



ALLERGY MANAGEMENT POLICY

Work together

Learn together

Succeed together

DATE: September 2026

APPROVED: Pending 15.10.26 (FGM)

REVIEW: September 202

POLICY STATEMENT

At Woodland CP School, we are committed to providing a safe, inclusive and supportive environment for all pupils, including those with allergies. We recognise that allergies can range from mild to severe and, in some cases, may result in life-threatening anaphylaxis. We aim to minimise the risk of allergic reactions while ensuring that pupils with allergies are able to participate fully in all aspects of school life. The school will take a proportionate, risk-based approach to the management of allergies. Arrangements will be based on the individual needs of each pupil, taking account of medical advice, parental information and the activities undertaken within school. This policy should be read alongside the school's:

- First Aid Policy
- Health and Safety Policy
- Medicines Policy

PURPOSE

The purpose of this policy is to:

- Set out our school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Ensure an effective response to allergic reactions and medical emergencies and support compliance with current statutory guidance and relevant legislation.
- Make clear how our school supports children with allergies to ensure their well being and inclusion
- Promote and maintain allergy awareness among the whole school community
- Ensure staff understand their roles and responsibilities
- Reduce the risk of accidental exposure to known allergens where reasonably practicable

LEGISLATION AND GUIDANCE

This policy is based on the Department for Education (DfE)'s guidance on allergies in schools (<https://www.gov.uk/government/publications/allergy-safety-in-schools>) and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto injectors in schools (<https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>), and the following legislation:

The Food Information Regulations 2014

(<https://www.legislation.gov.uk/ukxi/2014/1855/contents>)

The Food Information Amendment England Regulations 2019

(<https://www.legislation.gov.uk/ukxi/2019/1218/made>)

SCOPE

This policy applies to all pupils, staff, governors, volunteers, contractors and visitors whilst on the school site or participating in school activities off site. The policy covers all diagnosed allergies that may reasonably require management within the school environment. This includes food allergies and other allergies that present a foreseeable risk during school activities. Minor allergies that do not present a foreseeable risk within school (for example, seasonal hay fever or medication allergies where the medication is not administered by the school) will normally be recorded within the school's allergy register and managed as appropriate rather than through individual allergy management arrangements / plans.

PRINCIPLES

The school will:

- maintain an up-to-date register of pupils with diagnosed allergies
- assess risk according to the individual needs of each pupil
- work in partnership with parents and healthcare professionals
- provide appropriate training for staff
- ensure emergency procedures are in place
- review arrangements annually or sooner where circumstances change.

The school recognises that it is neither practical nor appropriate to guarantee an allergen-free environment. Instead, reasonable steps will be taken to minimise risk while enabling pupils to participate fully in school life.

ROLES AND RESPONSIBILITIES

THE GOVERNING BODY

The Governing Body is responsible for ensuring that appropriate arrangements are in place to support pupils with allergies. This includes:

- approving and reviewing this policy
- ensuring the school has suitable procedures for managing allergies
- receiving appropriate assurance that staff training and emergency arrangements are in place
- monitoring the implementation of this policy through the school's established governance processes.

ALLERGY LEAD

The Headteacher is the nominated allergy lead and has overall responsibility for the implementation of this policy and will ensure that

- appropriate procedures are in place for identifying and supporting pupils with allergies
- an up-to-date Allergy Register is maintained
- Individual Healthcare Plans are developed where required
- staff receive appropriate information and training relevant to their role
- emergency medication is stored appropriately and is readily accessible when required parents and carers are consulted regarding the management of their child's allergy
- allergy incidents are reviewed and any necessary improvements are implemented.

The Headteacher may delegate day-to-day operational responsibilities to appropriate members of staff, whilst retaining overall responsibility for ensuring suitable arrangements are in place.

ALL STAFF

All staff will be aware of this policy and

- follow any Individual Healthcare Plans relevant to pupils they supervise
- take reasonable steps to reduce the risk of accidental allergen exposure
- recognise the signs and symptoms of an allergic reaction
- respond appropriately in accordance with the school's emergency procedures
- participate in relevant training
- report any allergy-related concerns, incidents or near misses to the Headteacher or designated member of staff.
- Staff will not administer medication unless authorised and trained to do so in accordance with the school's policies and procedures.

PARENTS AND CARERS

Parents and carers are responsible for

- informing the school of any diagnosed allergy or significant change to their child's medical condition
- providing accurate and up-to-date medical information
- supplying prescribed medication and ensuring it remains in date
- providing an Allergy Action Plan or other medical information where appropriate
- attending review meetings when requested
- informing the school promptly of any changes to treatment or medical advice.

CHILDREN

Where appropriate to their age and understanding, children will be encouraged to

- understand their allergy and how to help keep themselves safe
- avoid sharing food or medication
- tell a member of staff immediately if they feel unwell or believe they have been exposed to an allergen
- follow any agreed arrangements that support the management of their allergy.

The school recognises that the level of responsibility expected of pupils will be appropriate to their age, stage of development and individual needs.

IDENTIFICATION, ASSESSMENT AND MANAGEMENT OF ALLERGIES

Parents and carers are responsible for informing the school if information may be obtained through

- admission forms
- medical information update
- communication from parents or carers
- medical professionals
- other relevant healthcare documentation.

ALLERGY REGISTER

The school will maintain an up-to-date Allergy Register recording pupils with diagnosed allergies and any associated support arrangements.

RISK ASSESSMENT

The school will adopt a proportionate, risk-based approach to allergy management. The level of support provided will reflect the individual needs of the pupil, the nature of the allergy and the likelihood of exposure within the school environment. For operational purposes, allergies will normally be categorised as:

HIGH RISK

- Pupils prescribed an Adrenaline Auto-Injector (AAI)
- Pupils with a history of anaphylaxis
- Pupils whose healthcare professional identifies a significant risk of a severe allergic reaction.

MEDIUM RISK

- Pupils with diagnosed allergies that require specific management or reasonable adjustments within school but who have not been prescribed an AAI.
- Pupils whose allergies may require medication or additional supervision during school activities.

LOW RISK

Allergies that do not normally present a foreseeable risk within the school environment, such as seasonal hay fever or medication allergies where the medication is not administered by the school. The categorisation is used to support appropriate planning and does not reflect the seriousness of an individual's medical condition outside the school environment.

INDIVIDUAL HEALTH CARE PLANS

The school will prepare an Individual Healthcare Plan (IHP) where this is necessary to support the safe management of a pupil's allergy.

An IHP will normally be required where a pupil

- has been prescribed an AAI
- is considered to be at significant risk of a severe allergic reaction
- requires specific adjustments to enable safe participation in school life
- where an IHP is recommended by a healthcare professional.

Not all pupils with allergies will require an Individual Healthcare Plan. For pupils with minor allergies that do not require additional management within school, information will normally be recorded within the school's medical records.

REVIEW OF MEDICAL INFORMATION

The Allergy Register and any associated Individual Healthcare Plans will normally be reviewed

- annually
- when a pupil joins the school
- following any significant allergic reaction
- when medical advice changes
- at the request of parents or healthcare professionals.

Parents and carers are expected to notify the school promptly of any changes to their child's allergy, medication or treatment.

CONFIDENTIALITY AND INFORMATION SHARING

Sharing Relevant information about a pupil's allergy will be shared only with those members of staff who need the information to keep the pupil safe. The school will process medical information in accordance with UK data protection legislation and will ensure that confidentiality is maintained whilst enabling staff to respond effectively in an emergency.