



ALLERGY POLICY

Policy adopted	September 2026
Policy due to review	September 2027

1. Policy Statement

Colindale Primary School is committed to providing a safe and inclusive environment for all pupils with allergies. We recognise that allergic reactions can range from mild symptoms to life-threatening anaphylaxis and will take all reasonable steps to minimise risks while promoting the full participation of pupils in school life.

This policy outlines the school's procedures for identifying, managing and responding to allergies and allergic reactions.

2. Aims

The aims of this policy are to:

- Safeguard pupils with allergies.
- Ensure staff understand their responsibilities in relation to allergy management.
- Promote awareness of allergies among pupils, staff and parents/carers.
- Ensure appropriate emergency responses to allergic reactions.
- Support pupils to participate fully in all educational and extracurricular activities.

3. Scope

This policy applies to:

- All pupils.
- Teaching and support staff.
- Volunteers.
- Contractors working on site.
- Visitors to the school.

4. Definition of an Allergy

An allergy occurs when the body's immune system reacts to a normally harmless substance.

Common allergens include:

- Peanuts
- Tree nuts
- Milk
- Eggs
- Fish
- Shellfish
- Wheat
- Soya
- Sesame
- Insect stings
- Medicines
- Latex

Anaphylaxis is a severe and potentially life-threatening allergic reaction requiring immediate medical treatment.

5. Roles and Responsibilities

Headteacher

The Headteacher will:

- Ensure this policy is implemented.
- Ensure staff receive appropriate training.
- Ensure procedures are reviewed regularly.
- Maintain adequate emergency arrangements.

School Staff

Staff will:

- Be aware of pupils with allergies.
- Wear a lanyard with all the children with allergies and medical conditions.
- Know how to recognise signs of an allergic reaction.
- Know the location of emergency medication.
- Follow individual healthcare plans.
- Respond promptly to allergic emergencies.

Parents/Carers

Parents/carers will:

- Inform the school of any allergy diagnosis.
- Provide up-to-date medical information.
- Supply prescribed medication within expiry dates.
- Inform the school of any changes to medical needs.

Pupils

Where age-appropriate, pupils will be encouraged to:

- Understand their allergies.
- Avoid known allergens.
- Inform an adult if they feel unwell.

6. Identification of Pupils with Allergies

Upon admission, parents/carers will be required to provide details of any allergies.

The school will:

- Maintain an allergy register.
- Keep Individual Healthcare Plans (IHPs) for pupils with significant allergies.
- Share relevant information with staff while maintaining confidentiality.
- Review healthcare plans annually or sooner if circumstances change.

7. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan should include:

- Confirmed allergy/allergies.
- Known triggers.
- Signs and symptoms.
- Emergency contact details.
- Medication requirements.
- Emergency procedures.
- Consent for administration of medication.

Copies will be available to relevant staff and stored securely.

8. Medication Management

Adrenaline Autoinjectors (AIs)

Where prescribed, pupils should have access to their adrenaline auto-injector (e.g. EpiPen, Jext or Emerade).

The school will:

- Store medication in an accessible location.
- Ensure medication accompanies pupils on educational visits.
- Monitor expiry dates.
- Request replacements before expiry.

Four spare emergency autoinjectors are kept in the medical room.

9. Allergy Risk Reduction Measures

The school will take reasonable steps to reduce exposure to allergens, including:

- Promoting handwashing before and after meals.
- Encouraging pupils not to share food.
- Cleaning tables and eating areas regularly.
- Assessing classroom activities involving food.
- Reviewing risks associated with school events and celebrations.
- Considering allergies when arranging educational visits and trips.

The school cannot guarantee an allergen-free environment.

10. Lunches and Catering

- Catering staff will be informed of relevant allergies.
- Children with allergies will wear a lanyard with their names and allergies.
- Allergen information will be available where possible.
- Reasonable adjustments will be made to support pupils with diagnosed food allergies.

Packed lunch pupils and parents will be encouraged to avoid bringing products that may pose significant risks to specific pupils where necessary.

11. Educational Visits and Off-Site Activities

Before any visit:

- Allergy risks will be assessed.
- Medication will accompany the pupil.
- Supervising staff will be informed of healthcare needs.
- Emergency contact details will be available.

At least one member of staff accompanying the visit should be trained in the use of adrenaline auto-injectors.

12. Recognising an Allergic Reaction

Symptoms may include:

Mild to Moderate Reactions

- Itchy rash or hives
- Swelling of lips, face or eyes
- Abdominal pain

- Vomiting
- Sneezing
- Runny nose

Severe Reactions (Anaphylaxis)

- Difficulty breathing
- Persistent cough
- Wheezing
- Swollen tongue
- Difficulty swallowing
- Dizziness or collapse
- Loss of consciousness

13 Emergency Procedures

If anaphylaxis is suspected:

1. Administer the prescribed adrenaline auto-injector immediately.
2. Call 999 and state: "Anaphylaxis suspected."
3. Contact parents/carers.
4. Monitor the pupil continuously.
5. If symptoms do not improve and a second autoinjector is available, administer according to medical guidance.
6. Ensure the pupil is taken to hospital even if symptoms improve.

An incident report will be completed following any allergic reaction.

14. Staff Training

The school will provide regular training covering:

- Recognition of allergic reactions.
- Use of adrenaline auto-injectors.
- Emergency procedures.
- Responsibilities under this policy.

Training records will be maintained.

15. Record Keeping

The school will maintain:

- Allergy register.
- Healthcare plans.
- Medication records.
- Training records.
- Incident reports.

Records will be managed in accordance with data protection requirements.

16. Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
- National guidance changes.
- A significant allergy-related incident occurs.

Approval

Policy Name: Allergy Management Policy

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