

Allergy Policy

St. Lawrence CE (VA)

Primary School

With

Little Lawrences & Larks 'n'

Owls

Napton

September 2026

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Approved By:	Full Governing Body

****THIS POLICY SHOULD BE READ IN CONJUNCTION WITH OUR
ADMINISTRATION OF FIRST AID AND MEDICATION POLICY****

Introduction

St Lawrence Primary School with Little Lawrences Pre-school and Larks 'n' Owls wraparound care is committed to promoting and safeguarding the health, welfare and wellbeing of all children. This policy sets out the school's approach to the safe management of allergies and anaphylaxis. We recognise that allergic reactions can range from mild to life-threatening and that effective management depends on clear information, appropriate risk assessment, trained staff and prompt action in an emergency.

Aims

The aims of our allergy policy are to:

- Minimise the risk of exposure to known allergens within the school setting
- Ensure children with allergies can participate fully and safely in school life
- Ensure staff understand how to recognise and respond to an allergic reaction, including anaphylaxis
- Promote age-appropriate self-awareness and avoidance strategies
- Ensure appropriate medication, Allergy Action Plans and emergency procedures are in place
- Work in partnership with parents/guardians, healthcare professionals and catering providers

Legislation and guidance

The school has a duty to support children with medical conditions, including allergies, so that they can access education and participate fully in school life. This policy should be read alongside relevant statutory guidance and legislation, including:

- Section 100 of the Children and Families Act 2014 and the Department for Education statutory guidance, Supporting pupils at school with medical conditions
- The Equality Act 2010
- The Human Medicines Regulations 2012, including provisions relating to spare adrenaline auto-injectors in schools
- The Food Information Regulations 2014 and allergen information requirements
- The Statutory Framework for the Early Years Foundation Stage
- Keeping Children Safe in Education

Roles and responsibilities

Responsibilities of the Governing Board

- Ensure the school has appropriate arrangements for managing allergies and responding to emergencies
- Ensure appropriate resources, training and procedures are in place
- Monitor the effectiveness of this policy and ensure it remains fit for purpose

Responsibilities of the Headteacher

- Ensure this policy is implemented consistently across the school, Little Lawrences and Larks 'n' Owls
- Ensure staff have access to appropriate allergy and anaphylaxis awareness training
- Ensure information about children with allergies is communicated appropriately to relevant staff and catering providers
- Ensure appropriate individual risk assessments and Allergy Action Plans/Individual Healthcare Plans are in place
- Ensure emergency arrangements are understood by staff and appropriate medication is readily accessible
- Ensure allergies are considered when planning trips, visits, clubs, wraparound provision and other off-site activities

Responsibilities of School Staff

- Be aware of children in their care who have known allergies and know where their emergency medication and care information are kept
- Follow the child's Allergy Action Plan or Individual Healthcare Plan
- Take reasonable steps to reduce exposure to known allergens
- Supervise food-related activities with appropriate care
- Respond promptly to signs of an allergic reaction and seek emergency medical assistance where required
- Ensure relevant medication accompanies children on trips and off-site activities
- Treat allergy-related teasing or bullying seriously and in line with the school's behaviour policy

Responsibilities of Parents/Guardians

- Inform the school of any diagnosed or suspected allergy and notify the school promptly of any changes
- Provide clear, current medical information and, where appropriate, an Allergy Action Plan completed by a healthcare professional
- Provide prescribed, in-date medication in the correct dosage and replace medication following use or before expiry
- Work with the school and catering provider to identify any necessary dietary arrangements
- Support their child, as age appropriate, to understand their allergy, recognise symptoms and know when to seek adult help

Children with allergies

Children will be supported, in an age-appropriate way, to understand their allergy and develop safe habits. They should not share food or drinks, should avoid foods with unknown ingredients and should tell an adult immediately if they believe they are experiencing an allergic reaction.

Identifying and recording allergies

Parents/guardians must inform the school of any medically identified allergy or intolerance. Details will be recorded on the school's information systems and shared with relevant staff on a need-to-know basis. The school office will also ensure that relevant information is communicated to the school kitchen/catering provider.

Where a child is at risk of a serious allergic reaction, the school will work with parents/guardians and relevant healthcare professionals to put an Allergy Action Plan and, where necessary, an Individual Healthcare Plan in place. An individual risk assessment will be completed for children with significant allergies, including children joining the school and children who are newly diagnosed.

Allergy Action Plans and Individual Healthcare Plans

An Allergy Action Plan should set out the child's allergens, usual symptoms, prescribed medication and the action to be taken in an emergency. Where an additional Individual Healthcare Plan is required, this will be developed in partnership with the child's parents/guardians and relevant healthcare professionals.

Plans will be reviewed when information changes and at least annually. Staff who work directly with the child will be made aware of the plan and how to access it.

Supply, storage and care of medication

Medication for allergies must be provided by the parent/guardian, clearly labelled for the individual child and accompanied by the appropriate medical information. In line with the school's Administration of First Aid and Medication Policy, children do not keep medication in their school bags or on their person.

Emergency allergy medication, including prescribed adrenaline auto-injectors (AAIs), will be stored so that it is secure but readily accessible to staff in an emergency. AAIs must be stored at room temperature and protected from direct sunlight and extremes of temperature.

Where prescribed, a child's allergy medication may include:

- Two adrenaline auto-injectors, where prescribed
- An up-to-date Allergy Action Plan
- Antihistamine, where included on the child's plan
- An asthma inhaler, where included on the child's plan

Parents/guardians are responsible for supplying in-date medication. The school will check medication held in school regularly and will contact parents/guardians when replacement medication is required. Medication no longer required or reaching expiry will be returned to parents/guardians in accordance with the Administration of First Aid and Medication Policy.

Spare adrenaline auto-injectors

Where the school holds spare adrenaline auto-injectors, these will be stored in an accessible location known to staff and checked regularly. A spare AAI may only be used in accordance with current legal requirements, the school's emergency procedures and the child's medical arrangements. If anaphylaxis is suspected, 999 must be called immediately.

Recognising and responding to an allergic reaction

An allergic reaction may present in different ways and symptoms can develop rapidly. Staff must take any reported or observed symptoms seriously and follow the child's Allergy Action Plan where one is in place.

If anaphylaxis is suspected:

- Call 999 immediately and state that anaphylaxis is suspected
- Administer an adrenaline auto-injector without delay where this is indicated by the child's plan and staff are authorised to do so
- Follow the child's Allergy Action Plan and the instructions of the emergency services
- Do not leave the child alone
- Contact the child's parent/guardian as soon as possible after emergency help has been summoned
- Record the incident on CPOMs as soon as reasonably practicable

Any child who has received adrenaline must be assessed by emergency medical services, even if symptoms appear to improve.

Catering and food in school

All food businesses, including the school's catering provider, are required to provide allergen information in relation to the 14 regulated allergens. The school office will inform the catering provider of children with known food allergies or intolerances, and parents/guardians are encouraged to discuss their child's requirements with the school and caterer.

- Food provided for children with allergies will be managed in accordance with the catering provider's allergen procedures
- Reasonable steps will be taken to reduce the risk of cross-contamination during storage, preparation and serving
- Lunch boxes, drinks and other food brought from home should be clearly identifiable where this is necessary to support a child's safety
- Food should not be given to a child with a known food allergy without appropriate checks and, where required, parental agreement
- Food used in cooking, crafts, science activities, celebrations and special events must be considered as part of planning and risk assessment

Nut-free approach

St Lawrence is a nut-free school. Parents/guardians are asked not to send nuts or food containing nuts into school. However, the school cannot guarantee an entirely allergen-free environment. Our approach therefore combines this restriction with whole-school allergy awareness, careful risk assessment, good food-handling practice and clear emergency procedures.

Treats, celebrations and food brought into school

On occasion, children may bring food into school for celebrations. Staff and parents/guardians must be mindful of children with allergies and intolerances. Where food is to be shared, appropriate alternatives should be considered and ingredient information must be available. Homemade food may present additional difficulties because ingredients and cross-contamination cannot always be reliably verified; staff may therefore decide that an item cannot be shared with a child who has an allergy.

Trips, visits and off-site activities

Children with allergies should be included in trips, visits and extra-curricular activities wherever reasonably possible. The trip leader must consider the child's allergy within the visit risk assessment and ensure that appropriate controls are in place.

- The child's prescribed emergency medication and relevant plan must accompany them
- Medication will be carried in the First Aid bag and remain readily accessible
- Relevant staff must know the child's allergies, symptoms and emergency procedure
- Food arrangements must be checked in advance and appropriate alternatives provided where necessary
- For Early Years visits, paediatric first aid requirements will also be met

Training

Staff will receive appropriate allergy and anaphylaxis awareness training. Training will be refreshed as necessary and where the needs of individual children require additional instruction. Training should enable staff to:

- Understand common allergens and triggers
- Recognise the signs and symptoms of an allergic reaction and anaphylaxis
- Know when to call the emergency services
- Understand how and when an AAI is used
- Understand measures used to reduce exposure and cross-contamination
- Know how to access and follow Allergy Action Plans and Individual Healthcare Plans

Allergies and bullying

Allergy-related bullying, teasing, deliberate exposure to an allergen or interference with a child's medication will be treated seriously and managed in accordance with the school's behaviour and safeguarding procedures. Children will be taught, in an age-appropriate way, to understand allergies and the importance of helping to keep others safe.

Monitoring and reporting

All significant allergic reactions and emergency use of allergy medication will be recorded on CPOMs. The Headteacher will monitor incidents to identify patterns, review risk assessments and consider whether additional actions are required. Following a significant reaction, the child's arrangements will be reviewed with parents/guardians and, where appropriate, healthcare professionals.

Monitoring arrangements

This policy will be reviewed by the Headteacher every year, or earlier if legislation, guidance or the needs of the school change. At every review, the policy will be approved by the Headteacher/Governing Board member with responsibility for Health and Safety.

*A happy church school that nurtures the unique talents of individuals and brings them together
so that 'they will soar on wings like eagles' (Isaiah 40:31)*

This policy is linked to and should be read in conjunction with the:

- Administration of First Aid and Medication Policy
- Supporting Children with Medical Conditions Policy
- Health and Safety Policy
- Self-Regulation and Behaviour Policy
- Safeguarding and Child Protection Policy