



Tatham Fells CE (VC) Primary

Whole-School Allergy & Anaphylaxis Policy

Policy Date: September 2026

Review Date: September 2027

Lead Person: Fiona Ip Headteacher

Governor Responsible: Helen Wilkinson

1. Policy Statement & Objectives

Tatham Fells is committed to providing a safe, inclusive environment for all pupils. This policy outlines robust procedures to minimize the risk of allergen exposure and ensure a swift, coordinated emergency response to anaphylaxis.

2. Statutory Roles & Responsibilities

- **Headteacher & Senior Leadership:** Oversee policy implementation, ensure staff training is up to date, and maintain the emergency allergy register.
- **School Governors:** Review policy compliance annually and monitor incident reporting.
- **All School Staff:** Attend mandatory annual allergy training, recognize symptoms of allergic reactions, and know the location of emergency medication.
- **Parents & Carers:** Provide accurate, updated medical information, supply in-date adrenaline auto-injectors (AAIs), and educate children on not sharing food.

3. Individual Healthcare Plans (IHPs)

- **Documentation:** Every pupil with a diagnosed allergy must have an Individual Healthcare Plan (IHP) and a formal Allergy Action Plan (e.g., BSACI template).
- **Annual Review:** Plans must be updated at the start of each academic year, or immediately following any change in the child's medical status.
- **Accessibility:** Copies of IHPs and allergy profiles are securely stored in the staff room, school office, and the pupil's classroom.

4. Daily Risk Management & Food Safety

- **Catering Controls:** Kitchen staff must verify all ingredients against the school's allergen tracker daily.
- **Zero Food-Sharing:** A strict "no food-sharing" rule is enforced across all year groups during breaks and lunch.
- **Classroom Environments:** Food allergens are excluded from educational activities (e.g., science experiments, arts and crafts).
- **Off-Site Trips:** A designated, trained staff member must carry the pupil's personal AAs and a copy of their IHP on all educational visits.

5. Medication Storage & Logistics

- **Location:** All AAs must be stored in an unlocked, central location (e.g., the school office or medical room) that is easily accessible to staff at all times.
- **Spare Stock:** The school holds spare, non-statutory central AAs to be used if a pupil's personal device fails or is unavailable.
- **Expiry Tracking:** The school bursar checks medication expiry dates monthly and alerts parents two months before expiry.

6. Emergency Response Matrix

Step	Action Required	Responsible Person
1	Assess Symptoms: Look for swelling, difficulty breathing, wheezing, or hives.	First Witnessing Staff
2	Administer AAI: Inject personal or school-stock AAI into the outer thigh immediately.	Trained Staff Member
3	Call 999: State "Anaphylaxis" and request an ambulance. Note the time of injection.	Designated Office Staff
4	Position Pupil: Lay the pupil flat with legs raised (or sitting up if breathing is difficult).	Accompanying Staff
5	Contact Parents: Inform parents/carers of the incident and ambulance deployment.	Headteacher / Office Staff
6	Second Dose: If no improvement after 5 minutes, administer a second AAI in the opposite thigh.	Trained Staff Member