

The Woodlands Community Primary School



Allergy Policy

Document Reference Number (if already used)	
Policy Owner	Jon Baker
Version	1
Approved Date	September 2026
Approving Body	School Standards Committee
Next Review Date	April 2028

1.0 Document Control and Approval

1.1 Policy Title and Version

This document is the official Allergy Policy of The Woodlands Community Primary School Version 1 issued on 1.9.26. This policy replaces all previous versions and is effective immediately upon ratification.

1.2 Policy Review Schedule

The Allergy Policy is reviewed biannually, or more frequently if required by changes in legislation, statutory guidance, or following significant allergy-related incidents. The next scheduled review will take place by April 2028. The Headteacher, in collaboration with the Designated Lead for Medical Needs (Hayley Dawson SENDCo), is responsible for ensuring timely review and update of this policy.

1.3 Approval and Ratification

This policy is approved by the Governing Body of The Woodlands Community Primary School and is ratified at a full governing body meeting. All amendments are recorded in the policy change log and communicated to stakeholders.

1.4 Policy Status and Distribution

The Allergy Policy is a statutory policy and forms part of the school's safeguarding framework. It is published on the school website, included in the staff handbook, and made available to all staff, parents, carers, and pupils upon request. The policy is highlighted during staff induction, parent information sessions, and pupil assemblies. Copies are available in accessible formats upon request.

2.0 Policy Statement and Purpose

2.1 Statement of Intent

The Woodlands Community Primary School is committed to providing a safe, inclusive, and supportive environment for all pupils, staff, and visitors with allergies. We recognise that allergies, including those that can trigger life-threatening anaphylaxis, are a significant medical condition requiring careful management and whole-school awareness. The school's approach is underpinned by statutory duties to safeguard pupils' health, promote equality of opportunity, and ensure that all children with allergies are able to participate fully in school life. We work in partnership with parents, pupils, healthcare professionals, and the wider community to ensure that the needs of those with allergies are met with dignity, respect, and understanding.

2.2 Policy Aims and Objectives

The aims of this policy are to:

- Safeguard the health, safety, and wellbeing of pupils with allergies through robust prevention, management, and emergency response procedures.
- Ensure compliance with all relevant legislation, statutory guidance, and best practice, including the Children and Families Act 2014, Equality Act 2010, and Benedict's Law.
- Promote an inclusive, non-stigmatising environment where pupils with allergies are supported to achieve their full potential.
- Provide clear guidance for staff, parents, and pupils on the identification, assessment, and management of allergies.
- Ensure that all staff are trained and confident in recognising and responding to allergic reactions, including the safe administration of emergency medication.
- Maintain accurate records, undertake regular risk assessments, and ensure continuous improvement through monitoring and review.
- Foster open communication and collaborative working with parents, carers, healthcare professionals, and external agencies.

3.0 Legislative and Statutory Framework

3.1 Key Legislation

This policy is informed by and complies with the following legislation:

- Children and Families Act 2014 (Section 100): Requires schools to make arrangements to support pupils with medical conditions, including allergies.
- Equality Act 2010: Protects pupils with allergies from discrimination and requires reasonable adjustments to enable full participation in school life.
- Health and Safety at Work etc. Act 1974: Places a duty of care on schools to ensure the health and safety of staff and pupils.
- Food Information Regulations 2014: Mandates allergen labelling and information for all food served in schools.
- Human Medicines Regulations 2012 (and 2017 amendment): Governs the storage, administration, and use of medicines, including adrenaline auto-injectors, and permits schools to hold spare emergency devices.
- Benedict's Law: Requires centralised logging and review of all allergy-related incidents, annual staff training, and termly review of incident data by the governing body.

3.2 Statutory Guidance and Regulatory Requirements

This policy is aligned with:

- DfE “Supporting Pupils at School with Medical Conditions” (2015): Sets out statutory expectations for allergy management, including Individual Healthcare Plans (IHPs), staff training, and emergency procedures.
- Ofsted Inspection Framework: Requires evidence of effective policy implementation, staff training, safeguarding, and communication with parents and healthcare professionals.
- Local Authority and NHS Protocols: [Local Authority Name] and NHS England guidance on allergy management and emergency care are incorporated as appropriate.

3.3 Compliance with Benedict’s Law

In accordance with Benedict’s Law, The Woodlands Community Primary School maintains a centralised log of all allergy incidents, responses, and outcomes. All incidents are reviewed by the Designated Lead and reported to the governing body termly. Annual allergy awareness through Smartlog training is mandatory for all staff, and records are kept as evidence of compliance. Lessons learned from incidents are used to update policy and practice.

4.0 Roles and Responsibilities

4.1 Governing Body

The governing body is responsible for ensuring that The Woodlands Community Primary School complies with statutory and regulatory requirements regarding allergy management. Governors review the Allergy Policy annually, scrutinise termly incident data, and ensure that lessons learned are incorporated into policy updates and staff training. The governing body holds the Headteacher to account for the effective implementation of this policy and ensures that adequate resources are allocated for staff training, risk assessment, and medical supplies.

4.2 Headteacher and Senior Leadership Team

The Headteacher, supported by the Senior Leadership Team (SLT), is responsible for the overall implementation of the Allergy Policy. This includes ensuring that all staff receive appropriate training, that Individual Healthcare Plans are in place and regularly reviewed, and that robust risk assessments are conducted. The Headteacher acts as the main point of contact for parents, healthcare professionals, and external agencies regarding allergy management. The SLT ensures that allergy management is embedded in all aspects of school life, including curriculum planning, extra-curricular activities, and school trips.

4.3 School Staff

All staff, including teachers, teaching assistants, supply staff, catering staff, and volunteers, have a duty to safeguard pupils with allergies. Staff are expected to:

- Attend annual allergy awareness and emergency response training.
- Familiarise themselves with the Allergy Policy, Individual Healthcare Plans, and emergency procedures.
- Take reasonable steps to prevent exposure to allergens in classrooms, dining areas, and during school activities.
- Respond promptly and effectively to allergic reactions, following the school's emergency action plan.
- Record all incidents and medication administration in accordance with policy requirements.
- Communicate any concerns or observations regarding pupils with allergies to the Designated Lead.

4.4 Parents/Carers

Parents and carers play a vital role in supporting the management of their child's allergy. They are expected to:

- Provide up-to-date medical information, including details of allergies, triggers, and prescribed medication.
- Supply the school with necessary medication (e.g., adrenaline auto-injectors), ensuring it is in date and clearly labelled.
- Collaborate with the school and healthcare professionals to develop and review Individual Healthcare Plans.
- Inform the school promptly of any changes in their child's condition or treatment.
- Support the school's efforts to promote allergy awareness and safe practices at home and in the community.

4.5 Pupils

Pupils with allergies are supported to understand and manage their condition in a way that is appropriate to their age and ability. Pupils are encouraged to:

- Participate in the development of their Individual Healthcare Plan.
- Communicate openly with staff about their needs and any symptoms they experience.
- Carry emergency medication if appropriate and as agreed in their IHP.
- Follow agreed strategies to avoid allergens and seek help if they feel unwell.
- Support peers with allergies by respecting school rules on food sharing and allergen avoidance.

4.6 Healthcare Professionals and External Agencies

The Woodlands Community Primary School works closely with NHS school nursing teams, GPs, allergy specialists, and other relevant professionals to ensure safe and effective allergy management. Healthcare professionals provide medical advice, contribute to Individual Healthcare Plans, and support staff training. The school also collaborates with local authority officers, catering providers, and external activity organisers to ensure that allergy risks are managed in all settings.

5.0 Identification, Assessment, and Planning

5.1 Identification of Pupils with Allergies

Allergy information is collected as part of the school's admission process and updated annually or as notified by parents/carers. The school encourages parents to disclose all allergies, including food, insect, latex, and medication allergies. Staff are vigilant for signs of undiagnosed allergies and refer concerns to the Designated Lead for follow-up. Information about pupils with allergies is shared with relevant staff, catering teams, and activity leaders, in line with data protection requirements.

5.2 Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan (IHP) is developed for every pupil with a significant allergy, in partnership with parents/carers, healthcare professionals, and the pupil where appropriate. The IHP details:

- The nature and severity of the allergy.
- Known triggers and avoidance strategies.
- Signs and symptoms of an allergic reaction.
- Emergency procedures, including medication and contact details.
- Roles and responsibilities of staff, parents, and the pupil.
- Arrangements for school trips, after-school clubs, and other activities.

IHPs are reviewed at least annually, or sooner if the pupil's needs change. Copies are stored securely and made available to all relevant staff.

5.3 Risk Assessment

Comprehensive risk assessments are conducted for all school activities, including lessons, sports, trips, and events, to identify and mitigate allergy risks. Risk assessments consider the environment, food provision, potential exposure to allergens, and emergency response arrangements. Where necessary, reasonable adjustments are made to enable full participation of pupils with allergies.

6.0 Prevention and Risk Reduction

6.1 Allergen Avoidance Strategies

The Woodlands Community Primary School implements a range of measures to minimise the risk of allergen exposure, including:

- Clear labelling of food and avoidance of high-risk foods in classrooms and communal areas.
- Supervision of food-related activities and strict controls on food sharing.
- Use of allergen-free materials in art, science, and technology lessons.
- Regular reminders to pupils about the importance of handwashing and not sharing food or utensils.

All staff are responsible for maintaining a safe environment and are vigilant for potential sources of allergen exposure.

6.2 Food Management and Allergen Labelling

The school works closely with catering providers to ensure compliance with the Food Information Regulations 2014. Allergen information is clearly displayed on menus, and staff are trained to provide accurate information to pupils and parents. Special dietary requirements are accommodated, and alternative meal options are provided where necessary. Parents are encouraged to discuss their child's needs with the catering manager and to notify the school of any changes.

6.3 Environmental Controls

Cleaning protocols are in place to reduce the risk of cross-contamination, including regular cleaning of surfaces, equipment, and shared spaces. Food is stored securely and separately to prevent accidental exposure. Staff ensure that classrooms, dining areas, and play spaces are free from known allergens as far as reasonably practicable. Visitors and contractors are informed of allergy management procedures and are expected to comply with school rules.

7.0 Staff Training and Awareness

7.1 Mandatory Allergy Awareness Training

All staff, including teachers, support staff, catering teams, and volunteers, must complete annual allergy awareness training. Training covers:

- Types of allergies and common triggers.
- Signs and symptoms of allergic reactions and anaphylaxis.
- Prevention strategies and risk reduction.
- The school's emergency procedures and use of adrenaline auto-injectors.
- The importance of inclusion and reducing stigma.

Training records are maintained in accordance with Benedict's Law and are available for inspection by the governing body and regulatory authorities.

7.2 Emergency Response Training

Designated staff receive enhanced training in recognising and responding to severe allergic reactions, including the administration of emergency medication. Training is delivered by qualified healthcare professionals and refreshed annually. All staff are briefed on the location of emergency medication and the steps to take in the event of an allergic reaction.

7.3 Induction and Ongoing Training

New staff, supply teachers, and volunteers receive allergy awareness training as part of their induction. Refresher sessions are provided as needed, particularly following incidents or changes in statutory guidance. The school ensures that all staff are confident and competent in their roles and responsibilities.

8.0 Medication Management

8.1 Storage and Accessibility of Medication

All prescribed medication, including adrenaline auto-injectors, is stored securely in accessible locations agreed with parents and detailed in the pupil's IHP. Spare emergency auto-injectors are held in accordance with the Human Medicines Regulations 2012 (as amended in 2017). Medication is clearly labelled with the pupil's name, expiry date, and instructions for use. Staff are trained to access and administer medication promptly in an emergency.

8.2 Administration of Medication

Medication is administered only with written parental consent and, where required, medical authorisation. Two members of staff are present when administering emergency medication where possible, and administration is recorded immediately. Pupils who are able and authorised to self-administer are supported to do so safely. Procedures for administration are clearly outlined in the IHP and communicated to all relevant staff.

8.3 Record-Keeping for Medication Use

A record is kept of all medication administered, including date, time, dosage, staff involved, and outcome. Expiry dates are checked regularly, and parents are notified when replacements are needed. Stock levels of spare auto-injectors are monitored, and all medication is disposed of safely when no longer required.

9.0 Emergency Procedures

9.1 Recognising and Responding to Allergic Reactions

All staff are trained to recognise the signs of an allergic reaction, which may include hives, swelling, difficulty breathing, vomiting, or collapse. In the event of a suspected allergic reaction, staff must:

1. Stay with the pupil and call for help.
2. Follow the emergency action plan detailed in the pupil's IHP.
3. Administer emergency medication (adrenaline auto-injector) without delay if anaphylaxis is suspected.
4. Call emergency services (999) and provide clear information about the situation.
5. Contact parents/carers as soon as possible.
6. Record the incident in the central allergy log and complete all required documentation.

9.2 Use of Emergency Adrenaline Auto-Injectors

The school holds spare adrenaline auto-injectors for emergency use, as permitted by the 2017 amendment to the Human Medicines Regulations. These are used only for pupils with a known allergy and parental consent, in accordance with DfE guidance. Staff are trained in their use, and devices are stored in accessible, clearly marked locations. Procedures for use are included in staff training and the school's emergency action plan.

9.3 Communication During Emergencies

Clear communication protocols are in place for managing allergic reactions, including:

- Immediate notification of emergency services and parents/carers.
- Internal communication to alert first aiders, the Designated Lead, and senior staff.
- Post-incident debriefing for staff and support for affected pupils and classmates.
- Communication with the governing body and, where appropriate, the local authority and NHS.

10.0 Incident Management and Reporting

10.1 Incident Recording (Benedict's Law)

All allergy-related incidents, including suspected and confirmed reactions, are recorded in the centralised allergy incident log in accordance with Benedict's Law. The log includes details of the incident, response, outcome, and any follow-up actions. Records are maintained securely and reviewed regularly by the Designated Lead and governing body.

10.2 Post-Incident Review and Parental Notification

Following any allergy incident, a post-incident review is conducted to evaluate the effectiveness of the response and identify any areas for improvement. Parents/carers are informed as soon as possible and are involved in the review process. The governing body receives termly reports on all incidents and outcomes.

10.3 Learning from Incidents

Lessons learned from incidents are used to update risk assessments, staff training, and the Allergy Policy. The school fosters a culture of openness and continuous improvement, encouraging staff and parents to share feedback and suggestions for enhancing allergy management.

11.0 Inclusion, Safeguarding, and Wellbeing

11.1 Promoting Inclusion and Reducing Stigma

The Woodlands Community Primary School is committed to ensuring that pupils with allergies are fully included in all aspects of school life. Staff promote understanding and empathy among pupils, challenge stereotypes, and take action to prevent bullying or exclusion. Reasonable adjustments are made to enable participation in lessons, trips, and extracurricular activities. The school celebrates diversity and encourages pupils to support one another.

11.2 Safeguarding and Mental Health

Allergy management is an integral part of the school's safeguarding framework. Staff are alert to the emotional impact of living with an allergy and provide support for pupils who may experience anxiety, isolation, or bullying. The school works with parents and mental health professionals to provide appropriate support and referrals where needed. Safeguarding concerns are managed in line with the school's Child Protection Policy.

11.3 Communication with the School Community

The school communicates regularly with parents, pupils, staff, and visitors about allergy management procedures. Information is provided through newsletters, assemblies, staff meetings, and the school website. Visitors and contractors are informed of allergy risks and expected to comply with school rules. The school encourages open dialogue and welcomes feedback from all members of the community.

12.0 Monitoring, Evaluation, and Review

12.1 Policy Monitoring

The implementation of the Allergy Policy is monitored through regular audits, staff feedback, and analysis of incident data. The Designated Lead reports to the Headteacher and governing body on compliance, training, and incident trends.

12.2 Evaluation of Effectiveness

The effectiveness of allergy management is evaluated using criteria such as:

- Number and nature of allergy incidents.
- Staff confidence and competence in managing allergies.
- Feedback from pupils, parents, and staff.

- Outcomes of risk assessments and policy audits.

Findings are used to inform policy updates and resource allocation.

12.3 Policy Review and Update

The Allergy Policy is reviewed biannually, or sooner if required by changes in legislation, guidance, or following significant incidents. The review process includes consultation with staff, parents, pupils, and healthcare professionals. Updates are communicated promptly to all stakeholders.

13.0 Appendices

13.1 Template Individual Healthcare Plan (IHP)

A model IHP is provided for use with all pupils with significant allergies. The template includes sections for:

- Pupil details and emergency contacts.
- Description of allergy and known triggers.
- Signs and symptoms of reaction.
- Prevention strategies and risk assessment.
- Emergency procedures and medication details.
- Roles and responsibilities of staff, parents, and the pupil.
- Review and update schedule.

[Attach IHP template as Appendix 13.1]

13.2 Allergy Incident Log Template (Benedict's Law)

A central log template is provided for recording all allergy-related incidents, including:

- Date, time, and location of incident.
- Pupil(s) involved.
- Description of incident and suspected/confirmed allergen.
- Actions taken and medication administered.
- Outcome and follow-up actions.
- Staff involved and parental notification.

[Attach incident log template as Appendix 13.2]

13.3 Emergency Action Plan Template

A step-by-step emergency response plan is provided for use in all classrooms and activity areas, including:

- Recognising symptoms.

- Immediate actions and medication administration.
- Contacting emergency services and parents.
- Post-incident procedures.

[Attach emergency action plan template as Appendix 13.3]

13.4 Risk Assessment Template

A sample risk assessment template is provided for use in planning lessons, trips, and events, including:

- Identification of allergy risks.
- Control measures and responsibilities.
- Emergency arrangements.

[Attach risk assessment template as Appendix 13.5]

13.5 Communication Protocols

Sample letters and notices are provided for communicating with parents, staff, and visitors about allergy management, including:

- Notification of allergy risks and school procedures.
- Requests for medical information and consent.
- Updates following policy changes or incidents.

[Attach communication protocol templates as Appendix 13.5]

14.0 References

- Children and Families Act 2014
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Food Information Regulations 2014
- Human Medicines Regulations 2012 (and 2017 amendment)
- Supporting Pupils at School with Medical Conditions (DfE, 2015)
- DfE Guidance on the use of emergency auto-injectors in schools (2017)
- NICE Quality Standard QS119 (Anaphylaxis)
- Anaphylaxis UK: Whole School Allergy Awareness guidance
- British Society for Allergy & Clinical Immunology (BSACI): Allergy management guidelines
- Royal College of Paediatrics and Child Health (RCPCH): Emergency medication and care planning

- Ofsted Inspection Framework
- Benedict's Law
- [Local Authority Name] Allergy Management Protocols
- NHS England guidance for schools

Appendix 1: Being notified a child has a medical condition

