



Allergy Policy and Protocol

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Castle School Allergy Policy and Protocol

1. Introduction

Castle School is committed to providing a safe and inclusive environment for all pupils, including those with allergies or at risk of anaphylaxis. Many of our pupils have complex health needs, and it is vital that staff are equipped to prevent, recognise, and respond appropriately to allergic reactions.

This policy outlines how we manage and minimise allergy-related risks, support pupils with allergies, and meet our legal and moral obligations.

2. Policy Aims

- ✓ To ensure all pupils with allergies are identified, supported and safe at school.
- ✓ To raise awareness among all staff, pupils, and parents about allergy risks and responsibilities.
- ✓ To set out procedures to prevent exposure to allergens and respond to allergic reactions.
- ✓ To comply with statutory guidance and reflect current best practice in allergy management.

2. Legal and Statutory Framework

This policy complies with:

Children and Families Act 2014

Equality Act 2010

SEND Code of Practice 2015

Supporting Pupils with Medical Conditions in School (DfE, 2015)

Food Information Regulations 2014

Health and Safety at Work Act 1974

Data Protection Act 2018 / UK GDPR

It is also informed by guidance from the Anaphylaxis Campaign, Allergy UK, and the British Society for Allergy & Clinical Immunology (BSACI).

4. Roles and Responsibilities

The Headteacher

- ✓ Has overall responsibility for the implementation of this policy.
- ✓ Ensures appropriate training, risk assessments, and provision are in place.
- ✓ Delegates day-to-day medical support to the Medical Welfare Assistant and class teams.

Medical Welfare Assistant (Mary Sewell)

- ✓ Maintains up-to-date records of all pupils with allergies.
- ✓ Ensures Individual Healthcare Plans (IHPs) are in place and reviewed.
- ✓ Liaises with parents and healthcare professionals.
- ✓ Oversees medication storage and administration, including adrenaline auto-injectors (AAIs).
- ✓ Coordinates allergy and anaphylaxis training.

Class Teachers and Support Staff

- ✓ Follow risk assessments, care plans, and emergency protocols.
- ✓ Check all food and curriculum materials for allergens.
- ✓ Supervise pupils during mealtimes and practical activities.
- ✓ Know where AAIs are stored and how to use them.

Food Technology Instructor

The Food Technology Instructor plays a key role in ensuring allergy safety during practical sessions.

Their responsibilities include:

- ✓ Reviewing and applying all relevant pupil allergy information before each session.
- ✓ Ensuring lesson plans include risk assessments that account for allergies and food intolerances.
- ✓ Liaising with the Medical Welfare Assistant and class staff to confirm the needs of individual pupils.
- ✓ Providing ingredient lists in advance and communicating clearly with staff and families if adaptations are needed.
- ✓ Supervising students to prevent cross-contamination, such as shared utensils or surfaces.
- ✓ Ensuring that labelled allergy-safe ingredients and equipment are used exclusively for affected pupils.
- ✓ Being trained in anaphylaxis response and AAI administration, and knowing the location of emergency medication.

Catering Team and Lunchtime Staff

- ✓ Follow strict food handling and allergen management protocols.
- ✓ Ensure allergen information is available for all school meals.
- ✓ Ensure food is clearly labelled, and allergy-safe meals are kept separate.

Parents/Carers

- ✓ Inform the school of their child's allergy and provide medical evidence.
- ✓ Provide up-to-date AAIs and medications.
- ✓ Work in partnership with the school to update IHPs and support safe practices.

5. Identification and Planning

All known allergies must be declared on the pupil's admission form and updated annually or as required. Allergies are clearly identified on individual pupil; Digital Passports

The school uses Individual Healthcare Plans (IHPs) held on their Medical Tracker System for every child with a diagnosed allergy, detailing:

- ✓ Specific allergens
- ✓ Signs and symptoms of a reaction
- ✓ Emergency treatment required
- ✓ Medication (including where it is stored)
- ✓ Contact details and medical history

IHPs are developed in consultation with parents/carers, medical professionals, and the Medical Welfare Assistant.

All relevant staff are made aware of pupils' allergies and IHPs via the school's secure medical tracker system.

Supplementary Risk Protocols:

Where allergy risks may cause significant anxiety or where previous near-miss incidents have occurred, a more detailed Risk Management Protocol may be co-developed with the family and class team.

This may include:

- ✓ Environmental controls
- ✓ Staff responsibilities
- ✓ Reassurance strategies (e.g. visual schedules, adult scripts, pupil-facing guides)
- ✓ Agreed responses to unplanned exposure or changes
- ✓ These protocols aim to promote not only physical safety but emotional wellbeing, especially where pupils have co-occurring SEND (e.g. autism).

6. Allergen Avoidance and Risk Reduction

Food Safety

- School meals are planned in consultation with parents and allergy-safe menus can be prepared.
- All allergens (as per the 14 statutory allergens) are clearly labelled.
- Pupils with allergies may have clearly marked trays or plates.
- Staff supervise hand washing before and after meals.
- Food brought in for activities is checked against pupil allergy lists.
- Home-brought food (e.g., packed lunches) is not shared.
- Curriculum Activities (Including Food Technology)
- All food-based lessons (e.g. cookery, art with food ingredients) must be risk assessed in advance.
- Where a known allergen is part of a planned task, an alternative activity or adapted ingredients must be offered for allergic pupils.
- Staff must ensure clear separation of allergen-containing ingredients and equipment from those used by pupils with allergies.
- All surfaces and equipment must be thoroughly cleaned before and after use.
- Airborne Allergen Risk (e.g. flour, powders) In rare cases, allergenic reactions may be triggered by airborne particles (such as flour dust). These risks are taken seriously, and staff must:
 - Avoid the use of airborne allergens in shared spaces if a known at-risk pupil may be exposed.
 - Provide a suitable alternative safe task in another room or well-ventilated area.
 - Ensure thorough cleaning of surfaces, uniforms/aprons, and equipment after sessions involving airborne ingredients.
 - Use pre-measured ingredients or sealed packets where possible to reduce environmental exposure.
 - Share a clear Social Story or safety briefing with the pupil to explain how they are being kept safe.

Classroom Safety

- ✓ Classrooms are cleaned regularly.
- ✓ Sharing of personal items, especially food or drink, is not permitted.
- ✓ Pupils are taught not to share snacks or lunch items.

Environment

- ✓ School events and trips are risk assessed.
- ✓ Staff on trips carry medication, emergency plans, and contact details.

7. Emergency Response

Recognising a Reaction

Staff are trained to recognise symptoms of an allergic reaction, which may include:

- Itching, hives, or swelling
- Vomiting or stomach cramps
- Coughing, wheezing, or difficulty breathing
- Anaphylaxis (severe, life-threatening reaction)

Responding to an Emergency

- ✓ Follow the pupil's IHP and administer medication as instructed.
- ✓ Administer adrenaline auto-injector (e.g., EpiPen) if required and call 999 immediately.
- ✓ Inform parents/carers as soon as possible.
- ✓ Complete a medical incident form on Medical Tracker.
- ✓ Spare AAls
- ✓ The school holds spare emergency AAls in line with Department of Health guidance.
- ✓ These are only used with parental consent and in line with DfE protocol.

IF IN ANY DOUBT CALL 999

8. Training and Awareness

- ✓ All staff receive annual training in allergy awareness and anaphylaxis response, including the use of AAls.
- ✓ Additional training is provided for new staff and those working directly with pupils with allergies.
- ✓ Training includes airborne allergen management, with practical examples such as flour or aerosolised food particles.
- ✓ Pupil awareness is promoted in an age-appropriate way to encourage empathy and safety.

9. Monitoring and Review

- ✓ All IHPs are reviewed annually or as needed (e.g. after a reaction or medical update).
- ✓ The policy is reviewed every two years by the Headteacher and Medical Welfare Assistant, or sooner if legislation changes.
- ✓ Incidents are monitored through Medical Tracker and patterns reviewed by SLT.

10. Communication and Confidentiality

- ✓ Allergy information is treated as medical data and held securely in line with UK GDPR.
- ✓ Pupil information is shared on a need-to-know basis with staff involved in direct care and safeguarding.
- ✓ Parents are kept informed of policy updates and any incidents involving their child.

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