

Ickburgh School

Allergy Safety and Anaphylaxis Management Policy

(Policy aligned with Benedict's Law)

Policy Owner: Headteacher

Approved By: Governing Body

Review Date: Annual

Version: 1.0

1. Policy Statement

Ickburgh School is committed to providing a safe, inclusive, and supportive environment for all pupils, including those with allergies and medical conditions.

We recognise that allergies can be life-threatening and that effective prevention, preparation, and emergency response are essential in protecting children and young people. This policy establishes a whole-school approach to allergy management and reflects the requirements of Benedict's Law and Department for Education statutory guidance. [\[gov.uk\]](#), [\[gov.uk\]](#)

The school will:

- Promote awareness and understanding of allergies.
 - Minimise exposure to known allergens wherever reasonably practicable.
 - Maintain arrangements for emergency treatment.
 - Ensure staff are appropriately trained.
 - Work closely with families, healthcare professionals and pupils.
 - Foster an environment free from discrimination, bullying or exclusion related to allergies.
-

2. Scope

This policy applies to:

- All pupils.
 - All employees.
 - Agency, temporary and volunteer staff.
 - Contractors.
 - Visitors.
 - Educational visits and off-site activities.
 - Breakfast clubs, after-school clubs and holiday provision operated by the school.
-

3. Definitions

Allergy

An immune system response to a substance that is normally harmless.

Anaphylaxis

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

Adrenaline Auto-Injector (AAI)

A prescribed emergency device used in the treatment of anaphylaxis, such as EpiPen®, Jext® or Emerade®.

Individual Healthcare Plan (IHP)

A documented plan detailing a pupil's specific allergy, risk factors, symptoms and emergency response procedures.

4. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure compliance with statutory requirements.
- Monitor implementation of this policy.
- Review allergy management arrangements annually.

Headteacher

The Headteacher will:

- Ensure effective implementation of this policy.
- Appoint a designated Allergy Lead.
- Ensure appropriate training is provided.
- Ensure emergency medication is available and maintained.

Allergy Lead

The Allergy Lead will:

- Maintain the allergy register.
- Coordinate staff training.
- Review Individual Healthcare Plans.
- Monitor incidents and near misses.
- Liaise with families and health professionals.

- Ensure emergency medication checks are completed.

Staff

All staff must:

- Attend required allergy training.
- Familiarise themselves with pupils' allergy needs.
- Follow Individual Healthcare Plans.
- Act immediately in an allergy emergency.
- Report incidents and near misses.

Parents and Carers

Parents and carers are expected to:

- Inform the school of diagnosed allergies.
 - Provide medical evidence where available.
 - Supply prescribed medication where required.
 - Notify the school of any changes.
-

5. Identification of Pupils with Allergies

The school will maintain an up-to-date Emergency Medication register containing:

- Pupil name.
- Allergens.
- Medication requirements.
- Emergency contacts.
- Healthcare Plan status.

The register will be accessible to relevant staff whilst complying with data protection requirements.

6. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed for pupils with the school nursing team where they have:

- Severe allergies.
- Risk of anaphylaxis.
- Complex allergy management needs.

The plan will include:

- Known allergens.
- Signs and symptoms.
- Emergency procedures.
- Medication location.
- Staff responsibilities.
- Arrangements for school trips and activities.

Plans will be reviewed:

- Annually.
 - Following any allergic reaction.
 - Following medical updates.
-

7. Staff Training

The school will provide annual Managing Medical Needs training for all staff covering:

- Common allergies.
- Recognising allergic reactions.
- Recognising anaphylaxis.
- Administration of AAIs.
- Emergency procedures.
- Incident reporting.

Training records will be maintained and monitored.

8. Emergency Medication

In accordance with national guidance, the school will:

- Maintain spare adrenaline auto-injectors on site.
 - Store emergency medication securely and accessibly.
 - Monitor expiry dates.
 - Conduct termly checks of emergency supplies.
 - Ensure arrangements are in place for educational visits and off-site activities. [\[gov.uk\]](#), [\[gov.uk\]](#)
-

9. Allergy Risk Management

The school will adopt reasonable measures to reduce risks including:

Food Provision

- Reviewing catering provision alongside current known allergies.
- Avoiding use of known allergens where necessary.

Curriculum Activities

Risk assessments will be undertaken for:

- Cooking and/or food related sessions.
- Animal visits.
- Off-site visits.

Educational Visits

Visit leaders will:

- Review healthcare plans.
- Carry an AAI on all visits.
- Ensure trained staff accompany pupils.

10. Allergy Emergencies

Where an allergic reaction is suspected:

1. Remain with the pupil/adult.
2. Follow the Individual Healthcare Plan if they have one.
3. Administer prescribed medication immediately if required.
4. Use an AAI without delay where anaphylaxis is suspected. As per government guidance, the "spare" AAI kept in reception can be used. This does not require prior parental consent if there is a concern that allergy symptoms are present and the pupil might be experiencing anaphylaxis.
5. Call 999.
6. Contact the school.
7. Contact parents/carers.
8. Monitor the pupil until emergency services arrive.

Staff should always err on the side of caution when anaphylaxis is suspected and administer medication.

11. Incident Reporting and Learning

All allergy incidents and near misses will be recorded on CPOMS.

Reports will include:

- Date and location.
- Nature of incident.
- Actions taken.
- Outcomes.
- Recommendations for improvement.

The Allergy Lead will review incidents termly to identify patterns, lessons learned and further preventative measures. [\[gov.uk\]](#), [\[gov.uk\]](#)

12. Anti-Bullying and Inclusion

The school will not tolerate:

- Teasing relating to allergies.
- Deliberate exposure to allergens.
- Exclusion from activities due to allergies.

Any such behaviour will be managed under the Behaviour and Anti-Bullying Policies.

13. Communication

The school will:

- Share relevant information with staff.
 - Inform supply staff of significant allergy risks.
 - Communicate arrangements to parents.
 - Promote awareness within the school community through the school Safeguarding Bulletin.
-

14. Monitoring and Review

The Headteacher and Governing Body will review:

- Allergy incidents.
- Training compliance.
- Emergency medication checks.
- Healthcare Plan completion rates.
- Audit findings.

This policy will be reviewed annually or sooner if legislation or statutory guidance changes.