



Supporting pupils with Allergies Policy

LAST REVIEWED: July 2026

Governor Ratification: July 2026

Date of next review: July 2027

EQUAL OPPORTUNITIES STATEMENT

St. John's School is committed to the principle of equal opportunity for all pupils, staff and members of our school community, irrespective of race, religion/belief, gender, disability, Sexual orientation, gender reassignment, pregnancy/maternity and marriage/civil partnership. We believe that equal opportunity is at the heart of good educational practice and challenge any form of discrimination. All staff and governors are responsible for ensuring that we implement this policy.

St. John's Walham Green Church of England Primary School is an exciting Christian school where everyone flourishes. We celebrate difference: learning from each other, we grow into our best selves. We enjoy the adventure, challenging each other through learning and play. We rejoice with our church and community, building for a better world. Confident in ourselves, we thrive together in care and love.

1. Aims

This policy aims to ensure that:

- o Pupils, staff and parents and carers understand how the school will support pupils with allergies
- o Pupils with allergies are supported to access the same education as other pupils
- o Staff are able to recognise, prevent and respond effectively to allergic reactions, including anaphylaxis. The school cannot guarantee an allergen-free environment but will take all reasonable steps to minimise risk.

2. Legislation and statutory responsibilities

This policy reflects current statutory requirements relating to supporting pupils with allergies and anaphylaxis, including the Department for Education guidance and any requirements arising from Benedict's Law where applicable.

We recognise that some pupils with allergies may be considered disabled under the Equality Act 2010 and reasonable adjustments will be made where required.

Schools are expected to have a dedicated allergy policy, provide staff training, and maintain individual healthcare arrangements for pupils with allergies.

3. Roles and responsibilities

3.1 The governing board

The governing board has overall responsibility for ensuring appropriate arrangements are in place to support pupils with allergies, including the review of policy and practice.

3.2 The headteacher

The headteacher will:

- Ensure all staff are aware of this policy
- Ensure appropriate training is in place
- Ensure systems for identifying, recording and monitoring allergies are effective
- Ensure that lessons are learned following any incidents or near misses

3.3 Staff

All staff will:

- Be aware of pupils with allergies
- Follow Individual Healthcare Plans and allergy action plans
- Know how to respond in an emergency
- Participate in regular training and updates
- Will be made aware of dietary requirements linked to known allergies
- Supervise pupil snack and mealtimes
- Remind pupils that they should not share food
- Clean tables and surfaces after meals
- Clean shared equipment during cooking activities

All staff should be confident in recognising and managing allergic reactions.

3.4 Parents/carers

Parents/carers will:

- Provide accurate and up-to-date information
- Provide prescribed medication
- Ensure medication is in date
- Provide an allergy action plan from a healthcare professional
- Provide allergy details to our catering partner directly
- Provide a nut-free packed lunch for their child
- Only share food with their own child on school premises

3.5 Pupils

Pupils will:

- Be supported to understand and manage their allergies where appropriate.
- Wash or sanitise hands before eating
- Not share food

4. Equal opportunities

The school will ensure pupils with allergies are fully included in all aspects of school life, including trips, clubs and enrichment activities.

Risk assessments will be undertaken where necessary to ensure safe participation.

5. Being notified that a child has an allergy

When a parent or carer discloses a medical need:

- The Microsoft Forms Healthcare Plan is completed before the pupil starts, where possible
- Information is checked carefully and followed up if incomplete

Parents and carers are required to provide an allergy action plan from a healthcare professional.

Where necessary, the school nurse can support families in obtaining or updating an appropriate allergy action plan.

Relevant staff are informed, and appropriate plans are put in place prior to the pupil attending where possible.

6. Individual healthcare plans (IHPs)

The Special Educational Needs Coordinator and Assistant Head Teacher are responsible for overseeing Individual Healthcare Plans.

Plans are developed in partnership with parents and carers, and healthcare professionals.

Healthcare information is collected through a Microsoft Form:

[Complete Individual Healthcare Plan Form](#)

Pupils with allergies will also have an allergy action plan provided by a healthcare professional.

Plans will be:

- Reviewed at least annually
- Updated sooner if needs change or new medication is prescribed

Plans include:

- Allergens and triggers
- Symptoms
- Preventative measures
- Emergency procedures

- o Medication details
- o Staff responsibilities

Plans must be shared with relevant staff to ensure consistent and safe practice.

7. Allergy management and medication

7.1 Prevention and risk reduction

The school will:

- o Carry out risk assessments
- o Ensure clear communication of allergens
- o Maintain safe food practices
- o Consider pupils with allergies when planning activities

Schools must ensure that dietary needs are met safely, including during menu changes.

7.2 Medication

All medication must be clearly labelled, recorded and in date at all times.

Where a pupil requires medication, it must be available on site.

If medication is not available or out of date, the school will be unable to safely meet the pupil's medical needs, and the pupil will not be able to attend.

Spare Adrenaline Auto-Injectors are held in the medical cupboard in the school office for emergency use. Parental consent obtained to use spare Adrenaline Auto-Injectors for pupils with Adrenaline Auto-Injectors.

Guidance recommends that spare devices are available and accessible at all times. These can be administered by all members of staff if necessary.

7.3 Storage and access

Medication must be:

- o Clearly labelled
- o Stored in a safe but accessible location
- o Known to all relevant staff

Emergency medication must be accessible quickly in all situations.

7.4 Medical Displays

A display is maintained in the staff room and school office to identify pupils with allergies requiring medication.

8. Emergency procedures

Staff will:

- o Follow the Individual Healthcare Plan and allergy action plan
- o Administer medication immediately where required
- o Call 999 without delay

Emergency procedures prioritise rapid administration of adrenaline in suspected anaphylaxis.

9. Training

All staff receive training in:

- o Allergy awareness
- o Recognising symptoms
- o Emergency response
- o Use of Adrenaline Auto-Injectors

Training is refreshed regularly to ensure confidence and competence.

10. Record keeping

The school will:

- o Maintain accurate healthcare records
- o Share information with relevant staff and catering providers
- o Record and review incidents

Records will be used to review practice and improve systems following incidents or near misses.

CPOMS will be used to record any medical incidents related to allergies.

11. Additional procedures

The school will ensure:

- o Medical information is shared with staff for school trips and clubs
- o Medical information is recorded on trip risk assessments, and all medication accompanies pupils when off-site for a trip
- o Temporary conditions are recorded and monitored
- o Changes to needs trigger updated plans
- o Supply staff, volunteers and visitors working directly with pupils will be made aware of relevant allergy information

12. Complaints

Parents and carers who have concerns should contact the headteacher in the first instance.

If concerns remain, they should follow the school's Complaints Policy.

13. Monitoring arrangements

This policy will be reviewed annually or following any significant incident or change in guidance.

14. Links to other policies

This policy links to the following policies:

- o Medical Conditions Policy
- o First Aid Policy
- o Health and Safety Policy
- o Child Protection and Safeguarding Policy
- o Equality Policy

If you would like to read them, please click [here](#).