



# The Acorns

## Primary and Nursery School

Mutual respect

Equity

Inclusivity

Love

# Allergy Policy

September 2025

**Mission:** Be The Best You Can Be

**Vision:** Providing A World-Class Start To Life

At The Acorns Primary & Nursery School, we are a Rights Respecting School where everyone is welcome - we have No Outsiders. We equip our pupils with the skills and knowledge they need to become positive, global citizens. During their time here, children develop into intrinsically motivated, life-long learners: they understand the value of working hard and they aspire to achieve.

Our pupils leave us with a strong, moral compass, comfortable in their own skin, and knowing their own minds. They are brimming with self-belief and self-worth and are capable of being in respectful, trusting relationships with others in their community.

Throughout their time at The Acorns, we instil the characteristics of effective learning. These allow our pupils to develop into confident, resilient, and independent adults, prepared to succeed in the modern world.

We achieve this vision through our daily mission - Be The Best You Can Be - and by remaining true to our core values of Mutual respect, Equity, Inclusivity and Love.

**Values:**

Mutual respect



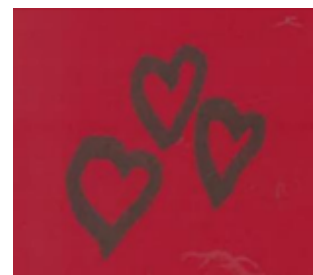
Equity



Inclusivity



Love



## **Article 24: Every child has the right to the best possible health; schools must provide education on health and well-being**

### **Purpose and Commitment**

- The safety and well-being of all pupils with allergies is a paramount priority.
- We are dedicated to creating an inclusive, safe, and supportive environment for children with known allergies across all areas of school life—including the classroom, playground, dinner hall, external trips, and after-school programs.

### **Scope**

This policy applies to every member of the school community, including:

- Teaching and Support Staff
- Administrative and Kitchen Personnel
- Visiting Staff, Volunteers, and Contractors
- Parents, Guardians, and Carers

### **Identification and Communication**

- Upon enrolment or as soon as an allergy is diagnosed, parents/guardians must disclose all known allergies in writing.
- The school will document each child's allergy in a central register, including the type of allergy, known triggers, severity, and history of reactions.
- With parental consent, this information will be shared with all relevant staff members. Any updates are promptly communicated school wide.

### **Individual Allergy Action Plans (IAAP)**

- For each child with a serious, documented allergy (medical diagnosis), an Individual Allergy Action Plan will be created in collaboration with the family and the child's medical professionals.
- IAAPs will include:
  - Identified allergens
  - Early recognition of symptoms
  - Step-by-step intervention procedures, including administration of emergency medication
  - Emergency contact details
  - Pre-written instructions on using epinephrine injectors (auto-injectors) if needed.

### **Medication, Storage, and Accessibility**

- Any emergency allergy relief medication—including epinephrine auto-injectors (e.g., EpiPens)—will be securely stored in a central, accessible location, and clearly labelled with the child's name and instructions.
- The exact location will be made known to all members of staff.
- Access arrangements will ensure fast retrieval in an emergency while maintaining child-level safety.

## **Display and Awareness**

- Medical Allergy Plans (IAAPs) will be clearly displayed in:
  - The child's classroom
  - The school kitchen and any other food preparation areas
  - Near the location of the child's medication/auto-injector
- All teaching, supervisory, and relevant staff will be briefed on allergy protocols and the location of plans and treatments.

## **Staff Training**

- All staff members will receive full training, via The National College, in recognising allergic reactions and administering epinephrine (auto-injector training).
- Training will be provided by qualified professionals/ agencies and refreshed in line with protocol.
- A designated staff member will coordinate and monitor training schedules and ensure records are maintained.

## **Preventive Measures and Risk Reduction**

- The school will reinforce allergy safety in all school areas by:
  - Adopting food handling and cleaning practices in the kitchen and classrooms to minimise cross-contamination risk (e.g., colour-coded utensils, thorough cleaning after allergy-related activities).
  - Establishing clear procedures during special events (e.g., baking activities, parties) to avoid allergen exposure—this includes pre-approval of food items and clear labelling.
  - Encouraging families to provide allergen-safe alternatives during class events and parties or requesting that families inform the school beforehand.
  - Elimination of severe allergens (nut products) from the school premises and foods being brought into school.

## **Response to Allergic Exposure**

- If exposure or reaction is suspected:
  1. Administer first aid as per IAAP guidelines, including the epinephrine auto-injector when indicated.
  2. Call emergency medical services (e.g., 999) if exposed.
  3. Contact parents/guardians immediately.
  4. Supervise the child until help arrives and provide reassurance.
  5. Record the incident, including time, symptoms, medication administered, and outcome in the school's incident log.

## **Record-Keeping and Review**

- The school will keep records of:
  - All allergy-related incidents and actions taken (recorded on CPOMs)
  - Epinephrine administration and outcomes (recorded on CPOMs)
  - Staff training attendance and competency
- This information will be reviewed termly by the school's leadership and the designated Health and Safety/Medical lead.
- Any changes to a child's allergy status or IAAP should trigger a prompt update to documentation and staff briefing.

### **Parent and Guardian Engagement**

- Regular communication will be maintained with families to ensure information remains accurate and up to date.
- Parents are encouraged to supply up-to-date epinephrine injectors and replenish backups if used or expired.
- Parents/ guardians have a responsibility for updating school of any relevant updates/ changes to allergens.

### **Additional Considerations**

- Field Trips & Off-site Activities: All relevant staff accompanying outings must carry and know how to administer the child's medication and have access to the IAAP. A mobile version of the plan and medication should be taken off-site.
- Transitions in Staff: When new staff are appointed, the school ensures they are informed of any children's allergies via clearly visible notices and communicated verbally.
- Confidentiality & Sensitivity: Information about a child's allergy will be shared only with relevant personnel, in a manner that respects the child's privacy and dignity.

### **Why This Works**

- Safety-First Approach: Central medication storage, consistent training, and well-documented IAAPs ensure that emergency response is quick, well-informed, and effective.
- Whole-School Coverage: From the classroom to off-site activities, the policy spans all aspects of school life, reducing risk at key touchpoints.
- Collaborative & Responsive: Engagement with parents, training for staff, and regular reviews ensure the policy remains dynamic and tailored to individual needs.