Allergy Management Policy

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Glenthorne Community Primary School

Allergy Management Policy

2026–2027

1. Policy Statement

At Glenthorne Community Primary School, we are committed to providing a safe, inclusive and supportive environment for all children, including those with food allergies and other allergic conditions. We recognise that allergies can be life-threatening and that effective allergy management is a shared responsibility between the school, parents/carers, healthcare professionals and children. This policy is drawn up in line with the Department for Education 'Supporting pupils at school with medical conditions' guidance (most recent edition), NHS guidance and Resuscitation Council UK guidance on anaphylaxis and use of adrenaline auto-injectors. The school will review the policy if national guidance changes.

2. Aims

We aim to:

- Keep pupils with allergies safe and fully included in school life.
- Reduce the risk of allergic reactions occurring in school.
- Ensure staff can recognise and respond to allergic reactions quickly and effectively.
- Maintain clear communication between school, families and healthcare professionals.
- Promote awareness and understanding of allergies across the school community.

3. Responsibilities

Governing Board

The Governing Board will:

- Monitor implementation of this policy.
- Ensure appropriate procedures, resources, insurance and indemnity arrangements are in place.
- Review the policy annually.

Headteacher

The Headteacher will:

- Ensure this policy is implemented effectively.
- Ensure staff receive appropriate allergy training and competency checks.
- Ensure emergency medication is available and accessible.

- Ensure named leads (Medical Lead / SENDCo) are identified, contactable and that contingency arrangements are in place during staff absence.
- Maintain oversight of records and report to the Governing Board.

Medical Lead/SENDCo: Mandy Smith and Samantha Langston

- Coordinate Individual Healthcare Plans (IHPs), training, medication logs and risk assessments.
- Maintain secure records and manage annual reviews and post-incident reviews

Staff

All staff will:

- Be aware of pupils with allergies.
- Follow individual healthcare plans.
- Attend allergy awareness and emergency response training.
- Respond appropriately in an emergency and participate in post-incident reviews where needed.

Parents and Carers

Parents and carers will:

- Inform the school of any allergy or medical condition at admission and whenever a change occurs.
- Provide up-to-date medical information, prescribed medication and signed consent forms.
- Work with the school on risk-reduction for events, packed lunches and curriculum activities.

4. Identification of Pupils with Allergies

- The school will maintain an up-to-date register of children with allergies.
- On admission and at the start of each academic year, parents/carers will be asked to update medical information using a standard form.

For children at risk of anaphylaxis:

- An Individual Healthcare Plan (IHP) will be developed on the standardised template, signed by the parent/carer and, where appropriate, a relevant healthcare professional.
- Emergency procedures will be agreed with parents and healthcare professionals.
- Relevant staff will be informed of the child's needs. A redacted summary (photo, key allergens, emergency steps) may be displayed in staff areas with parental consent and in line with the school's GDPR policy; access will be limited to staff only.

5. Individual Healthcare Plans

Healthcare plans will include:

- Child's name, date of birth and photograph.
- Known allergens and usual reactions.
- Signs and symptoms of a reaction for that child.
- Emergency procedures and steps to take.
- Medication requirements (type, dose, storage location).
- Contact details for parents/carers and prescribing clinician.
- Consent for administration and for sharing of information with staff.
  IHPs will be completed using the standard template, uploaded to the school's secure management system, reviewed at least annually or sooner following an incident or change in medical advice, and saved in accordance with data protection requirements.

6. Allergy-Aware Environment

Glenthorne Community Primary School recognises that it is not possible to guarantee an allergen-free environment. However, reasonable steps will be taken to reduce risks.

These include:

- Promoting good handwashing before and after eating.
- Cleaning tables and eating areas regularly.
- Discouraging the sharing of food and drinks.
- Risk assessing curriculum activities involving food and forest school sessions; identify allergens present and mitigation strategies (e.g., pre-warning parents, alternative activities, supervision ratios).
- Considering allergy risks during trips, visits and special events and communicate with parents when significant risks are identified.
- Use clear signage, classroom routines and pictorial prompts to support children with communication needs or SEND.

7. School Meals and CMC Food Provision

- The Maintain accurate allergen information for all food served.
- Follow food safety and allergen regulations and provide their allergen management policy for review.
- Consider dietary needs of children with allergies when planning menus and prevent cross-contamination wherever reasonably possible.
- Communicate any menu changes that may affect children with allergies.
- Only provide food confirmed as safe for an individual child.
- Procedures for onsite packed lunches and communal events:

- Parents of children with allergies will be asked to avoid providing foods containing the child's known allergen where appropriate; the school will issue guidance for class parties and events and offer safe alternatives.
- Staff supervising lunch will receive guidance on reading labels and cross-contamination risks.

8. Staff Training

- All staff (including teaching staff, support staff, lunchtime supervisors, caretakers and supply staff) will receive basic allergy awareness training annually and as part of induction; new staff must complete awareness training within 2 weeks of starting.
- A nominated group of staff will receive practical training in recognising anaphylaxis and administering adrenaline auto-injectors (AAIs); the school will specify a minimum number per phase to ensure cover. Competency checks for these nominated staff will be carried out at least annually and after any use of medication.
- Training records will be maintained, including dates, trainer details, attendees and competency check outcomes.
- The school will provide updates whenever guidance changes.

9. Emergency Medication and Spare AAIs

Where prescribed, pupils should have access to their own in-date adrenaline auto-injectors and other allergy medication.

The school will:

- Store medication securely but accessibly; locations will be recorded on the school map and known to first-aid and nominated staff.
- Check expiry dates regularly and replace medication as needed.
- Maintain a record of medication held on site.
- Hold spare emergency adrenaline auto-injectors (AAIs) in accordance with current national guidance; procurement, storage, use and replacement protocols will be documented.
- Keep a log of AAI use, disposal and replacement, and report each use to parents and the prescribing clinician.

10. Emergency Procedures

If a pupil is suspected of having a severe allergic reaction:

1. Administer adrenaline immediately if indicated.
2. Call 999 and state "anaphylaxis".
3. Contact parents/carers.
4. Continue to monitor the pupil.

5. Administer a second adrenaline auto-injector (AAI) if required and available, following medical guidance.
6. Ensure the pupil is assessed by medical professionals even if symptoms improve.
7. Record the incident in the school's medical/incident log, report via the school's incident procedures (RIDDOR only if applicable), and undertake a post-incident review to identify changes needed to the IHP or school practice; provide pastoral support to the child and family.

No child experiencing anaphylaxis will be left unattended.

11. Educational Visits and Off-Site Activities

Risk assessments will consider allergy management for all educational visits and activities.

Relevant staff will:

- Carry emergency medication where required in sealed, labelled bags.
- Have access to individual healthcare plans.
- Know emergency procedures and contact arrangements.
- Ensure transport arrangements consider medication storage requirements (e.g., refrigeration) as required.
- No child will be excluded from activities solely because they have an allergy unless a specific risk assessment identifies an unavoidable safety concern.

12. Awareness, Inclusion and Safeguarding

The school will promote understanding and respect for pupils with allergies by:

- Encouraging an inclusive culture.
- Teaching pupils about health, safety and respecting others' needs.
- Reducing stigma associated with allergies and medical conditions.
- Any allergic reaction that indicates possible neglect or safeguarding concerns will be referred to the Designated Safeguarding Lead (DSL) in line with safeguarding procedures; the DSL will be informed of incidents that raise safeguarding issues.

13. Monitoring and Review

- The policy will be reviewed annually by the Headteacher and Medical Lead (or SENDCo) and reported to the Governing Board; review will include analysis of incident logs, training records and feedback from families.
- Any urgent changes required by updated national guidance will be implemented immediately.
- Displays of photos or medical summaries will be done with parental consent and in line with GDPR/data protection policy, limiting access to staff only.

Policy Review Date:

September 2027

Approved By:

Headteacher

Ratified By:

Governing Board

Individual Healthcare Plan (IHP)

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency *(state if different for off-site activities)*

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Parental agreement for setting to administer medicine

Glenthorne Community Primary School will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with Glenthorne's policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

Record of medicine administered to an individual child

(When not having access to Arbor)

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Record of medicine administered to all children (use for school visits and residentials)

Name of school/setting

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

SS

Staff Training Record – Administration of Medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date

Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number
2. Your name
3. Your location as follows: Glenthorne Community Primary School, Glenthorne Drive
4. State what the postcode is: WS6 7BZ
What3Words is : ///settle.mouth.host
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Put a completed copy of this form by the phone

Letter inviting parents to contribute to Individual Healthcare Plan (IHP) development

Dear Parent/Carer,

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual Healthcare Plans (IHPs) are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely