

ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL



ALLERGY POLICY

Mission Statement

***Rooted in faith
Growing in love
Learning for life***

Policy Lead: SENCO / Managing Medicines Lead

Approved by: Governing Body

Date Approved: September 2026

Review Date: September 2027

Named Allergy Lead: Clare Strudwick

1. Policy Statement

At St Francis of Assisi Catholic Primary School we are committed to providing a safe, inclusive and supportive environment for pupils, staff and visitors with allergies.

We recognise that allergies can have a significant impact on health, wellbeing and participation in school life. Allergic reactions can range from mild symptoms to life-threatening anaphylaxis. The school will take all reasonable steps to minimise risks, support individuals with allergies and ensure a rapid and effective response to emergencies.

This policy should be read alongside the school's Medical Policy, First Aid Policy, Educational Visits Policy, Safeguarding Policy and Health and Safety Policy. It has been developed in line with the statutory allergy guidance for schools and the requirements of the Children's Wellbeing and Schools Act 2026.

2. Aims

The school aims to:

- Promote awareness and understanding of allergies
- Reduce the risk of exposure to known allergens
- Ensure pupils with allergies are fully include in school life
- Provide staff appropriate allergy awareness and emergency response training
- Ensure rapid access to emergency medication
- Support the emotional wellbeing of pupils with allergies
- Record, monitor and learn from allergy incidents and near misses

3. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure appropriate arrangements are in place to support pupils with allergies and other medical conditions and that policies and procedures are reviewed regularly.
- Review the policy annually
- Monitor implementation through reports from school leaders
- Ensure adequate resources are available to meet allergy needs

Headteacher

The Headteacher will:

- Ensure the policy is implemented.
- Ensure appropriate staff training takes place.
- Ensure allergy information is communicated effectively.
- Monitor incidents and review procedures where necessary

Allergy Safety Lead

The Allergy Safety Lead will:

- Maintain the allergy register.
- Coordinate staff training.
- Ensure Individual Healthcare Plans (IHPs) are in place where required.
- Monitor medication expiry dates.
- Review incidents and near misses.

Staff

All staff will:

- Complete annual allergy awareness training.
- Know how to recognise allergic reactions and anaphylaxis.
- Know how to summon assistance in an emergency.
- Follow pupil healthcare plans.
- Take reasonable steps to minimise allergy risks.

Parents/Carers

Parents and carers must:

- Inform the school of any allergy diagnosis.
- Provide up-to-date medical information.
- Supply prescribed medication, including two in-date adrenaline auto-injectors where prescribed.
- Notify the school immediately of any changes in their child's condition or treatment.

4. Allergy Awareness Training

All staff working with pupils will receive annual allergy awareness and emergency response training.

Training will include:

- Understanding allergies and allergic conditions.
- Recognising allergy symptoms.
- Recognising anaphylaxis.

- Administration of adrenaline auto-injectors.
- Emergency procedures.
- Responsibilities under this policy.
- Location of emergency medication.
- Reporting incidents and near misses.

New staff, supply staff and regular volunteers will receive allergy information as part of induction arrangements.

5. Supporting Wellbeing

The school recognises that living with allergies can cause anxiety for pupils and families.

The school will:

- Promote an inclusive culture.
- Treat allergy-related concerns seriously.
- Encourage pupils to speak to trusted adults if they have concerns.
- Address bullying, teasing or discrimination related to allergies through the Behaviour Policy and Anti-Bullying Policy.
- Support pupils in participating fully in school life.

6. Identification of Pupils with Allergies

The school will gather information through:

- Admission documents.
- Health information forms.
- Medical information updates.
- Healthcare professionals.
- Parents and carers.

An allergy register will be maintained containing:

- Pupil name.
- Photograph.
- Known allergens.
- Medication requirements.
- Individual Healthcare Plan status.
- Emergency contact details.

Information will be reviewed at least annually and updated whenever changes occur.

Reasonable Adjustments

The school recognises its duties under the Equality Act 2010. Where a pupil's allergy may constitute a disability, the school will consider and implement reasonable adjustments to

ensure the pupil is not placed at a substantial disadvantage and can participate fully in all aspects of school life, including lessons, trips, clubs, events and dining arrangements.

7. Individual Healthcare Plans

Relevant staff will be informed of the contents of Individual Healthcare Plans and any updates made to them. Information will be shared on a need-to-know basis to ensure pupil safety whilst maintaining confidentiality.

An Individual Healthcare Plan (IHP) will be developed for pupils whose allergies:

- Create a risk of significant harm.
- Require emergency medication.
- Require reasonable adjustments.
- Have a significant impact on participation in school activities.

IHPs will include:

- Known allergens.
- Symptoms.
- Emergency procedures.
- Location of medication.
- Staff responsibilities.
- Arrangements for trips and visits.

IHPs will be reviewed annually or sooner if medical needs change

8. Minimising Risk

The school cannot guarantee an allergen-free environment but will take reasonable steps to minimise risk.

These include:

Food Provided by School

- Catering staff will be informed of known food allergies.
- Food allergen information will be available.
- Careful consideration will be given to food preparation and serving.
- Cross-contamination risks will be minimised where reasonably practicable.

Food Brought Into School

- Parents will be informed where specific risks exist.
- Staff will consider allergies before food-related celebrations or activities.

- Alternative arrangements will be provided where needed.

Curriculum Activities

Teachers planning activities must consider allergen risks, including:

- Cooking.
- Science investigations.
- Art and craft materials.
- Gardening.
- Animal visits.
- Sensory activities.

Environmental Allergens

Reasonable measures will be taken to minimise exposure to known environmental allergens such as:

- Animal dander.
- Pollens.
- Insect stings.
- Latex.

9. Adrenaline Auto-Injectors

Parents of pupils prescribed adrenaline auto-injectors should provide:

- Two in-date devices.
- A current Allergy Action Plan.

Medication must be:

- Readily accessible at all times.
- Taken on educational visits and sporting activities.
- Available in the classroom, school office or agreed location according to the pupil's IHP.

The school will maintain records of:

- Prescribed devices.
- Expiry dates.
- Action plans.

10. Spare Adrenaline Auto-Injectors

The school will maintain appropriately dosed spare adrenaline auto-injectors in accordance with current legislation and guidance.

Spare devices will:

- Be stored securely but not locked away.
- Be clearly labelled.
- Be readily accessible within five minutes.
- Be checked regularly for expiry.

Adrenaline should be administered without delay whenever anaphylaxis is suspected. The school will ensure that appropriately trained staff are available to access and administer adrenaline as quickly as possible in accordance with national guidance.

11. Emergency Procedures

If an allergic reaction is suspected:

Mild Reaction

Staff will:

- Follow the pupil's Allergy Action Plan.
- Administer antihistamine where prescribed or authorised.
- Monitor carefully.
- Contact parents as appropriate.

Suspected Anaphylaxis

Trained staff may administer the school's emergency spare adrenaline auto-injector where they reasonably believe a pupil is experiencing anaphylaxis, including where a pupil's prescribed device is unavailable, a second dose is required, a device has failed, or anaphylaxis is suspected for the first time.

Staff will:

1. Administer adrenaline immediately, using the pupil's own AAI or the school's emergency spare AAI where appropriate.
2. Call 999 immediately. State "Anaphylaxis", child's name and school address.
3. Provide the child's name and school address.
4. Lay the pupil flat with legs raised where possible. If breathing is difficult, they may sit up with legs outstretched. Do not allow the pupil to stand or walk.
5. Contact parents/carers.
6. Monitor the pupil continuously until emergency services arrive.
7. Administer a second AAI after 5 minutes if symptoms do not improve or worsen. This may be the pupil's own second device or the school's emergency spare device if available and appropriate.
8. If the pupil becomes unconscious but is breathing normally, place them in the recovery position.

9. If the pupil stops breathing, commence CPR and follow emergency procedures.
10. Record the incident and review the pupils' Individual Health Care Plan if they have one following the event.

A pupil experiencing anaphylaxis must never be left alone.

Emergency Spare Adrenaline Auto-Injectors

The school maintains emergency spare adrenaline auto-injectors (AIs) in accordance with Department for Education guidance. These may be used in a medical emergency where staff reasonably believe a pupil is experiencing anaphylaxis, whether or not a previous allergy diagnosis has been made, and in accordance with the school's emergency procedures and staff training.

12. Educational Visits and Off-Site Activities

Pupils with allergies will be enabled to participate in educational visits wherever possible. Where identified within a pupil's Individual Healthcare Plan, a suitably trained member of staff will accompany the pupil and ensure that required medication is readily accessible throughout the visit.

Risk assessments will consider:

- Known allergens.
- Availability of medication.
- Emergency procedures.
- Staff training.
- Food arrangements.
- Travel arrangements.

Emergency medication and healthcare plans will accompany the pupil.

13. Recording Incidents and Near Misses (Appendix A)

The school will record:

- Allergic reactions.
- Use of adrenaline auto-injectors.
- Administration of emergency medication.
- Near misses.
- Significant concerns.

Incidents will be reviewed to identify lessons learned and improve future practice.

Parents will be informed of all significant allergy incidents involving their child.

14. Information Sharing and Confidentiality

Allergy information is special category personal data and will be handled in accordance with UK GDPR requirements.

Relevant information will be shared only with staff who need it to keep pupils safe.

This may include:

- Teachers.
- Support staff.
- Midday meals supervisors.
- Catering staff.
- Educational visit leaders.

Photographs may be used on staff information sheets where appropriate.

15. Raising Awareness

This policy will be:

- Published on the school website.
- Available on request.
- Included within staff training.
- Reviewed annually.

Pupils will be supported to develop an age-appropriate understanding of allergy safety and how to seek help in an emergency.

16. Monitoring and Review

This policy will be reviewed:

- Annually.
- Following any significant allergy incident.
- Following legislative or guidance changes.

The review will consider:

- Allergy incidents.
- Near misses.
- Training records.
- Healthcare plans.
- Parent and staff feedback.

Appendix A: Allergy Incident and Near Miss Report Form

Any medical near miss, medication error, administration error, or incident that had the potential to cause harm must be reported immediately to the school office and recorded using the Medical Near Miss Form (Appendix A). The completed form will be reviewed by the Medical Lead and recorded on CPOMS. Outcomes of the review may include amendments to healthcare plans, risk assessments, procedures, or staff training.

Pupil: _____

Class: _____

Date of Incident: _____

Time: _____

Location: _____

Reported by: _____

Type: ☐ Allergy Incident ☐ Near Miss ☐ Medication Concern

Known Allergen: _____

Healthcare Plan: ☐ Yes ☐ No Prescribed AAI: ☐ Yes ☐ No

What happened?

Symptoms observed:

☐ None ☐ Rash/Hives ☐ Swelling ☐ Vomiting ☐ Wheeze ☐ Breathing Difficulty ☐ Other

Actions taken:

☐ Monitored ☐ Antihistamine ☐ AAI Used ☐ Ambulance ☐ Parent Informed

Details:

Outcome: ☐ No Reaction ☐ Mild ☐ Moderate ☐ Anaphylaxis ☐ Hospital

Cause / Near Miss Analysis:

☐ Food from Home ☐ School Meal ☐ Activity ☐ Trip ☐ Cross Contamination ☐ Other _____

Preventative Actions:

Reviewed by: _____

Date: _____