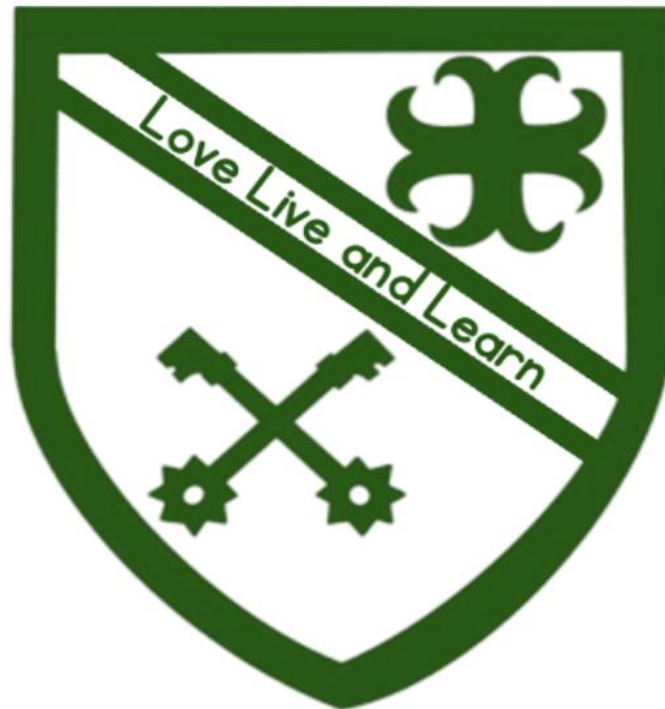


Love, Live and Learn

Our Lady & St. Swithin's



Catholic Primary School

Allergens Policy

2025/2026

Headteacher: _____

Chair of Governors: _____

Date: _____

As a Catholic Community centred on God's love, respecting all, we are committed to enable and encourage each person to be cared for in body, mind and spirit ensuring everyone achieves their full potential in a secure and caring environment.

DREAMS

"Dream, Believe, achieve"

Discover

Resilience

Embrace

Aspire

Make a difference

Service

1. Mission Statement

At Our Lady and St Swithin's Catholic Primary School we are committed to providing a safe, inclusive and nurturing environment for all pupils. We recognise that allergies can be life-threatening and therefore place the highest priority on safeguarding children with allergies and anaphylaxis risks.

2. Aims of the Policy

- Protect pupils with allergies.
- Ensure effective prevention and risk reduction.
- Provide clear emergency procedures.
- Meet statutory obligations.
- Promote awareness across the school and community.

3. Legal Framework

This policy reflects the requirements of the Children's Wellbeing and Schools Act, Benedict's Law, Equality Act 2010, Children and Families Act 2014, Health and Safety at Work Act 1974 and DfE guidance on supporting pupils with medical conditions.

4. Roles and Responsibilities

- Governors monitor compliance
- The Headteacher oversees implementation.
- The Allergy Lead maintains records and training.
- Staff follow healthcare plans and emergency procedures.
- Parents provide accurate medical information and medication.

5. Identification of Allergies

Parents must notify the school of diagnosed allergies. Medical evidence **MUST** be provided where available. All known allergies will be recorded on the school's allergy register.

6. Allergy Register

The school will maintain a secure register including photographs, allergens, symptoms, medication requirements, emergency contacts and review dates. School will also provide classes and staff with clear documentation with images of children and their allergies to ensure full awareness around school

7. Individual Healthcare Plans

Each pupil with a significant allergy will have an Individual Healthcare Plan agreed with SENDCo, parents and healthcare professionals where appropriate.

8. Catering and Food Management

School meals providers (Food For Thought) will provide allergen information for all foods. Staff will be aware of pupils with allergies by utilizing image documentation that will be on show in the kitchen for staff to use. Food-sharing will be discouraged. Risk assessments will be completed for food-based activities (See compliance activity Risk Assessments)

9. Classroom Activities

Teachers will assess risks relating to food, science, sensory and craft activities. Alternative resources will be provided where required. Risk Assessments will be completed by Compliance Education based on list of activities supplied by school and curriculum lead.

10. Educational Visits

Visit leaders **MUST** review healthcare plans, carry medication, risk assess, identify emergency medical facilities near to venue and ensure trained adults accompany pupils with allergies.

11. Breakfast Club and After School Clubs

OLSS provide all breakfast club, and all afterschool clubs so will have the use of all allergy information for all children.

12. Emergency Medication

Prescribed medication must be readily accessible. Spare adrenaline auto-injectors will be maintained in accordance with legislation and guidance.

13. Staff Training

All staff will receive annual allergy awareness training. Training records will be maintained and monitored. (See staff training matrix for most up to date training and dates)

14. Recognising Anaphylaxis

Symptoms may include swelling, breathing difficulties, wheezing, persistent coughing, collapse, dizziness or loss of consciousness.

15. Emergency Response Procedure

1. Administer adrenaline immediately.
2. Call 999 and state 'anaphylaxis'.
3. Contact parents.
4. Monitor the child continuously.
5. Administer a second injector if required.
6. Ensure hospital assessment.

16. Record Keeping

All incidents, near misses and medication administration will be recorded and reviewed.

17. Inclusion and Equality

Pupils with allergies will participate fully in school life through reasonable adjustments and effective risk assessments.

18. Communication

This policy will be published on the school website and shared with staff, governors, parents and external providers.

19. Monitoring and Review

The policy will be reviewed annually or sooner following legislative change, serious incidents or updated guidance.

Appendix A – Individual Healthcare Plan Template

Appendix B – Allergy Risk Assessment Template

Appendix C – Staff Training Record

Whole school staff matrix

Appendix D – Anaphylaxis Emergency Flowchart

Suspected Anaphylaxis → Administer Adrenaline Auto-Injector → Call 999 → Inform Parents → Monitor Child → Transfer to Hospital

Catholic Prayer

Loving God,
Help us to care for one another with kindness, compassion and understanding.
Guide us to keep every child safe and valued within our school family.
May we always act with wisdom and love.
Amen.

Policy Approval

Headteacher: _____

Chair of Governors: _____

Date Approved: _____

Review Date: _____

Appendix A

 Our Lady & St Swithins Catholic Primary School	Our Lady St Swithins Catholic Primary School SEND Love, Live and Learn Individual Health Care Plan
School: Our Lady St Swithins Catholic Primary School	
Child's Name:	
Class:	
Date of Birth:	
Medical Diagnosis/Condition:	
Date:	
Review Date:	
Family Contact Information	
Name:	
Phone Number:	
Clinic/Hospital/GP Contact	
Name:	
Who is responsible for providing support in school? Class Teacher/TA	
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment/devices, environmental issues etc?	



Name of medication dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered, with/without supervision?

Daily Care Requirements:

Specific Support for the pupils educational, social & emotional needs

Arrangement for school visits/trips etc.

Other information

Describe what constitutes as an emergency and the action to take if this occurs

Who is responsible in an emergency and the action to take if this occurs (state if different for off-site activities) Trip lead/Class teacher
Plan developed with SENDCo (Mrs Allen) & Parents
Staff training needed/undertaken-who, what, when?
Parent signature Staff Signature SENDCo Signature.....

Appendix B



Our Lady St Swithin's Catholic Primary School
SEND
Love, Live and Learn

Allergy Risk Assessment

ALLERGY RISK ASSESSMENT

School Name	
Completed By	
Date Completed	
Review Date	

Pupil Details

Pupil Name	
DOB	
Year Group	
Parent/Carer	
Emergency Contact	
Medical Professional	

Photograph Placeholder: _____

Allergy Information

Allergen	Severity	Diagnosed By

Risk Assessment Matrix

Low Risk	Minimal likelihood and impact
Medium Risk	Moderate likelihood and/or impact
High Risk	High likelihood and severe consequences

Identified Risks and Control Measures

Activity/Area	Hazard/Risk	Controls in Place	Risk Rating
Classroom			
Dining Hall			
Educational Visits			
After School Clubs			
Cooking Activities			
Celebrations			
Playground			

Medication and Emergency Procedures

In accordance with Department for Education guidance: Supporting Pupils at School with Medical Conditions.

- Medication must be accessible at all times.
- Trained staff must be available to administer medication.
- Emergency services must be contacted immediately in cases of suspected anaphylaxis.
- Parents/carers must be informed following any incident.

Staff Training Record

Staff Name	Training Completed	Date	Signature

Review Schedule

Review Date	Changes Made	Reviewed By

Signatures

Parent/Carer Signature	
Class Teacher Signature	
SENCO Signature	
Headteacher Signature	

This document should be reviewed annually or following any allergic reaction, change in diagnosis, medication, or educational provision.