

Gilded Hollins Community School



Allergy Management Policy

June 2026

This policy has been written with due regard to the Equality Act 2010

1. Statement of Intent

Gilded Hollins Primary School is committed to providing a safe, inclusive and supportive learning environment for all pupils, including those with allergies and those at risk of an allergic reaction or anaphylaxis.

The Governing Body recognises that allergies can have a significant impact on a child's health, wellbeing and ability to access education. Every reasonable step will therefore be taken to minimise the risk of allergen exposure while ensuring pupils with allergies are fully included in all aspects of school life.

This policy should be read alongside the school's **Supporting Children with Medical Conditions Policy**, Health and Safety Policy, Educational Visits Policy, First Aid Policy, Food Policy, Safeguarding Policy and Equality Information and Objectives.

The school acknowledges that it is not possible to guarantee an allergen-free environment. Instead, the school adopts a risk-management approach that seeks to identify hazards, reduce risks and ensure that staff are prepared to respond quickly and effectively in the event of an allergic reaction.

2. Aims

This policy aims to:

- safeguard pupils with diagnosed or suspected allergies;
- ensure effective arrangements are in place for preventing exposure to known allergens wherever reasonably practicable;
- establish clear procedures for responding to allergic reactions and anaphylaxis;
- ensure all staff understand their responsibilities in relation to allergy management;
- promote inclusion so that pupils with allergies participate safely in all aspects of school life;
- ensure compliance with current legislation and Department for Education guidance;
- work in partnership with parents, carers, healthcare professionals and pupils to promote effective allergy management.
- Covers food allergies as well as non-food allergies.

3. Legal Framework

This policy has been developed with reference to:

- Children and Families Act 2014

- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Human Medicines Regulations 2012
- Food Information Regulations 2014 (as amended)
- Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Supporting Pupils at School with Medical Conditions (Department for Education)
- Allergy guidance for schools (Department for Education)
- Guidance on the use of emergency adrenaline auto-injectors in schools
- Keeping Children Safe in Education
- SEND Code of Practice

This policy complements the school's statutory duties under the Supporting Children with Medical Conditions Policy and should not be read in isolation.

4. Definitions

For the purposes of this policy:

Allergy

An immune system response to a normally harmless substance.

Allergen

A substance capable of triggering an allergic reaction.

Anaphylaxis

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

Adrenaline Auto-Injector (AAI)

A pre-loaded emergency device used to administer adrenaline during anaphylaxis (e.g. EpiPen®, Jext®, Emerade® where clinically appropriate).

Individual Healthcare Plan (IHP)

A personalised document detailing a pupil's medical needs and the arrangements required to support them safely within school.

5. Principles

Gilded Hollins Primary School believes:

- every child has the right to attend school safely;

- pupils with allergies should not be excluded from any aspect of school life because of their condition;
- effective communication between school and home is essential;
- allergy management is a shared responsibility;
- prevention is the best form of protection;
- all staff should understand how to recognise allergic reactions and know how to respond promptly.

6. Roles and Responsibilities

Governing Body

The Governing Body is responsible for ensuring:

- this policy is implemented effectively;
- appropriate resources are available;
- annual review of allergy management arrangements;
- compliance with statutory guidance.

Governors will monitor implementation through reports from the Headteacher and Health and Safety monitoring.

Headteacher

The Headteacher has overall responsibility for implementation of this policy and will ensure:

- suitable procedures are in place;
- staff receive appropriate allergy awareness training;
- Individual Healthcare Plans are implemented;
- emergency medication is readily available;
- sufficient numbers of staff are trained to administer adrenaline auto-injectors;
- educational visits are appropriately risk assessed;
- allergy incidents are investigated and reviewed;
- lessons learned are shared with staff.

The Headteacher may delegate day-to-day responsibilities to appropriately trained members of staff (Allergy Leads). Gilded Hollins has 2 members of staff to oversee the management of this policy who act as allergy leads. They are Mrs Mair and Mrs Gore.

Allergy Lead

The Allergy Leads are Mrs Mair and Mrs Gore:

Mrs Mair will:

- maintain the school's allergy register;
- monitor expiry dates of medication;
- arrange replacement medication where necessary;

Mrs Gore will:

- oversee Individual Healthcare Plans;
- liaise with parents and healthcare professionals;
- organise staff training;
- ensure allergy information is communicated to relevant staff;
- coordinate responses following allergy incidents;
- maintain records of training and emergency procedures.

School Staff

All staff have a duty to:

- be aware of pupils with allergies;
- follow Individual Healthcare Plans;
- take reasonable steps to minimise allergen exposure;
- attend mandatory allergy training;
- recognise symptoms of allergic reactions;
- respond immediately in accordance with emergency procedures;
- summon emergency medical assistance where appropriate;
- record and report allergy incidents.

Staff should never ignore a pupil who reports symptoms of an allergic reaction.

First Aiders

Qualified first aid staff will:

- respond immediately to allergic reactions;
- administer medication in accordance with training;

- arrange emergency medical assistance;
- monitor pupils until paramedics arrive;
- complete accident and medication records.

Parents and Carers

Parents and carers are responsible for:

- informing the school of diagnosed allergies;
- providing accurate medical information;
- supplying in-date prescribed medication;
- providing two prescribed adrenaline auto-injectors where recommended by clinicians;
- ensuring medication is replaced before expiry;
- updating school immediately following any change in medical advice;
- contributing to Individual Healthcare Plans.

Parents are encouraged to educate their child about their allergy in an age-appropriate manner, including the importance of not sharing food.

Pupils

Where age and understanding allow, pupils are encouraged to:

- understand their allergy;
- avoid sharing food or drinks;
- tell an adult immediately if they feel unwell;
- carry prescribed medication if agreed within their Individual Healthcare Plan;
- follow medical advice.

The school will support pupils to develop increasing independence while ensuring appropriate supervision.

7. Partnership Working

Effective allergy management relies upon close partnership between:

- pupils;
- parents and carers;

- school staff;
- healthcare professionals;
- school nursing services;
- governors;
- catering providers.

Information will be shared appropriately while maintaining confidentiality and complying with data protection legislation.

8. Equality and Inclusion

The school will ensure that pupils with allergies are not disadvantaged or discriminated against because of their medical condition.

Reasonable adjustments will be made where required under the Equality Act 2010 to enable pupils to participate fully in education, educational visits, clubs, sporting activities and wider school life.

Risk assessments will seek to remove barriers rather than unnecessarily restricting participation.

9. Identification of Pupils with Allergies

The school recognises that early identification and effective communication are essential to safeguarding pupils with allergies.

Information regarding a pupil's allergy will normally be obtained:

- during the admissions process;
- through the school's medical information forms;
- from healthcare professionals;
- from the School Nursing Service;
- following diagnosis during a pupil's time at school;
- through discussions with parents or carers.

Where a pupil is identified as having a severe allergy, the Headteacher (or nominated Allergy Leads) will ensure appropriate arrangements are put in place before the pupil attends school wherever practicable.

The school will maintain an up-to-date confidential Allergy Register, identifying:

- pupil name;
- photograph;
- class;

- known allergens;
- severity of allergy;
- prescribed medication;
- location of medication;
- emergency contacts;
- date of review.

The Allergy Register will be reviewed at least annually or whenever medical information changes.

Relevant information will be shared with staff on a need-to-know basis in accordance with UK GDPR and the Data Protection Act 2018.

10. Individual Healthcare Plans (IHCPs)

All pupils diagnosed with a severe allergy or who have been prescribed emergency medication will have an Individual Healthcare Plan (HCP).

The IHCP will complement arrangements detailed within the school's Supporting Children with Medical Conditions Policy and will include:

- pupil details;
- medical diagnosis;
- identified allergens;
- symptoms of mild, moderate and severe reactions;
- prescribed medication;
- dosage and method of administration;
- location of medication;
- emergency procedures;
- emergency contact details;
- arrangements for educational visits;
- arrangements for clubs and sporting activities;
- level of supervision required;
- review date.

Where available, the school will also retain a copy of the pupil's NHS Allergy Action Plan or consultant-issued emergency care plan.

Healthcare Plans will be:

- reviewed annually;

- reviewed after any allergic reaction requiring medical intervention;
- updated following changes in medication;
- amended following advice from healthcare professionals;
- signed by parents/carers.

11. Medication

Medication must be readily accessible at all times.

The school will follow the procedures outlined in the Supporting Children with Medical Conditions Policy regarding the storage, administration and recording of medicines.

Parents are responsible for providing:

- prescribed medication;
- medication in its original pharmacy packaging;
- medication clearly labelled with the child's name;
- medication that remains within its expiry date.

The school will request two prescribed adrenaline auto-injectors where this has been advised by the child's clinician.

Medication must never be locked away if this would delay emergency treatment.

Where appropriate, older pupils may carry their own medication if this has been agreed through the Individual Healthcare Plan following discussion with parents and healthcare professionals.

12. Storage of Medication

Emergency medication will be:

- clearly labelled;
- easily accessible;
- stored in accordance with manufacturer's guidance;
- available throughout the school day;
- available during off-site visits.

Medication storage locations may include:

- classroom emergency medication point;
- medical room;
- school office;

- educational visit emergency bag.

Parents will be reminded when replacement medication is required and it is the responsibility of the parents to bring these replacement medicines into school in good time.

Expired medication must not be used except where emergency clinical advice indicates no alternative is immediately available and delay would place life at risk.

13. Spare Emergency Adrenaline Auto-Injectors

Where permitted under current legislation, the school will maintain spare emergency adrenaline auto-injectors for use in emergencies.

These devices are intended only for pupils:

- who have been diagnosed as being at risk of anaphylaxis;
- whose prescribed injector is unavailable, damaged or has failed;
- where parental consent has been obtained.

Spare devices will:

- be stored securely but remain immediately accessible in the school office;
- be checked regularly;
- remain within expiry date;

Only staff who have received appropriate training will administer an emergency adrenaline auto-injector unless otherwise advised by medical staff in an emergency.

Following administration of adrenaline:

- 999 must always be called immediately;
- parents or carers must be informed;
- the pupil must be taken to hospital for further assessment, even if symptoms improve.

14. Prevention of Allergen Exposure

The school aims to reduce the likelihood of accidental exposure to allergens while recognising that it is not possible to eliminate all risk.

Risk reduction strategies may include:

- careful planning of classroom activities;

- reviewing ingredients used in cooking activities;
- effective supervision during mealtimes;
- promoting good hand hygiene;
- cleaning tables before and after eating;
- discouraging food sharing;
- encouraging pupils to wash hands after meals;
- ensuring food waste is disposed of promptly.

Where a pupil has a severe allergy, an individual risk assessment will determine any additional reasonable precautions required.

The school will avoid introducing blanket food bans unless advised by healthcare professionals and supported by an individual risk assessment, recognising that education, supervision and effective management are generally more effective than complete prohibition.

15. Catering and Food Provision

The school will work closely with its catering provider to support pupils with food allergies.

Where meals are provided, the catering provider will:

- comply with all food information legislation;
- provide allergen information where required;
- implement procedures to reduce cross-contamination;
- maintain high standards of food hygiene;
- communicate menu changes where necessary.

Parents are encouraged to discuss dietary requirements with the school before their child starts attending.

Where packed lunches are brought from home:

- parents are asked to consider the needs of pupils with severe allergies;
- pupils will be reminded not to share food;
- staff will supervise younger pupils during meal times.

The school may request that particular foods are avoided by individual classes where a pupil has a significant risk of severe allergic reaction and following an appropriate risk assessment.

16. Classroom Activities

Food is frequently used to enhance learning experiences.

Staff will consider allergy risks before planning activities involving food, including:

- Design and Technology;
- Science;
- Early Years activities;
- sensory play;
- celebrations;
- tasting sessions;
- baking activities.

Alternative resources or ingredients will be provided where necessary to ensure pupils can participate safely.

Parents will be informed in advance where activities may involve allergens.

17. Celebrations and Special Events

The school recognises the importance of celebrating birthdays, festivals and cultural events.

Staff will consider allergy risks when organising:

- birthday celebrations;
- class parties;
- fundraising events;
- enterprise activities;
- cultural celebrations.

Where food is provided:

- ingredient information should be available where possible;
- alternatives should be offered where required;
- staff should check Individual Healthcare Plans beforehand.

The school encourages celebrations that do not rely solely on food.

18. Food Brought into School

Parents are asked to support the school's allergy management arrangements by:

- ensuring food is clearly identifiable;
- avoiding food sharing;
- informing staff if food is supplied for class events;

- respecting requests relating to specific allergens where these are based upon individual risk assessments.

The school reserves the right to restrict particular foods where this is necessary to protect the health and safety of an identified pupil following appropriate assessment.

19. Educational Visits and Off-Site Activities

Before any educational visit, visit leaders will ensure that allergy risks are fully considered.

Planning will include:

- reviewing Individual Healthcare Plans;
- carrying emergency medication;
- ensuring trained staff accompany the visit;
- identifying local emergency medical services;
- considering meal arrangements;
- checking activity risks;
- informing venue staff where appropriate.

Emergency medication will remain immediately accessible throughout the visit and must never be placed in luggage or inaccessible storage.

A copy of the pupil's emergency care plan will accompany staff on all visits.

20. Monitoring and Review

The Governing Body is responsible for ensuring that appropriate arrangements are in place to safeguard pupils with allergies and will monitor the implementation of this policy through reports from the Headteacher.

The Headteacher, supported by the Allergy Leads, will monitor:

- completion and annual review of Individual Healthcare Plans;
- staff training records and refresher training;
- expiry dates of medication;
- the effectiveness of emergency procedures;
- allergy incidents, near misses and lessons learned;
- educational visit risk assessments;
- compliance with this policy.

Following any serious allergic reaction, an internal review will be undertaken to determine:

- whether procedures were followed;

- whether emergency equipment was readily available;
- whether communication was effective;
- whether additional control measures are required;
- whether amendments to Individual Healthcare Plans are necessary.

Where appropriate, outcomes from reviews will inform future staff training and policy development.

This policy will be reviewed:

- annually;
- following significant changes in legislation or statutory guidance;
- following a serious allergy incident;
- where monitoring identifies the need for amendment.

21. Record Keeping

The school will maintain accurate records relating to allergy management, including:

- Individual Healthcare Plans;
- parental consent forms;
- medication administration records;
- staff training records;
- allergy incident reports;
- educational visit risk assessments.

Records will be stored securely in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

22. Confidentiality

Medical information is confidential.

Information relating to a pupil's allergy will only be shared with those members of staff who require the information in order to safeguard the child or fulfil their professional responsibilities.

Information displayed within classrooms or staff areas will be proportionate and will normally include:

- pupil photograph;
- allergen;
- emergency action required;

- medication location.

The dignity and privacy of pupils will always be respected.

23. Equality Impact

This policy has been developed in accordance with the Equality Act 2010.

Reasonable adjustments will be made to ensure pupils with allergies are able to participate fully in school life.

No pupil will be excluded from educational opportunities solely because they have an allergy.

24. Linked Policies

This policy should be read alongside the following school policies:

- Supporting Children with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Behaviour Policy
- Equality Information and Objectives
- Food Policy
- Intimate Care Policy
- Attendance Policy
- Risk Assessment Procedures

Appendix A

Emergency Procedure for Suspected Anaphylaxis

If a pupil displays signs of anaphylaxis:

- difficulty breathing;
- swelling of the tongue or throat;
- persistent cough;
- hoarse voice;
- wheezing;
- difficulty speaking;
- collapse;
- loss of consciousness;
- pale, floppy or unresponsive appearance,

staff must:

Step 1

Stay with the pupil.

Call for assistance immediately.

Do not leave the pupil unattended.

Step 2

Administer the prescribed adrenaline auto-injector without delay if indicated by the Individual Healthcare Plan or Allergy Action Plan.

Where a prescribed device is unavailable, use the school's emergency spare AAI where appropriate and authorised.

Step 3

Dial **999** immediately.

State:

“Child suffering suspected anaphylaxis. Adrenaline has been administered.”

Provide:

- school name;
- school address;
- exact location within school.

Step 4

If symptoms do not improve and a second prescribed injector is available, administer the second device after approximately five minutes if advised within the child's care plan or by emergency services.

Step 5

Contact parents or carers.

Step 6

A member of staff should accompany the pupil to hospital if parents have not yet arrived.

The pupil must always attend hospital following administration of adrenaline, even if symptoms improve.

Appendix B

Recognising an Allergic Reaction

Mild to Moderate Symptoms

- itchy skin;
- rash;
- hives;
- tingling lips;
- swollen lips;
- watery eyes;
- sneezing;
- stomach pain;
- nausea.

Severe Symptoms (Anaphylaxis)

- swelling of tongue;
- swelling of throat;
- persistent cough;
- wheeze;
- noisy breathing;
- difficulty swallowing;
- dizziness;
- collapse;
- unconsciousness.

Staff should treat any rapidly worsening reaction as an emergency.

Appendix C

Allergy Risk Assessment Checklist

Before activities involving food or potential allergens, staff should consider:

- ☐ Have Individual Healthcare Plans been checked?
- ☐ Are allergens being used?
- ☐ Can safer alternatives be provided?
- ☐ Is emergency medication available?
- ☐ Are trained staff present?
- ☐ Have parents been informed where appropriate?
- ☐ Are cleaning materials available?
- ☐ Can cross-contamination be avoided?
- ☐ Have pupils washed their hands?
- ☐ Is emergency communication available?

Appendix D

Educational Visit Allergy Checklist

Before departure:

- ☐ Review Individual Healthcare Plans.
- ☐ Carry prescribed medication.
- ☐ Carry spare emergency medication where appropriate.
- ☐ Identify trained first aider.
- ☐ Identify nearest hospital.
- ☐ Check catering arrangements.
- ☐ Brief accompanying adults.
- ☐ Ensure emergency contact numbers are available.

During the visit:

- ☐ Medication remains accessible.
- ☐ Staff supervise meals.
- ☐ Allergens avoided where practicable.
- ☐ Incidents recorded immediately.

This policy should be read alongside the school's Supporting Children with Medical Conditions Policy and all associated safeguarding, health and safety and educational visits procedures.