

HURST GREEN PRIMARY SCHOOL



Allergy and Anaphylaxis Policy

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team	√		
Teachers	√		
Teaching Assistants	√		
Administrative Staff	√		
Lunchtime Supervisors	√		
Site Manager	√		
Cleaners	√		
Governors	√		
Parents/carers	√		
Website	√		
Local Authority		√	

Responsibility of	To be approved by Full Governors
Review frequency	Annually
Previous versions agreed	NEW POLICY in line with Benedict's Law
This version agreed	14 July 2026
Next review date	Summer 2027

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1. Purpose

This policy applies to all pupils, staff, contractors and visitors at Hurst Green Primary School. Its purpose is to:

- protect pupils with known allergies and support their full participation in school life;
- ensure all staff can recognise and respond effectively to anaphylaxis;
- fulfil the school's statutory duties under Benedict's Law and associated statutory guidance;
- provide clear expectations for pupils, parents, carers and staff regarding allergy management.

This policy applies across all school activities, including wraparound provision, educational visits, curriculum activities and school events. It supports the school's duty under the Children and Families Act 2014 to ensure pupils with medical conditions can participate fully in school life. It is reviewed annually.

2. Roles and responsibilities

Role	Responsibilities
Governing Body	Oversight of policy implementation and compliance.
Headteacher	Overall responsibility for compliance and resourcing.
Allergy Lead (SENDCo)	Coordination of annual training, monitoring and annual policy review.
Office Team	Maintenance of medication records and expiry date checks.
All Staff	Allergy awareness, emergency response and risk reduction in day-to-day practice.
Parents and Carers	Must notify the school at admission of any known allergies, including history of previous reactions and details of all prescribed medication. Responsible for providing up-to-date healthcare plans and in-date medication and for notifying the school of any changes to allergy status. Responsible for accurately recording information with school catering services (currently School Grid).

Pupils	Reporting concerns and symptoms to a member of staff where appropriate.
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3. Individual Healthcare Plans and Medication

All pupils with a diagnosed allergy requiring medical intervention will have:

- an up-to-date BSACI allergy action plan, completed with a healthcare professional, which also serves as parental consent for the administration of emergency medication;
- two prescribed AAls stored in school where required;
- parental consent in place for the use of school-held spare emergency AAls where appropriate.

Anaphylaxis Kit

Each pupil's medication is stored in a clearly labelled container in the school office cupboard. This is accessible to all staff at all times and is not locked. Each container holds:

- two AAls (EpiPen® or Jext®);
- the pupil's allergy action plan (showing if an inhaler is stored in the classroom);
- antihistamine, if included on the action plan;

The allergy action plan is kept physically with the medication and is also recorded on Medical Tracker. Medication is stored at room temperature, away from direct sunlight. Used AAls are single-use and are handed to ambulance paramedics on arrival. The Office Team checks expiry dates termly and contacts parents in advance of any medication requiring replacement.

School-held Spare Emergency AAls

The school holds two spare emergency junior AAls and two spare emergency adult AAls in the school office/ in WRAP for emergency use where a pupil's own medication is unavailable. These are not locked away during WRAP opening hours. In exceptional circumstances, for any child or adult presenting with an unexpected anaphylactic reaction, the spare emergency AAI can be administered even without prior consent or diagnosis.

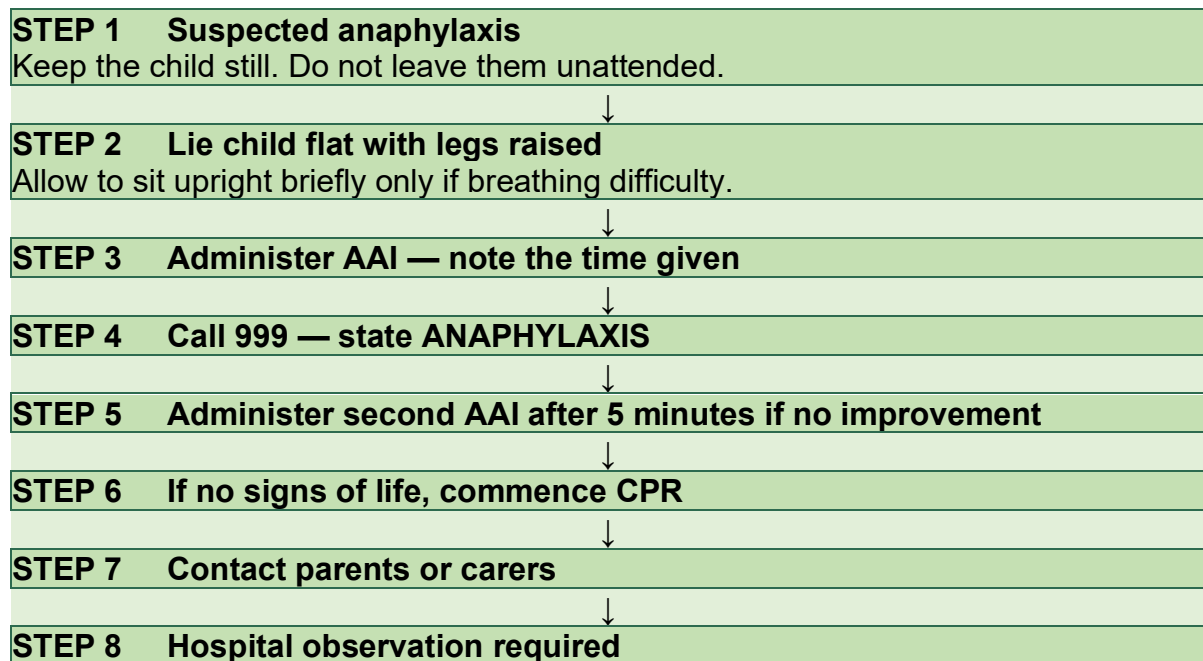
Wraparound Provision

During wraparound provision, all relevant pupil medical information is accessible to all staff. One spare emergency junior AAI and one spare emergency adult AAI are held permanently within the wraparound provision. All wraparound staff complete

allergy awareness and emergency response training as part of their induction and annual refresher.

4. Emergency Response Procedure

In the event of a suspected anaphylactic reaction, staff must follow the steps below. Do not delay treatment to seek further advice.



Do not allow the child to stand or sit upright while waiting for the ambulance, even if symptoms appear to have resolved. Standing can cause a sudden and dangerous drop in blood pressure.

Recognising Anaphylaxis

Airway: swelling of the throat, hoarse voice, difficulty swallowing or speaking.

Breathing: wheeze, shortness of breath, stridor, increased respiratory rate.

Circulation: pale or clammy skin, rapid or weak pulse, dizziness, collapse or loss of consciousness.

Additional symptoms may include skin flushing, hives, swelling of the lips or face, nausea, vomiting or abdominal pain.

If in doubt, administer the AAI. It is always safer to give adrenaline than to withhold it.

5. Prevention and Risk Reduction

The school adopts a risk reduction approach to allergy management rather than implementing blanket food bans. Reasonable adjustments (which may include individual adjustments and risk assessments) will be undertaken where necessary. Additionally, staff training will focus on raising awareness of the risks associated with anaphylaxis:

- educational visits and off-site activities;
- curriculum activities involving food;
- celebrations, events and hospitality;
- catering provision and school meals.

Where required, appropriate risk assessments for pupils with severe allergies are completed in consultation with parents, where appropriate, the pupil's medical team.

Hurst Green Primary School is allergy aware. The school encourages all staff, parents, pupils and visitors to follow a nut-free approach.

Catering

The school's catering provider operates in accordance with the Food Information Regulations 2014. A photographic list of pupils with known allergies is provided to kitchen staff. Meal choices and dietary requirements are managed through School Grid, which records individual requirements and flags allergens.

Parents and carers will be informed in advance of any school events or curriculum activities where allergens may be present. Individual discussions with the parents or carers of children with allergies will take place where necessary to agree appropriate measures to minimise risk.

6. Training and Monitoring

Miss Kellie Wilson (Headteacher) and Mrs Kathryn Karadia (SENDCo and Allergy Lead) are jointly responsible for coordinating staff training and maintaining this policy.

The Senior Leadership Team and Allergy Lead work together to ensure the following training is in place:

- annual allergy awareness and emergency response training for all staff, including teaching staff, teaching assistants, lunchtime supervisors, cleaners, site staff and wraparound staff;
- induction training for all new starters before they work independently with pupils;

- practical AAI familiarisation;
- annual review of this policy.

Training records are maintained by the Senior Leadership Team and reported to the Governing Body annually.

7. Incident Recording and Review

All allergic reactions, emergency administration of medication and near misses are recorded on Medical Tracker and are reported to the Headteacher. All incidents are reviewed and assessed and make any required changes.

Serious incidents are reported to the Governing Body. Where required, the school will notify relevant external agencies in accordance with its statutory obligations, including under RIDDOR where applicable.

This policy adheres to the principles under data protection law. For further information please review the school's data protection policy published on the school's website.