Be Known. Be Loved. Belong.

"Who you are is God's gift to you. Who you become is your gift to God."

Reepham Church of England Primary School

Allergy Safety & Anaphylaxis Policy

1. Introduction & Vision

In line with our Church School vision for "Be Known. Be Loved. Belong', this policy ensures that pupils with allergies are known, safe, supported, and fully included in all aspects of school life. This policy meets the DfE statutory guidance requiring a dedicated, published allergy safety framework.

2. Roles and Responsibilities

- **Named Allergy Governor:** Mr Tim Rideout, responsible for strategic oversight and annual policy review.
- **Named Senior Leader:** Mrs. Amy Jackson, responsible for day-to-day operational compliance.
- **All Staff:** Compulsory annual training to recognise anaphylaxis and administer emergency adrenaline.

3. Individual Healthcare Plans (IHPs)

- Every pupil with a diagnosed allergy must have a robust **IHP** or **Allergy Action Plan** (see Appendix A).
- Plans are reviewed annually with parents/carers or immediately following a "near miss."
- A centralised, digital medical register is maintained for instant staff access.

4. Emergency Adrenaline Auto-Injectors (AAIs)

- **Prescribed AAIs:** Parents must provide **two** in-date AAI devices for each allergic child.
- **Spare Emergency AAIs:** The school stocks spare AAI devices (150mcg for KS1/under 30kg and 300mcg for KS2/over 30kg) for use if a child's own device fails or for undiagnosed first-time reactions.
- **Storage:** Medication is kept in a central, **unlocked**, and easily accessible location known to all staff.

5. Risk Reduction & Prevention

- **Catering:** Our catering providers comply with **Natasha's Law**. Allergic pupils are identified at the point of service using.
- **Curriculum:** Risk assessments are required for food-based activities, science experiments (e.g., birdseed), and sensory play.
- **Off-site Trips:** A risk assessment must be completed for every trip. Pupils must carry their own prescribed AAIs; the school spare AAIs remain on-site (See Appendix B).

6. Incident Reporting & Learning

- All allergic reactions and **"near misses"** (incidents that could have resulted in a reaction) must be recorded.
- The Named Allergy Governor and Senior Leader will review the incident log termly to identify patterns and update safety protocols.

7. Staff Training

- **Compulsory Annual Training:** All staff (including teachers, support staff, and lunchtime supervisors) must complete certified anaphylaxis awareness training.
- **Emergency Drills:** The school will conduct a simulated anaphylaxis "safety drill" at least once per academic year.

Policy Approved: July 2026
Policy Review Date: July 2027

Appendix A
Individual Healthcare Plan (IHC)

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Individual Healthcare Plan (IHP) - Allergy Focus

Pupil Details

Name: _____ | **DOB:** _____ | **Year Group:** _____

Medical Diagnosis: [e.g., Severe Nut & Egg Allergy]

Known Triggers: [List all specific allergens and secondary triggers like animal dander]

Photo Attached: Yes (Mandatory for rapid identification)

Emergency Contacts & Medical Professionals

- **Contact 1:** Name/Relation _____ | Phone _____
- **Contact 2:** Name/Relation _____ | Phone _____
- **Clinic/GP Contact:** _____

1. Emergency Response (The "Action Plan")

Signs of Mild/Moderate Reaction: [e.g., Swelling, itchy rash, tummy pain]

Signs of Anaphylaxis (Severe): [e.g., Difficulty breathing, wheezing, swelling of tongue/throat]

Action to Take: [Step-by-step: 1. Administer AAI; 2. Call 999; 3. Use school spare AAI if needed]

2. Medication & Storage

Primary AAI: [Brand, e.g., EpiPen] | **Dose:** [e.g., 300mcg] | **Expiry:** _____

Secondary AAI: [Brand, e.g., EpiPen] | **Dose:** [e.g., 300mcg] | **Expiry:** _____

Location of Medication: [Must be unlocked and accessible, e.g., Green box in Year 4 classroom]

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Spare AAI Consent: I consent to the school using a spare emergency AAI if my child's device is unavailable/fails: [] Yes [ ] No

3. Inclusion & Support

Daily Care Needs: [e.g., Supervised handwashing after lunch]

Catering Arrangements: [e.g., Pupil uses a specific colored tray; ingredients checked by Mrs. X]

Educational/Social Support: [How the school supports the pupil's wellbeing and prevents bullying related to their allergy]

Trip/Event Planning: [Specific arrangements for residentials or high-risk lessons like Science/Art]

4. Review & Training

- **Training Required:** Names of staff trained specifically for this child: _____
- **Next Review Date:** _____ (Minimum once per year) []

Signatures

Parent/Carer: _____ **Senior Leader:** _____

Date: _____

Appendix B

Allergy Safe Risk Assessment

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Allergy Safe Risk Assessment Template

Activity/Trip:
Lead Staff Member: [Name] | **Date of Assessment:** [Date]
Names of Pupils with Known Allergies: [List Names]

Hazard Identified	Who is at Risk?	Control Measures (What we are doing to reduce risk)	Responsibility
Exposure to known allergens in activities (e.g., junk modelling with food packaging, use of birdseed/nuts in science)	Pupils with specific allergies	• Activity audited for allergens (e.g., no dairy/egg packaging used in modelling). • Safe alternatives provided (e.g., non-food rewards/stickers). • Handwashing enforced for all pupils before and after activities.	Class Teacher
Unplanned food consumption (e.g., food sharing, birthday treats, unplanned snacks)	Pupils with food allergies	• **Strict "No Food Sharing" policy** enforced. • All parents notified to avoid high-risk allergens in snacks/lunchboxes. • Birthday treats restricted to non-food items or pre-approved safe lists.	Lunchtime Supervisors / TA
Off-site cross-contamination (e.g., public spaces, shared picnic benches, museum cafes)	Pupils on school trips	• Allergic pupils eat in a designated "safe zone" or on a clean surface. • Staff carry alcohol-free wipes to clean tables/surfaces before eating.	Trip Leader

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		• Trip leader confirms the venue's allergy policy in advance.	
Emergency response delay (e.g., medication not accessible, lack of signal, staff panic)	Allergic pupils & staff	• **Two prescribed AAIs** carried by a designated staff member at all times (or by the pupil if age-appropriate). • **Red Emergency Folder** containing the pupil's IHP/Action Plan taken on trip. • Lead staff member identifies locations with poor mobile signal and establishes a secondary communication plan.	First Aider / Trip Lead
First-time reaction (Pupil has a reaction with no previous diagnosis)	All pupils & staff	• All staff on the trip are trained to recognize anaphylaxis. • Spare emergency AAIs are held on school premises; staff know the emergency protocol for calling 999.	All Staff

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Trip-Specific Checklist (To be completed before departure)

- **Medication Audit:** Checked that all allergic pupils have **two** in-date AAIs packed.
- **Staff Competence:** Verified that at least one staff member accompanying the group is trained in administering adrenaline.
- **Catering Liaison:** (If venue provides food) Confirmed in writing that the venue can safely cater for the specific allergies of our pupils.
- **Emergency Access:** Confirmed that medication is **immediately accessible** and not locked in a vehicle or bag at the bottom of a pile.

Approved by (Senior Leader/Headteacher): _____

Reviewed by (Named Allergy Governor): _____