

Ainslie Wood Primary School

Allergy and Allergen Management Policy

**Keeping every child safe, included and
able to thrive**

Related
Policies

Supporting Pupils with Medical Conditions, First Aid, Safeguarding and Child Protection, Health and Safety, Educational Visits, Food Safety, Attendance, Behaviour and Relationships

Contents

Section	Page
1. Statement of Intent	5
2. Our Values and Creating an Allergy Aware School	6
3. Legal Framework	7
4. Understanding Allergies and Anaphylaxis	7
5. Why Allergy Management Matters	9
6. Equality, Inclusion and Wellbeing	10
7. Creating an Allergy Aware Environment	10
8. Roles and Responsibilities	11
• Governing Body	11
• Headteacher	12
• Teaching Staff	12
• Support Staff	13
• Office Staff	13
• Catering Staff	13
• Parents and Carers	14
• Pupils	14
9. Identifying Pupils with Allergies	15
10. Individual Healthcare Plans (IHPs)	15
11. Admission and Information Sharing	16
12. Daily Allergy Management	16
13. School Meals and Catering	17
14. Packed Lunches	18
15. Birthday Celebrations and Food Brought into School	18

16. Food Used Within the Curriculum	19
17. Forest School, Outdoor Learning and Gardening	20
18. Early Years Foundation Stage (EYFS)	20
19. Educational Visits and Residential Visits	21
20. Breakfast Club, After School Clubs and Holiday Provision	22
21. Visitors, Volunteers and Agency Staff	22
22. Storage of Medication	23
23. Administration of Medication	23
24. Recognising an Allergic Reaction	24
25. Emergency Procedures	25
26. Staff Training and Awareness	26
27. Communication with Parents and Carers	27
28. Confidentiality and Information Sharing	27
29. Record Keeping	28
30. Responding to Incidents and Learning from Them	28
31. Monitoring and Review	29
32. Equality and Inclusion	29
33. Policy Review	30
Conclusion	31

Appendices

Appendix	Page
Appendix A – Individual Healthcare Plan (IHP)	32
Appendix B – Allergy Action Plan	35
Appendix D – Adrenaline Auto-Injector Register	36
Appendix E – Staff Training Record	36
Appendix F – Annual Allergy Audit	37
Appendix G – Educational Visits Allergy Checklist	39
Appendix H – Allergy Risk Assessment Template	40
Appendix I – Parent Allergy Information Form	41
Appendix J – Key Messages for Staff	42

1. Statement of Intent

At Ainslie Wood Primary School, we believe every child deserves to learn in an environment where they feel safe, valued and able to participate fully in every aspect of school life.

For many children, allergies are a daily reality that require careful planning and management. Whilst many allergic reactions are mild, others can develop rapidly into life-threatening emergencies. As a school community, we recognise the importance of creating an environment where these risks are understood and managed effectively without preventing children from enjoying the rich experiences that school has to offer.

We believe that keeping children safe is everyone's responsibility. Successful allergy management relies on positive relationships between school staff, parents and carers, healthcare professionals, catering providers and, where appropriate, the children themselves.

Our aim is not to eliminate every possible risk—something that is impossible in any school environment—but to reduce risks through thoughtful planning, good communication and consistent practice. By working together, we can create a school where children with allergies feel confident, included and supported.

This policy sets out how Ainslie Wood Primary School manages allergies safely while promoting independence, inclusion and wellbeing.

2. Our Values and an Allergy Aware School

At Ainslie Wood, our values underpin everything we do.

We encourage every member of our school community to:

- Be Kind
- Be Safe
- Be Responsible

These values are central to how we approach allergy management.

Being kind means recognising that some children have medical conditions that require additional care and understanding. Children are encouraged to respect the needs of others and understand that something as simple as sharing food could place another child at risk.

Being safe means following agreed routines that reduce risk, such as washing hands, avoiding food sharing and reporting concerns immediately.

Being responsible means that staff, parents and pupils all play an active role in helping to keep children safe.

We aim to create an Allergy Aware School, where everyone understands the importance of allergy management and where sensible precautions become part of everyday school life.

Rather than creating unnecessary fear around food, we promote understanding, awareness and sensible decision-making.

Children are encouraged to learn about allergies in an age-appropriate way, helping them develop empathy, responsibility and respect for others.

3. Legal Framework

This policy has been developed in accordance with current legislation and national guidance, including:

- The Children and Families Act 2014
- Supporting Pupils with Medical Conditions at School (Department for Education)
- Allergy Guidance for Schools (Department for Education)
- Keeping Children Safe in Education
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Food Information Regulations 2014
- Food Standards Agency guidance
- NHS guidance on allergies and anaphylaxis

This policy should also be read alongside the school's:

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

Together these documents ensure that pupils receive consistent care throughout the school day.

4. Understanding Allergies and Anaphylaxis

An allergy occurs when the body's immune system reacts to a substance (known as an allergen) that is normally harmless to most people.

Allergic reactions vary greatly from person to person. Some children may develop a mild rash after touching an allergen, whilst others can experience a severe and life-threatening reaction known as anaphylaxis.

Common allergens include:

- Peanuts
- Tree nuts
- Milk
- Eggs
- Fish
- Shellfish
- Wheat
- Soya

- Sesame
- Mustard
- Celery
- Sulphites

Children may also be allergic to:

- Insect stings
- Latex
- Animal fur
- Dust mites
- Certain medications

Some allergic reactions occur immediately, while others may develop over several minutes.

Symptoms may include:

Mild symptoms

- itchy skin
- rash
- hives
- tingling lips
- mild swelling
- stomach discomfort

Moderate symptoms

- facial swelling
- persistent coughing
- vomiting
- wheezing
- difficulty swallowing

Severe symptoms (Anaphylaxis)

Anaphylaxis is a medical emergency.

Symptoms may include:

- difficulty breathing
- noisy breathing
- swelling of the tongue or throat
- difficulty speaking
- pale or floppy appearance
- dizziness
- collapse
- loss of consciousness

Staff are trained to recognise these symptoms quickly because rapid treatment can save lives.

5. Why Allergy Management Matters

Food allergies are becoming increasingly common in schools across the United Kingdom.

For many families, sending a child with a severe allergy to school can be an anxious experience. Parents trust schools to understand their child's needs and respond appropriately if an emergency occurs.

Effective allergy management is therefore about much more than storing medication.

It includes:

- creating safe routines
- educating pupils
- supporting staff confidence
- communicating openly with families
- planning carefully for activities
- responding calmly during emergencies

When children feel safe, they are more able to enjoy learning, build friendships and develop independence.

Our aim is for pupils with allergies to participate fully in every aspect of school life without feeling different or excluded.

6. Equality, Inclusion and Wellbeing

We are committed to ensuring that pupils with allergies have equal access to education and school life.

Where appropriate, we will make reasonable adjustments so that children can safely participate in:

- lessons
- school trips
- clubs
- sports
- performances
- celebrations
- residential visits

Children with allergies should never feel isolated because of their medical condition.

We recognise that living with a severe allergy can affect emotional wellbeing. Some children may feel anxious about eating around others or worry about having a reaction.

Staff will always listen to children's concerns and work with families to build confidence while maintaining appropriate safety measures.

7. Creating an Allergy Aware Environment

At Ainslie Wood we do not describe ourselves as an "allergen-free" or "nut-free" school.

The Department for Education advises against this because it is impossible to guarantee that allergens will never enter the school environment. Describing a school as allergen-free may also lead to a false sense of security.

Instead, we adopt an Allergy Aware approach.

This means everyone plays a part in reducing risk by following simple, consistent routines.

Throughout the school we will:

- encourage children to wash their hands before and after eating;
- discourage the sharing of food, drinks or eating utensils;
- supervise younger pupils during snack and lunchtime;
- clean tables and eating areas thoroughly after meals;
- ensure food used during lessons is checked carefully in advance;
- consider allergy risks when planning cooking, science and sensory activities;
- encourage children to tell an adult immediately if they feel unwell;
- ensure all staff know how to respond in an emergency.

By embedding these routines into everyday school life, we create a culture where keeping one another safe becomes everyone's responsibility.

8. Roles and Responsibilities

Keeping children with allergies safe requires a whole-school approach. Every member of our school community has an important part to play in creating an environment where pupils feel safe, supported and included.

By working together, we can reduce the likelihood of accidental exposure to allergens and ensure that any allergic reaction is managed quickly, calmly and effectively.

The Governing Body

The Governing Body has overall responsibility for ensuring that the school meets its statutory duties regarding pupils with medical conditions.

Governors will:

- ensure appropriate policies and procedures are in place to support pupils with allergies;
- monitor the implementation and effectiveness of this policy;
- ensure sufficient resources are available to support allergy management;
- receive updates from the Headteacher regarding significant allergy incidents and policy reviews;
- ensure allergy management remains an integral part of the school's safeguarding and health and safety arrangements.

The Headteacher

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

The Headteacher will:

- ensure pupils with allergies are identified as early as possible;
- ensure Individual Healthcare Plans are completed where required;
- ensure staff receive appropriate allergy awareness and emergency training;
- oversee the safe storage and administration of medication;
- ensure suitable risk assessments are completed for school activities;
- work closely with parents, healthcare professionals and catering providers;
- review any allergy-related incidents to identify improvements;
- promote a culture where allergy awareness forms part of everyday school life.

Teaching Staff

Teachers play a vital role in keeping children safe because they spend the greatest amount of time with pupils during the school day.

Teachers will:

- familiarise themselves with the allergies of children within their class;
- read and understand Individual Healthcare Plans;
- promote an inclusive classroom where children with allergies are supported;
- carefully consider allergy risks when planning curriculum activities;
- supervise food-related activities appropriately;
- encourage children not to share food or drinks;
- know how to respond should a pupil experience an allergic reaction;
- communicate any concerns promptly with parents and school leaders.

Teachers are not expected to become medical experts. However, they should feel confident in recognising symptoms and following agreed emergency procedures.

Support Staff

Support staff are often closely involved in supervising meals, interventions and practical activities.

They will:

- understand the needs of pupils they support;
- follow Individual Healthcare Plans;
- monitor children during snack and lunchtime where appropriate;
- encourage good hygiene practices;
- support pupils to develop independence in managing their allergies;
- respond immediately if concerns arise.

Office Staff

The school office plays an important role in ensuring allergy information remains accurate and accessible.

Office staff will:

- maintain allergy records;
- monitor medication expiry dates;
- contact parents when replacement medication is required;
- ensure emergency contact details remain current;
- support communication with healthcare professionals where appropriate.

Catering Staff

The school works closely with its catering provider to ensure meals are prepared safely.

Catering staff will:

- maintain up-to-date allergen information;
- understand the dietary needs of individual pupils;
- minimise the risk of cross-contamination wherever reasonably practicable;
- communicate any menu changes that may affect children with allergies;
- follow food safety procedures at all times.

Parents and Carers

Parents know their child best and are essential partners in ensuring safe allergy management.

Parents and carers are expected to:

- inform the school immediately of any diagnosed allergy;
- provide medical evidence where available;
- complete all relevant healthcare documentation;
- provide prescribed medication in its original packaging;
- ensure medication remains in date;
- replace medication before it expires;
- inform school promptly of any changes to medical advice or treatment;
- attend review meetings when requested.

Parents should also encourage their child, where appropriate, to understand their allergy and begin developing age-appropriate self-management skills.

Pupils

Children are encouraged to take increasing responsibility for keeping themselves safe as they grow older.

This may include:

- recognising foods they should avoid;
- washing their hands before and after eating;
- never sharing food or drinks;
- telling an adult immediately if they feel unwell;
- carrying out agreed routines identified within their Healthcare Plan, where age appropriate.

We recognise that younger children will require much greater adult support than older pupils, and expectations will always be appropriate to the child's age and understanding.

9. Identifying Pupils with Allergies

Early identification is one of the most important aspects of keeping children safe.

Parents are asked to notify the school of any diagnosed allergy before their child starts school or immediately following diagnosis.

Where appropriate, the school will request supporting medical information from a healthcare professional to ensure the correct support is put in place.

Information collected may include:

- diagnosed allergens;
- severity of previous reactions;
- prescribed medication;
- emergency treatment advice;
- contact details;
- details of any hospital admissions relating to allergies.

Once this information has been received, the Headteacher (or designated medical lead) will determine whether an Individual Healthcare Plan is required.

Where a child develops an allergy during the school year, arrangements will be made as quickly as possible to ensure appropriate support is in place.

10. Individual Healthcare Plans

An Individual Healthcare Plan (IHP) ensures that everyone involved in supporting a child understands exactly what they need and how to respond in an emergency.

Healthcare Plans provide consistency across the school and reduce uncertainty during stressful situations.

Plans will normally include:

- the child's name and photograph;
- diagnosed allergy or allergies;
- known triggers;
- signs and symptoms of an allergic reaction;
- prescribed medication;
- location of medication;
- emergency procedures;
- emergency contact details;
- advice from healthcare professionals;
- review date.

Healthcare Plans will be:

- reviewed annually;
- reviewed after any allergic reaction;
- updated whenever medical advice changes;
- shared with relevant staff on a need-to-know basis.

11. Admission and Information Sharing

When a child joins Ainslie Wood Primary School, we work closely with families to ensure appropriate arrangements are in place before the child begins attending.

Where a pupil has a diagnosed allergy, parents will be invited to meet with school staff to discuss:

- the child's medical needs;
- previous allergic reactions;
- medication requirements;
- dietary arrangements;
- any reasonable adjustments required.

Information will be shared sensitively and only with staff who need to know in order to keep the child safe.

Medical information will always be handled in accordance with UK GDPR and data protection legislation.

12. Daily Allergy Management

Managing allergies successfully depends upon creating safe daily routines rather than relying solely on emergency procedures.

At Ainslie Wood, we encourage staff and pupils to follow simple routines that reduce risk while allowing children to enjoy normal school experiences.

Daily expectations include:

- washing hands before and after eating;
- cleaning tables after meals;
- supervising younger children during eating times;
- encouraging children not to share food or drinks;
- ensuring children eat only food provided by their parent, carer or the school where appropriate;
- checking ingredients before food is used within lessons;
- encouraging pupils to tell an adult immediately if they feel unwell.

These routines are embedded into everyday school life and help develop positive habits for all children.

13. School Meals and Catering

We recognise that lunchtime should be an enjoyable and social experience for all children.

The school works closely with its catering provider to ensure that pupils with allergies can access suitable meals wherever reasonably possible.

Our catering provider will:

- maintain accurate allergen information;
- clearly identify allergens within menus where appropriate;
- prepare meals with care to minimise cross-contamination;
- communicate with school leaders regarding any menu changes affecting pupils with allergies.

Where a medically prescribed special diet is required, we will work closely with parents and the catering provider to agree appropriate arrangements.

Whilst every reasonable precaution will be taken, no kitchen can guarantee a completely allergen-free environment. This is why effective communication and robust procedures remain essential.

14. Packed Lunches

We understand that many pupils bring packed lunches from home.

Parents are asked to support the school by considering the needs of pupils with severe allergies.

Depending upon individual risk assessments, we may request that certain foods are not brought into specific classrooms or year groups where a child has a significant allergy.

Children are expected to eat only their own food and should never share lunches, snacks or treats.

Staff supervising lunchtime will reinforce these expectations positively, helping children understand that these routines keep everyone safe rather than making anyone feel different.

15. Birthday Celebrations and Food Brought into School

We understand that birthdays and celebrations are important milestones in children's lives and enjoy recognising these special occasions with our pupils. However, food shared during celebrations can increase the risk of accidental exposure to allergens.

To ensure celebrations remain safe and inclusive, we encourage families to consider alternatives to food wherever possible.

These may include:

- donating a book to the class library;
- providing stickers or pencils;
- leading a special game or activity;
- sharing a birthday story;
- choosing a class reward.

Where food is brought into school for a celebration, parents must discuss this with the class teacher in advance. Food should be shop bought, clearly labelled and in its original packaging so ingredients and allergen information can be checked.

Homemade food should not be shared with pupils.

The school reserves the right not to distribute food if allergen information cannot be verified or if doing so may place a pupil at risk.

Our aim is not to prevent celebrations, but to ensure that every child can participate safely and feel included.

16. Food Used Within the Curriculum

Food plays an important part in many curriculum areas, including Design and Technology, Science, Geography, Religious Education and cultural celebrations.

Before any activity involving food takes place, staff will consider the needs of pupils with allergies and complete a risk assessment where appropriate.

This includes activities such as:

- baking;
- cooking;
- tasting sessions;
- food technology;
- cultural celebration days;
- enterprise projects;
- science investigations.

Teachers will:

- check ingredients before activities are planned;
- avoid unnecessary use of known allergens where appropriate;
- provide suitable alternatives for pupils with allergies;
- ensure food is clearly labelled;
- supervise activities carefully;
- clean all equipment and surfaces thoroughly after use.

Where appropriate, parents may be consulted before an activity takes place.

No pupil should be excluded from curriculum activities because of an allergy. Instead, reasonable adjustments will be made so they can participate safely.

17. Forest School, Outdoor Learning and Gardening

Outdoor learning is an important part of the curriculum at Ainslie Wood Primary School.

Whilst outdoor environments offer valuable learning opportunities, they may also expose pupils to additional allergens including:

- insect stings;
- pollen;
- plants;
- moulds;
- animal contact.

Before Forest School sessions or outdoor learning activities, staff will consider any additional allergy risks.

Where appropriate, risk assessments will identify:

- pupils requiring emergency medication;
- staff responsible for carrying medication;
- emergency communication arrangements;
- the location of the nearest emergency services if off site.

Medication will always accompany pupils participating in outdoor learning.

18. Early Years Foundation Stage (EYFS)

Younger children require additional support because they are still developing an understanding of allergies and safe eating behaviours.

In EYFS we therefore provide increased supervision during:

- snack times;
- lunch;
- sensory play;
- messy play;
- water play;
- cooking activities.

Staff will ensure:

- children wash hands before and after eating;
- tables are cleaned thoroughly;
- food is not shared;
- ingredients are checked before sensory activities;

- alternative resources are available where required.

Parents will be consulted before introducing new foods during planned learning activities.

19. Educational Visits and Residential Visits

We believe that every child should be able to participate fully in educational visits regardless of medical needs.

No child will be excluded from a visit solely because they have an allergy.

Before every visit, the visit leader will review the needs of pupils with allergies and complete an appropriate risk assessment.

This will include consideration of:

- destination;
- travel arrangements;
- eating arrangements;
- emergency services;
- staffing ratios;
- supervision;
- medication requirements.

Where a child has a severe allergy:

- emergency medication will accompany the pupil at all times;
- at least one accompanying adult will be familiar with the child's Healthcare Plan;
- staff will know how to administer emergency medication;
- emergency contact details will be readily available.

Where meals are provided by external venues or residential centres, allergen information will be obtained wherever possible before the visit.

Following every visit, staff will review any medical issues that arose and identify improvements for future planning.

20. Breakfast Club, After School Clubs and Holiday Provision

Children attending extended school provision should receive the same high standard of care as they do during the normal school day.

All staff working within:

- Breakfast Club;
- After School Club;

- sports clubs;
- music clubs;
- enrichment activities;

will receive appropriate information regarding pupils with allergies.

Where food is provided, staff will:

- check allergen information;
- supervise eating appropriately;
- follow Individual Healthcare Plans;
- ensure medication remains accessible.

21. Visitors, Volunteers and Agency Staff

Many adults work alongside pupils during the school day.

This may include:

- sports coaches;
- trainee teachers;
- volunteers;
- peripatetic teachers;
- contractors working with pupils.

Where appropriate, these adults will receive relevant information about pupils with allergies before beginning work with the children.

Visitors will always know who to contact should they have concerns regarding a child's health.

22. Storage of Medication

Emergency medication must always be available without delay.

Medication will therefore be stored:

- securely;
- clearly labelled;
- in an agreed accessible location;
- in accordance with healthcare advice.

Medication will never be locked away if doing so could delay emergency treatment.

Where appropriate:

- emergency medication will be stored in an agreed location identified within the pupil's Individual Healthcare Plan. Depending on the type of medication and the needs of the individual pupil, this may be kept securely with the class teacher or in the school office, ensuring it remains easily accessible at all times.
- Where clinically appropriate, a spare prescribed medication (for example, an additional adrenaline auto-injector) may also be kept in school.

The school office will maintain a register of all emergency medication held on site, carry out regular checks to ensure medication remains in date and stored correctly, and contact parents or carers in good time to request replacement medication before it expires. Parents and carers remain responsible for ensuring that medication supplied to the school is in date and clearly labelled.

23. Administration of Medication

Where a Healthcare Plan identifies that medication may be required, staff will follow the agreed medical instructions carefully.

Only trained members of staff will administer medication unless immediate emergency action is required to save life.

When medication is administered:

- the child's identity will be confirmed;
- medication will be checked before use;
- another adult will be informed where possible;
- parents will be notified;
- appropriate records will be completed.

The welfare of the child will remain the priority throughout.

24. Recognising an Allergic Reaction

Prompt recognition of symptoms is essential.

Symptoms may develop within minutes of exposure to an allergen but can sometimes appear more gradually.

Mild symptoms may include:

- itchy skin;
- rash;
- hives;
- tingling lips;
- watery eyes;
- stomach pain.

More serious symptoms may include:

- swelling of the lips or tongue;
- persistent coughing;
- wheezing;
- difficulty swallowing;
- changes in voice;
- difficulty breathing.

Signs of anaphylaxis include:

- severe breathing difficulty;
- swelling of the airway;
- collapse;
- confusion;
- loss of consciousness.

Any concerns about a pupil's condition should always be treated seriously.

25. Emergency Procedures

Every minute counts during a severe allergic reaction.

All staff are expected to remain calm, reassure the child and follow the school's emergency procedures immediately.

If anaphylaxis is suspected:

Step 1

Inform the school office immediately.

Step 2

Administer the prescribed Adrenaline Auto Injector immediately.

Do not delay treatment while waiting for symptoms to worsen.

Step 3

Call **999** and state clearly:

"Child experiencing suspected anaphylaxis."

Step 4

Contact parents or carers.

Step 5

If symptoms continue and a second injector has been prescribed, administer it after approximately five minutes if advised by the emergency operator.

Step 6

Remain with the child until the ambulance arrives.

Staff should reassure the child, monitor their breathing and follow emergency service advice.

Every incident will be fully recorded and reviewed afterwards so that any lessons learned can strengthen future practice.

Remember: If in doubt, treat as anaphylaxis and call **999** immediately. Prompt treatment saves lives.

26. Staff Training and Awareness

At Ainslie Wood Primary School, we recognise that effective allergy management depends upon staff feeling knowledgeable, confident and prepared to respond appropriately in both routine situations and emergencies.

All members of staff have a responsibility to contribute to a safe environment for pupils with allergies. Whilst not every member of staff will be required to administer medication, all staff should understand the importance of allergy awareness, know how to seek assistance quickly and be familiar with the school's emergency procedures.

The school will ensure that:

- all new staff receive allergy awareness information as part of their induction;
- relevant staff receive practical training in recognising allergic reactions and administering adrenaline auto-injectors (AAIs);
- refresher training is provided regularly and whenever guidance changes;
- staff are informed when a new pupil with significant allergies joins the school;
- temporary staff, supply teachers and volunteers receive appropriate information before working with pupils.

Training may include:

- understanding common allergies;
- recognising the signs and symptoms of allergic reactions;
- recognising the signs of anaphylaxis;
- administering different types of adrenaline auto-injectors;
- responding calmly during emergencies;
- recording incidents and informing parents;
- reducing the risk of allergen exposure during everyday school activities.

The school will maintain a record of all allergy training undertaken by staff.

27. Communication with Parents and Carers

Positive relationships with parents and carers are central to ensuring that pupils with allergies are well supported.

Parents know their child best and are an essential source of information regarding their child's medical needs, previous reactions and any changes to treatment.

The school will:

- encourage open and honest communication;
- involve parents when developing Individual Healthcare Plans;
- discuss any concerns regarding school activities that may involve allergens;
- inform parents promptly if medication is administered or an allergic reaction occurs;
- review support arrangements whenever a child's needs change.

Parents and carers are asked to:

- notify the school immediately of any changes to medical advice;
- ensure emergency medication remains in date;
- replace medication before it expires;
- provide updated emergency contact details;
- work collaboratively with the school to promote safe allergy management.

Our aim is to build trusting relationships where families feel confident that their child is safe, supported and fully included within school life.

28. Confidentiality and Information Sharing

The school recognises the importance of balancing confidentiality with the need to keep children safe.

Information relating to a child's allergies will only be shared with staff who require it in order to fulfil their responsibilities.

This may include:

- class teachers;
- teaching assistants;
- lunchtime supervisors;
- office staff;
- senior leaders;
- first aiders;
- catering staff;
- educational visit leaders.

Information will be handled in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Where appropriate, photographs of pupils with severe allergies may be displayed in staff areas or included within confidential medical information to assist staff in responding quickly during an emergency.

29. Record Keeping

Accurate record keeping supports effective communication and helps ensure continuity of care.

The school will maintain:

- an up-to-date allergy register;
- Individual Healthcare Plans;
- records of prescribed medication held in school;
- medication administration records;
- staff training records;
- records of allergy incidents;
- educational visit risk assessments where appropriate.

Records will be reviewed regularly to ensure information remains accurate and current.

30. Responding to Incidents and Learning from Them

Whilst every effort is made to reduce risks, we recognise that allergic reactions can still occur.

Following any allergy-related incident, the school will carry out a review to identify any lessons that can strengthen future practice.

The review may consider:

- the circumstances leading to the incident;
- whether Healthcare Plans were followed;
- whether emergency procedures were effective;
- whether additional staff training is required;

- whether changes to routines or risk assessments are needed;
- whether communication with families can be improved.

Where appropriate, parents and carers will be involved in this review process.

Our focus is on continuous improvement rather than blame, ensuring that we learn from experience and continue to provide the safest possible environment for all pupils.

31. Monitoring and Review

The Headteacher is responsible for monitoring the implementation of this policy and ensuring that allergy management remains effective across the school.

This will include:

- reviewing allergy incidents;
- monitoring staff training;
- checking that Healthcare Plans remain current;
- reviewing medication storage arrangements;
- seeking feedback from staff, pupils and parents where appropriate.

The Governing Body will receive updates on the implementation of this policy and will review it annually, or sooner if:

- national guidance changes;
- legislation is amended;
- a significant allergy-related incident occurs;
- monitoring identifies the need for improvements.

32. Equality and Inclusion

Ainslie Wood Primary School is committed to ensuring that pupils with allergies are treated fairly and are able to participate fully in all aspects of school life.

In accordance with the Equality Act 2010, the school will make reasonable adjustments where appropriate to ensure that pupils with medical conditions are not placed at a substantial disadvantage compared with their peers.

Children with allergies will be encouraged to take part in:

- classroom learning;
- educational visits;
- sporting activities;
- performances;
- clubs;
- celebrations;

- residential experiences.

Reasonable adjustments will always seek to balance inclusion with the safety and wellbeing of all pupils.

33. Policy Review

This policy reflects the school's commitment to safeguarding, inclusion and pupil wellbeing.

It will be reviewed annually by the Headteacher and Governing Body to ensure it continues to reflect current legislation, Department for Education guidance and best practice.

Earlier review may take place following:

- changes to statutory guidance;
- changes in school procedures;
- recommendations following an allergy-related incident;
- feedback from staff, parents, governors or healthcare professionals.

Conclusion

At Ainslie Wood Primary School, we believe that every child should feel safe, confident and included throughout their time at school.

Managing allergies successfully is about much more than responding to emergencies. It is about creating a culture of awareness, responsibility and kindness, where sensible routines, effective communication and strong partnerships help every child to thrive.

By working together with families, healthcare professionals and our wider school community, we aim to provide an environment in which children with allergies can participate fully in learning and school life, knowing that their safety and wellbeing are always a priority.

APPENDIX A

Individual Healthcare Plan (IHP)

Pupil Details

Child's Name	
Date of Birth	
Year Group	
Class	
Photograph	
Date Plan Created	
Review Date	

Medical Information

Diagnosis

Known Allergens

- ☐ Peanuts ☐ Tree Nuts ☐ Milk ☐ Eggs ☐ Fish ☐ Shellfish ☐ Wheat ☐ Sesame ☐ Soya ☐ Mustard
☐ Celery ☐ Lupin ☐ Sulphites ☐ Latex ☐ Insect Stings
☐ Other
-
-

Symptoms Usually Experienced

- ☐ Rash ☐ Hives ☐ Swelling ☐ Vomiting ☐ Wheezing ☐ Difficulty Breathing ☐ Collapse ☐ Other
-
-

Medication

Medication prescribed:

Location of medication:

Can the child self-administer?

☐ Yes ☐ No

Emergency Procedure

(Complete with healthcare professional)

Emergency Contacts

Parent/Carer 1

Name

Telephone

Relationship

Parent/Carer 2

Name

Telephone

Relationship

GP

Practice

Telephone

Parent Signature _____

School Signature _____

Review Date _____

APPENDIX B

Allergy Action Plan

If a child has a mild allergic reaction:

- Stay with the child.
 - Reassure them.
 - Inform a trained member of staff.
 - Administer prescribed medication if required.
 - Monitor carefully.
 - Inform parents.
-

If a child develops signs of anaphylaxis:

ACT IMMEDIATELY

- ✓ Contact school office
 - ✓ Give Adrenaline Auto Injector
 - ✓ Call 999
 - ✓ State: "Child experiencing suspected anaphylaxis."
 - ✓ Contact parents
 - ✓ Give second injector after 5 minutes if advised
 - ✓ Stay with the child until ambulance arrives
-

Remember:

If in doubt, give the adrenaline injector. Delaying treatment is more dangerous than giving it unnecessarily.

APPENDIX C

Adrenaline Auto Injector Register

Child	Device	Expiry Date	Storage Location	Checked By	Replacement Requested
-------	--------	-------------	------------------	------------	-----------------------

Review monthly.

APPENDIX D

Staff Training Record

Name	Role	Date Trained	Trainer	Practical AAL Demonstration	Signature
------	------	--------------	---------	-----------------------------	-----------

Training should be refreshed annually.

APPENDIX E

Annual Allergy Audit

Leadership

- ☐ Policy reviewed
 - ☐ Governors informed
 - ☐ Staff aware of policy
 - ☐ Annual review completed
-

Pupils

- ☐ Allergy register updated
 - ☐ Healthcare Plans reviewed
 - ☐ New pupils identified
 - ☐ Parents contacted
-

Medication

- ☐ Medication in date
 - ☐ Spare medication available
 - ☐ Storage checked
 - ☐ Trips medication arrangements reviewed
-

Staff

- ☐ Annual training completed
 - ☐ New staff inducted
 - ☐ Supply staff procedures reviewed
-

Environment

- ☐ Classroom risk assessments reviewed
 - ☐ Dining hall procedures reviewed
 - ☐ EYFS reviewed
 - ☐ Forest School reviewed
 - ☐ Educational Visits reviewed
-

Actions Required

Responsible Person

Completion Date

APPENDIX F

Educational Visits Allergy Checklist

Before every visit:

- ☐ Healthcare Plan reviewed
- ☐ Medication packed
- ☐ Spare medication packed
- ☐ Staff trained
- ☐ Emergency contacts available
- ☐ Meal arrangements confirmed
- ☐ Risk assessment completed
- ☐ Emergency services identified
- ☐ Parent informed

Visit Leader Signature _____

Date _____

APPENDIX G

Allergy Risk Assessment

Activity	Possible Risk	Controls in Place	Further Action Required
----------	---------------	-------------------	-------------------------

Examples include:

- Cooking
 - Baking
 - Science
 - Forest School
 - Birthday celebrations
 - School trips
 - Food tasting
 - Enterprise projects
-

APPENDIX H

Emergency Flowchart

CHILD FEELS UNWELL

Assess symptoms immediately

Mild Symptoms

- Rash
- Itching
- Hives
- Mild swelling

Inform trained member of staff

Monitor carefully

Contact parents

Severe Symptoms

- Difficulty breathing
- Wheezing
- Swollen tongue
- Swollen throat
- Collapse

Contact school office

GIVE ADRENALINE AUTO INJECTOR IMMEDIATELY

CALL 999

State: **"Child experiencing suspected anaphylaxis."**

Contact parents

Monitor continuously

Second injector after 5 minutes if advised

Stay with child until ambulance arrives

APPENDIX I

Parent Allergy Information Form

To help us keep your child safe, please complete the following:

Child's Name: _____

Class: _____

Allergy:

Known Triggers:

Has your child ever experienced anaphylaxis?

☐ Yes

☐ No

Medication prescribed:

Where is medication normally carried?

Any dietary requirements?

Any additional information staff should know?

Parent Signature _____

Date _____

Appendix J

Key Messages for Staff

Allergy Management at a Glance

Every member of staff has a role in keeping children with allergies safe.

The following key messages should guide everyday practice:

Know Your Pupils

- Familiarise yourself with pupils in your class or area who have diagnosed allergies.
- Read and understand each child's Individual Healthcare Plan (IHP).
- Be aware of the location of emergency medication and how to access it quickly.
- If you are unsure about a child's medical needs, ask a member of the Senior Leadership Team or the school's First Aider.

Promote Safe Daily Routines

Help reduce the risk of accidental exposure by:

- encouraging children to wash their hands before and after eating;
- discouraging the sharing of food, drinks, lunchboxes or eating utensils;
- ensuring tables are cleaned after meals and snacks;
- supervising younger children during eating times;
- checking ingredients before using food during lessons or celebrations.

Simple daily routines help create a safe environment for everyone.

Be Allergy Aware

Ainslie Wood Primary School is an **Allergy Aware School**.

We recognise that no school can ever be completely allergen-free. Instead, we reduce risks through:

- good communication;
- sensible precautions;
- effective supervision;
- staff training;
- positive partnerships with families.

Every member of our school community plays a part in keeping children safe.

Before Any Food Activity

Before planning activities involving food, always consider whether any pupil may be affected by allergens.

Ask yourself:

- Have I checked the ingredients?
- Have I reviewed the relevant Healthcare Plans?
- Do suitable alternatives need to be provided?
- Does this activity require a risk assessment?

If you are unsure, seek advice before the activity takes place.

Educational Visits

Before leaving school, ensure:

- emergency medication is taken;
- Healthcare Plans are available;
- supervising adults understand the child's needs;
- emergency contact information is accessible.

No child should be excluded from educational visits because of an allergy. Instead, appropriate planning and reasonable adjustments should be made to support their full participation.

Recognise the Signs

Be alert to symptoms of an allergic reaction, including:

- itching or rash;
- swelling of the lips, tongue or face;
- persistent coughing;
- wheezing;
- difficulty breathing;
- changes in voice;
- dizziness or collapse.

If a child tells you they think they are having an allergic reaction, **always take their concerns seriously.**

In an Emergency

If you suspect anaphylaxis:

- 1. Inform the school office immediately.**
- 2. Stay calm and reassure the child.**
- 3. Administer the prescribed Adrenaline Auto-Injector (AAI) immediately.**
- 4. Call 999 and state: "Child experiencing suspected anaphylaxis."**
- 5. Contact parents or carers.**
- 6. Stay with the child until emergency services arrive.**

If a second injector has been prescribed and symptoms continue, administer it after approximately five minutes if advised by the emergency operator or in accordance with the child's Healthcare Plan.

Remember: *If in doubt, treat as anaphylaxis and call 999. Prompt treatment saves lives.*

Record and Report

Following any allergic reaction:

- complete the appropriate medical records;
- inform the Headteacher or designated senior leader;
- inform parents or carers as soon as possible;
- participate in any review of the incident to help improve future practice.

Working Together

Keeping children with allergies safe is a shared responsibility.

We ask all staff to:

- treat every concern seriously;
- communicate openly with colleagues and families;
- follow Individual Healthcare Plans;
- attend allergy awareness training;
- promote an inclusive environment where every child feels safe, valued and able to participate fully in school life.

By working together, we can help ensure that every child at Ainslie Wood Primary School is able to learn, play and thrive in a safe, supportive and welcoming environment.