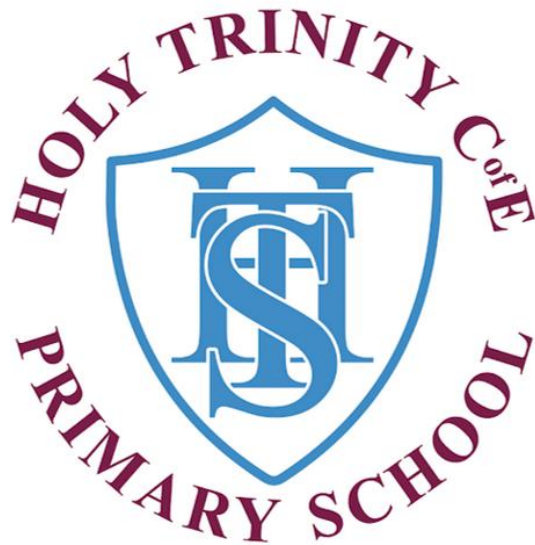




Holy Trinity C of E Primary School

A church school community aspiring for all to live life to the full.

Allergy Management Policy

Written in line with current DfE guidance on supporting pupils with medical conditions and allergies

Issued	September 2026
Next review	September 2027
Committee	Full Governing Body
Policy owner	Headteacher
SENDCo / Medical conditions lead	Mrs Helen Manners
Designated Safeguarding Lead	Mrs Jodie Childs
Associated policy	Medical Needs Policy

1. Introduction and scope

Holy Trinity C of E Primary School is committed to supporting pupils with allergies so that they can participate fully and safely in school life. This policy sets out how the school identifies, records and manages allergies, including the risk of anaphylaxis, and how staff should respond to an allergic reaction.

This policy applies to all pupils, staff, volunteers and visitors, and to all school activities, including lessons, lunchtimes, extra-curricular clubs, wraparound care and educational visits. It should be read alongside the Medical Needs Policy, which sets out the school's wider approach to supporting pupils with medical conditions, and the Child Protection and Safeguarding Policy, SEND Policy and Health and Safety Policy.

2. Legal and statutory framework

This policy reflects, in particular:

- section 100 of the Children and Families Act 2014, which places a duty on schools to support pupils with medical conditions;
- the DfE's statutory guidance Supporting pupils at school with medical conditions;
- current DfE guidance on allergy management in schools, developed with the Department of Health and Social Care following the 2024 school allergy summit and subsequent recommendations to strengthen whole-school allergy safety;
- the Human Medicines (Amendment) Regulations 2017, which permit schools to hold spare, generic adrenaline auto-injectors (AAIs) for use in an emergency;
- the Equality Act 2010, under which a severe allergy may amount to a disability requiring reasonable adjustments;
- the Health and Safety at Work etc. Act 1974 and associated food safety and allergen information requirements that apply to school catering; and
- Keeping Children Safe in Education 2026, insofar as the neglect of a child's medical needs, including an allergy, may be a safeguarding concern.

This is a fast-moving area of DfE guidance. The Governing Body will keep this policy under review and update it promptly if the DfE publishes new or more detailed allergy guidance for schools.

3. Roles and responsibilities

3.1 Governing Body

The Governing Body ensures the school has arrangements in place to support pupils with medical conditions, including allergies, and that this policy is reviewed regularly.

3.2 Headteacher

The Headteacher, Mr David Le Templier, has overall responsibility for the implementation of this policy, for ensuring sufficient staff are trained in allergy awareness and emergency response, and for ensuring Individual Healthcare Plans are in place and followed.

3.3 SENDCo / medical conditions lead

Mrs Helen Manners coordinates Individual Healthcare Plans for pupils with allergies, liaises with parents/carers and, where relevant, healthcare professionals, and ensures relevant information is shared with staff who need to know it, including supply staff and those leading extra-curricular activities.

3.4 All staff

- know which pupils in their care have a diagnosed allergy and understand their Individual Healthcare Plan;
- complete allergy awareness training, including recognising the signs of an allergic reaction and anaphylaxis, and how to use an adrenaline auto-injector (AAI);
- follow this policy and the relevant pupil's Individual Healthcare Plan at all times, including on trips and at after-school clubs; and
- never assume another member of staff has passed on information — if in doubt, check.

3.5 Catering staff

Catering staff follow allergen labelling and safe food handling procedures, keep a current record of pupils' allergies, and take particular care to avoid cross-contamination when preparing meals for a pupil with a food allergy.

3.6 Parents and carers

Parents and carers are asked to inform the school of any diagnosed allergy at admission and whenever this changes, to provide up-to-date medication (including in-date AAIs, where prescribed) and to work with the school to complete and review an Individual Healthcare Plan.

4. Identifying pupils with allergies

Parents/carers are asked to declare any known allergy on admission, and the school asks parents/carers to update this information at any point during a child's time at Holy Trinity. Where a pupil has a diagnosed allergy, particularly one with a risk of anaphylaxis, the school will work with the family, and where appropriate the pupil's GP or allergy clinic, to put an Individual Healthcare Plan (IHP) in place before, or as soon as possible after, the pupil starts at the school.

5. Individual Healthcare Plans

Every pupil with a diagnosed allergy that requires a care plan, and in particular any pupil at risk of anaphylaxis, will have an Individual Healthcare Plan. The IHP will set out:

- the pupil's allergen(s) and known triggers;
- the signs and symptoms of a reaction for that pupil;
- what medication is prescribed, including any AAI, and where it is kept;
- step-by-step emergency response instructions, agreed with parents/carers and, where relevant, a healthcare professional;
- any relevant arrangements for lunchtimes, snacks, food-related lessons, trips and after-school clubs; and
- emergency contact details.

Individual Healthcare Plans are reviewed at least annually, and sooner following a reaction, a change in diagnosis or medication, or a significant change of circumstances such as moving class or key stage.

6. Adrenaline auto-injectors (AAIs)

Where a pupil is prescribed an AAI, this is kept in an easily accessible, clearly labelled location known to relevant staff, and is not locked away. Pupils will normally have two in-date AAIs available at school. In line with the Human Medicines (Amendment) Regulations 2017, the school also holds spare, generic emergency AAIs,

which may be used on any pupil at risk of anaphylaxis whose own device is unavailable or not working, where this is agreed in their Individual Healthcare Plan and consented to by their parent/carer.

AAI expiry dates are checked regularly, and parents/carers are reminded to provide replacement devices in good time.

7. Managing food allergens

- Catering staff maintain a current record of pupils' food allergies and follow safe preparation procedures to reduce the risk of cross-contamination.
- Packed lunches and snacks brought from home are the parent/carer's responsibility, but the school may ask for certain known allergens to be avoided in a class or table group where a pupil is at particular risk, and will communicate this clearly and sensitively to other families.
- Food used in lessons, cooking activities, celebrations, rewards or fundraising events will take account of known pupil allergies, and staff will check ingredients and labelling before use.
- Pupils are taught, in an age-appropriate way, not to share food, drink or cutlery with other pupils, in line with the Behaviour Policy.

8. Non-food allergens and other triggers

Some pupils have allergies to triggers other than food, such as insect stings, latex or animals. Where relevant, this will be recorded in the pupil's Individual Healthcare Plan, and reasonable steps will be taken to reduce exposure, for example avoiding latex gloves or balloons, or making alternative arrangements for animal-related visits or activities.

9. Responding to an allergic reaction

Any member of staff who suspects a pupil is having an allergic reaction will:

- stay calm and stay with the pupil, and send for help;
- follow the pupil's Individual Healthcare Plan;
- where anaphylaxis is suspected, use the AAI without delay — it is always safer to use an AAI when in doubt than to wait, and a further dose may be given if there is no improvement, in line with the IHP and emergency guidance;
- call 999 immediately for any suspected anaphylactic reaction, stating 'anaphylaxis', even if an AAI has been given and the pupil appears to be improving;
- keep the pupil lying flat (or in a position of comfort if breathing is difficult), and not stand or walk them;
- contact the pupil's parent/carer as soon as possible, without delaying emergency treatment; and
- record the incident, including the time of onset, symptoms, treatment given and time, in line with section 12.

Following any reaction, the school will review the pupil's Individual Healthcare Plan with parents/carers, and, where the pupil's welfare gives cause for concern, will consider whether the DSL should be informed in line with the Child Protection and Safeguarding Policy.

10. Educational visits and off-site activities

Before any educational visit or off-site activity, the trip organiser will check which pupils have an allergy and ensure that a copy of each relevant Individual Healthcare Plan, in-date medication including AAIs, and a means

of contacting emergency services and parents/carers, travel with the group. This will form part of the risk assessment for the visit, in line with the Educational Visits Policy.

11. Training

All staff receive allergy awareness training, including recognising the signs of an allergic reaction and how to use an AAI, as part of induction and at least annually thereafter. Staff who care for a pupil with a specific, complex allergy receive additional training relevant to that pupil's Individual Healthcare Plan. Training records are kept and reviewed by the SENDCo.

12. Record keeping and data protection

Information about a pupil's allergy is held securely and shared only with staff who need to know it to keep the pupil safe, in line with the Data Protection Policy. Any allergic reaction that occurs at school is recorded, including the date, symptoms, treatment given and outcome, and this record is kept with the pupil's Individual Healthcare Plan.

13. Supporting pupil wellbeing and inclusion

The school takes care to manage allergies in a way that keeps pupils safe without unnecessarily singling them out. As they get older, pupils are supported to understand and, where appropriate, take increasing responsibility for managing their own allergy, in a way that reflects their age and understanding.

14. Working with parents and carers

The school works in partnership with parents/carers to keep allergy information up to date, and will contact parents/carers promptly with any concerns about a pupil's allergy management, including where medication needs replacing or an Individual Healthcare Plan needs review.

15. Monitoring and review

This policy will be reviewed at least annually, and sooner where DfE guidance, legislation or the school's context changes, including following any allergic reaction at school so that any lessons can be identified and acted on.