



CROW ORCHARD

Primary School and Nursery

Allergy and Anaphylaxis Management Policy

Including Compliance with Benedict's Law (2026)

Policy Lead	J Hollings HT
Agreed by Governing Body	July 2026
Next review	<p>This policy will be reviewed annually or sooner if:</p> <ul style="list-style-type: none">• Legislation changes• Government guidance changes• Lancashire guidance changes• A significant allergy incident occurs• New Benedict's Law requirements are introduced

'We learn with love, grow with purpose and stand strong through every challenge'. At Crow Orchard, we want every child to feel known, safe, valued and inspired. We are a *family* that supports and nurtures each other, celebrates learning and believes that every child can thrive.

This policy is underpinned by our core values of **Love, Growth, and Strength**, which guide every aspect of our practice:



Policy Rationale

The Governing Board and staff at Crow Orchard Primary School are committed to providing a safe, inclusive and supportive environment for all pupils, including those with allergies and medical conditions.

The school recognises that allergies can have a significant impact on a child's health, wellbeing, attendance and ability to access education. Some allergic reactions may develop rapidly and become life-threatening without immediate treatment.

This policy sets out how the school will identify, assess, manage and reduce risks associated with allergies and anaphylaxis. It reflects the requirements of:

- Children and Families Act 2014
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Supporting Pupils at School with Medical Conditions (DfE)
- Keeping Children Safe in Education
- Working Together to Safeguard Children
- Food Information Regulations
- Human Medicines Regulations 2012 (as amended)
- Benedict's Law requirements and associated guidance
- Lancashire County Council guidance relating to supporting pupils with medical conditions

The school will take all reasonable steps to ensure pupils with allergies can participate fully in school life while maintaining the safety of the wider school community.

Training date	Training by	Training on?	Who?
1 st September 2026	School nursing team	Anaphylaxis and allergies	Teachers and TA3s
2 nd September 2026	School nursing team	As above	Support staff

1. Aims

The aims of this policy are to:

- Protect pupils at risk of allergic reactions.
- Ensure prompt and effective treatment during emergencies.
- Support inclusion and equal access to education.
- Ensure staff understand their responsibilities.
- Reduce exposure to known allergens where reasonably practicable.
- Promote awareness amongst pupils, staff and visitors.
- Meet statutory and safeguarding responsibilities.

2. Definitions

Allergy

An immune system response to a substance (allergen) that is normally harmless.

Common allergens include:

- Peanuts
- Tree nuts
- Milk
- Eggs
- Fish
- Shellfish
- Wheat
- Soya
- Sesame
- Insect stings
- Latex
- Medicines

Anaphylaxis

A severe and potentially life-threatening allergic reaction requiring immediate treatment.

3. Roles and Responsibilities

Governing Board

The Governing Board will:

- Ensure compliance with legislation.
- Appoint a Governor with oversight of allergy management.
- Review policy effectiveness annually.
- Ensure sufficient resources are available.

Headteacher

The Headteacher will:

- Ensure implementation of this policy.
- Appoint a named Allergy Lead.
- Ensure staff training is completed.
- Ensure emergency procedures are in place.
- Monitor compliance. #

Allergy Lead- Mrs K Spence

The Allergy Lead will:

- Maintain the allergy register.
- Ensure Individual Healthcare Plans are in place.
- Coordinate staff training.
- Liaise with parents and healthcare professionals.
- Monitor incidents and near misses.
- Review risk assessments.

School Staff

All staff must:

- Familiarise themselves with pupils' allergies.
- Follow Healthcare Plans.
- Attend training.
- Respond appropriately during emergencies.
- Report concerns immediately.

Parents and Carers

Parents must:

- Inform school of allergies promptly.
- Provide medical evidence where available.
- Supply prescribed medication.
- Ensure medication remains in date.
- Update school regarding changes.

4. Identification of Pupils with Allergies

The school will identify pupils through:

- Admission forms
- Medical questionnaires
- Healthcare professional advice
- Annual data checks
- Parent communication

A central allergy register will be maintained and updated regularly.

The register will include:

- Pupil name
- Class
- Allergens
- Severity
- Medication
- Emergency contacts
- Healthcare Plan status

5. Individual Healthcare Plans (IHPs)

All pupils diagnosed with severe allergies or anaphylaxis will have an Individual Healthcare Plan.

Plans will include:

- Medical diagnosis
- Known allergens
- Signs and symptoms
- Medication required
- Emergency procedures
- Storage arrangements
- Staff responsibilities
- Educational visit considerations

Plans will be reviewed:

- Annually
- Following a reaction
- Following medical changes

6. Allergy Risk Assessment

The school will undertake allergy risk assessments covering:

- Classrooms
- Dining areas
- School events
- Educational visits
- Wraparound provision
- Visitors
- Practical lessons
- Food-based activities

Risk assessments will be reviewed annually or following significant incidents.

7. Food Management Procedures

The school does not guarantee an allergen-free environment.

However, the school will:

- Promote handwashing before and after eating.
- Ensure tables are cleaned appropriately.

- Follow catering allergen procedures.
- Avoid unnecessary use of allergenic foods in activities.
- Consider individual risk assessments for curriculum activities.
- Ensure staff supervising meals understand pupil needs.

Pupils must not share:

- Food
- Drinks
- Cutlery
- Lunchbox contents

8. Medication

Prescribed Medication

Parents remain responsible for providing:

- Adrenaline Auto-Injectors (AAIs)
- Antihistamines
- Other prescribed medication

Medication must:

- Be clearly labelled.
- Be accessible.
- Be within expiry date.

Spare Adrenaline Auto-Injectors

The school will maintain spare AAIs in accordance with legislation and national guidance.

Spare AAIs may be used:

- Where consent has been obtained.
- Where emergency treatment is required.
- In accordance with training received.

Storage locations will be clearly identified.

9. Staff Training

All staff will receive allergy awareness training.

Training will cover:

- Common allergens
- Signs of allergic reactions
- Recognition of anaphylaxis
- Use of adrenaline auto-injectors
- Emergency procedures
- Incident reporting

Additional training will be provided for:

- First aiders
- Educational visit leaders
- Catering staff
- Wraparound staff

Training records will be maintained.

10. Recognising Anaphylaxis

Symptoms may include:

- **Mild to Moderate**
 - Itching
 - Rash
 - Swelling
 - Stomach pain
 - Nausea
- **Severe**
 - Difficulty breathing
 - Wheezing
 - Persistent cough
 - Swollen tongue
 - Difficulty speaking
 - Collapse
 - Loss of consciousness

Any suspected anaphylaxis will be treated as a medical emergency.

11. Emergency Procedures

If anaphylaxis is suspected:

Step 1

Administer prescribed adrenaline auto-injector immediately.

Step 2

Call 999.

State:

"Child experiencing anaphylaxis. Adrenaline has been administered."

Step 3

Contact parents/carers.

Step 4

Administer second AAI if symptoms persist and medical guidance indicates.

Step 5

Monitor child until ambulance arrives.

Step 6

Record incident and complete follow-up procedures.

12. Educational Visits

Prior to visits:

- Risk assessments must be completed.
- Healthcare Plans reviewed.
- Medication checked.
- Staff trained and identified.

Emergency medication must accompany pupils at all times.

Visit leaders must know:

- Location of medication.
- Emergency procedures.
- Emergency contacts.

13. Breakfast Clubs, After School Clubs and Extended Provision

The school will ensure allergy management arrangements apply equally to:

- Breakfast clubs
- After-school clubs
- Holiday provision
- School-led activities

Relevant staff must receive appropriate information and training.

14. Safeguarding Considerations

Failure to appropriately manage a known severe allergy could place a child at risk of significant harm.

The school recognises that:

- Medical needs can be safeguarding needs.
- Information sharing may be necessary to protect children.
- Allergic reactions can affect emotional wellbeing.
- Pupils should not be excluded because of medical needs.

Concerns regarding medical neglect will be managed in line with safeguarding procedures.

15. Equality and Inclusion

Under the Equality Act 2010, some allergies may constitute a disability.

The school will:

- Make reasonable adjustments.
- Avoid discrimination.
- Promote inclusion.
- Support full participation in school activities.

16. Record Keeping

The school will maintain:

- Allergy register
- Healthcare Plans
- Risk assessments
- Training records
- Medication records
- Incident reports
- Parent communications

Records will be maintained in accordance with data protection legislation.

17. Incident Reporting and Review

All allergic reactions must be recorded.

The Allergy Lead will review:

- Cause of incident
- Response effectiveness
- Training implications
- Required policy changes

Serious incidents will be reported in accordance with Lancashire procedures and statutory reporting requirements where applicable.

18. Monitoring and Evaluation

The Governing Board will monitor:

- Number of incidents
- Staff training compliance
- Healthcare Plan completion
- Risk assessment completion
- Parent feedback

An annual report will be presented to governors.



Appendix A –Individual Healthcare Plan Template

1. Pupil Information

Name:

Date of Birth:

Class:

Photograph:

2. Allergy Details

Known Allergens:

Severity:

Date Diagnosed:

Consultant/GP:

3. Signs and Symptoms

Mild Symptoms:

Severe Symptoms:

4. Medication

Medication Required:

Location Stored:

Expiry Date:

5. Emergency Procedure

- 1.
- 2.
- 3.
- 4.

6. Contacts

Parent/Carer 1:

Telephone:

Parent/Carer 2:

Telephone:

Emergency Contact:

7. Review Date:



Appendix B – Allergy Incident Report

Date:

Time:

Location:

Pupil:

Allergen Involved:

Symptoms Observed:

Medication Administered:

Staff Involved:

Ambulance Called:

Parent Informed:

Outcome:

Actions Required/Lessons Learned:

Completed By:

Position in School:

Near miss:

Lessons Learned:



Appendix C – Educational Visit Allergy Checklist

- ☐ Healthcare Plans reviewed
- ☐ Medication available
- ☐ Medication in date
- ☐ Staff trained
- ☐ Emergency contacts available
- ☐ Risk assessment completed
- ☐ Catering arrangements checked
- ☐ Emergency services access considered