



Allergy Policy

School Name: Acorns Primary School, Preston

Date Approved: 15.09.26

Review Date: 15.09.27

Governor Responsible: Shaun Jukes (Chair of Governors)

Headteacher: Laura Hall

1. Statement of Intent

Acorns Primary School, Preston is committed to providing a safe, inclusive environment for all pupils, including those with diagnosed or suspected allergies. We aim to minimise risk, support pupils' medical needs and ensure that all staff are prepared to respond appropriately to allergic reactions, including anaphylaxis.

2. Aims

This policy aims to:

- Safeguard pupils with allergies.
- Reduce the risk of allergen exposure.
- Ensure staff are trained appropriately.
- Ensure emergency responses are effective.
- Promote inclusion and equality for pupils with allergies.

3. Roles and Responsibilities

The **Governing Body** will:

- Ensure appropriate policies are in place.
- Monitor implementation.
- Ensure adequate training arrangements.

The **Headteacher**, Laura Hall, will:

- Oversee implementation of this policy.
- Ensure staff training takes place.
- Ensure sufficient resources are available.

The school nurses will:

- Support the allergy lead with information for the allergy register;
- Find or devise healthcare plans
- Deliver allergy training to staff

The **Allergy Lead**, Christian Worsley, will:

- Maintain the allergy register.
- Monitor healthcare plans.
- Coordinate training with the Deputy Headteacher and the school nurses
- Review incidents and near misses.
- Liaise with parents and health professionals as required.

Staff will:

- Familiarise themselves with pupils' allergy needs.
- Follow care plans and risk assessments.
- Respond to emergencies in line with training.
- Report concerns immediately.
- Report to parents/carers.

Healthcare, temporary, agency and supply staff will:

- be made aware of pupils with significant allergies and the location of emergency medication.

Parents/Carers will:

- Provide accurate medical information.
- Supply prescribed medication.
- Inform the school of any changes.

4. Identification of Pupils with Allergies and Asthma

The school will:

- Maintain an up-to-date allergy and anaphylaxis register.
- Keep records of diagnosed allergies.
- The allergy and anaphylaxis register will identify pupils with allergies and any associated diagnosis, as asthma may increase the risk of severe allergic reactions.
- Develop Individual Healthcare Plans where required.
- Review plans at least annually or following any significant change.

5. Individual Healthcare Plans

All pupils with severe allergies or allergies presenting a significant risk will have an Individual Allergy Risk Assessment completed alongside their Individual Healthcare Plan. Risk assessments will be reviewed annually and following any allergic reaction or change in medical advice.

Healthcare Plans will include:

- Known allergens.
- Symptoms.
- Medication requirements.
- Emergency procedures.
- Contact details.
- Responsibilities of staff and parents.

6. Medication

The school will:

- Store medication safely and accessibly.
- Ensure staff know medication locations.
- Monitor expiry dates.
- Maintain records of medication administration.

Spare adrenaline auto-injectors will be stored in the nurses' room in school.

7. Food and Allergen Management

The school will:

- Work with catering providers to identify allergens.
- Provide allergen information where required.
- Risk assess food-related activities.
- Implement reasonable adjustments for pupils with allergies.

Acorns Primary School operates a nut-aware approach. Parents and carers are requested not to send nut-containing products into school. While reasonable steps are taken to minimise risk, the school cannot guarantee that the site is completely nut free.

8. Educational Visits and Enrichment Activities

Prior to any educational visit:

- Allergy risks will be considered within the visit risk assessment.
- Emergency medication will accompany the pupil.
- At least one trained adult will be identified.

- Catering arrangements will be checked in advance.
- Parents will be consulted where necessary.
- Emergency contact details and healthcare plans will accompany staff.

9. Staff with Allergies

The school recognises that members of staff may also have asthma or allergies, including severe allergies that may present a risk of anaphylaxis.

The school will:

- Ask all staff to disclose any known allergies or anaphylaxis risks as part of pre-employment, induction and ongoing health and wellbeing processes.
- Maintain a confidential register of staff allergies and associated emergency information where staff have chosen to provide this information.
- Store allergy information securely in accordance with data protection requirements.
- Share information only with those who need to know in order to support the safety and wellbeing of the member of staff, and only with the staff member's consent unless there is a safeguarding or emergency requirement to do otherwise.
- Ensure staff members with severe allergies are offered an individual risk assessment.
- Ensure risk assessments are carried out and reviewed by the School Business Manager and/or Health and Safety Officer, in consultation with the member of staff.
- Consider reasonable adjustments where necessary to reduce the risk of allergen exposure.
- Ensure appropriate emergency arrangements are in place, including awareness of emergency medication where the staff member has agreed for this information to be shared.

9. Training

The school will provide, in liaison with the school nursing team:

- Annual allergy awareness training for all staff.
- Adrenaline auto-injector training for relevant staff.
- Induction training for new staff.

Training records will be maintained by: Emma Barker, Deputy Headteacher

10. Emergency Procedures

Suspected Anaphylaxis

Where a pupil is showing signs of suspected anaphylaxis, staff must act immediately. Any specific contraindications or alternative emergency procedures identified by a relevant medical specialist must be clearly documented within the pupil's Individual Healthcare Plan (IHP) and followed where appropriate.

1. **Administer an adrenaline auto-injector (AAI) without delay.** This may be the pupil's prescribed AAI or the school's spare AAI, in accordance with the pupil's Individual Healthcare Plan (IHP), Emergency Allergy Action Plan, staff training, and current guidance. Do not delay treatment while seeking further advice.
2. **Call 999 immediately** and state that the pupil is experiencing "anaphylaxis". Follow the instructions of the emergency call handler.
3. Send a staff member to collect a second AAI if available and ensure emergency medication accompanies the pupil.

4. **Monitor the pupil** continuously until emergency services arrive. The pupil must not be left unattended.
5. If symptoms do not improve, or worsen, administer a second AAI after 5 minutes if available and appropriate.
6. **Inform parents/carers as soon as practicable** after emergency services have been contacted.
7. Following the incident, **complete all required recording, reporting, review and follow-up procedures.**

Key Principle

If anaphylaxis is suspected, administer adrenaline immediately and call 999. If in doubt, give adrenaline.

11. Record Keeping

The school will maintain:

- Allergy register.
- Healthcare Plans.
- Training records.
- Medication records.
- Near misses, including accidental exposure without reaction, will be recorded and reviewed to identify improvements to practice.

12. Incident Reporting

All allergy incidents and near misses will be:

- Recorded.
- Reviewed by the Allergy Lead.
- Used to inform future risk reduction measures.

An annual report on allergy management, incidents, training and compliance will be provided to the Governing Body.

13. Monitoring and Review

This policy will be reviewed annually, following any significant allergy incident, near miss, or change in legislation.

Signed:

Laura Hall

Headteacher

Policy reviewed: 15/09/26

Date of next review: 15/09/27