Allergy Safety Policy

Compliant with the Department for Education
Allergy Safety in Schools – Statutory Guidance (July 2026)

School Name: Woodsetton School

Document Information	
Policy Owner	Headteacher: Mrs Sarah Allen
Responsible Lead	Senior Allergy Lead: Mrs Sarah Allen
Approval Body	Ascent Academy Trust Board
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Applies to:	Whole School (EYFS–Y6)

Document Control

Version	Date	Author	Summary of Changes
1.0	July 2026	Headteacher	New policy following DfE Allergy Safety in Schools Statutory Guidance (2026)

Approval

Role	Name	Signature	Date
Headteacher	S. Allen		August 2026
Chair of Governors/Trustees	K. Hermon (Chair of LAB) P. Hill (Chair of Trustees)		
Senior Allergy Lead / Policy Writer	S. Allen		July 2026

Review Schedule
This policy will be reviewed:

- annually;
- following any significant allergy-related incident;
- where there are changes to legislation or statutory guidance;
- following recommendations arising from monitoring or audit;
- where required by the Governing Body or Trust Board.

1. Policy Statement

The Governing Body of **Woodsetton School** is committed to providing a safe, inclusive and supportive environment in which all pupils with food allergies, insect venom allergies, medication allergies, latex allergies and other clinically diagnosed allergies are able to participate fully in every aspect of school life. The school recognises that allergic disease affects an increasing number of children and young people and that severe allergic reactions (anaphylaxis) are medical emergencies requiring immediate recognition and treatment. The school therefore adopts a proactive, whole-school approach to allergy safety which places the health, wellbeing and inclusion of pupils at the centre of all decision making.

This policy establishes the school's arrangements for:

- preventing avoidable exposure to allergens;
- reducing foreseeable risks;
- supporting pupils with diagnosed allergies;
- ensuring rapid emergency response;
- meeting statutory responsibilities;
- promoting equality, inclusion and educational participation.

As an all-through special school, the Governing Body recognises that many pupils have additional vulnerabilities arising from:

- autism spectrum condition;
- severe or profound learning disabilities;
- physical disabilities;
- complex medical needs;
- communication difficulties;
- sensory processing differences;
- behaviours that may increase allergy risk;
- feeding difficulties or specialist diets.

Accordingly, allergy management forms part of the school's wider safeguarding responsibilities and is integrated into medical care planning, risk assessment, educational visits, catering arrangements, therapy provision and transport planning.
The school will ensure that allergy management is proportionate to individual clinical need and does not unnecessarily restrict participation in learning or wider school activities.

2. Purpose

The purpose of this policy is to ensure that the school has robust, consistent and legally compliant arrangements for protecting pupils with allergies while enabling them to access a broad, balanced and inclusive education.

Specifically, this policy aims to:

- safeguard pupils who have diagnosed allergies;
- minimise the likelihood of accidental allergen exposure;
- ensure that appropriate healthcare plans are in place;
- provide clear guidance for all members of staff;
- establish effective emergency procedures for anaphylaxis;
- promote effective partnership working with parents, carers and healthcare professionals;
- support staff through appropriate training and professional development;
- ensure compliance with statutory duties placed upon schools;
- establish effective governance and monitoring arrangements;
- embed allergy awareness throughout the school community.

The policy also seeks to foster confidence amongst parents and carers that their child's medical needs will be understood, respected and appropriately managed throughout the school day and during all school activities.

3. Scope

This policy applies to every aspect of school life.

It covers:

Early Years Foundation Stage	Before and After School Clubs	Community Activities	School Kitchens
Primary Phase	Educational Visits	Therapy Services	Sporting Events
Specialist Classes	Residential Visits	Medical Rooms	Outdoor Learning
School Transport	Dining Areas	Swimming Activities	

This policy applies to:

Pupils	Trustees	Contractors	Visiting professionals	Parents and carers
Staff	Volunteers	Catering providers	Therapists	External organisations using school premises
Governors / LAB Members	Agency staff	Transport providers	Healthcare practitioners	

Where services are commissioned externally, the school will ensure that appropriate allergy management arrangements are agreed prior to service delivery.

4. Legislative and Statutory Framework

This policy has been developed in accordance with:

Primary Legislation

- Children and Families Act 2014
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Food Safety Act 1990
- Children Act 1989
- Children Act 2004
- Human Rights Act 1998

Regulations

- Food Information Regulations 2014
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Management of Health and Safety at Work Regulations 1999

Statutory Guidance

This policy gives effect to the requirements contained within:

- **Department for Education – *Allergy Safety in Schools* (Statutory Guidance, July 2026)**
- **Department for Education – *Supporting Pupils at School with Medical Conditions***
- **Early Years Foundation Stage Statutory Framework** (where applicable)
- **Keeping Children Safe in Education**
- **Working Together to Safeguard Children**

Professional Guidance

The school has also had regard to guidance issued by:

- NHS England
- Food Standards Agency
- Resuscitation Council UK
- Allergy UK
- Anaphylaxis UK
- Local Authority Health and Safety Advisers
- Integrated Care Board (ICB)

The Governing Body will ensure this policy is updated promptly to reflect changes in legislation, statutory guidance or recognised clinical practice.

5. Definitions

For the purposes of this policy:

Allergy

An allergy is an immune system response to a normally harmless substance (allergen), resulting in symptoms ranging from mild irritation to life-threatening anaphylaxis.

Allergen

A substance capable of triggering an allergic reaction.

Examples include:



Anaphylaxis

A severe, rapid-onset, life-threatening allergic reaction affecting airway, breathing and/or circulation requiring immediate emergency treatment with adrenaline.

Adrenaline Auto-Injector (AAI)

A prescribed emergency medication used to treat anaphylaxis, including devices such as EpiPen® and Jext® (or any clinically approved equivalent).

Individual Healthcare Plan (IHP)

A written document setting out the medical needs of an individual pupil and the arrangements required to support them safely within school.

Allergy / Medical Register

The school's secure record of pupils diagnosed with allergies requiring additional management.

Senior Allergy Lead

The member of the senior leadership team designated by the Headteacher to oversee implementation, monitoring and continuous improvement of allergy safety arrangements across the school.

6. Roles and Responsibilities

The Governing Body recognises that effective allergy management requires a whole-school approach. All staff have a duty to safeguard pupils and must understand their role in preventing, recognising and responding to allergic reactions.

Responsibilities set out within this policy should be read alongside the school's Safeguarding Policy, Supporting Pupils with Medical Conditions Policy, Health and Safety Policy, Educational Visits Policy and Emergency Procedures.

6.1 Governing Body / Trust Board

The Governing Body is ultimately accountable for ensuring that the school complies with its statutory duties regarding allergy safety and provides appropriate support for pupils with allergies.

The Governing Body will:

- ensure the school complies with the **Department for Education Allergy Safety in Schools – Statutory Guidance (July 2026)** and all relevant legislation;
- approve, adopt and annually review this policy;
- ensure adequate resources are available to implement this policy effectively;
- appoint or approve the appointment of a designated **Senior Allergy Lead**;
- ensure allergy safety forms part of the school's safeguarding and health and safety arrangements;
- ensure suitable insurance arrangements are in place;
- receive regular reports regarding allergy incidents, near misses and compliance;
- monitor trends, audit findings and improvement actions;
- ensure appropriate arrangements exist for pupils during educational visits, residential visits and transport;
- satisfy themselves that suitable procedures exist for the procurement, storage and replacement of medication including stock Adrenaline Auto-Injectors (AAIs);
- promote a culture of inclusion where pupils with allergies are able to participate safely in all aspects of school life;
- ensure appropriate governance oversight through committee structures or delegated responsibilities.

Governors should receive periodic assurance that statutory duties are being met and that identified risks are being effectively managed.

6.2 Headteacher

The Headteacher has overall responsibility for implementing this policy and ensuring effective operational management throughout the school.

The Headteacher will:

- promote a whole-school culture of allergy awareness;
- appoint a suitably experienced member of the Senior Leadership Team as Senior Allergy Lead;
- ensure staff understand their safeguarding responsibilities relating to allergy management;
- ensure appropriate staffing arrangements support pupils with allergies;
- ensure Individual Healthcare Plans (IHPs) are implemented effectively;
- allocate sufficient resources for training and emergency medication;
- ensure robust communication between parents, healthcare professionals and school staff;
- ensure suitable emergency procedures are established and rehearsed;
- monitor compliance with this policy;
- ensure allergy risks are considered when approving school visits, enrichment activities and curriculum planning;
- report significant incidents to Governors and external agencies where appropriate;
- ensure continual improvement following incidents or near misses.

The Headteacher may delegate operational tasks but retains overall accountability for implementation.

6.3 Senior Allergy Lead
The Headteacher will appoint a member of the Senior Leadership Team to act as the school's Senior Allergy Lead.
The Senior Allergy Lead is responsible for coordinating allergy safety across the school.

Responsibilities include:

- maintaining oversight of allergy management arrangements;
- maintaining the school's Allergy Register with support from the Inclusion Manager;
- ensuring Individual Healthcare Plans are reviewed at least annually or following clinical changes;
- coordinating staff training;
- monitoring compliance with statutory guidance;
- ensuring emergency medication is available, in date and appropriately stored;
- coordinating risk assessments;
- supporting educational visits;
- working with catering services;
- liaising with healthcare professionals;
- supporting families during admission and transition;
- investigating incidents and near misses;
- producing reports for Governors;
- ensuring allergy information is communicated appropriately whilst maintaining confidentiality;
- coordinating annual audits of allergy management arrangements.

The Senior Allergy Lead should maintain appropriate professional knowledge through continuing professional development.

6.4 Special Educational Needs and Disabilities Coordinator (SENDCO)
The SENDCO plays a vital role in ensuring allergy management is fully integrated into SEND provision.
The SENDCO will:

- ensure allergy management is reflected within Education, Health and Care Plans (EHCPs) where appropriate;
- contribute to Individual Healthcare Plans;
- ensure reasonable adjustments are implemented under the Equality Act 2010;
- support staff working with pupils who may be unable to communicate allergic symptoms;
- advise on sensory, behavioural and communication needs affecting allergy safety;
- coordinate multidisciplinary working;
- support transition planning between phases;
- contribute to risk assessments;
- ensure allergy management forms part of annual reviews where appropriate;
- advise on specialist equipment or environmental adaptations.

Within a special school setting, the SENDCO should work closely with therapists, nurses and families to ensure holistic support.

6.5 School Nurse (or Named Healthcare Professional)
Where a School Nurse or healthcare professional is available, they will provide clinical advice and support. At Woodsetton School, this support is offered through The Brighter Futures Team.

Responsibilities include:

- advising on clinical management;
- supporting development of Individual Healthcare Plans;
- delivering or supporting staff training;
- advising on emergency procedures;
- assisting with medication management;
- supporting parents and carers;
- advising regarding clinical updates;
- supporting transition arrangements;

- participating in reviews following significant incidents;
- liaising with General Practitioners, hospital allergy teams and community paediatric services where appropriate.

Clinical responsibility remains with the prescribing clinician.

6.6 Catering Manager

The Catering Manager is responsible for ensuring food provision minimises foreseeable allergy risks. Provision at Woodsetton School is provided by CMC School Catering (Bramford School site).

Responsibilities include:

- maintaining accurate allergen information for all food provided;
- complying with food safety legislation;
- ensuring food labelling is accurate;
- preventing cross-contamination during storage, preparation and service;
- maintaining allergen control procedures;
- ensuring catering staff receive appropriate allergy awareness training;
- participating in risk assessments;
- maintaining communication with parents where specialist diets are required;
- ensuring substitute meals are prepared safely;
- reporting any concerns immediately to the Senior Allergy Lead.

The Catering Manager will work collaboratively with Woodsetton School and parents / carers to accommodate medically prescribed diets wherever reasonably practicable.

6.7 Teachers

Teachers have day-to-day responsibility for implementing allergy safety arrangements within their classrooms.

Teachers will:

- familiarise themselves with pupils' Individual Healthcare Plans;
- understand signs and symptoms of allergic reactions;
- ensure emergency medication is readily accessible where required;
- minimise unnecessary allergen exposure;
- supervise classroom activities appropriately;
- undertake risk assessments for practical activities;
- avoid using food unnecessarily within lessons where alternative resources are available;
- inform supply teachers of relevant medical information;
- ensure inclusion of pupils with allergies;
- report concerns, incidents and near misses promptly;
- participate in required training.

Teachers remain responsible for pupils during educational visits and off-site activities.

6.8 Teaching Assistants/Lunchtime Supervisors

Teaching Assistants and Lunchtime Supervisors often provide direct support for pupils with complex medical needs.

Teaching Assistants will:

- understand pupils' allergy management plans;
- recognise early symptoms of allergic reactions;
- administer medication where appropriately trained and authorised;
- support safe eating and drinking;
- supervise personal care safely;
- support pupils during therapy sessions;
- accompany pupils during educational visits where required;
- communicate concerns immediately;
- record incidents in accordance with school procedures;

- attend mandatory allergy training.

Staff supporting pupils who are non-verbal or have profound learning disabilities should be particularly alert to behavioural or physiological changes that may indicate an allergic reaction.

6.9 Transport Staff

Where transport is organised by the school or Local Authority, transport providers play an important role in safeguarding pupils.

Transport staff should:

- receive appropriate allergy awareness information;
- understand emergency procedures;
- know how to summon emergency assistance;
- have access to relevant emergency contact information;
- understand procedures for pupils travelling with medication;
- avoid practices that may expose pupils to known allergens where reasonably practicable;
- report incidents immediately upon arrival.

Where appropriate, individual transport risk assessments should be completed for pupils with significant allergy risks.

6.10 Visitors, Volunteers and Contractors

All visitors, volunteers, agency staff and contractors working within school are expected to support allergy safety arrangements.

They must:

- comply with school policies and procedures;
- follow instructions provided by school staff;
- avoid bringing prohibited food items into designated areas where requested;
- immediately report concerns regarding pupils;
- cooperate during emergency situations;
- participate in induction where appropriate.

Contractors providing catering, therapy, enrichment or extracurricular activities must demonstrate that appropriate allergy management arrangements are in place before commencing work.

6.11 Parents and Carers

Parents and carers are key partners in ensuring effective allergy management.

Parents and carers are expected to:

- inform the school promptly of any diagnosed allergy or changes to their child's condition;
- provide accurate and up-to-date medical information, including evidence from healthcare professionals where appropriate;
- supply prescribed medication, including in-date adrenaline auto-injectors, as agreed with the school;
- replace medication before its expiry date;
- complete and review Individual Healthcare Plans and consent forms as required;
- ensure emergency contact details remain current;
- discuss dietary requirements, allergens and reasonable adjustments with the school;
- support their child, where appropriate, to understand and manage their allergy safely;
- notify the school following any significant allergic reaction or change in treatment outside school.

Parents and carers should work collaboratively with the school to promote safe participation in all educational activities while supporting the development of the pupil's independence appropriate to their age, understanding and individual needs.

7. Identification of Pupils with Allergies

7.1 Introduction

The school recognises that early identification of pupils with allergies is essential to ensure effective planning, reduce avoidable risks and enable pupils to participate safely in all aspects of school life.
No pupil will be disadvantaged or excluded from education because they have a diagnosed allergy. The school will work in partnership with parents, carers and healthcare professionals to ensure appropriate support is in place from the point of admission.

7.2 Admission Procedures
Prior to admission, parents or carers will be asked to provide comprehensive information regarding their child's medical needs, including:

- diagnosed allergies;
- history of anaphylaxis or severe allergic reactions;
- prescribed medication;
- emergency treatment requirements;
- dietary requirements;
- environmental allergies;
- allergies to medication or latex;
- contact details for relevant healthcare professionals;
- copies of medical letters where appropriate.

Where significant allergies are identified, admission meetings may include:

- parents or carers;
- the Senior Allergy Lead;
- SENDCO (where appropriate);
- School Nurse or healthcare professional (where available);
- class teacher or key worker;
- catering representative where specialist diets are required.

7.3 Allergy / Medical Register
The school will maintain a secure, regularly updated Allergy Register containing information on all pupils with diagnosed allergies.
The register will include:

- pupil name;
- photograph (where appropriate);
- class or tutor group;
- diagnosed allergens;
- severity of allergy;
- prescribed medication;
- location of medication;
- emergency contacts;
- Individual Healthcare Plan review date.

Access to the register will be provided only to staff requiring the information to fulfil their duties.

7.4 Notification of Changes
Parents and carers must notify the school immediately if:

- a new allergy is diagnosed;
- medication changes;
- emergency treatment changes;
- allergy severity changes;
- healthcare plans require updating.

Individual Healthcare Plans will be amended promptly following notification.

7.5 Information Sharing
Appropriate information will be shared with relevant staff on a need-to-know basis whilst maintaining confidentiality and complying with UK GDPR and the Data Protection Act 2018.

Information may be shared with:

Teachers	Transport escorts	Educational visit leaders
Teaching assistants	Catering staff	Agency staff
Lunchtime supervisors	Therapists	Volunteers where appropriate

8. Individual Healthcare Plans (IHPs)

8.1 Purpose

Every pupil requiring ongoing allergy management will have an Individual Healthcare Plan (IHP) prepared in partnership with parents or carers and relevant healthcare professionals.
The IHP provides clear written guidance for all staff regarding prevention, recognition and emergency response.

8.2 Individual Healthcare Plans will include

Pupil details	Signs and symptoms	Location of medication	Transport arrangements
Photograph	Emergency procedures	Dietary requirements	Review dates
Diagnosed allergies	Prescribed medication	Reasonable adjustments	Emergency contacts
Other known allergens	Dosage and administration instructions	Educational visit arrangements	Healthcare professional recommendations.

8.3 Review of IHPs

Healthcare Plans will be reviewed:

- annually;
- following diagnosis of a new allergy;
- following any allergic reaction;
- following hospital admission;
- when medication changes;
- during transition between phases;
- whenever requested by parents or healthcare professionals.

8.4 Accessibility

Relevant Healthcare Plans will be readily available to authorised staff whilst ensuring confidentiality.
Electronic systems should be secure and accessible during emergencies.

9. Allergy Risk Assessments

9.1 General Principles

Risk assessment is central to effective allergy management.
Risk assessments should identify:

- potential allergens;
- likelihood of exposure;
- severity of consequences;
- existing controls;
- further actions required.

Risk assessments should be proportionate and regularly reviewed.

9.2 Individual Risk Assessments

Individual assessments will consider:

Age and understanding	Behaviour	Mobility
Communication needs	Sensory processing	Supervision levels
Ability to self-manage	Eating and drinking needs	Emergency response arrangements

9.3 Activity Risk Assessments

Specific assessments will be completed for:

Food Technology	Educational Visits	Work Experience;	Community Activities	Charity Events
Science practicals	Residential Visits	Duke of Edinburgh Award	Enterprise Projects	Fundraising Activities

10. Prevention and Daily Management

The school adopts a preventative approach to allergy management.
Reasonable steps will be taken to minimise exposure to known allergens whilst maintaining an inclusive learning environment.
Preventative measures include:

- effective communication;
- staff awareness;
- Individual Healthcare Plans;
- supervision where appropriate;
- safe food management;
- cleaning procedures;
- handwashing;
- risk assessments;
- emergency preparedness.

The school recognises that no environment can be guaranteed completely allergen-free.

11. Food Safety and Catering

The Catering Manager of CMC Schools Catering will ensure:

- compliance with food safety legislation;
- accurate allergen information;
- prevention of cross-contamination;
- safe storage;
- appropriate cleaning procedures;
- allergen labelling;
- staff training.

Menus will identify regulated allergens.
Where pupils require specialist diets, arrangements will be agreed with parents and healthcare professionals.
Packed lunches will remain the responsibility of parents.
The school may introduce reasonable restrictions where risk assessments identify significant risks.

12. Classroom Practice

Teaching staff should carefully consider allergy risks during classroom activities.
Where practical:

- food should not routinely be used as rewards;
- alternative teaching resources should be considered;
- classroom celebrations should be planned sensitively;
- cleaning materials should remove food residues;
- pupils should wash hands before and after eating.

All staff should be aware of pupils' Healthcare Plans.

13. Food Technology

Food Technology presents increased allergy risks and requires enhanced planning.
Teachers will:

- complete activity-specific risk assessments;
- consider individual allergies;
- modify recipes where appropriate;
- avoid unnecessary allergen exposure;
- ensure emergency medication is accessible;
- supervise practical activities appropriately;

- prevent cross-contamination;
- ensure cleaning procedures are followed.

Alternative ingredients will be provided where reasonably practicable.

14. Science

Science lessons may involve allergens including:

- latex;
- biological materials;
- chemicals;
- plant materials;
- insect specimens.

Risk assessments will identify hazards and suitable controls before practical activities commence.
Where necessary, alternative practical activities will be provided.

15. Early Years Foundation Stage

The school recognises that younger children may be unable to identify or communicate allergic symptoms.
Staff will:

- provide close supervision;
- monitor eating carefully;
- implement robust hygiene routines;
- maintain effective communication with parents;
- support gradual development of allergy awareness;
- ensure emergency medication is readily available.

Play activities involving food will be risk assessed.

16. Primary Phase

During the Primary Phase, the school will encourage increasing independence whilst maintaining close and appropriate supervision.
Teaching will promote:

- allergy awareness;
- recognising symptoms;
- asking for help;
- hand hygiene;
- safe eating practices;
- understanding medication.

Support will be individualised according to developmental need.

17. Personal Care

Many pupils within the school require assistance with personal care.
Staff undertaking personal care must consider allergy risks associated with:

- creams;
- wipes;
- soaps;
- gloves;
- medications;
- feeding equipment;
- continence products.

Latex-free products will be used where clinically required.
Appropriate infection prevention and control procedures will be followed at all times.

18. Sensory and Behaviour Considerations

The school recognises that some pupils may:

- mouth non-food objects;
- seek sensory experiences involving food;
- have pica behaviours;

- have limited awareness of danger;
- remove medical devices;
- resist medication;
- communicate pain atypically.

Risk assessments will consider behavioural, communication and sensory needs alongside medical advice.
Strategies may include:

- increased supervision;
- environmental adaptations;
- visual supports;
- communication aids;
- positive behaviour support plans;
- sensory alternatives;
- multidisciplinary intervention.

The school will work closely with families, therapists and healthcare professionals to ensure that allergy management is integrated within wider support plans and promotes the pupil's safety, wellbeing and independence wherever possible.

19. Educational Visits

19.1 General Principles

The Governing Body is committed to ensuring that pupils with allergies are able to participate safely and fully in educational visits, outdoor learning, sporting events and off-site activities.
No pupil will be excluded from an educational visit solely because they have an allergy unless a comprehensive risk assessment identifies that participation cannot be made safe despite all reasonable adjustments.
Visit Leaders must ensure that allergy management forms an integral part of visit planning.

19.2 Planning

Prior to every visit, Visit Leaders will:

- review Individual Healthcare Plans;
- identify pupils requiring allergy support;
- complete an allergy-specific risk assessment where appropriate;
- ensure emergency medication accompanies the pupil;
- identify trained staff attending the visit;
- confirm emergency contact arrangements;
- assess catering arrangements;
- consider travel duration;
- assess environmental risks;
- brief accompanying staff.

Parents and carers will be consulted where necessary.

19.3 Emergency Arrangements

Visit Leaders must ensure:

- emergency medication remains immediately accessible;
- staff know how to recognise anaphylaxis;
- mobile communication is available;
- emergency services can be contacted without delay;
- nearest medical facilities are identified where appropriate.

20. Residential Visits

Residential visits require enhanced planning due to increased duration and exposure to unfamiliar environments.
Additional considerations include:

- accommodation providers;
- food preparation arrangements;

- shared dining facilities;
- access to emergency healthcare;
- medication storage;
- overnight supervision;
- environmental allergens;
- staffing ratios.

Medication must never be inaccessible during overnight stays.
Where necessary, pre-visits should be undertaken.

21. School Transport

The school recognises that allergy risks may arise during transport to and from school.
Transport arrangements will include:

- communication of essential medical information;
- access to emergency medication;
- trained escorts where required;
- emergency contact procedures;
- individual transport risk assessments where appropriate.

Food consumption during transport should be discouraged unless clinically necessary.
Transport providers commissioned by the Local Authority or Trust will be expected to cooperate with the school's allergy management arrangements.

22 Medication Management

22.1 General Principles

Medication prescribed for allergy management will be managed in accordance with the school's Supporting Pupils with Medical Conditions Policy.
The school will:

- only administer medication where appropriate consent has been obtained;
- ensure medication remains in date;
- maintain appropriate records;
- store medication safely whilst ensuring rapid accessibility;
- replace expired medication promptly.

22.2 Pupil Medication

Parents and carers are responsible for:

- supplying prescribed medication;
- ensuring medication is clearly labelled;
- replacing medication before expiry;
- informing the school of changes.

Where clinically appropriate, pupils may carry their own medication in accordance with their Individual Healthcare Plan and school procedures.

23 Storage of Prescribed Adrenaline Auto-Injectors (AAIs)

Adrenaline Auto-Injectors must be:

- readily accessible;
- clearly labelled;
- stored in accordance with manufacturer guidance;
- protected from excessive heat and cold;
- checked regularly for expiry;
- available during educational visits;
- available during sporting activities;
- available during transport where appropriate.

Medication must never be locked away if this would delay emergency treatment.
Staff must know the location of emergency medication at all times.

24 Stock Adrenaline Auto-Injectors

The school will maintain stock Emergency Adrenaline Auto-Injectors in accordance with current legislation and Department for Education guidance.
The Senior Allergy Lead will ensure:

- stock medication is procured appropriately;
- expiry dates are monitored;
- storage arrangements comply with guidance;
- records are maintained;
- staff understand circumstances in which stock AAIs may be used.

Stock AAIs supplement, but do not replace, pupils' own prescribed medication.
The School's Emergency AII's can be found within the Medical Room on both sites.

25 Emergency Procedures

25.1 Recognising Anaphylaxis

All staff must be able to recognise symptoms including:

- difficulty breathing;
- wheezing;
- persistent cough;
- swelling of lips, tongue or throat;
- difficulty swallowing;
- hoarse voice;
- collapse;
- dizziness;
- loss of consciousness;
- widespread rash accompanied by breathing difficulties.

Symptoms may develop rapidly.

25.2 Emergency Response

Where anaphylaxis is suspected:

1. Administer an Adrenaline Auto-Injector immediately.
2. Dial **999** and request an ambulance stating "Anaphylaxis."
3. Inform the school office.
4. Contact parents or carers.
5. Monitor the pupil continuously.
6. Administer a second AAI if symptoms persist after the clinically recommended interval and another device is available.
7. Handover to ambulance clinicians upon arrival.

Staff should not delay administration of adrenaline where anaphylaxis is suspected.

25.3 Emergency Documentation

Following any emergency:

- medication administered will be recorded;
- parents informed;
- incident documented;
- Individual Healthcare Plan reviewed.

26. Post-Incident Procedures

Following any allergic reaction the school will:

- provide appropriate support for the pupil;
- notify parents;
- complete an incident report;
- review risk assessments;
- review the Individual Healthcare Plan;
- identify lessons learned;

- consider additional staff training;
- report significant incidents to Governors where appropriate.

Where appropriate, a debrief meeting will be held involving relevant staff.

27. Staff Training

The Governing Body will ensure all staff receive appropriate allergy awareness training.

Training will include:

- allergy awareness;
- recognising allergic reactions;
- recognising anaphylaxis;
- administration of Adrenaline Auto-Injectors;
- emergency procedures;
- Individual Healthcare Plans;
- risk assessment;
- food safety;
- recording incidents.

Training will be:

- provided at induction;
- refreshed regularly;
- updated following changes in guidance;
- recorded.

Practical training should include hands-on demonstration devices where available.

28. Record Keeping

The school will maintain accurate records including:

- Allergy and Medical Register;
- Individual Healthcare Plans;
- medication administration records;
- training records;
- risk assessments;
- educational visit documentation;
- incident reports;
- near miss reports;
- medication expiry checks;
- audit records.

Records will be retained in accordance with the school's Records Management Policy.

29. Confidentiality and Information Sharing

The school will process personal information in accordance with:

- UK General Data Protection Regulation (UK GDPR);
- Data Protection Act 2018.

Information regarding pupils' allergies will only be shared where necessary to safeguard the pupil or fulfil professional responsibilities.

Information sharing should be:

- proportionate;
- secure;
- accurate;
- timely.

Parents will normally be informed regarding routine information sharing arrangements.

30. Equality and Inclusion

The Governing Body is committed to ensuring pupils with allergies are not discriminated against.

The school will:

- comply with the Equality Act 2010;
- make reasonable adjustments;

- promote inclusion;
- remove unnecessary barriers to participation;
- encourage independence where appropriate;
- involve pupils in decision-making appropriate to their age and understanding.

Reasonable adjustments may include:

- curriculum adaptations;
- environmental modifications;
- staffing arrangements;
- specialist equipment;
- alternative activities where clinically necessary.

30.1 Wellbeing and Mental Health

Woodetton School recognises that living with an allergy, particularly one that carries the risk of anaphylaxis, can have a significant impact on a pupil's emotional wellbeing and mental health. Pupils with allergies may experience anxiety about accidental exposure to allergens, fear of experiencing an allergic reaction, concerns about carrying or using emergency medication, or feelings of being different from their peers. These concerns may affect confidence, social interaction, participation in school activities, attendance and overall engagement with learning.

As an all-through special school, the Governing Body acknowledges that pupils with special educational needs and disabilities (SEND) may face additional challenges in understanding, communicating or managing their allergies. Some pupils may be unable to recognise or express symptoms of an allergic reaction, while others may experience heightened anxiety, sensory sensitivities or behavioural responses associated with medical procedures, dietary restrictions or changes to routine.

These factors will be considered as part of each pupil's Individual Healthcare Plan, risk assessments and wider pastoral support.

The school is committed to fostering an inclusive, supportive and stigma-free environment in which pupils with allergies feel safe, respected and able to participate fully in all aspects of school life. Staff will promote positive attitudes towards medical conditions, challenge misconceptions and bullying related to allergies, and encourage peers to understand the importance of keeping one another safe. Opportunities to develop age-appropriate self-management skills and confidence will be provided, recognising each pupil's individual abilities and stage of development.

The school will:

- Promote emotional wellbeing.
- Support pupils to develop confidence in managing their allergies where appropriate.
- Work closely with parents and healthcare professionals.
- Provide reasonable adjustments where required.
- Ensure pupils with allergies are not disadvantaged or excluded.

30.2 Anti-Bullying

Bullying, teasing or intimidation relating to allergies will not be tolerated.

Any incidents involving:

- Threatening someone with an allergen.
- Deliberate exposure to allergens.
- Teasing about allergies.

will be dealt with through the school's Behaviour and Anti-Bullying Policies.

Where concerns about a pupil's emotional wellbeing or mental health are identified, staff will respond promptly and sensitively. Support may include pastoral interventions, access to the school's mental health and wellbeing provision, involvement of the SENDCO, school nurse or wider multidisciplinary team, and close partnership working with parents, carers and external health professionals where appropriate. The school will ensure that pupils with allergies are supported not only to remain physically safe, but also to develop resilience, independence and a positive sense of wellbeing throughout their education.

32 Monitoring, Audit and Quality Assurance

The Senior Allergy Lead will coordinate ongoing monitoring.

Monitoring activities include:

- annual policy review;
- medication audits;
- Healthcare Plan audits;
- incident trend analysis;
- training compliance;
- educational visit monitoring;
- catering audits;
- Governor monitoring visits.

Audit findings will inform the school's continuous improvement programme.

33 Policy Review

This policy will be reviewed:

- annually;
- following publication of revised legislation or statutory guidance;
- following significant allergy incidents;
- where monitoring identifies improvements;
- at the request of the Governing Body.

The Headteacher is responsible for ensuring that reviews are completed and presented to Governors for approval.

Management of anaphylaxis from DfE Allergy Safety in Schools Statutory Guidance (2026)

Recognise the signs of anaphylaxis

A (Airways)
- Tightening of the throat
- Hoarse voice
- Difficulty swallowing
- Swollen tongue

B (Breathing)
- Sudden wheezing
- Difficult or noisy breathing
- Persistent cough

C (Circulation)
- Persistent dizziness
- Pale or floppy
- Suddenly sleepy
- Collapse/unconscious

If any one (or more) of these signs are present: Don't delay

1. **Lie flat with legs raised** (if breathing is difficult, allow to sit)



2. **Give adrenaline device without delay**
(use the school's spare device if needed)

Scan this dose for instructions on how to use adrenaline devices

3. **Immediately dial 999** for ambulance
and say ANAPHYLAXIS (ana-fill-axis)



After giving adrenaline:

- Stay with person until ambulance arrives, do NOT stand them up.
  - Keep them lying down, even if things seem to be getting better.
- Phone parent/emergency contact.



5:00 minutes

If no improvement after 5 minutes, give another dose of adrenaline using a second device, if available.

Commence CPR at any time if there are no signs of life



ALWAYS GIVE ADRENALINE DEVICE FIRST if someone has **SEVERE AND SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice).
THEN SEEK MEDICAL HELP. Anaphylaxis can occur without skin symptoms

Example Individual Health Care Plan for Allergy

NAME – Individual Healthcare Plan for allergy	
Date of birth:	Current photo
Year / class:	
Emergency contacts:	
Staff who need to be aware:	
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.*	
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.*	
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.*	
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.*	

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 **Annex: 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**:

NAME – Individual Healthcare Plan for allergy Annex: Care or Action Plans issued by healthcare professionals	
Allergy / Asthma Action Plan: *Attach any Action Plan to the IHP for use in an emergency.* *Note which healthcare professional issued the plan, their role and the date issued.*	
Issued by:	**Date**:
Care Plan: *Note where any relevant care plan can be found.* *Note what staff are responsible for delivering / supporting delivery of the care plan.* *Note which healthcare professional issued the plan, their role and the date issued.*	
Date:	**Date**:

ANAPHYLAXIS

HOW TO USE EPIPEN AAIS

If you think someone is have an anaphylactic reaction, give the AAI without delay. It will not harm them.

Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

1. Remove the blue safety cap

Grasp the EpiPen in your dominant hand and remove the blue safety cap by pulling straight up. **Remember: Blue to the Sky, Orange to the Thigh!**

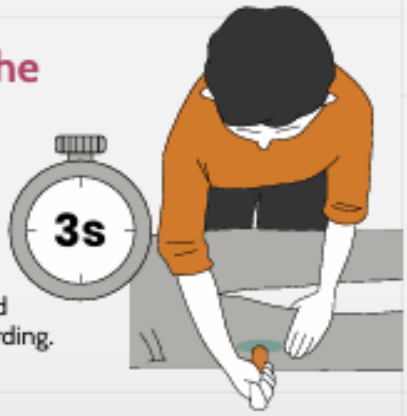


2. Position the orange tip

Hold the EpiPen at 90°, approximately 10cm away from the leg, with the orange tip pointing towards the outer thigh.

3. Administer the EpiPen AAI

Jab the EpiPen firmly into the outer thigh at a right angle. Hold firmly for 3 seconds, before removing and safely discarding.



4. Once the EpiPen AAI has been administered call 999

Ask for an ambulance and say **"ana-fill-axis".**



5. Lie the person down with legs raised immediately

If the person is not already lying down, they should do so, **with legs raised if possible.**

If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side .



6. If there are no signs of improvement after 5 minutes, use a second EpiPen AAI

The person should remain still and lying down until the ambulance arrives. **Don't try to get up, even if you start to feel better.**

7. Start CPR

If there are no signs of life, **start CPR immediately** until help arrives.



For more information on EpiPen AAIs >>

Sign up to the free expiry alert service and receive reminders by text or email when your EpiPen is about to expire >>

Natasha Allergy Research Foundation
The UK's Food Allergy Charity

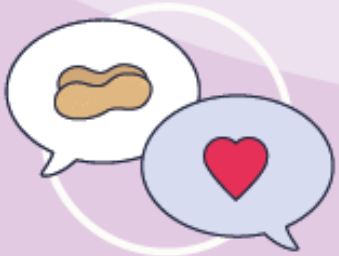
Empower • Include • Protect

AllergySchool.org.uk

Registered charity England & Wales (1181098) Scotland (SCO51610). Based on BSACI and 2023 MHRA guidance. Source: EpiPen.

Keeping our classroom safe for people with allergies

Many people have allergies, and it's important that they feel as safe as possible during their time in our classroom. Some people have mild reactions, and others have severe reactions that need to be treated very urgently. Our job is to take steps to reduce the chance of them having an allergic reaction in the first place! **To do this, we can:**



Try to remember who has allergies and be kind and helpful towards them



Wash our hands thoroughly after eating



Avoid swapping food with one another



Know the signs that someone is having an allergic reaction



Tell a member of staff if you are worried that someone is having an allergic reaction



Wipe down tables and clean equipment properly when asked



Always check with the teacher before bringing any food into the classroom and never eat in the classroom without permission

REMEMBER

We can all keep our classroom as safe as possible if we work together and follow these steps at all times!