

Shottery St Andrew's CE Primary School



This policy is underpinned by our school vision based on the scripture,

*'Let your light shine before others,
that they may see your good deeds and glorify your Father in heaven.'*
Matthew 5:16

Allergy and Anaphylaxis Management Policy

Date adopted by Governors:	September 2026
Date for policy review:	September 2027
Person responsible for review:	Headteacher
Signed by Chair of Governors	

Purpose

Shottery St Andrew's CE Primary School is committed to providing a safe, inclusive and supportive environment for all pupils, including those with allergies and at risk of anaphylaxis. This policy aims to:

- Minimise the risk of allergic reactions occurring within school.
- Ensure staff are able to recognise and respond appropriately to allergic reactions and anaphylaxis.
- Promote inclusion and wellbeing for pupils with allergies.
- Meet the school's statutory responsibilities for supporting pupils with medical conditions.

Links to Other Policies

This policy should be read alongside:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Behaviour and Anti-Bullying Policy

Responsible Staff

The members of staff responsible for coordinating allergy management, staff training and maintaining this policy are:

- Headteacher: Mrs Louise Withers
- SENDCo: Mrs Clair Reeves
- First Aid Lead: Miss Boo Jones

1. Introduction

An allergy is an immune system response to a substance (allergen) that is usually harmless to most people. Allergic reactions can range from mild symptoms, such as itching or rashes, to severe, life-threatening reactions known as anaphylaxis.

Common allergens include:

- Peanuts and tree nuts
- Milk and dairy products
- Eggs
- Fish and shellfish
- Sesame
- Wheat
- Insect stings
- Latex
- Certain medications

Shottery St Andrew's CE Primary School recognises that allergies can have a significant impact on a child's health, wellbeing and educational experience. We are committed to supporting pupils with allergies so they can participate fully in school life.

2. Roles and Responsibilities

Parents and Carers

Parents/carers are responsible for:

- Informing the school of any diagnosed allergy.
- Providing an up-to-date Allergy Action Plan completed by a healthcare professional.
- Supplying prescribed medication, including two in-date adrenaline auto-injectors (AAIs), where required.
- Ensuring medication remains within expiry dates.
- Informing the school of any changes to a child's medical needs.

School Staff

All staff will:

- Undertake regular allergy awareness and anaphylaxis training.
- Know which pupils in their care have allergies.
- Follow Allergy Action Plans.
- Respond appropriately to allergic reactions and emergencies.
- Promote an inclusive environment free from discrimination and bullying.

The First Aid Lead/SENDCo will:

- Maintain an allergy register.
- Ensure action plans are available and accessible.
- Check medication termly and notify parents of upcoming expiry dates.
- Coordinate training and policy reviews.

Pupils

Pupils will be encouraged to:

- Inform an adult immediately if they feel unwell or suspect an allergic reaction.
- Understand their allergies at an age-appropriate level.
- Take responsibility for carrying their medication when assessed as appropriate.

3. Allergy Action Plans

Every pupil at risk of anaphylaxis must have an up-to-date Allergy Action Plan.

The school recommends the use of BSACI Allergy Action Plans.

Plans will:

- Be supplied by parents.
- Be reviewed annually or following medical changes.
- Be accessible to all relevant staff.
- Accompany the child's medication.

4. Emergency Management of Anaphylaxis

Recognising Anaphylaxis

Airway Symptoms

- Swelling of the tongue
- Difficulty swallowing
- Throat tightness
- Hoarse voice

Breathing Symptoms

- Wheezing
- Persistent cough
- Difficulty breathing
- Noisy breathing

Circulation Symptoms

- Dizziness
- Collapse
- Pale, floppy appearance
- Loss of consciousness

Emergency Procedure

If anaphylaxis is suspected:

1. Stay with the child and send for help.
2. Administer the adrenaline auto-injector immediately.
3. Call 999 and state "ANAPHYLAXIS".
4. Lay the child flat with legs raised where possible.
5. If breathing difficulties are severe, allow the child to sit up.
6. Give a second AAI after five minutes if symptoms have not improved.
7. Contact parents/carers.
8. Ensure the child is taken to hospital for observation.

Staff should never wait to see if symptoms worsen before administering adrenaline.

5. Medication Storage and Management

Pupils prescribed AAls should have access to two devices at all times.

Medication will:

- Be stored securely but never locked away.
- Be clearly labelled with the pupil's name.
- Be kept alongside the child's Allergy Action Plan.
- Be accessible to all trained staff.

Storage Location:

Insert school location(s): School office

Expiry Dates

The school will:

- Conduct termly checks of medication.
- Notify parents when medication is approaching expiry.
- Ensure expired medication is returned to parents for disposal.

6. Spare Adrenaline Auto-Injectors

Shottery St Andrew's CE Primary School maintains spare AAls for emergency use where permitted by legislation.

Spare AAls are stored: School office

The school will:

- Keep written parental consent for use of spare AAls.
- Check spare AAls regularly.
- Replace out-of-date medication promptly.

7. Staff Training

All staff receive annual allergy and anaphylaxis training.

Training includes:

- Understanding allergies and common allergens.
- Recognition of allergic reactions.
- Emergency response procedures.
- Use of adrenaline auto-injectors.

- Reducing allergen exposure risks.
- Responsibilities under this policy.

New staff receive training as part of their induction.

8. Inclusion and Safeguarding

Shottery St Andrew's CE Primary School is committed to ensuring pupils with allergies are fully included in school life.

Pupils will:

- Not be excluded from activities because of their allergies.
- Be supported on school trips and residential visits.
- Be protected from bullying related to medical conditions.

Any allergy-related bullying will be managed in accordance with the school's Behaviour and Anti-Bullying Policy.

9. Catering and Food Management

The school catering provider will comply with food allergen legislation.

The school will:

- Ensure allergen information is available.
- Communicate relevant allergy information to catering staff.
- Take reasonable steps to prevent cross-contamination.
- Discuss dietary requirements with parents where necessary.

Food used during:

- Cooking sessions
- Celebrations
- Educational activities
- Fundraising events

must be risk assessed where pupils with allergies may be affected.

Parents are asked not to send food into school for sharing without prior agreement.

10. School Trips and Educational Visits

Pupils with allergies will be encouraged to participate in all visits and residential activities.

Trip leaders must:

- Review medical information beforehand.
- Carry emergency medication.
- Ensure trained staff are present.
- Complete risk assessments that address allergy risks.

Where food is provided externally, allergen information will be sought in advance.

11. Allergy Awareness

The school promotes a culture of allergy awareness rather than blanket allergen bans.

All members of the school community are encouraged to:

- Respect the needs of pupils with allergies.
- Avoid sharing food.
- Wash hands before and after eating.
- Report any concerns about allergic reactions immediately.

Age-appropriate allergy awareness education may be delivered through assemblies, PSHE and classroom activities.

12. Risk Assessment

Individual risk assessments will be completed for:

- Newly admitted pupils with allergies.
- Pupils whose medical needs change.
- School trips and residential visits where necessary.
- Special events involving food.

Risk assessments will be reviewed at least annually.

Monitoring and Review

This policy will be reviewed annually or sooner if:

- Guidance changes;
- A serious incident occurs;
- School procedures change.