Allergy Safety Policy

Motivate • Educate • Achieve

Date of Policy: September 2026
Reviewed: September 2026 in consultation with staff
Presented to the Full Governing Body: 15 September 2026

Date of Next Review: January 2027

Introduction

Woodcock Hill Primary School is committed to providing a safe, inclusive and supportive environment for all pupils, including those with food allergies and allergies to medicines, insect stings, latex or environmental allergens.

The school recognises that allergies can be life-threatening and that rapid recognition and treatment of an allergic reaction is essential.

No child should be excluded from any aspect of school life because of an allergy where reasonable adjustments can be made.

This policy should be read alongside the school's Medical Needs Policy, First Aid Policy, Educational Visits Policy, Health and Safety Policy and behaviour policy.

Aims

The purpose of this policy is to establish clear and consistent procedures for identifying, supporting and safeguarding pupils with allergies across all aspects of school life.

The school aims to ensure that every member of staff understands their responsibilities in preventing allergic reactions, recognising the early signs of an allergic response and responding quickly and appropriately in the event of an emergency (Appendix 1 recognising anaphylaxis). Effective allergy management relies upon good communication between school, home and healthcare professionals, alongside well-trained staff who are confident in administering emergency medication when required.

Through this policy the school also seeks to promote inclusion and understanding amongst the wider school community. Pupils will be encouraged to develop an awareness of allergies; understand why some children require adjustments to routines and appreciate the importance of respecting the medical needs of others. This contributes to the school's wider commitment to promoting kindness, respect and inclusion.

The school also aims to ensure that:

- children with allergies can participate safely in all aspects of school life;
- staff receive appropriate and up-to-date allergy awareness training;
- emergency medication is always readily available;
- risk assessments are proportionate and regularly reviewed;
- parents feel confident that their child's allergy is being managed safely whilst at school.

Legislation

This policy is informed by:

- Children and Families Act 2014
- Equality Act 2010
- Health and Safety at Work Act 1974

- Supporting Pupils at School with Medical Conditions
- Allergy Safety in Schools Guidance (DfE)
- Benedict's Law principles promoting allergy awareness and emergency preparedness in schools.

Definitions

Allergy is a medical condition in which the body's immune system has an abnormal reaction to normally harmless substances such as food, insect stings, contact allergens and airborne allergens.

Anaphylaxis is a potentially fatal reaction affecting the Airway/Breathing/Circulation (ABC). Many individuals with allergies to food or insect stings are at risk of anaphylaxis.

Asthma is a lung disease caused by inflammation and tightening of the airways, it is frequently associated with allergy and anaphylaxis, because exposure to allergens can provoke an asthma attack, a potentially life-threatening condition.

Intolerance to food or an ingredient that the body is unable to digest is different to allergy and does not cause a serious allergic reaction.

Common allergic conditions include:

- Food allergy
- Asthma
- Skin allergy e.g. eczema, contact dermatitis / hives
- Hay fever (allergic rhinitis)
- Insect stings
- Medicines

Roles and Responsibilities

Governing Body

The Governing Body will:

- ensure this policy is implemented
- review arrangements annually
- ensure sufficient trained staff are available
- monitor compliance.

Headteacher

The Headteacher will:

- oversee implementation
- ensure appropriate staffing
- ensure emergency procedures are in place
- ensure AAIs are available
- ensure risk assessments are completed

- monitor training.

SENCO / Medical Needs Lead

The SENCO will:

- maintain the allergy register
- coordinate Individual Healthcare Plans
- liaise with parents
- arrange staff training
- monitor expiry dates of medication
- ensure new staff receive allergy information
- oversee educational visits.

School Staff

All staff will:

- inform the SENCO of any children with new allergies
- know which children have allergies
- understand emergency procedures
- attend allergy training
- know where medication is stored
- reduce allergen exposure
- never ignore symptoms.

Parents

Parents must:

- notify school immediately of allergies
- provide medical evidence where appropriate
- provide prescribed medication
- replace expired medication
- complete healthcare plans
- update the school of any changes.

Pupils

Where appropriate pupils will be encouraged to:

- understand their allergy
- avoid sharing food
- tell an adult if they feel unwell
- carry their medication if agreed within their healthcare plan.

Individual Healthcare Plans

Woodcock Hill Primary School recognises that an Individual Healthcare Plan (IHP) is an essential document for ensuring that pupils with significant allergies receive safe, consistent and effective support throughout the school day. An Individual Healthcare Plan provides staff with clear guidance about a child's allergy, the

measures required to reduce risk, the signs and symptoms of an allergic reaction, and the actions that should be taken in an emergency (Appendix 2).

An Individual Healthcare Plan will be developed for any pupil who has been diagnosed with an allergy that requires ongoing management within school, particularly where there is a risk of anaphylaxis or where medication such as an adrenaline auto-injector (AAI) has been prescribed. The need for an Individual Healthcare Plan will be determined in partnership with parents and the child's healthcare professional. Not every pupil with an allergy will require an IHP; however, where the allergy presents a significant risk to the child's health or participation in school activities, an IHP will always be implemented.

The plan will be coordinated by the SENCO, who has responsibility for supporting pupils with medical conditions, in collaboration with the Headteacher, parents, the child (where appropriate) and relevant healthcare professionals. This reflects the procedures already established within the school's Medical Needs Policy for the development and review of Individual Care Plans.

Each Individual Healthcare Plan will include:

- details of the diagnosed allergy and known allergens;
- photographs of the pupil where appropriate;
- early signs and symptoms of an allergic reaction;
- specific emergency procedures to be followed;
- details of prescribed medication, including dosage and administration instructions;
- the location of medication within school;
- arrangements for educational visits and extra-curricular activities;
- reasonable adjustments required to enable the child to access learning safely;
- parental and emergency contact details; and
- review arrangements.

Healthcare Plans will be reviewed annually as a minimum, or immediately following any significant allergic reaction, changes in medical advice, changes to prescribed medication or when a child transfers to a new class or key stage. Parents are expected to notify the school immediately if there are any changes to their child's medical condition. Reviews will also take place after any serious incident, ‘near miss’ or change in circumstance (Review flow chart Appendix 3).

Use of Adrenaline Auto-Injectors (AAIs), Spare Adrenaline Auto-Injectors and Emergency Inhalers.

Auto Injectors

Woodcock Hill Primary School recognises that prompt administration of adrenaline is the most effective treatment for anaphylaxis. Delays in administering adrenaline can significantly increase the risk of serious illness or death. The school therefore ensures that appropriate emergency medication is available, easily accessible and that staff are trained to administer it confidently and without delay.

Parents are responsible for providing the school with two in-date prescribed adrenaline auto-injectors for their child, together with any other medication identified within the Individual Healthcare Plan. Medication must be supplied in its original packaging, clearly labelled with the child's name and accompanied by the manufacturer's instructions.

In accordance with the Human Medicines (Amendment) Regulations 2017, schools are permitted to purchase and hold spare adrenaline auto-injectors without a prescription for emergency use on pupils. The Human Medicines (Amendment) Regulations 2017 permit 'spare' adrenaline devices to be used for the purpose of saving a life. This might be, for example, a child presenting for the first time with anaphylaxis due to an unrecognised allergy without prior consent, to avoid delays in treatment. Woodcock Hill Primary School will maintain appropriately stored spare AAIs for emergency use, recognising that a child's own medication may be unavailable due to damage, expiry, accidental loss or because a second dose is required before emergency services arrive.

Individuals AAI's will be kept in the classes medical box, that is always easily accessible in the classroom. Spare AAIs are kept in the medical box in the community room (next to SENCO's office) and the main office.

Inhalers

Similarly, the Human Medicines (Amendment) Regulations 2014 permit schools to obtain and hold a salbutamol emergency inhaler for use by pupils diagnosed with asthma who have parental consent and whose own inhaler is unavailable or unusable. Although asthma and allergies are separate medical conditions, severe allergic reactions frequently involve breathing difficulties, and many children with allergies also have asthma. The school therefore recognises the importance of maintaining both emergency inhalers and adrenaline auto-injectors as part of its wider emergency medical provision.

All emergency medication will be stored in clearly identified locations that are immediately accessible to staff but secure from unauthorised access. Medication will never be locked away in circumstances that could delay emergency treatment. Appropriate arrangements will also be in place to ensure that emergency medication accompanies pupils on educational visits, sporting events and off-site activities. These arrangements complement the school's Medical Needs Policy, which requires emergency medicines such as adrenaline pens and inhalers to always remain readily accessible.

Individual's inhalers will be kept in the classes medical box, that is always easily accessible in the classroom. The spare inhaler is kept in the medical box the main office.

School Trips, Residential Visits and Off-Site Activities

Woodcock Hill Primary School believes that pupils with allergies should have the same opportunities as their peers to participate in educational visits, residential experiences, sporting competitions and enrichment activities. No pupil will be excluded from an activity solely because they have an allergy unless there is clear medical evidence that participation would place them at unacceptable risk despite reasonable adjustments.

Before any educational visit, the Visit Leader will work alongside the SENCO to complete an individual risk assessment for any pupil with a significant allergy. This assessment will consider the destination, travel arrangements, catering facilities, planned activities, emergency access and the availability of medical support.

Parents will be consulted where appropriate to ensure that the school fully understands any additional precautions that may be required. Healthcare professionals may also be consulted where specialist advice is needed.

The school will ensure that:

- emergency medication accompanies the child at all times;
- at least one trained member of staff is present throughout the visit;
- all supervising adults are aware of the child's allergy and know how to summon assistance;
- emergency procedures are understood before departure;
- medication is readily accessible and never stored in luggage that cannot be accessed immediately;
- arrangements are made for safe meal provision where food is supplied.

For residential visits, additional planning will take place with accommodation providers to discuss allergen management, food preparation procedures and emergency medical arrangements.

The school recognises that thorough planning significantly reduces risk and enables children with allergies to enjoy educational experiences safely alongside their peers.

Food Provision and Reduction of Risk

Woodcock Hill Primary School understands that complete elimination of allergens within a school environment is neither practical nor achievable. For this reason, the school adopts a risk reduction approach that focuses on minimising opportunities for accidental exposure while promoting inclusion and sensible risk management.

The school does not promote itself as a "nut-free" or "allergen-free" school because it cannot guarantee that allergens will never enter the premises. Instead, staff, parents and pupils are encouraged to work together to reduce unnecessary risks and develop a culture of shared responsibility.

The school will work closely with its catering provider to ensure that information regarding food allergens is readily available in accordance with the Food Information Regulations. Catering staff will receive appropriate allergy awareness training and will take reasonable steps to minimise cross-contamination during food preparation.

Where children bring packed lunches from home, parents are encouraged to avoid sending foods that may present an increased risk to pupils with severe allergies where the school has identified a specific need through individual risk assessment. Packed lunches ***must not*** contain any foods that contain nuts. The school will communicate sensitively with families where additional precautions are required but recognises that responsibility for food choices ultimately rests with parents.

Staff will actively supervise mealtimes and encourage pupils not to share food, drinks, utensils or snacks. Pupils will also be encouraged to wash their hands before and after eating to reduce the possibility of allergen transfer through surfaces or physical contact. Dining tables and food preparation areas will be cleaned regularly using appropriate cleaning products.

Teachers will carefully consider food-related activities within the curriculum, including cooking lessons, celebrations, fundraising events and cultural activities. Alternative resources or ingredients will be provided where necessary to ensure that pupils with allergies can participate safely and without unnecessary exclusion. Teachers will also be aware of other activities that may have increased risks e.g. outdoor learning, music (instruments with seeds in), the use of balloons for celebrations etc. When foods are brought in by

other children to share with the class (birthday treats) these will be given out at the end of the day, so they will be consumed under the supervision and permission of parents.

Training

Woodcock Hill Primary School recognises that effective allergy management depends upon knowledgeable and confident staff. Appropriate training is therefore an essential element of safeguarding pupils with allergies and forms part of the school's wider commitment to supporting children with medical conditions. All staff will receive annual allergy awareness training as part of their ongoing professional development. Training may occur sooner where there are significant changes in guidance, staffing or the medical needs of individual pupils.

Training will include:

- understanding different types of allergies;
- recognising mild, moderate and severe allergic reactions;
- identifying the signs of anaphylaxis;
- administering adrenaline auto-injectors safely and confidently;
- using emergency asthma inhalers where appropriate;

Where a child has particularly complex medical needs, additional training will be provided by an appropriate healthcare professional. Staff will not be expected to administer emergency medication until they have received appropriate instruction and feel confident in carrying out their responsibilities.

Training records will be maintained by the SENCO and reviewed regularly to ensure that sufficient trained staff are always available throughout the school day, including before and after-school provision and educational visits. These arrangements build upon the training expectations already outlined within the Medical Needs Policy.

Supporting the Wellbeing of Children with Allergies

Woodcock Hill Primary School recognises that living with a severe allergy can have a significant impact on a child's emotional wellbeing as well as their physical health. Many children experience anxiety about accidental exposure to allergens, whilst others may worry about appearing different from their peers or missing out on social activities involving food.

The school is committed to creating an inclusive environment in which children with allergies feel safe, understood and valued. Staff will promote a culture of respect and empathy, helping all pupils to understand that allergies are serious medical conditions rather than personal preferences or lifestyle choices.

Children with allergies will be supported to participate fully in school life through appropriate reasonable adjustments and careful planning. Staff will avoid unnecessary restrictions wherever possible and will work positively with families to identify practical solutions that allow pupils to access learning, educational visits, celebrations and wider enrichment opportunities safely.

The school will actively discourage behaviours that place children with allergies at risk, including food sharing, teasing, bullying or deliberately exposing a child to an allergen. Any behaviour of this nature will be treated seriously and managed in accordance with the school's Behaviour Policy.

Where a child's allergy is affecting their emotional wellbeing, confidence or attendance, the school will work closely with parents and, where appropriate, external professionals to provide additional pastoral support. This may include opportunities to discuss anxieties with a trusted adult, support from the school's pastoral team or referrals to appropriate services if required.

Appendix One

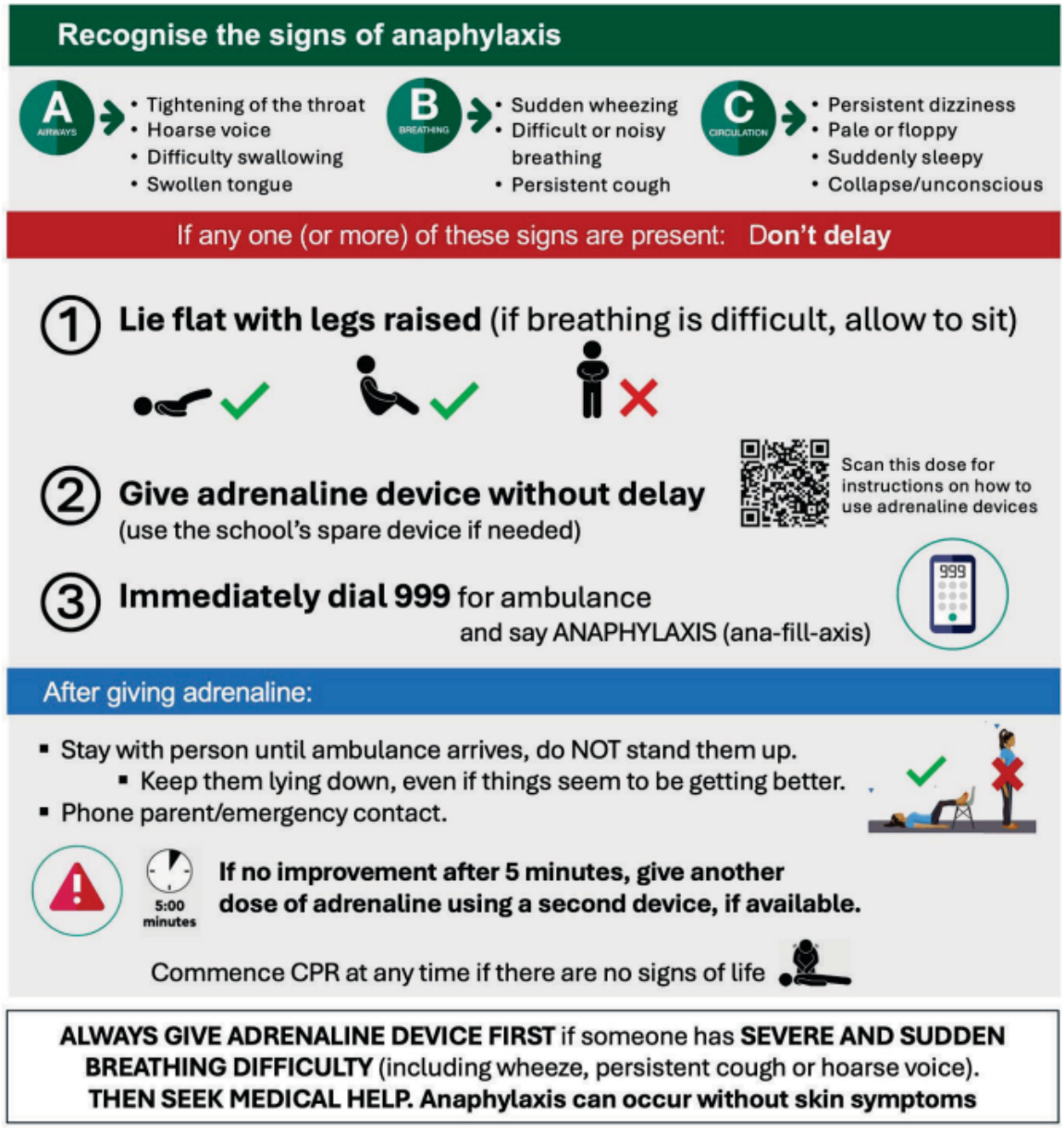


Figure 2: Management of anaphylaxis

Appendix Two

<table>
<tr><th colspan="2">NAME – Individual Healthcare Plan for allergy</th></tr>
<tr><td>Date of birth:</td><td rowspan="4">Current photo</td></tr>
<tr><td>Year / class:</td></tr>
<tr><td>Emergency contacts:</td></tr>
<tr><td>Staff who need to be aware:</td></tr>
<tr><td colspan="2">Allergy:
Note what allergy the child or young person has.
Note any known allergens.
Note whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others.</td></tr>
<tr><td colspan="2">How the allergy is managed:
Note any care or action plans or prescribed medication issued by healthcare professionals.
If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.
Note the extent to which the child or young person is able to take responsibility for managing their allergy.</td></tr>
<tr><td colspan="2">Impact on education:
Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.
Indicate how the allergy may impact on the child or young person’s learning.
Indicate how the allergy may impact on the child or young person’s emotional wellbeing.
If relevant, note any interaction between allergy and SEN.</td></tr>
<tr><td colspan="2">Arrangements for support:
Give details of the specific support or adaptations which the school, college or early years setting will put in place, within its educational remit.
Outline measures to reduce the risk of contact with known allergens.
Give details of the specific support or adaptations to manage food allergy at meal and snack times.
Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.</td></tr>
</table>

Visits and trips: *Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.* *Note any requirement for a risk assessment and prompts for specific issues which should be considered.*	
Emergency response: *Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.* *Otherwise summarise the signs or symptoms which would indicate an emergency.* *Set out what to do in an emergency, including whom to contact.* *If relevant, note where "spare" adrenaline devices are located.*	
Last discussed with parents:	**Date**
Issued by:	**Date**:
Next planned review:	**Date**:

NAME – Individual Healthcare Plan for allergy **Medication needed while in school / college / setting**	
Non-prescription medication: *Record any non-prescription medication (e.g. oral antihistamines) which the child or young person may require to manage their allergy in the education setting* *Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access* *Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.*	
Parental consent:	**Date**:
Prescription medication: *Record any prescription medication for allergy prescribed by a healthcare professional (e.g. adrenaline).* *Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access.* *Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.*	
Prescribed by:	**Date**:
Parental consent:	**Date**:
Use of "spare" adrenaline devices: *Note whether parental consent has been given to administer adrenaline (e.g. using "spare" adrenaline devices) in an emergency.*	
Parental consent:	**Date**:
Use of "spare" salbutamol inhaler: *If relevant (i.e. the child or young person is prescribed an asthma reliever inhaler), note whether consent has been given to use a "spare" salbutamol reliever inhaler.*	
Parental consent:	**Date**:

Appendix 3

A CYP comes onto roll of school, college or EY setting. Parents or the young person identify they have allergy. Advice and instruction from relevant healthcare professionals (e.g. Allergy Action Plan) is provided.

OR

A CYP already on the roll of the school, college or EY setting is identified as having a allergy (including a new diagnosis) or develops an allergy.

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School, college or setting considers the advice or instruction provided by relevant healthcare professionals. They meet the CYP and their parents to discuss the circumstances, the impact of the allergy and consider whether an Individual Healthcare Plan (IHP) is required. If necessary, the school, college or setting seeks advice from relevant healthcare professionals.

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If the allergy has a functional impact on the CYP or poses a risk to them, the school, college or EY setting should discuss what supportive arrangements may be required with the CYP and their parents and should draw up an IHP to specify them.

If healthcare professionals have provided advice or instruction (e.g. an Allergy Action Plan, their IHP will refer to it.

↓

IHP is shared with the CYP, their parents and those staff who need to be aware of its contents.

↓

School, college or setting delivers the arrangements set out in the IHP.

↓

IHP is reviewed at least annually. Any serious incident, "near miss" or change in circumstances (including changes in instructions or advice from relevant healthcare professionals such as changes to care plan, action plan or medication) should prompt review of the IHP.

↓

Amended IHP is shared with the CYP, their parents and those staff who need to be aware of its contents. School, college or setting delivers the revised arrangements.

Figure 3: flow chart for creating and reviewing Individual Healthcare Plans