

Windmill Primary School



Allergy Safety Policy

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Version Control

Version	Last Modified	Last Modified By	Document Changes
2026	New Policy	C York	New Policy

ALLERGY MANAGEMENT AND ANAPHYLAXIS POLICY

Policy Statement

Windmill Primary School is committed to providing a safe, inclusive, and supportive environment for pupils, staff, visitors and volunteers with allergies. The school recognises that allergic reactions, including anaphylaxis, can be life-threatening and require immediate and effective action.

This policy has been developed in line with the requirements of Benedict's Law and Department for Education guidance on allergy safety in schools. It establishes arrangements for allergy prevention, risk management, staff training, emergency response, and support for pupils with diagnosed allergies.

Scope

This policy applies to:

- All pupils.
- All employees.
- Contractors and volunteers.
- Visitors to the school.
- Breakfast, after-school and holiday club provision operating on the school site.

Aims

The school aims to:

- Protect pupils and staff with allergies.
- Minimise exposure to known allergens.
- Ensure rapid and effective responses to allergic reactions.
- Promote awareness and understanding of allergies.
- Support pupils with allergies to participate fully in school life.
- Meet all statutory requirements relating to allergy management.

Roles and Responsibilities

Governing Body

The Governing Body will:

- Monitor implementation of this policy.
- Ensure sufficient resources are available.
- Review the policy annually.

Headteacher

The Headteacher will:

- Ensure compliance with this policy.
- Appoint a designated Allergy Lead.
- Ensure staff training is completed.
- Monitor emergency preparedness.

Allergy Lead

The Allergy Lead will:

- Maintain allergy records and Individual Healthcare Plans (IHPs).
- Audit emergency medication.
- Coordinate staff training.
- Review incidents and near misses.

Staff

All staff must:

- Complete annual allergy and anaphylaxis training.
- Read relevant pupil healthcare plans.
- Follow emergency procedures.
- Report incidents and near misses.

Parents and Carers

Parents and carers must:

- Inform the school of allergies and medical conditions.
- Provide prescribed medication where necessary.
- Update the school regarding any changes.

Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed for pupils whose allergies require management within school.

Plans will include:

- Details of allergens.
- Symptoms of reaction.
- Emergency action procedures.
- Medication requirements.
- Contact details.

Plans will be reviewed annually or whenever needs change.

Reducing Risk of Allergen Exposure

The school will:

- Promote regular handwashing.
- Ensure appropriate cleaning procedures.
- Discourage food sharing.
- Assess risks during curriculum activities.
- Communicate allergy information on a need-to-know basis.
- Implement suitable controls for school events and celebrations.

While the school will take all reasonable precautions, it cannot guarantee a completely allergen-free environment.

Catering and Food Management

The school will work with catering providers to:

- Manage food allergen risks.
- Make allergen information available where possible.
- Ensure staff understand allergy procedures.
- Support pupils with dietary requirements.

Educational Visits

Risk assessments will be undertaken for trips and visits involving pupils with allergies.

The school will ensure:

- Medication accompanies pupils.
- Supervising staff are informed of risks.
- Emergency procedures are understood before departure.

Emergency Medication

The school will:

- Hold prescribed medication belonging to pupils.
- Maintain emergency spare adrenaline auto-injectors (AAIs).
- Store medication securely but accessibly.
- Monitor expiry dates and replace medication when necessary.

Recognising Allergic Reactions

Mild to Moderate Symptoms

- Itching.
- Rash or hives.
- Swelling.
- Stomach pain.
- Nausea.

Severe Symptoms (Anaphylaxis)

- Breathing difficulties.
- Wheezing.
- Swollen tongue.
- Difficulty speaking.
- Collapse or loss of consciousness.

Emergency Procedure

Where anaphylaxis is suspected:

1. Administer an adrenaline auto-injector immediately.
2. Call 999 and request an ambulance, stating "anaphylaxis".
3. Contact parents/carers.
4. Continue monitoring the pupil.
5. Administer a second AAI if required.
6. Ensure transfer to hospital.

Staff Training

All staff will receive annual allergy awareness and anaphylaxis training covering:

- Recognition of allergic reactions.
- Use of AAI's.
- Prevention of allergen exposure.
- Emergency procedures.

Training records will be maintained by the school.

Inclusion and Anti-Bullying

The school is committed to ensuring that pupils with allergies:

- Are treated fairly.

- Participate fully in school activities.
- Are protected from bullying related to allergies or medical needs.

Incident Reporting

All incidents, allergic reactions and near misses will be:

- Recorded.
- Investigated where appropriate.
- Reviewed to identify lessons learned.
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Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
- Guidance is updated.
- A significant allergy-related incident occurs.