

Westhead Lathom St James' CE Primary School



Allergy Management Policy

Last Reviewed Date: Autumn 2026

Next Review Date: Autumn 2027

Introduction

This policy sets out a whole school approach to the care and management of allergies within our school community, including but not limited to food, bee/wasp sting, animal or nut allergies. We believe that all allergies should be taken seriously and dealt with in a professional and appropriate way. The aim of this policy is to minimize the risk of any child suffering allergy-induced anaphylaxis whilst at school. Whilst we are not able to guarantee a completely allergen free environment, we will seek to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies. In line with the Statutory Framework, parents are asked to provide details of their child's allergies on their Enrolment Form, which is submitted before starting Primary school.

Named Allergy Lead: The school's named allergy lead is Helen Clark, Headteacher.

Medical Information

Parents of children with known allergies will be asked to update their child's information via the medical form at the start of each academic year.

- Parents must immediately report to the school any change in their child's medical condition during the year.
- For children with known allergies, parents/cares must provide written advice from a doctor (GP), which explains their child's condition, and defines the allergy triggers and any required medication.
- The Office Manager will ensure that a Health Care Plan is established and updated for each child with a known allergy.
- All Teachers and Teaching Assistants, Midday Supervisors and other key staff must ensure that they are aware of any children with allergies in the classes that they have contact with and must review and familiarise themselves with the medical information for these children.
- If parents give permission, Action Plans with a recent photograph for any children with allergies will be posted in relevant rooms.
- When children with known allergies are participating in school excursions or other activities away from the school site, the risk assessments must include this information and a plan for minimising the risk of exposure to allergens and treating any adverse reaction that may occur.
- Children with known allergies may wear a medic-alert bracelet if they choose to.
- A central allergy register will be maintained and reviewed at least termly and whenever there is a significant change. This will be held on the online system Medical Tracker.

Allergy Action Plans

Every child diagnosed with allergies must have a completed and signed Allergy Action Plan on file. These plans outline specific allergens, symptoms, emergency contacts, and steps to take in case of an allergic reaction. Plans will be reviewed annually and following any allergic incident.

Parents' Responsibilities

It is the parents' responsibility to provide to the school in writing ongoing accurate and current medical information about their child. For a child with a known allergy or a newly-diagnosed allergy, parents must send a letter to the school confirming the allergy and giving the following information:

- The allergen (the substance the child is allergic to).
- The nature of the allergic reaction (e.g. rash, breathing problems to anaphylactic shock).
- What action must be taken if the child has an allergic reaction, including any medication, dosages and how it is to be administered.
- Any control measures that can be put in place to prevent an allergic reaction occurring. It is the parents' responsibility to ensure that the contents of any snacks and lunches that their child brings in to school are safe for the child to consume. WLSJ has a strict no sharing of food and drink policy.
- Parents should liaise with staff about the suitability of ingredients for any food-related activities (e.g. cooking) and provide a list of all food products and food derivatives that their child is known to be allergic to.
- All parents/carers, regardless of whether or not their child has a known allergy, must ensure that any snacks and lunches that their child brings in to school are free of peanuts and other nuts. The school will ensure that parents/carers are regularly reminded of this and will monitor the contents of lunchboxes and snacks.

Staff Responsibilities

It is the responsibility of every staff member to familiarise themselves with this policy and to adhere to the school's health & safety regulations regarding food and drink. Every teacher, supply teacher, teaching assistant, midday supervisor, kitchen staff member and anyone else who has regular contact with children must ensure that they are aware of any children with allergies and/or intolerances in the classes or groups that they work with. This information is available on the school medical list in the school office and all staff are given a copy of this at the start of a new school year or if any updates have been made.

- All staff are to encourage all children to wash their hands before and after eating.
- Staff should monitor any snacks and packed lunches that children bring in from home to ensure that they do not contain peanuts, nuts or other known allergens. (We cannot, however, guarantee that foods do not contain traces of nuts.)
- Children should not be permitted to share any food or drinks that they have brought from home under any circumstances.
- After eating, all tables must be cleaned with an approved solution.
- All staff will receive annual allergy awareness training. Relevant staff will receive practical adrenaline auto-injector (AAI) training, and new staff will be inducted before undertaking unsupervised duties.

- Emergency medication should be easily accessible at all times, especially at times of high risk such as school trips and off-site visits.
- Staff should consult with parents/carers in advance about the suitability of any planned food-related activities (e.g. snacks, food sample sessions, cooking). Allergy risk controls will be included within risk assessments for lessons, food-related activities, educational visits, wraparound care and school events.

Staff Training

At WLSJ we have eight members of staff who are paediatric first aid trained and two with one day first aid training. Furthermore, we have one member of staff with advanced outdoor first aid training. As part of this training these staff members have received training on allergies and anaphylaxis management. All staff will receive annual allergy awareness training. Relevant staff will receive practical adrenaline auto-injector (AAI) training, and new staff will be inducted before undertaking unsupervised duties.

Storage of AAI

AAIs are stored in classrooms in easy reach of the child who requires them and trained staff. These are labelled clearly with the child's name and photograph. A minimum of two AAI are expected to be kept in school at all times. Each AAI is stored in accordance with manufacturer guidelines to ensure efficacy.

The school will maintain spare AAI where permitted under DfE guidance and ensure emergency medication accompanies pupils on educational visits and off-site activities.

Expiry Date Checks

A schedule is in place to regularly check the expiry dates on spare AAI and each child's AAI. Expired devices are promptly replaced to ensure readiness for emergency situations.

Catering for Children with Allergies

The school's catering service is equipped to accommodate children with allergies. Menus are designed with consideration for common allergens, and alternative options are available for affected students. At WLSJ hot meals are prepared off site at Ormskirk CE Primary School, as such no guarantee can be made that food has not come into contact with other allergens. The kitchen at Ormskirk CE Primary is bound by food preparation guidelines in relation to allergens. Relevant allergy information will be shared appropriately with catering staff, clubs, volunteers and supply staff while complying with UK GDPR requirements.

Pupil Allergy Awareness

All students are educated about allergies and the importance of respecting their peers' dietary restrictions and safety needs. Awareness campaigns and classroom discussions reinforce understanding and empathy.

Extra-Curricular Activities and Excursions

Risk assessments for extra-curricular activities include considerations for allergies. Staff members leading these activities are briefed on allergy management procedures to ensure the safety of all participants. When participating in any extra-curricular activity or excursion AAIs and allergy plans are taken along for the duration of the activity/excursion.

Safeguarding and Bullying Prevention

The school's safeguarding policies include specific provisions for protecting children with allergies from bullying or harassment. Instances of bullying related to allergies are addressed promptly and sensitively, with appropriate disciplinary measures taken. Deliberate allergen exposure or allergy-related bullying will be treated as a serious safeguarding concern and managed in accordance with the school's safeguarding procedures.

Emergency Response Procedures in case of anaphylaxis:

Anaphylaxis is a severe allergic reaction that requires prompt and appropriate first aid. The following steps should be taken immediately when an anaphylactic reaction is suspected:

- **Administer Epinephrine:** If an individual exhibits symptoms of anaphylaxis (such as difficulty breathing, swelling of the face or throat, or a sudden drop in blood pressure), promptly administer epinephrine using an auto-injector (AAI). Follow the instructions provided with the device for proper administration.
- **Call Emergency Medical Services:** After administering epinephrine, call emergency medical services (999 in the UK) without delay. Inform the dispatcher that an individual is experiencing anaphylaxis and provide details of the situation and the location.
- **Positioning:** If the individual is having difficulty breathing, help them sit upright or lie down with their legs elevated to improve blood flow.
- **Monitor Vital Signs:** Continuously monitor the individual's vital signs, including pulse and breathing rate. Be prepared to administer cardiopulmonary resuscitation (CPR) if necessary.
- **Comfort and Reassurance:** Offer reassurance and support to the individual experiencing the allergic reaction. Stay with them until emergency medical help arrives.
- **Additional Medication:** If the individual has additional prescribed medications for allergies (such as antihistamines), assist them in taking these medications as directed.
- **Observe for Recurrence:** Even after administering epinephrine and emergency services arriving, continue to monitor the individual closely for any signs of a recurrence of symptoms.
- **Inform Parents/Guardians:** Contact the student's parents or guardians immediately to inform them of the situation and the actions taken.

- Document Incident: Record details of the anaphylactic reaction, including symptoms observed, actions taken, and any medications administered. This documentation should be included in the student's medical records.

Every allergic reaction requiring medication or emergency services will be recorded, reviewed and used to update risk assessments and control measures where appropriate.