

ST. HELEN'S CATHOLIC INFANT AND NURSERY SCHOOL



Allergy Policy

Written by	Date	Ratified by	Date
C. Morris	September 2026	Governors	September 2026

To be reviewed	Annually	Every 3 Years
Reviewed on	Reviewed by	Next review date
		2027

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1. Purpose

This policy has been created as a result of the introduction of Benedict's Law and the DfE Guidance on allergy awareness in schools ¹. It establishes procedures to safeguard pupils with allergies and anaphylaxis and support inclusion.

2. Roles and Responsibilities

The Governors monitor compliance. The Headteacher implements the policy. Parents will provide information for action plans and medication. School Staff will complete annual training and respond to emergencies.

3. Identification of Pupils

An allergy register will be maintained and shared with relevant staff by recording the details in the medical section of Arbor. All allergies are recorded on Arbor by the school office staff with information and medical evidence obtained from a parent / carer. The Allergy Lead, Mrs Morris, is then notified along with the catering manager. The parent/carer meets with the Allergy Lead and, where appropriate, the catering manager to discuss the allergies listed. Class teachers are also notified. The children will wear lanyards at lunchtime for ready identification in the line to all staff. Care plans will be shared with the class teachers. All staff are to be mindful of allergies when planning activities in order to mitigate any anxieties in those who have allergies. Incidents of bullying linked to allergies will be dealt with in line with our antibullying policy.

4. Identification of visitors

Office staff as part of sign in procedures are to ask visitors if they have any allergies, we should be aware of and whether they have any AAI with them in case of emergency.

5. Identification of staff

Staff are to advise the school of any allergies as part of their induction process or as a result of any significant change. The school office will update this information and make all staff aware by updating the photo display in the staffroom.

6. Allergy Action Plans

Every pupil at risk of anaphylaxis will have an up-to-date BSACI Allergy Action Plan / Individual healthcare Plan (IHP) with information provided by the family to the school from their linked medical professional. These should be reviewed at least annually or as a result of significant change.

7. Emergency Procedures

Staff will all be trained to recognise airway, breathing and circulation symptoms and signs of anaphylaxis. Staff will be trained to administer adrenaline immediately (located in the school office and their class first aid cupboard), call 999, contact parents and transfer to hospital. The breakdown is as follows:

¹ <https://www.gov.uk/government/publications/allergy-safety-in-schools>

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- **Airway (A):** swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing)
- **Breathing (B):** sudden onset wheezing, breathing difficulty, noisy breathing
- **Circulation (C):** dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness

8. Medication and Storage

Two AAIs must be available where prescribed to an individual and must be in school daily. Medication must be labelled and readily accessible; One AAI will be kept in the school office and the other in the first aid cupboard of the child's classroom. This medication will be listed on the care plan and provided by the parent.

9. Spare Adrenaline Auto-Injectors

The school will maintain emergency AAIs and monitor expiry dates.

10. Training

All staff will receive Allergy Awareness and Anaphylaxis training annually. All staff will be aware of and understand this policy as part of their annual training. All training is recorded and records are kept by the Headteacher.

Breakfast and after school club is provided by a third party. St Helen's Catholic Infant and Nursery School will ensure that this policy is shared and the third-party provider confirms that they have provided the necessary training and that measures are in place in line with statutory requirements.

11. Catering and Food Safety

The school catering manager identifies allergens, prevents cross contamination (in line with current food safety standards) and communicates all new menu information to the Allergy Lead who will share allergen aware menus as appropriate.

12. Trips, Visits and Sporting Activities

Trip risk assessments will address allergy risks. All medication will accompany the pupils at all times.

13. Inclusion and Anti-Bullying

Allergy-related bullying will be addressed by our anti bullying policy and will be recorded on MyConcern.

14. Care Plans

Individual care plans will be completed on admission and after significant changes where the child's allergy has a significant impact on their school life.

15. Monitoring and Review

Incidents and near misses will be reviewed, logged and reported to governors. (Appendix 1)

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Allergy Incident Log (Appendix 1)

This log is to keep a record of ALL incidents relating to allergy e.g. drug box not in correct place, any type of allergic reaction, any 'near miss' event. Note: This document will be reported to governors on a termly basis. Any anaphylactic reaction will be communicated to the Chair of Governors within 24 hours.

Date of incident	Type of incident 1 - near miss 2 - allergic reaction 3 - other	Description Include details e.g. Adult reporting, location, cause of reaction (allergen and type of contact, if known)	Pupil(s) affected	Action taken (+ date) e.g. feedback to staff, further training, parents informed / sent home / monitored / ambulance called	Learning Point(s)

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