- the circumstances leading to the incident;
- whether existing control measures were followed;
- the timeliness and appropriateness of the emergency response;
- the effectiveness of communication;
- whether additional support or training is required;
- whether amendments are needed to the Individual Healthcare Plan, Allergy Action Plan or risk assessment.

Where appropriate, findings will be shared with relevant staff to promote organisational learning.

14.4 Medication Following an Incident

Following administration of emergency medication:

- parents/carers will be asked to provide replacement medication without delay;
- the Allergy Lead will check the school's emergency medication arrangements remain adequate;
- records of medication administration will be updated;
- expiry date monitoring systems will be amended where required.

No pupil should return to school without appropriate emergency medication unless agreed following discussion with parents/carers and healthcare professionals.

14.5 Recording and Reviewing Near Misses

The Meadows School recognises that near misses provide valuable opportunities to improve allergy management before harm occurs.

A near miss is any event involving a known allergen or breakdown in agreed procedures that had the potential to cause an allergic reaction but did not result in injury or illness.

Examples include:

- incorrect food being prepared or served but identified before consumption;
- allergens discovered in teaching resources before use;
- emergency medication not immediately available but not required;
- communication failures regarding dietary requirements;
- accidental exposure where no allergic reaction occurred;
- breakdowns in agreed supervision arrangements.

All near misses will be:

- reported to the Allergy Lead;
- recorded in accordance with school procedures;
- reviewed to identify contributory factors;
- used to improve future practice.

Learning from near misses is an important part of the school's commitment to continuous improvement.

14.6 Visitors

The Meadows School welcomes visitors and recognises that they also have a responsibility to support the safety and wellbeing of pupils with allergies. Where appropriate, visitors will receive information regarding the school's allergy management arrangements before or upon arrival.

Visitors are expected to:

- comply with the school's allergy management procedures;
- avoid bringing prohibited or high-risk allergen-containing foods onto the school site where requested;
- seek permission before undertaking activities involving food, animals or potential allergens;
- follow the instructions of school staff during an allergy-related emergency;
- report any concerns relating to allergens immediately.

Visitors should be supervised appropriately whilst on site and comply with all safeguarding and health and safety procedures.

14.7 Contractors, External Providers and Volunteers

All contractors, external providers and volunteers working within The Meadows School must comply with this Allergy Management Policy and any associated procedures.

This includes:

- catering contractors;
- transport providers;
- therapists;
- external clubs and activity leaders;
- peripatetic staff;
- agency personnel;
- maintenance contractors working during the school day;
- volunteers supporting school activities.

Where their work involves contact with pupils or food preparation, they will be provided with relevant information regarding allergy management and emergency procedures.

Contractors are expected to cooperate fully with the school's arrangements to minimise allergen exposure and safeguard pupils.

14.8 Supply and Agency Staff

The Meadows School recognises that temporary members of staff play an important role in maintaining pupil safety.

Before assuming responsibility for a class or group, supply teachers and agency staff will receive an appropriate induction that includes:

- identification of pupils with known allergies;
- access to relevant Individual Healthcare Plans and Allergy Action Plans;
- the location of emergency medication;
- the school's emergency procedures;
- any activity-specific allergy risks;
- details of staff who can provide immediate assistance.

Where possible, supply staff will be introduced to the class team before pupils arrive.

Temporary staff are expected to comply fully with this policy throughout their placement.

14.9 Staff Debrief and Emotional Wellbeing

The Meadows School recognises that responding to a severe allergic reaction or anaphylaxis can be distressing for pupils and staff.

Following a significant incident, the school will provide an opportunity for staff involved to participate in a supportive debrief.

The purpose of the debrief is to:

- review the incident objectively;
- identify learning opportunities;
- celebrate effective practice;
- address any concerns;
- identify additional training needs;
- promote staff wellbeing following a potentially traumatic event.

Where appropriate, pastoral support will also be offered to pupils and families affected by the incident.

14.10 Monitoring, Audit and Quality Assurance

The Allergy Lead will monitor implementation of this policy through:

- regular audits of Individual Healthcare Plans;
- review of risk assessments;
- medication audits;
- monitoring staff training records;
- analysis of incidents and near misses;
- consultation with pupils, parents/carers and staff where appropriate.

Findings will be reported to the Senior Leadership Team and Governing Body at least annually.

The annual report will include:

- the number and nature of allergy incidents;

- trends identified;
- staff training completed;
- medication audit outcomes;
- findings from policy compliance checks;
- recommendations for improvement.

This process will support the school's ongoing commitment to providing a safe, inclusive and high-quality learning environment.

15. Staff Training and Competency

15.1 Commitment to Training

The Meadows School recognises that effective allergy management depends upon staff having the knowledge, confidence and practical skills to recognise allergic reactions and respond promptly and appropriately.

The school is committed to ensuring that all staff receive appropriate allergy awareness training and that designated staff are competent to administer emergency medication where required.

Training will be proportionate to individual roles and responsibilities and will be refreshed regularly to ensure knowledge and practical skills remain current.

15.2 Induction Training

All new members of staff, including temporary and agency staff, will receive allergy awareness information as part of their induction.

This will include:

- the school's Allergy Management Policy;
- the location of emergency medication;
- recognising the signs and symptoms of allergic reactions and anaphylaxis;
- emergency response procedures;
- how to obtain assistance;
- reporting procedures.

15.3 Role-Specific Training

Practical training will be provided for staff whose roles include supporting pupils with allergies.

This training may include:

- recognition of mild and severe allergic reactions;
- administration of Adrenaline Auto-Injectors;
- use of the school's emergency Adrenaline Auto-Injector;
- management of pupils with complex communication needs;
- recognising atypical presentations of anaphylaxis;
- preventing cross-contamination;
- safe management of meals and sensory activities;
- educational visits and off-site emergency procedures.

Training will normally be delivered or supported by appropriately qualified healthcare professionals, such as the Community Children's Nursing Team.

15.4 Competency and Refresher Training

Staff expected to administer emergency medication will have their competence assessed following training and at appropriate intervals thereafter.

Refresher training will be provided:

- at least annually;
- following changes to national guidance;
- when new emergency medication is introduced;
- following a significant incident where additional learning has been identified.

Training records will be maintained by the Allergy Lead and monitored as part of the school's quality assurance processes.

16. Monitoring, Review and Policy Governance

16.1 Policy Implementation

The Headteacher has overall responsibility for ensuring that this policy is implemented effectively throughout The Meadows School.

The Senior Leadership Team, supported by the Allergy Lead, will monitor day-to-day compliance with this policy to ensure that arrangements remain effective, proportionate and responsive to the needs of pupils.

All members of staff are responsible for implementing the procedures described within this policy and for working collaboratively to maintain a safe, inclusive and allergy-aware environment.

16.2 Monitoring Compliance

Compliance with this policy will be monitored through a programme of quality assurance activities.

These may include:

- audits of Individual Healthcare Plans and Allergy Action Plans;
- reviews of individual allergy risk assessments;
- monitoring of emergency medication storage and accessibility;
- medication expiry date audits;
- observation of classroom and lunchtime practice;
- educational visit documentation reviews;
- staff training and competency records;
- analysis of allergy-related incidents and near misses;
- feedback from pupils, parents/carers and staff.

Where areas for improvement are identified, appropriate action plans will be implemented and monitored.

16.3 Annual Allergy Audit

The Allergy Lead will undertake a comprehensive annual audit of allergy management arrangements.

The audit will consider:

- compliance with this policy;
- completion and review of Individual Healthcare Plans;
- completion and review of Allergy Action Plans;
- quality of individual risk assessments;
- availability and condition of emergency medication;

- staff training compliance;
- emergency response arrangements;
- incident trends;
- near miss reporting;
- feedback from parents, pupils and staff;
- recommendations arising from national guidance or legislative changes.

Findings will be reported to the Headteacher and Governing Body.

16.4 Reporting to Governors

The Governing Body will receive an annual report on allergy management. The report will include, where appropriate:

- the number and nature of allergy-related incidents;
- the number of near misses reported;
- emergency medication audits;
- staff training completed;
- outcomes of policy compliance monitoring;
- significant changes to legislation or national guidance;
- recommendations for service improvement.

This reporting process enables Governors to fulfil their strategic responsibility for safeguarding, health and safety and the wellbeing of pupils.

16.5 Continuous Improvement

The Meadows School is committed to continually improving its allergy management arrangements.

The school will:

- learn from incidents and near misses;
- respond to feedback from pupils, families and staff;
- monitor developments in clinical practice;
- implement recommendations arising from national guidance;
- review training programmes regularly;

- share good practice across the school community.

The school recognises that effective allergy management is an evolving area of practice and will ensure that procedures continue to reflect current evidence and best practice.

16.6 Policy Review

This policy will be formally reviewed:

- annually;
- following any significant allergy-related incident;
- following changes to legislation or statutory guidance;
- following publication of updated Department for Education or Department of Health and Social Care guidance;
- following recommendations from Governors, Ofsted, the Local Authority or healthcare professionals where appropriate.

Minor administrative amendments may be made between formal review dates where these improve clarity or reflect organisational changes.

17. Linked Policies and Related Documents

This policy should be read alongside the following school policies and procedures:

- Administration of Medicines Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Educational Visits Policy
- Risk Assessment Policy
- Infection Prevention and Control Policy
- Food Safety Procedures
- Intimate Care Policy
- Equality Policy

- SEND Policy
- Data Protection Policy

These documents collectively support the school's commitment to safeguarding pupils with medical needs and ensuring that all pupils are able to participate fully in school life.

18. References

This policy has been developed with reference to current legislation and national guidance, including:

- Department for Education (DfE) – *Supporting Pupils at School with Medical Conditions*.
- Department of Health and Social Care (DHSC) – *Guidance on the Use of Emergency Adrenaline Auto-Injectors in Schools*.
- Human Medicines (Amendment) Regulations 2017.
- Equality Act 2010.
- Children and Families Act 2014.
- Health and Safety at Work etc. Act 1974.
- Food Information Regulations 2014.
- Food Standards Agency (FSA) guidance on allergen management.
- Special Educational Needs and Disability Code of Practice: 0 to 25 years.
- Keeping Children Safe in Education.
- Working Together to Safeguard Children.
- Resuscitation Council UK guidance.
- Anaphylaxis UK guidance and educational resources (used to inform best practice).

The school will continue to monitor future developments in legislation and national guidance, including any statutory changes arising from the implementation of **Benedict's Law**, and will update this policy accordingly.

19. Appendices

The following appendices form part of this policy and should be read alongside the main document.

Appendix A – Individual Allergy Risk Assessment Template

A standardised risk assessment template for identifying hazards, evaluating risk and recording control measures for individual pupils.



APPENDIX A – INDIVIDUAL ALLERGY RISK ASSESSMENT THE MEADOWS SCHOOL

1. INDIVIDUAL PUPIL DETAILS

Pupil Name:		Photograph 	Date Risk Assessment Completed:	
Date of Birth:			Review Date:	
Class:			Assessor:	
UPN:			Parent/Carer Consulted:	☐ Yes ☐ No
NHS Number (optional):			Healthcare Professional Consulted:	☐ Yes ☐ No

2. MEDICAL INFORMATION

Diagnosed Allergy/Allergies:

Known Allergens:

- | | |
|-------------------------------------|--|
| ☐ Peanuts | ☐ Sesame |
| ☐ Tree Nuts | ☐ Fish |
| ☐ Milk | ☐ Shellfish |
| ☐ Egg | ☐ Kiwi |
| ☐ Wheat | ☐ Latex |
| ☐ Soya | ☐ Insect Stings |
| ☐ Medication | ☐ Environmental |
| ☐ Other | |

Details: _____

3. ALLERGY SEVERITY & SYMPTOMS

Severity of Allergy:

- ☐ Mild
☐ Moderate
☐ Severe
☐ History of Anaphylaxis

Date of last reaction (if known):

Typical Signs and Symptoms (Tick all known presentations)

- | | |
|--|--|
| ☐ Rash | ☐ Hives |
| ☐ Facial swelling | |
| ☐ Lip swelling | ☐ Tongue swelling |
| ☐ Difficulty breathing | ☐ Wheeze |
| ☐ Persistent cough | |
| ☐ Vomiting | ☐ Abdominal pain |
| ☐ Collapse | |
| ☐ Loss of consciousness | |
| ☐ Other: | _____ |

Atypical Presentation (Special School Considerations) (Tick all that apply)

- ☐ Sudden distress
☐ Behaviour change
☐ Withdrawal
☐ Increased vocalisation
☐ Self-injurious behaviour
☐ Reduced responsiveness
☐ Loss of posture
☐ Pallor ☐ Floppiness
☐ Other: _____

4. COMMUNICATION & FEEDING

Can the pupil communicate symptoms?

- ☐ Yes independently
☐ With support
☐ Limited communication
☐ Unable to communicate symptoms

Preferred communication method:

Feeding and Eating:

- ☐ Eats independently
☐ Requires supervision
☐ Requires full adult support
☐ PEG Fed
☐ Oral Aversion
☐ Restricted Diet
☐ Pica
☐ Sensory Seeking involving food

Additional information:

5. EMERGENCY MEDICATION

Medication	Dose (if applicable)	Location (kept)	Expiry Date
Adrenaline Auto-Injector (1)			
Second AAI (2)			
Antihistamine			
Inhaler (if prescribed)			
Other (please specify)			

6. HAZARD IDENTIFICATION AND RISK EVALUATION

Hazard / Activity	Who may be harmed?	Risk Level (L/M/H)	Existing Control Measures	Further Action Required	Responsible Person
Classroom activities					
Snack time					
Lunch					
Cooking activities					
Sensory activities					
Art & Craft					
Science					
Forest School					
Outdoor learning					
Educational Visits					
Residential Visits					
Swimming					
Transport					
School Events					
Fundraising					
Work Experience					
Visitors bringing food					
Cross-contamination					
Other (please specify)					

7. REASONABLE ADJUSTMENTS

Tick all that apply and provide details.

- ☐ Adapted activities
☐ Alternative resources
☐ Additional supervision
☐ Separate eating arrangements (where appropriate)
☐ Alternative ingredients
☐ Modified sensory activities
☐ Other

Details:

8. DAILY CONTROL MEASURES

Tick all that apply.

- ☐ Staff aware of allergy
☐ Allergy Action Plan available
☐ Individual Healthcare Plan available
☐ Emergency medication accessible
☐ Medication accompanied by pupil
☐ Handwashing before meals
☐ Handwashing after meals
☐ Teapots cleaned before eating
☐ Tables cleaned after eating
☐ No food sharing
☐ Supervised eating
☐ Risk-assessed sensory resources
☐ Catering informed
☐ Transport informed
☐ Educational visit procedures completed
☐ Emergency grab bag prepared

9. EMERGENCY RESPONSE



- Follow the pupil's Allergy Action Plan.
- Administer Adrenaline Auto-Injector immediately if indicated.
- Call 999.
- Inform parents/carers.
- Monitor airway, breathing and circulation.
- Administer a second Adrenaline Auto-Injector after 5 minutes if symptoms persist and another device is available.
- Ensure the pupil is transferred to hospital by ambulance.

10. STAFF AWARENESS

The following staff have been informed of this Risk Assessment.

- | | |
|--|---|
| ☐ Class Teacher | ☐ Supply Staff |
| ☐ Teaching Assistants | ☐ Educational Visit Leader |
| ☐ Healthcare Assistants | ☐ Therapists |
| ☐ Lunchtime Supervisors | ☐ Other: _____ |
| ☐ Office Staff | |
| ☐ Catering Staff | |
| ☐ Transport Staff | |

Date staff informed:

11. REVIEW FOLLOWING AN INCIDENT

Following any allergic reaction or near miss, consider:

- ☐ Was the risk assessment followed?
☐ Were emergency procedures effective?
☐ Was medication immediately available?
☐ Was staff training adequate?
☐ Are additional control measures required?
☐ Does the Individual Healthcare Plan require updating?
☐ Does the Allergy Action Plan require updating?
☐ Are parents/carers informed?
☐ Has the incident been recorded on CPOMS?
☐ Have learning points been shared?

12. ASSESSMENT OUTCOME

Overall Risk Rating
(Taking account of controls in place)

☐ Low ☐ Medium ☐ High

Is it safe for the activity to proceed?

- ☐ Yes
☐ Yes, with additional controls
☐ No

Further actions required:

This risk assessment must be reviewed at least annually, or sooner following any incident, change in medical condition, or change in activity.

13. SIGNATURES

Name	Role	Signature	Date
Assessor			
Class Teacher			
Allergy Lead			
Parent/Carer			
Headteacher (where required)			

Appendix B – Emergency Anaphylaxis Response Flowchart

A clear, step-by-step emergency flowchart summarising the immediate actions to be taken in the event of a suspected allergic reaction or anaphylaxis. This flowchart should be displayed prominently in classrooms, the medical room, dining areas, staff workrooms and included in educational visit documentation.



Appendix C – Signs and Symptoms of Allergic Reactions and Anaphylaxis

A quick-reference guide describing the typical and atypical signs of allergic reactions, including those commonly seen in pupils with complex communication needs.

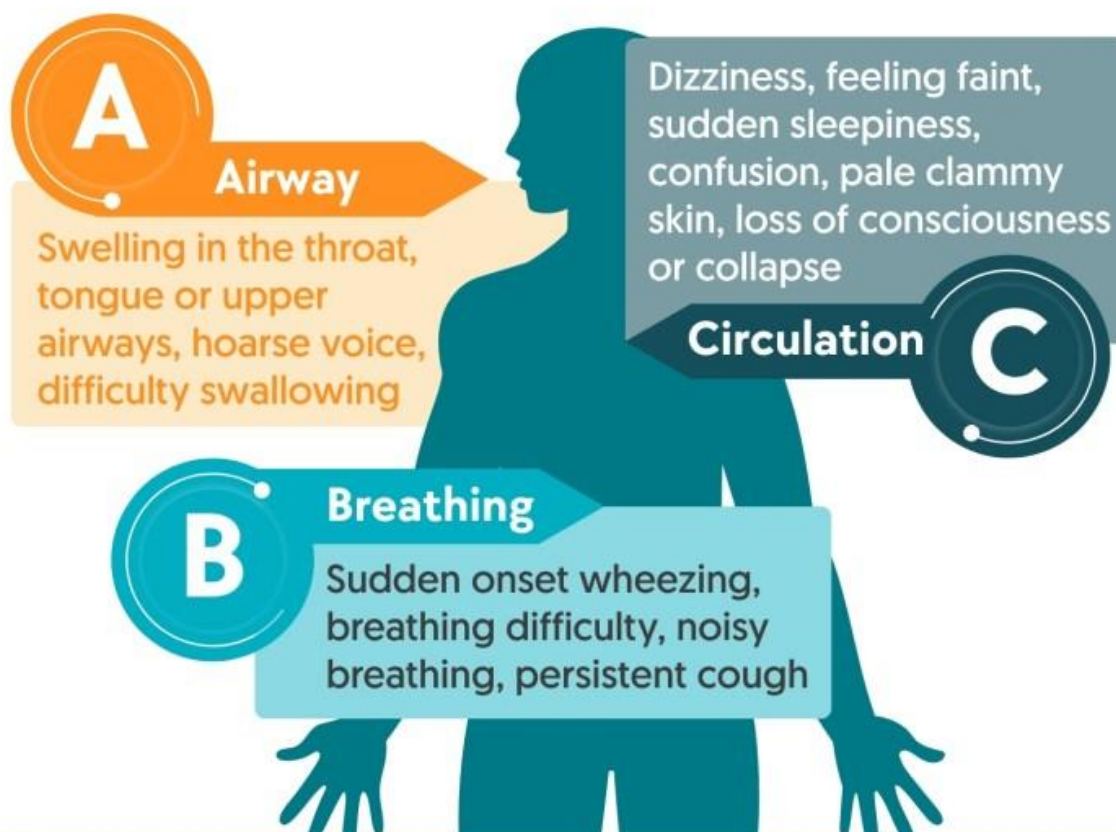


Be Allergy Aware & Save a Life

Anaphylaxis is a serious and life-threatening reaction to allergens such as food, insect stings, medication and latex.

Recognise the **ABC symptoms** and act quickly - you could save a life.

Symptoms of anaphylaxis



These severe symptoms may occur alongside milder skin, mucosal (mouth/nose/throat), or gut symptoms.

 www.anaphylaxis.org.uk

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Anaphylaxis UK, a charity registered in England and Wales (1085527) and in Scotland – charity number: SC051390

anaphylaxis UK

A brighter future for people with serious allergies

Appendix D – Allergy Action Plan (AAP)

The healthcare professional-completed emergency treatment plan for pupils prescribed an Adrenaline Auto-Injector. A copy should accompany the pupil at all times during school activities and educational visits. These are individual to the needs of the student.

(see Allergy Register on school system)

Appendix E – Staff Allergy Training Record

A register for recording staff attendance at allergy awareness training, competency assessments and refresher sessions.

(please see Training Competency record on school system)

Appendix F – Allergy Incident and Near Miss Report Form

A reporting template for documenting allergic reactions, near misses, investigations, learning points and actions taken.

(school uses Sandwell's online Accident and Emergency system)

Appendix G – Educational Visit Allergy Checklist

A checklist to support visit leaders in planning safe educational visits, residentials and off-site activities for pupils with allergies.

(please refer to Sandwell's Evolve packs)

Appendix H – Allergy and Anaphylaxis Risk Assessment (Curriculum, Personal Development and Food-Related Activities section)

Hazard	Who might be harmed and how	Control Measures	What further action is required	By who and when
Allergies and Anaphylaxis: Cooking activities or exposure to food in class, curriculum activities and personal development opportunities. Pupils with known allergies may be exposed to allergens or possible allergens through ingredients, food handling, shared utensils, food packaging, drinks, sensory activities, celebrations or cross contamination. Exposure may occur through ingestion, skin contact, residue on surfaces, shared equipment or contact with contaminated hands/resources.	Pupils with known allergies may experience an allergic reaction or anaphylaxis if exposed to a known allergen. Staff and other pupils may also be affected if they are required to respond to, witness or manage an emergency allergic reaction. Likely consequences: • Allergic reaction • Possible anaphylaxis • Need for emergency medication • First aid response required • Emergency services involvement • Possible hospital treatment • Significant distress to the pupil • Potential distress to the	• All staff are aware of individual pupil medical needs, including allergy needs. • Staff working with pupils with allergies are familiar with the pupil's Allergy Support Plan, Individual Healthcare Plan and relevant risk assessments. • Staff working with pupils with allergies have completed Allergy Awareness and Anaphylaxis training and understand the signs and symptoms of an allergic reaction. • All staff are aware of the school's Medical Needs Policy and Allergy Policy. • Staff remain vigilant for symptoms at all times, particularly	• Continue to ensure Allergy Awareness and Anaphylaxis training remains up to date for all relevant staff. • Ensure new, temporary, agency and supply staff are made aware of individual allergy needs before working with pupils. • Ensure staff as part of curriculum planning carry out allergy checks before cooking, food tasting, sensory, creative or community-based activities. • Continue to review Allergy Support Plans, care plans and risk assessments when pupil needs change.	Class Teacher/Medic Lead / Curriculum Leads/SLT. Ongoing and before any planned food-related activity event or curriculum activity involving food or possible allergen exposure.

	wider class group • In severe cases, anaphylaxis can be life-threatening	during and after food-based activities. • Teaching staff are mindful of activities planned as part of the school's curriculum and personal development offer, including cooking, food tasting, celebrations, creative activities, life skills and community-based learning. • Recipes, ingredients, packaging and resources are checked in advance, and adaptations are made where needed. • Known allergens are excluded where this has been agreed as part of the pupil's plan or risk assessment. • Where an activity cannot be safely adapted, an alternative		
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		activity or recipe is used. • Allergen information is checked where appropriate before relevant activities or events, including ingredients, packaging, recipes, resources and possible cross-contamination risks. • Separate equipment, utensils or preparation areas are considered where required to reduce the risk of cross contamination. • Handwashing and surface cleaning take place before and after food-related activities. • Food sharing is discouraged and pupils are supervised appropriately. • Supply staff, visiting staff and external providers are made aware of relevant		
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		allergy needs where appropriate. • Emergency medication is clearly labelled, in date and accessible in line with the pupil's care plan.		
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