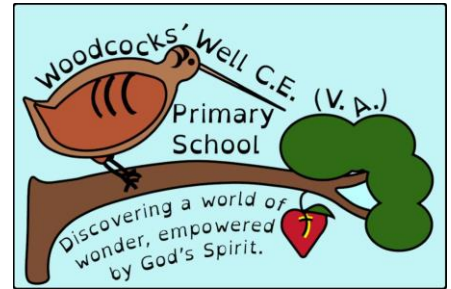


Allergy Policy

- Amendments to policy: September 2026
- Review date: September 2027
- Full Governing Board Approved: 15.10.26



Purpose

- To keep pupils, staff and visitors with allergies safe and supported so they can fully participate in all aspects of school life, in line with statutory guidance (Allergy Safety in Schools, 2026) and relevant UK legislation (e.g., Health and Safety at Work etc. Act 1974; Equality Act 2010; Supporting pupils at school with medical conditions statutory guidance; Data Protection Act/GDPR).
- To minimise the risk of allergic reactions (including anaphylaxis), ensure prompt and effective emergency responses and promote the wellbeing, inclusion and dignity of pupils with allergy.
- To set out clear roles, responsibilities and procedures so the policy is consistently implemented across our small, semi-rural, village primary school.

Context and guiding principles

- This policy applies to all staff, pupils, volunteers, governors, parents/carers, contractors and visitors on-site and on school-led activities off-site (including trips, forest school, clubs and transport).
- Woodcocks' Well is a small, family-feel voluntary aided primary school (PAN 15) with forest school provision; the policy reflects the need to manage risk in classrooms, the dining hall, outdoor provision and during visits.
- The school follows OFSTED's inspection framework (2025) and will provide evidence of allergy safety arrangements under relevant inspection strands (particularly Safeguarding, Inclusion, Curriculum and Teaching, Personal Development and Wellbeing).
- Our vision and values (Discovering a world of wonder, empowered by God's Spirit) guide our approach: we ensure pupils with allergy can thrive in a safe, nurturing environment that respects difference and promotes wellbeing.

Key definitions

- Allergy: an immune-mediated reaction to a substance that is otherwise harmless (e.g., foods, insect stings, latex, medications).

- Anaphylaxis: a severe, life-threatening systemic allergic reaction requiring immediate treatment, usually with adrenaline (epinephrine).
- Spare adrenaline devices: non-prescribed adrenaline auto-injectors held by the school in line with statutory guidance.

Roles and responsibilities

Mrs Stephanie Beckett is the named lead responsible for policy oversight, review and staff training.

Governing Body

- Ensure the school has an up-to-date allergy safety policy and adequate resources to implement it.
- Ensure complaints processes cover incidents and “near misses” relating to allergy arrangements.
- Review leadership reports about incidents, training, spare medication and implementation.

Headteacher (Allergy Lead)

- Ensure the policy is implemented, published, reviewed annually and whenever guidance changes.
- Ensure an Individual Healthcare Plan (IHP) is in place where required and kept up to date.
- Ensure appropriate training is arranged for staff and records kept.
- Ensure that spare adrenaline devices and overall stock of emergency medication is managed, in date and accessible.
- Ensure risk assessments for lessons, trips, forest school and catering are completed and adjustments made.

Class teachers, support staff, lunchtime staff, forest school staff and volunteers

- Be familiar with this policy, attend required training and follow Individual Healthcare Plans and Allergy Action Plans.
- Know the location of emergency medication and how to access and use it (including adrenaline auto-injectors and inhalers).
- Supervise pupils and minimise risk of allergen exposure in their areas (classrooms, outdoor spaces, trips).
- Report incidents, near misses or breaches of procedures to the Senior Leader.

SENDCo / Inclusion Lead

- Lead on Individual Healthcare Plans and liaise with families, medical professionals and external agencies.
- Maintain central records of children with allergies, IHPs, Allergy Action Plans and medication consent.
- Coordinate reasonable adjustments to promote inclusion and wellbeing.

School nurse / Health professionals

- Provide clinical advice on IHPs and training content when required.
- Support communication with parents and GPs/specialists where needed.

Catering staff (internal or contracted)

- Maintain up-to-date allergen information for all food offered.
- Implement safe handling and serving practises to reduce cross-contamination risk.
- Liaise with parents for pupils with food allergy/intolerance and follow IHP requirements.
- Attend allergy awareness training.

Parents / carers

- Inform school at the earliest opportunity of any diagnosed allergy, food intolerance or suspected allergy.
- Provide up-to-date medical information, prescriptions, Allergy Action Plans and consent for medication to be administered at school.
- Provide prescribed adrenaline devices and inhalers, replacing them before expiry.
- Engage with risk assessments, IHP development and training opportunities as requested.

Pupils

- Where age-appropriate, understand their own allergy and what to do to keep safe (with progressive responsibility and curriculum input).
- Never share food/food containers, and follow rules agreed within their IHP.

Visitors and contractors

- Follow school arrangements and instructions regarding allergies, including no-sharing food expectations and sign-in protocols.

Identification, recording and information sharing

- On admission, parents/carers must declare allergies and provide medical evidence and an Allergy Action Plan signed by a clinician where available.
- Maintain a central register of pupils with allergy; records include diagnosis, triggers, symptoms, severity, prescribed medication, location of medication, IHP and emergency contact details.
- Key staff (class teachers, lunchtime staff, supply staff, SENDCo, office staff, relevant governors, first aiders) will have access to necessary information on a need-to-know basis while respecting data protection/GDPR.
- Information is shared with external providers (e.g., transport, after-school clubs, sports coaches) when pupils' safety requires it, with parental consent where appropriate.

Individual Healthcare Plans (IHPs) and Allergy Action Plans

Any pupil whose allergy requires school support must have an IHP (template available on gov.uk). The IHP should include:

- Details of allergy/allergen triggers, known symptoms and severity.
- Emergency contact details and GP / specialist info.
- Prescribed medication held at school (brand, dose, location, expiry).
- Clear instructions for staff in a reaction, including when to administer adrenaline and call emergency services.
- Arrangements for meals, snacks, classroom activities and school trips.
- Roles and responsibilities for implementing the IHP.
- Arrangements for storage, disposal and replacement of medication.
- Date of next review.

IHPs are agreed with parents/carers and clinical professionals where appropriate.

Medication (prescribed adrenaline devices and inhalers) and spare devices

- Pupils at risk of anaphylaxis must have access to their prescribed adrenaline auto-injector (AAI) at all times.
- The school will hold spare AAI's in line with statutory guidance (Allergy Safety in Schools, 2026) and national arrangements (spare devices campaign); details include:
 - 2 spare devices are held and labelled above the First Aid cabinet in the corridor.
 - Staff have completed training on Anaphylaxis and are authorised to administer spare AAI's
 - Staff will complete a log to when used.

- The AAls are checked termly.
- Inhalers for asthma and other emergency medications will be managed similarly: labelled, in-date, and accessible - usually within the class 'grab-bag'
- **Storage:**
 - Emergency medication is stored safely but accessible (not locked away if immediate access may be required).
 - For quick access, children's own AAI and Inhalers are stored in the class 'grab-bags'
- **Record-keeping:**
 - Administration of medication is recorded: date, time, dose, administrator and response.
 - Any use of spare AAls prompts immediate parent contact and emergency services as required.

Prevention and risk reduction strategies

Our whole-school culture means that we:

- Regularly communicate allergy awareness to pupils, staff and parents to promote understanding and reduce stigma.
- Promote an "allergy aware" environment rather than "allergen free" (unless agreed for an individual)
- Share practical restrictions (e.g., nut-free school)
- Regular promotion of dignity, inclusion and anti-bullying measures related to allergy.

Dining and food management procedures at our school:

- Our Catering team provides clear allergen information for all meals; labels and menus include allergen lists.
- Implement procedures to reduce cross-contamination (separate utensils, cleaning protocols, staff training).
- Packed lunches: parents informed of school expectations; no-sharing food policy actively promoted.

Classroom and activity arrangements at our school:

- Risk assessments for lessons with potential allergen exposure (cooking, science, art with natural materials, forest school) identify controls and adaptations.
- Clear procedures for food provided for celebrations, curriculum events and volunteering: prior check with parents and avoidance of sharing.

Forest school and Educational Visits that we undertake:

- Pre-visit risk assessments include allergy considerations and medication access.
- IHPs and emergency medication accompany pupils off-site.

- Staff ratios and training ensure immediate access to medication and trained responders.

Cleaning and hygiene:

- Regular handwashing before and after eating and after activities that may involve allergens.
- Cleaning protocols for surfaces and equipment to reduce cross-contamination (kitchen and classrooms).

Training and competency

All staff receive regular allergy awareness training (including anaphylaxis and acute asthma response) on induction and at least annually, or more frequently where staff change or new pupils with significant allergies join.

Our training covers:

- Recognising allergic reactions and anaphylaxis.
- How and when to use adrenaline auto-injectors (prescribed and school spare devices).
- Location and access arrangements for emergency medication.
- Record-keeping and reporting requirements after an incident.
- Specific adjustments required under individual IHPs.

Records of attendance, content and assessment of competency will be kept centrally by the Senior Leader. First aiders and nominated staff undertake practical AAI training with refresher updates as needed.

Emergency response and incident management

Woodcocks' Well identifies clear steps if a pupil has an allergic reaction:

1. Recognise signs and symptoms – follow Allergy Action Plan/IHP.
2. Administer prescribed AAI immediately if anaphylaxis suspected; if not available and spare device policy applies, use spare AAI following guidance.
3. Call emergency services (999) if anaphylaxis suspected or if in doubt.
4. Lie pupil flat (or sit if breathing difficulty), or follow advice on the Allergy Action Plan; do not give food/drink/medication other than prescribed.
5. Inform parents/carers immediately.
6. Record incident in school records and on any clinical incident forms; inform governing body as appropriate.

Near misses and serious incidents:

All incidents and near misses are recorded, investigated and used to update risk assessments and training. The school complaints procedure allows concerns to be raised about failure to implement agreed arrangements.

Post-incident support:

Our school will provide pastoral support to the pupil and peers and review IHP and school procedures. We will share learning with staff and update training and risk assessments.

Communication and engagement

The allergy policy will be published on the school website and available in paper form upon request.

We will inform parents annually of allergy processes and expectations (e.g., for packed lunches, snacks, sharing). Where a child has a significant allergy, this information will be shared with staff, volunteers and governors. Access to the IHP will be on a need-to-know basis.

Children who join part way through the year, with known allergies; will be offered tours of the dining hall and to meet with the catering staff where helpful to reduce anxiety and build confidence.

Community and events

Where we have after school events (Discos, Fairs), guidance will be shared with volunteers and parents in order to reduce risk as much as possible.

Inclusion, wellbeing and anti-bullying

We recognise that some families may have anxiety and have social impact due living with allergies. We will provide reassurance and support through our pastoral systems and, where appropriate, referrals to specialist services.

Our anti-bullying and behaviour policies include examples of abuse related to allergy (e.g., deliberately exposing pupils to allergens, threats to force-feed) and we set clear sanctions. All incidents of bullying or unkind behaviour related to allergies are investigated and acted upon promptly.

Record keeping and data protection

Medical records (IHPs, Allergy Action Plans, medication records) are kept securely and only shared on a need-to-know basis in accordance with data protection legislation. Parents give consent for the school to hold and use medical information as necessary for the child's safety.

Review and approval

This policy will be reviewed at least annually by the Senior Leader with responsibility for medical conditions/allergy safety and approved by the Governing Body. It will be updated sooner if statutory guidance, national policy or local context changes.

Contacts

- Senior Leader (Allergy Lead): Stephanie Beckett head@woodcockswell.cheshire.sch.uk
- SENDCo: Stephanie Beckett head@woodcockswell.cheshire.sch.uk
- Named Governor: Maria Lawless chair@woodcockswell.cheshire.sch.uk
- School office: Andrea Timmis 01782 512323
- Emergency services: 999

Appendices and practical procedures

A. Template checklist for new allergy cases

- Date reported; clinician diagnosis; severity; prescribed medication; IHP required (yes/no); emergency contacts; action owner and deadline for IHP completion.

B. Emergency medication procedure (quick reference)

- Location of medication (classroom, office, medical cabinet), who holds keys, procedure for accessing spare AAls, emergency contacts list.

C. IHP template (outline)

- Child details, medical summary, symptoms, action plan, medication details, photo, consent and signatures, review date.

D. Off-site trip checklist

- Confirm IHP accompanies child; staff trained in AAI administration present; nearest A&E identified; emergency contacts; record of medication checked and carried.

E. Training log template

- Date, attendees, trainer, content summary, competency sign-off.

F. Incident/near-miss report form

- Details of event, medication used, outcome, actions taken, follow-up required.

G. Catering allergen disclosure form and sample procedures

- Menu labelling, communication with parents of children with allergy, serving protocols.

H. Useful national resources

- Gov.uk Allergy Safety in Schools guidance (2026)
- British Society for Allergy & Clinical Immunology (BSACI) and spareadrenalineinschools.uk
- NHS pages on allergies and anaphylaxis