

Mappleborough Green

C of E Primary School

'Living and learning in the love of God'

Headteacher: Alexander Finch

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Allergy Management Policy 2026-2027

1. Policy Statement

Mappleborough Green is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors with allergies. We recognise that allergies can have a significant impact on health, wellbeing and participation in school life. This policy sets out the measures we take to reduce risks, respond effectively to allergic reactions and ensure that pupils with allergies are fully included in all aspects of school life.

This policy is reviewed annually, or sooner following any allergy-related incident or near miss.

2. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure the school has an effective allergy safety policy.
- Monitor implementation and review arrangements.
- Ensure the policy is accessible to parents, carers and staff.

Allergy Lead (Named Senior Leader)

The designated Allergy Lead is: Gail Groom

The Allergy Lead will:

- Oversee implementation of this policy.
- Coordinate staff training.
- Maintain allergy records and documentation.
- Lead reviews following incidents or near misses.
- Liaise with parents, healthcare professionals and external agencies as required.

Staff

All staff are responsible for:

- Following this policy and relevant healthcare plans.
- Attending allergy awareness training.
- Taking reasonable steps to minimise exposure to allergens.
- Responding appropriately to allergic reactions and emergencies.
- Reporting incidents and near misses.

Parents/Carers

Parents and carers are expected to:

- Inform the school of any diagnosed allergies.
- Provide up-to-date medical information and action plans.
- Supply prescribed medication where required.
- Notify the school of any changes to their child's condition.

3. Allergy Awareness Training

The school will provide annual allergy awareness and emergency response training for all staff, including:

- Teaching and support staff.
- Temporary and supply staff.
- Catering staff.
- Breakfast and after-school club staff.
- Regular volunteers.

Training will cover:

- Understanding allergies and allergic reactions.
- Recognising symptoms of allergy and anaphylaxis.
- Emergency response procedures.
- Administration of adrenaline auto-injectors (AAIs).
- Use of asthma medication where appropriate.
- School procedures, records and healthcare plans.
- Reporting incidents and near misses.

New staff will receive allergy awareness training as part of their induction process. Supply staff will receive appropriate information before working with pupils.

4. Promoting Wellbeing

The school recognises that allergies can affect emotional wellbeing.

We will:

- Promote an inclusive environment for pupils with allergies.
- Address anxiety relating to allergy management.
- Ensure pupils are not excluded from activities unnecessarily.
- Challenge and respond to any bullying, teasing or discrimination relating to allergies.

5. Minimising Risk

The school will take reasonable steps to minimise exposure to known allergens.

Measures include:

- Safe management of food provided by the school.
- Guidance regarding food brought into school.
- Risk reduction measures for airborne and contact allergens.
- Consideration of allergy risks during curriculum activities, including cooking, science, craft and animal-related activities.
- Individual risk assessments where required.

School-Specific Procedures

- Nut-free approach
- Birthday treats arrangements – edible foods are not accepted.
- Classroom food rules – Parents are notified of any food related activities and opportunity is given for parents to check the foods.
- Handwashing expectations.
- Cleaning procedures.
- Dining hall arrangements.

6. Food Allergy Management

The school will:

- Ensure allergen information is available for food provided on site.
- Work with catering providers to manage food allergy risks.
- Communicate relevant dietary information to parents and pupils.
- Review catering arrangements regularly.

7. Identification and Record Keeping

The school will maintain an up-to-date register of pupils with allergies.

Records will include:

- Known allergens.
- Severity of allergy.
- Prescribed medication.
- Location of medication.
- Individual Healthcare Plans (IHPs).
- Allergy Action Plans and/or Asthma Action Plans where applicable.

Information will be gathered from:

- Parents/carers.
- Medical professionals.
- Previous educational settings where appropriate.

8. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed where a pupil:

- Is at risk of harm due to their allergy.
- Requires support beyond the school's general arrangements.
- Requires reasonable adjustments or emergency medication.

IHPs will:

- Be developed with parents and relevant professionals.
- Include emergency procedures.
- Reference or attach current Allergy Action Plans.
- Be reviewed annually or when circumstances change.

9. Adrenaline Auto-Injectors (AAIs)

The school will ensure pupils prescribed AAIs have rapid access to them at all times, including:

- During lessons.
- Break and lunch times.
- PE and sporting activities.
- Educational visits and trips.

The school will maintain records of:

- Pupils prescribed AAIs.
- Medication expiry dates.
- Storage locations.
- Action plans received.

School Arrangements

Storage locations: In pupil's classroom.

Responsibility for checking expiry dates: Parents responsibility for checking dates, allergy lead will check in September of each year and parents are reminded of the expiry dates

10. Spare Adrenaline Auto-Injectors

The school will maintain spare AAls in accordance with statutory guidance.

The school will:

- Store spare AAls in clearly marked, accessible locations.
- Ensure they are not locked away.
- Check expiry dates regularly.
- Replace used or expired devices promptly.
- Store devices in pairs.
- Ensure access within five minutes anywhere on site.

School Arrangements

Location of spare AAls: Office

Checking schedule: Expiry Dates are checked in September and a reminder is set on SLT's calendars for when they will need to be replenished.

11. Educational Visits and Trips

Pupils with allergies will be enabled to participate fully in visits and trips wherever possible.

For relevant pupils:

- Risk assessments will be completed.
- Medication will accompany the pupil.
- Trained staff will be available.
- Emergency procedures will be communicated to all supervising adults.

12. Allergy Incidents and Near Misses

The school will record, investigate and review all allergy-related incidents and near misses.

Reports should include:

- Date and time.
- Individuals involved.
- Nature of incident.
- Actions taken.
- Follow-up actions and lessons learned.

Where appropriate, parents/carers will be informed and procedures reviewed.

13. Information Sharing and Confidentiality

The school will:

- Share allergy information only where necessary to safeguard individuals.
- Comply with UK GDPR requirements.
- Respect the privacy and dignity of pupils with allergies.
- Ensure staff have access to information needed to keep pupils safe.

14. Raising Awareness

This policy will be:

- Published on the school website.
- Available on request.
- Included within staff training.
- Shared with relevant staff and volunteers.

The school will promote allergy awareness amongst pupils in an age-appropriate manner and encourage a supportive culture throughout the school community.

15. Monitoring and Review

This policy will be reviewed annually by the Allergy Lead and Governing Body.

The review will consider:

- Changes in legislation or guidance.
- Allergy incidents and near misses.
- Feedback from staff, pupils and parents.
- Effectiveness of existing control measures.

Mappleborough Green Church of England Primary School

Allergy Lead: Gail Groom

Approved By: _____

Date Approved: _____

Review Date: _____