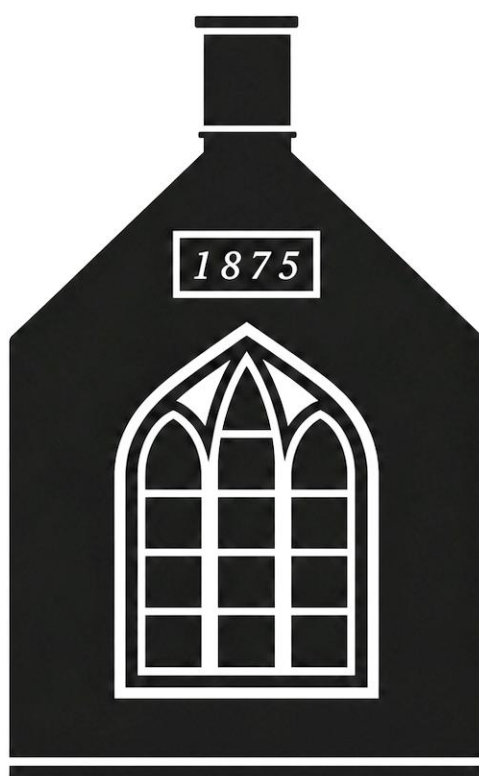




Enstone

PRIMARY SCHOOL

ALLERGY SAFETY AND ANAPHYLAXIS POLICY

Supporting a safe, inclusive and allergy-aware school community

Date Adopted: September 2026

Review Date: September 2027

Signature of Chair of Governors: *Barbara Shaw*

Signature of Headteacher: *S. Mann*

Distribution

This policy is published on the school website and is available to:

- Governors
- Staff
- Parents and carers
- Volunteers
- Supply staff
- Relevant professionals working with the school

Equality Statement

Enstone Primary School is committed to equality of opportunity for all members of the school community.

This policy has been written in accordance with the Equality Act 2010 and reflects the school's commitment to ensuring that pupils with allergies or other medical conditions are able to participate fully in school life through reasonable adjustments and appropriate support.

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1. Safeguarding Statement

At Enstone Primary School, safeguarding is everyone's responsibility.

We are committed to providing a safe, caring and inclusive learning environment in which every child is valued, respected and supported to achieve their full potential. We recognise that pupils with allergies and other medical conditions may be particularly vulnerable if appropriate arrangements are not in place.

This policy forms part of the school's wider safeguarding responsibilities and sets out the procedures that all staff, governors, volunteers and visitors must follow to minimise the risk of allergic reactions and ensure that appropriate emergency action is taken whenever required.

We believe that no child should be prevented from participating fully in school life because of an allergy. Through effective planning, staff training, partnership with families and robust risk management, we aim to ensure that every pupil is safe, included and able to thrive.

This policy should be read alongside the school's:

- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Administration of Medicines Policy
- First Aid Policy
- Health and Safety Policy
- Behaviour Policy
- Anti-Bullying Policy
- SEND Policy
- Equality Policy
- Educational Visits Policy
- Staff Code of Conduct

2. Purpose of the Policy

The Governing Body of Enstone Primary School recognises that allergies affect an increasing number of children and that allergic reactions can range from relatively mild symptoms to life-threatening anaphylaxis.

The purpose of this policy is to ensure that:

- pupils with allergies are identified promptly;
- appropriate risk assessments are undertaken;
- effective preventative measures are implemented across the school;
- staff understand their responsibilities;
- emergency treatment is administered without delay when required;
- pupils with allergies are fully included in all aspects of school life.

The school recognises that effective allergy management relies upon close partnership between school staff, parents and carers, healthcare professionals and pupils themselves.

This policy seeks to create an allergy-aware environment where sensible precautions are embedded into everyday practice without unnecessarily restricting pupils' experiences or creating barriers to participation.

3. Statutory and Legal Framework

This policy has been developed in accordance with current legislation and statutory guidance, including:

Department for Education Guidance

- *Allergy Safety in Schools* (2026)
- *Keeping Children Safe in Education*
- *Supporting Pupils at School with Medical Conditions*
- *Working Together to Safeguard Children*

Legislation

This policy reflects the requirements of:

- Children's Wellbeing and Schools Act 2026

- Children Act 1989
- Education Act 2002
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Human Medicines (Amendment) Regulations 2017
- Equality Act 2010
- Food Information Regulations
- Special Educational Needs and Disability Code of Practice
- Early Years Foundation Stage Statutory Framework

Where national legislation or statutory guidance changes, this policy will be reviewed accordingly.

4. Related School Policies

This policy should be read alongside the following Enstone Primary School policies and procedures:

- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Administration of Medicines Policy
- First Aid Policy
- Health and Safety Policy
- Behaviour Policy
- Anti-Bullying Policy
- SEND Policy
- Equality Policy
- Educational Visits Policy
- Attendance Policy
- Staff Code of Conduct

Safeguarding

Where concerns arise that a child is repeatedly placed at risk because essential medication is unavailable, important medical information has not been shared, or appropriate treatment is being withheld, these concerns may constitute safeguarding concerns and will be managed in accordance with the Child Protection and Safeguarding Policy.

Supporting Pupils with Medical Conditions

Individual Healthcare Plans (IHPs) are produced in accordance with the school's Supporting Pupils with Medical Conditions Policy and provide the detailed arrangements required to meet each pupil's medical needs safely.

First Aid

Emergency treatment following an allergic reaction forms part of the school's wider First Aid arrangements.

All first aid incidents involving allergies will be recorded appropriately and reviewed where necessary.

Administration of Medicines

Procedures relating to the storage, administration, recording and disposal of medicines are detailed within the Administration of Medicines Policy.

Educational Visits

All educational visits and residential experiences will include consideration of allergy risks through the school's Educational Visits Policy and associated risk assessments.

Behaviour and Anti-Bullying

The school will not tolerate behaviour that deliberately exposes another person to a known allergen or mocks, intimidates or excludes pupils because of their allergies. Deliberately placing another person at risk through exposure to a known allergen may be treated as serious misconduct under the Behaviour Policy.

5. Introduction and Core Principles

Enstone Primary School is committed to being an allergy-aware school.

We recognise that allergies affect individuals in different ways and that effective management relies on a culture of awareness, preparation and partnership. While it is not possible to eliminate all allergens from the school environment, we are committed to taking reasonable and proportionate steps to reduce risk while ensuring that pupils with allergies are fully included in every aspect of school life.

The school adopts the following core principles:

- **Safety** – The health, safety and wellbeing of pupils, staff and visitors is our highest priority.
 - **Inclusion** – Pupils with allergies will be enabled to participate fully in learning, educational visits, clubs, sporting events and wider school life wherever reasonably practicable.
 - **Partnership** – Effective allergy management depends upon positive working relationships between parents, pupils, healthcare professionals and school staff.
 - **Communication** – Relevant medical information will be shared appropriately with those who need to know whilst maintaining confidentiality.
 - **Preparedness** – Staff will receive appropriate training and know how to respond confidently in an emergency.
 - **Continuous Improvement** – We will learn from incidents, near misses and changes in guidance to continually strengthen our practice.
-

6. Definitions

Allergy – An immune system response to a substance (allergen) that is normally harmless to most people.

Allergen – A substance capable of triggering an allergic reaction.

Anaphylaxis – A severe, rapidly progressing and potentially life-threatening allergic reaction requiring immediate treatment with adrenaline.

Adrenaline Auto-Injector (AAI) – A prescribed emergency medicine used to treat anaphylaxis (for example EpiPen® or Jext®).

Individual Healthcare Plan (IHP) – A school document developed in partnership with parents and healthcare professionals setting out the arrangements required to support a pupil safely in school.

Near Miss – An event that could have resulted in an allergic reaction but did not, providing an opportunity to review and improve procedures.

7. Understanding Allergy and Anaphylaxis

An allergy is an immune system response to a substance (known as an allergen) that is normally harmless to most people. Allergic reactions occur when an individual is exposed to an allergen to which they are sensitive.

Allergies vary considerably in both severity and presentation. Some individuals experience relatively mild symptoms, whilst others may develop anaphylaxis, a severe and rapidly progressing allergic reaction requiring immediate emergency treatment.

Common allergens encountered within a primary school environment include:

- peanuts and tree nuts;
- milk and dairy products;
- eggs;
- wheat;
- fish and shellfish;
- sesame;
- soya;
- insect stings;
- certain medicines, including antibiotics;
- latex products.

The school recognises that **any food or substance has the potential to cause an allergic reaction** and therefore adopts a whole-school allergy awareness approach rather than focusing solely on the fourteen recognised food allergens.

The majority of serious food allergic reactions occur after the allergen has been eaten. Although less severe reactions may occur through skin contact, life-threatening reactions from skin contact alone are extremely rare. Nevertheless, reasonable

precautions will always be taken where individual risk assessments indicate this is necessary.

Where a pupil also has asthma, the school recognises that poorly controlled asthma may increase the risk of severe allergic reactions. Asthma management will therefore be considered alongside allergy management within the pupil's IHP.

8. Recognising Allergic Reactions

Prompt recognition is essential.

Staff should always take concerns seriously, particularly where a pupil has a diagnosed allergy or reports feeling unwell following possible exposure to an allergen.

Mild to Moderate Allergic Reactions

Symptoms may include:

- itching of the skin;
- raised rash (urticaria or hives);
- tingling or itching around the mouth;
- swelling of the lips, face or eyes;
- abdominal pain;
- nausea or vomiting;
- sneezing;
- runny nose;
- mild throat discomfort;
- sudden anxiety or changes in behaviour.

Where appropriate, and in accordance with the pupil's IHP, antihistamine medication may be administered by trained members of staff.

The pupil must remain under close observation as symptoms can worsen rapidly.

Symptoms of Anaphylaxis

Staff should suspect anaphylaxis whenever a pupil with a known allergy develops breathing difficulties or shows signs of rapid deterioration.

Symptoms may include:

Airway

- swelling of the tongue;
- swelling of the throat;
- difficulty swallowing;
- hoarse voice.

Breathing

- persistent coughing;
- wheezing;
- noisy breathing;
- shortness of breath;
- difficulty breathing.

Circulation

- dizziness;
- fainting;
- pale or clammy skin;
- confusion;
- collapse;
- loss of consciousness.

Other Symptoms

- severe abdominal pain;
- repeated vomiting;
- sudden behavioural change;
- overwhelming feeling of impending collapse.

A skin rash is **not always present** during anaphylaxis.

If in doubt, staff should follow the emergency procedures set out below.

9. Emergency Response to Suspected Anaphylaxis

Anaphylaxis is a medical emergency.

Immediate action saves lives.

Where anaphylaxis is suspected, staff should follow the steps below.

Step 1 – Stay with the Pupil

Remain calm and reassure the pupil.

Never send the pupil to seek help alone.

Immediately summon assistance.

Step 2 – Send for Emergency Medication

Ask another member of staff to:

- bring the pupil's AAI's;
- bring the school's spare AAI kit (where appropriate);
- telephone 999.

Step 3 – Administer the AAI

Administer the AAI immediately in accordance with the manufacturer's instructions and the pupil's IHP.

Do not delay treatment whilst attempting to contact parents or awaiting an ambulance.

Record the time the AAI is administered.

Step 4 – Call 999

State clearly:

"A child is experiencing suspected anaphylaxis."

Follow the advice provided by the emergency call handler.

Step 5 – Position the Pupil Safely

Where possible:

- lay the pupil flat;
- raise their legs slightly.

If breathing is difficult, the pupil may sit upright with support for the shortest possible time.

The pupil must **not** be allowed to stand or walk.

Step 6 – Second AAI

If there is no significant improvement after approximately five minutes and a second AAI is available, administer it.

Step 7 – Continue Observation

Monitor the pupil continuously.

Be prepared to commence CPR if advised by the emergency services or if there are no signs of life.

Step 8 – Inform Parents

Parents or carers should be informed as soon as it is reasonably practicable to do so.

Step 9 – Hospital Assessment

Every pupil who receives adrenaline for suspected anaphylaxis must be taken to hospital by ambulance for further assessment and observation, even if they appear to have recovered.

Following the incident, the school will:

- complete the appropriate incident records;
 - review the pupil's IHP;
 - review any associated risk assessments;
 - identify lessons learned and update procedures where necessary.
-

10. Reducing Exposure to Allergens

The most effective way of managing allergies is to reduce the likelihood of exposure to known allergens.

Enstone Primary School does **not** operate blanket food bans unless supported by an individual risk assessment and appropriate medical advice.

Instead, the school adopts a proportionate and evidence-based approach that balances safety with inclusion.

Reasonable control measures may include:

- adapting curriculum activities involving food;
- modifying cooking lessons;

- enhanced supervision;
- improved cleaning arrangements;
- designated eating arrangements where appropriate;
- regular handwashing;
- clear communication with parents and the catering provider.

Risk assessments will always seek to ensure that pupils with allergies can participate fully in school life whilst minimising unnecessary risk.

The school recognises that every pupil's allergy is different and therefore adopts an individualised approach based upon medical advice and the pupil's IHP.

11. Food Provision and Catering

The school will work closely with its catering provider to ensure that:

- allergen information is available for all meals provided;
- dietary requirements are communicated promptly and accurately;
- suitable procedures are in place to minimise cross-contamination;
- pupils with allergies can access safe meal choices;
- lunchtime staff understand the needs of pupils with significant allergies.

Parents and carers are encouraged to discuss dietary requirements with the school before admission and whenever their child's medical needs change.

Packed Lunches

Parents remain responsible for ensuring that food provided from home is safe for their own child.

Where a pupil has a severe allergy, reasonable control measures may be introduced following an individual risk assessment.

These may include:

- requesting that a particular allergen is not brought into a specific classroom;
- designated eating arrangements;
- additional supervision during mealtimes.

Any restrictions introduced will be proportionate, evidence-based and reviewed regularly.

Food Sharing

Pupils will be reminded regularly that they must:

- not share food;
- not swap packed lunches;
- not share drinks;
- not share cutlery or food containers.

These expectations will be reinforced through classroom routines and the school's PSHE curriculum.

Birthday Treats and Celebrations

We do not permit food to be brought into school for celebrations.

12. Curriculum Activities Involving Food

Food is occasionally used within the curriculum, particularly during Design and Technology, Science, Forest School, cultural celebrations and other practical learning activities.

When planning activities involving food, staff will:

- review the allergies of pupils within the class;
- consult relevant IHPs;
- complete a risk assessment where appropriate;
- check ingredient labels carefully;
- provide suitable alternative ingredients where required;
- minimise the risk of cross-contamination;
- ensure emergency medication remains readily accessible.

Where practical, activities will be adapted to enable all pupils to participate safely without unnecessary exclusion.

Parents and carers may be consulted in advance where additional planning is required.

13. Classroom Practice

All classrooms should promote an allergy-aware environment.

Class teachers are responsible for ensuring that they:

- know which pupils have allergies;
- understand the contents of relevant IHPs;
- encourage regular handwashing before and after eating;
- supervise food-related activities carefully;
- ensure tables are cleaned following eating activities;
- discourage food sharing;
- know where emergency medication is located.

Emergency medication should remain readily accessible and must never be locked away.

Supply teachers, volunteers and students working within classrooms will be informed of any significant allergies relevant to the pupils in their care.

14. Breaktimes, Lunchtimes and Wraparound Care

The arrangements described within this policy apply throughout the school day, including:

- breakfast club;
- morning break;
- lunchtime;
- after-school clubs;
- extracurricular activities;
- wraparound care.

Staff supervising these sessions will:

- understand which pupils have severe allergies;
- know where emergency medication is stored;
- understand emergency procedures;

- supervise pupils appropriately during eating;
- encourage effective handwashing before and after eating;
- seek immediate assistance if concerns arise.

Emergency medication must remain accessible throughout extended school provision.

15. Medication and Adrenaline Auto-Injectors (AAIs)

Parents and carers are responsible for providing all prescribed medication required by their child whilst attending school.

Where a pupil has been prescribed an AAI, parents should normally provide **two in-date devices** for use in school.

Medication should:

- be clearly labelled with the pupil's name;
- remain readily accessible at all times;
- never be locked away;
- accompany pupils during educational visits;
- accompany pupils to the evacuation point during emergency evacuations wherever it is safe and practicable to do so.

Storage

Medication will be stored in accordance with the manufacturer's instructions.

AAIs should be:

- stored at room temperature;
- protected from direct sunlight;
- checked regularly for signs of damage;
- monitored to ensure they remain within their expiry date.

Spare AAIs

In accordance with the Human Medicines (Amendment) Regulations 2017, Enstone Primary School maintains spare AAIs for emergency use.

These may be used where:

- a pupil's own medication is unavailable;
- a prescribed device has misfired;
- a pupil experiences a first episode of suspected anaphylaxis.

Spare AAls are **not** a replacement for pupils bringing their own prescribed medication to school.

A delegated member of staff will ensure that:

- spare AAls are stored securely whilst remaining immediately accessible;
- expiry dates are checked monthly;
- replacement medication is obtained before expiry;
- all relevant staff know the location of emergency kits.

Used or expired medication will be disposed of safely through an appropriate pharmacy.

16. Educational Visits and Off-Site Activities

Enstone Primary School believes that pupils with allergies should participate fully in educational visits, sporting fixtures, residential visits and extracurricular activities wherever reasonably practicable.

No pupil will be excluded solely because of an allergy unless an individual risk assessment identifies that safe participation cannot reasonably be achieved.

Prior to every educational visit, the visit leader will ensure that:

- allergy risks are considered within the visit risk assessment;
- relevant IHPs are reviewed;
- prescribed medication accompanies the pupil throughout the visit;
- emergency contact details are available;
- accompanying staff understand emergency procedures;
- catering arrangements are checked where food is provided;
- access to emergency medical assistance has been considered.

Where appropriate, the school's spare AAls will also accompany the visit.

The visit leader will confirm that all required medication is present before departure.

If essential emergency medication is unavailable and no safe alternative arrangements can be made, the Headteacher will determine whether the visit can proceed safely for that pupil.

17. Individual Healthcare Plans (IHPs)

An IHP provides clear guidance on the day-to-day management of a pupil's allergy and the action to be taken in an emergency.

An IHP will normally include:

- the pupil's medical diagnosis;
- known allergens;
- signs and symptoms of an allergic reaction;
- prescribed medication;
- location of medication;
- emergency procedures;
- reasonable adjustments required;
- arrangements for educational visits and extracurricular activities;
- staff responsibilities.

IHPs will be developed collaboratively with:

- parents or carers;
- healthcare professionals, where appropriate;
- the pupil, where appropriate;
- relevant members of school staff.

Where available, Allergy Action Plans or Asthma Care Plans provided by healthcare professionals will be attached to the IHP.

IHPs will be reviewed:

- at least annually;
- following any allergic reaction;
- following any significant near miss;

- whenever medical advice changes;
- whenever the pupil's needs change.

Relevant staff, including supply teachers where appropriate, will be informed of the contents of IHPs on a need-to-know basis.

18. Admissions, Transition and Information Sharing

Enstone Primary School is committed to ensuring that appropriate arrangements are in place before a pupil with an allergy joins the school.

Parents and carers are expected to provide accurate and up-to-date information regarding their child's medical needs at the earliest opportunity.

This should include:

- diagnosed allergies;
- suspected allergies under investigation;
- prescribed medication;
- dietary requirements;
- relevant medical reports;
- emergency contact details.

Where a pupil joins the school outside the normal admission process, every effort will be made to ensure that appropriate arrangements are in place before the pupil attends.

Prior to admission, the school will, where appropriate:

- meet with parents or carers;
- review medical advice;
- develop an IHP;
- identify any staff training requirements;
- ensure prescribed medication is available;
- communicate relevant information to appropriate staff.

Transition Between Classes

Effective communication is essential whenever a pupil moves to a new class or key stage.

Before the start of each academic year:

- new class teachers will receive copies of relevant IHPs;
- teaching assistants will be briefed;
- lunchtime supervisors will be informed where appropriate;
- wraparound care staff will receive relevant information.

Where pupils transfer to another school, relevant medical information will be shared with the receiving school, with parental knowledge, to support a safe transition.

Information will be managed in accordance with UK GDPR and Data Protection legislation.

19. Staff Training

Enstone Primary School recognises that effective allergy management depends upon confident and well-trained staff.

All members of staff will receive allergy awareness training appropriate to their role.

Training will normally include:

- understanding allergies and anaphylaxis;
- recognising allergic reactions;
- emergency procedures;
- administration of AAls;
- reducing exposure to allergens;
- understanding IHPs;
- reporting incidents and near misses.

Training will form part of:

- annual whole-school training;
- induction for new staff;
- induction for supply staff where appropriate;
- induction for volunteers who work regularly with pupils.

Additional training will be provided where:

- legislation changes;
- new medical equipment is introduced;
- a significant incident occurs;
- monitoring identifies additional training needs.

Training records will be maintained by the Headteacher.

The school will periodically undertake emergency response practice to ensure staff remain confident in implementing this policy.

20. Roles and Responsibilities

Governing Body

The Governing Body is responsible for ensuring that appropriate arrangements are in place to safeguard pupils with allergies.

Governors will:

- approve this policy;
 - review the policy annually;
 - monitor implementation;
 - ensure appropriate resources are available;
 - receive reports on significant incidents where appropriate;
 - monitor compliance with statutory duties.
-

Headteacher

The Headteacher has overall responsibility for implementing this policy.

This includes ensuring that:

- this policy is implemented consistently;
- IHPs are in place where required;
- staff receive appropriate training;
- medication is available and appropriately managed;
- suitable risk assessments are completed;

- incidents are investigated;
- parents are kept informed;
- governors receive appropriate reports.

The Headteacher may delegate operational responsibilities whilst retaining overall accountability.

Allergy Lead

The Headteacher will coordinate allergy management across the school.

Responsibilities include:

- maintaining the allergy register;
 - coordinating IHPs;
 - monitoring medication expiry dates;
 - organising staff training;
 - liaising with parents and healthcare professionals;
 - reviewing incidents;
 - supporting educational visits;
 - monitoring emergency equipment.
-

Teaching Staff

Teachers are responsible for:

- implementing this policy;
- understanding relevant IHPs;
- adapting activities where appropriate;
- maintaining an allergy-aware classroom;
- reporting concerns promptly;
- promoting inclusion.

Teachers must never knowingly expose a pupil to a known allergen identified within their IHP.

Teaching Assistants and Support Staff

Support staff will:

- understand emergency procedures;
- supervise pupils appropriately;
- support implementation of IHPs;
- participate in training;
- report concerns promptly.

Lunchtime Supervisors

Lunchtime supervisors will:

- supervise pupils appropriately during meals;
- discourage food sharing;
- encourage effective handwashing;
- understand emergency procedures;
- summon assistance immediately where concerns arise.

Parents and Carers

Parents and carers are responsible for:

- informing the school of allergies and changes to medical advice;
- providing accurate medical information;
- supplying in-date prescribed medication;
- replacing medication before expiry;
- attending review meetings where appropriate;
- ensuring emergency contact details remain current.

Parents should not assume that staff are aware of changes unless they have informed the school directly.

Pupils

Where appropriate to their age and level of understanding, pupils are encouraged to:

- understand their allergy;
- avoid known allergens;
- inform an adult immediately if they feel unwell;
- avoid sharing food;
- respect the medical needs of others.

Where agreed within an IHP, older pupils may be supported to carry their own prescribed medication.

21. Visitors, Volunteers and Contractors

The school recognises that allergy management extends beyond employed members of staff.

Visitors, volunteers and contractors are expected to:

- follow school procedures;
- comply with reasonable requests regarding allergens;
- report concerns immediately;
- follow instructions given by members of staff.

Regular volunteers working directly with pupils will receive appropriate information regarding relevant allergies.

22. Recording Incidents and Near Misses

Every allergic reaction, administration of emergency medication and significant near miss will be recorded using the school's reporting procedures.

Examples of near misses include:

- incorrect food served but not eaten;
- accidental exposure without reaction;
- medication temporarily unavailable but not required;

- allergen labelling errors;
- unsafe practice identified before harm occurred.

Following any incident, the school will:

- investigate the circumstances;
- identify lessons learned;
- review the relevant IHP;
- review associated risk assessments;
- inform parents or carers;
- consider whether additional staff training is required.

The school promotes a positive reporting culture in which near misses are viewed as opportunities to improve practice rather than attributing blame.

23. Wellbeing and Inclusion

Living with a severe allergy can affect a child's confidence, wellbeing and sense of inclusion.

Enstone Primary School is committed to ensuring that pupils with allergies:

- feel safe;
- feel included;
- participate fully in school life;
- develop confidence in managing their condition;
- are supported emotionally as well as medically.

Staff will remain alert to signs of:

- anxiety;
- social isolation;
- reduced participation;
- bullying;
- low self-esteem.

Where appropriate, support may be provided through pastoral support, the school's PSHE curriculum and the **My Happy Mind** programme.

24. Bullying Related to Medical Conditions

Enstone Primary School has zero tolerance of bullying related to allergies or medical conditions.

Examples include:

- teasing pupils about their allergy;
- threatening exposure to allergens;
- deliberate contamination of food;
- excluding pupils from activities;
- making inappropriate comments regarding medication.

Such behaviour will be managed in accordance with the Behaviour Policy and Anti-Bullying Policy and may be treated as serious misconduct.

25. Safeguarding Considerations

The school recognises that repeated failures to provide prescribed medication, failure to disclose significant medical information or actions that place a child with allergies at unnecessary risk may constitute safeguarding concerns.

Where appropriate, concerns will be referred to the Designated Safeguarding Lead and managed in accordance with the Child Protection and Safeguarding Policy.

The welfare of the child will always remain paramount.

26. Unacceptable Practice

The following practices are not acceptable within Enstone Primary School:

- preventing pupils from accessing prescribed medication;
- delaying emergency treatment;
- leaving an unwell pupil unattended;

- ignoring medical advice;
 - excluding pupils from activities without an appropriate risk assessment;
 - requiring parents to attend school routinely to administer emergency medication;
 - discouraging pupils from reporting symptoms;
 - failing to report incidents or near misses.
-

27. Monitoring, Review and Evaluation

This policy will be reviewed annually by the Governing Body, or sooner where:

- legislation changes;
- statutory guidance is updated;
- significant incidents occur;
- monitoring identifies the need for revision.

The Headteacher will monitor implementation through:

- review of IHPs;
- medication audits;
- staff training records;
- incident reports;
- educational visit monitoring;
- health and safety inspections.

The Governing Body will receive appropriate reports as part of its wider safeguarding and health and safety monitoring responsibilities.

Enstone Primary School is committed to continually reviewing and improving its allergy management arrangements to ensure that all pupils remain safe, included and able to thrive.



APPENDIX A

EMERGENCY ANAPHYLAXIS FLOWCHART



SUSPECT ANAPHYLAXIS?

Stay with the pupil



SEND ANOTHER ADULT TO:

- Bring the pupil's AAls
- Bring the school's spare AAI kit
- Call 999



ADMINISTER THE AAI IMMEDIATELY

Do not delay.



CALL 999

State clearly:

"A child is experiencing suspected anaphylaxis."



LAY THE PUPIL FLAT

Raise legs if appropriate.

If breathing is difficult, allow supported sitting for the shortest possible time.



NO IMPROVEMENT AFTER 5 MINUTES?

Administer second AAI if available.



CONTINUE OBSERVATION

Be prepared to commence CPR if necessary.



INFORM PARENTS OR CARERS



EVERY PUPIL MUST ATTEND HOSPITAL

Even if symptoms improve.



YOUR CALM AND QUICK ACTION CAN SAVE A LIFE.





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APPENDIX B INDIVIDUAL HEALTHCARE PLAN (IHP)

ENSTONE PRIMARY SCHOOL

PUPIL DETAILS

Item	Information
Name	
Date of Birth	
Year Group	
Class	
Photograph Attached	☐ Yes ☐ No

MEDICAL INFORMATION

Medical Diagnosis	
Consultant	
GP	
Hospital	
Date Diagnosed	
Review Date	

KNOWN ALLERGENS

☐ Peanut	☐ Egg	☐ Fish	☐ Latex
☐ Tree Nut	☐ Wheat	☐ Shellfish	☐ Insect Sting
☐ Milk	☐ Sesame	☐ Soya	☐ Medication
			☐ Other

TYPICAL SYMPTOMS

--

MEDICATION

Medication	Dose	Location	Expiry Date



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APPENDIX C

ALLERGY INCIDENT / NEAR MISS REPORT

Incident Date	
Time	
Location	
Pupil	
Staff Present	
Emergency Services Called?	

What Happened?	
----------------	--

Suspected Allergen	
--------------------	--

Medication Administered	
-------------------------	--

Parent Contact	
----------------	--

Outcome	
---------	--

Lessons Learned	
-----------------	--

Changes Required	☐ Policy ☐ IHP ☐ Risk Assessment ☐ Training
------------------	--

Headteacher Signature		Date	
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APPENDIX D

ANNUAL ALLERGY COMPLIANCE CHECKLIST

(To be completed annually by the Headteacher and/or Health & Safety Governor.)

COMPLIANCE CHECK	YES	NO	ACTION REQUIRED
Policy reviewed annually	☐	☐	
Staff training completed	☐	☐	
Medication checked monthly	☐	☐	
Spare AAls available	☐	☐	
IHPs reviewed	☐	☐	
Allergy register up to date	☐	☐	
Educational visit procedures reviewed	☐	☐	
Catering procedures reviewed	☐	☐	
Incident records reviewed	☐	☐	
Emergency drill completed	☐	☐	

OVERALL COMMENTS

ACTIONS

REVIEW DATE

COMPLETED BY

APPENDIX E

STAFF ALLERGY CHECKLIST

BEFORE EACH ACADEMIC YEAR:

☐	Read this policy
☐	Read relevant IHPs
☐	Completed annual training
☐	Practised using trainer AAls
☐	Know emergency procedures
☐	Know medication locations
☐	Know who the Allergy Lead is
☐	Know emergency contact arrangements

SIGNED

DATE



APPENDIX F

PARENT RESPONSIBILITIES AGREEMENT

PARENTS AGREE TO:

- ☒ inform the school of any diagnosed allergies;
- ☒ provide accurate medical information;
- ☒ provide two in-date prescribed AAls where required;
- ☒ replace medication before expiry;
- ☒ notify the school of changes in medical advice;
- ☒ attend review meetings where appropriate;
- ☒ ensure emergency contact details remain current.

PARENT SIGNATURE

DATE



APPENDIX G

EDUCATIONAL VISITS ALLERGY CHECKLIST

BEFORE DEPARTURE, CONFIRM:

☐	Risk assessment completed
☐	IHP reviewed
☐	Medication present
☐	Medication in date
☐	Parents informed
☐	Catering arrangements checked
☐	Emergency contacts available
☐	Staff briefed
☐	Spare AAls considered

VISIT LEADER

DATE