

ST JOHN HENRY NEWMAN CATHOLIC SCHOOL

ALLERGY SAFETY & ANAPHYLAXIS POLICY

Approved by	
Name:	C. Battle
Position:	Chair of Governors
Signed:	*C. Battle*
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Review date:	October 2027

Policy Statement

St John Henry Newman Catholic School is committed to providing a safe, inclusive and supportive environment for all pupils, including those living with allergies and those at risk of anaphylaxis.

The school recognises that allergic reactions can develop rapidly and that anaphylaxis is a potentially life-threatening medical emergency. Effective allergy management therefore depends upon clear procedures, accurate information, appropriately trained staff, accessible medication and strong communication between school, pupils, parents/carers and healthcare professionals.

In keeping with our Catholic ethos, we recognise the dignity and individual needs of every pupil and seek to ensure that pupils with allergies can participate fully and safely in school life without unnecessary exclusion, stigma or disadvantage.

Legal and Statutory Framework

This policy has been developed regarding:

- Section 34 of the Children's Wellbeing and Schools Act 2026;
- Sections 100, 100A and 100B of the Children and Families Act 2014, as amended;
- Department for Education statutory guidance, *Allergy Safety in Schools* (2026);
- Department for Education statutory guidance, *Supporting Pupils at School with Medical Conditions*;
- The Equality Act 2010;
- relevant Department for Education guidance concerning the use of adrenaline auto-injectors in schools; and
- the school's wider safeguarding, first aid, medical needs, SEND and educational visits procedures.

Section 34 establishes a statutory requirement for schools to maintain an allergy safety policy and to review that policy at least annually.

Aims

St John Henry Newman Catholic School aims to:

- minimise the risk of pupils being exposed to known allergens while recognising that it is not possible to guarantee a completely allergen-free environment;
- identify pupils with known allergies promptly;
- ensure appropriate Individual Healthcare Plans (IHCPs) are in place;
- ensure information about pupils' allergies is readily available to staff who need it;

- ensure prescribed emergency medication is accessible and appropriately stored;
- ensure staff understand how to recognise and respond to an allergic reaction or anaphylaxis;
- provide annual anaphylaxis first-aid training for staff;
- ensure emergency procedures are understood and followed;
- involve pupils and their parents/carers in decisions concerning allergy management;
- support pupils to develop age-appropriate independence in managing their allergy; and
- review incidents and near misses to identify learning and improve practice.

Roles and Responsibilities

Role	Named Person	Key Responsibilities
SLT Link for Allergy Safety	**Kirsten Mooney**	Provides strategic oversight of allergy safety; ensures this policy is implemented and reviewed annually; monitors compliance and ensures appropriate actions are taken following incidents or near misses.
SENCO / IHCP Lead	**Lucinda Keelan**	Coordinates and writes IHCPs for pupils with identified allergies, working with parents/carers, pupils, relevant staff and healthcare professionals as appropriate. Ensures plans identify allergens, symptoms, preventative measures, medication and emergency responses.
Medical Administrator	**Gemma Wooding**	Supports the maintenance of medical records; monitors medication held by school; supports checks of expiry dates and storage arrangements; ensures relevant information is appropriately recorded and accessible.

Role	Named Person	Key Responsibilities
All Staff	All school employees	Must familiarise themselves with this policy, attend required allergy/anaphylaxis training, understand how to summon emergency assistance and follow individual pupils' IHCPs.
Parents/Carers	—	Must provide accurate and current information about their child's allergy, provide prescribed medication and replacements before expiry, and inform school promptly of any changes.
Pupils	—	Should, according to age and understanding, understand their allergy, avoid known allergens, report symptoms immediately and follow their IHCP.

Identification of Pupils with Allergies

Parents/carers are expected to inform the school of any diagnosed or suspected allergy when their child joins the school and whenever a new allergy develops.

Information should include, where available:

- the allergen or suspected allergen;
- the nature and severity of previous reactions;
- signs and symptoms particular to the pupil;
- medication prescribed;
- whether an adrenaline auto-injector (AAI) has been prescribed;
- emergency procedures; and
- relevant information from healthcare professionals.

Where a pupil is identified as requiring an IHCP, the school will ensure that one is developed as soon as practicable.

Individual Healthcare Plans (IHCPs)

SENCO, will have responsibility for coordinating and writing allergy-related IHCPs.

The IHCP will be developed in consultation with parents/carers and the pupil and, where appropriate, relevant healthcare professionals and school staff.

The IHCP will normally include:

- the pupil's allergy/allergies;
- known triggers and allergens;
- signs and symptoms of an allergic reaction;
- signs and symptoms of anaphylaxis;
- preventative measures and reasonable adjustments;
- prescribed medication;
- location and accessibility of medication;
- instructions for the administration of medication;
- emergency procedures;
- arrangements for lessons, practical subjects, PE, trips and other activities where relevant;
- arrangements for school meals where appropriate; and
- emergency contact information.

Recording of IHCPs

The pupil's current IHCP will be:

1. **attached to the pupil's profile on the school's Management Information System, Arbor; and**
2. **recorded/held within the school's medical book/medical records.**

This provides staff with appropriate access to important medical information while maintaining confidentiality and data protection requirements.

Review of IHCPs

All allergy-related IHCPs will be **formally reviewed at least annually**.

An earlier review will take place where:

- the pupil's allergy or medical needs change;
- medication or dosage changes;
- new medical advice is received;
- there has been an allergic reaction or anaphylactic episode;
- there has been a significant near miss;
- parents/carers request a review; or

- school considers that existing arrangements require amendment.

Staff Training

St John Henry Newman Catholic School recognises that rapid identification and treatment of anaphylaxis can save a life.

Staff will receive annual anaphylaxis first-aid training.

Training will include, as appropriate:

- understanding allergies and anaphylaxis;
- common causes and triggers;
- recognising the signs and symptoms of an allergic reaction;
- recognising the signs of anaphylaxis;
- understanding that symptoms can develop rapidly;
- knowing when emergency assistance is required;
- how to administer an adrenaline auto-injector;
- procedures for contacting 999;
- the school's arrangements for accessing emergency medication;
- understanding pupils' IHCPs; and
- actions to take following an allergic reaction.

Training records will be maintained by the school.

Additional or refresher training may be provided following an incident, near miss, significant change to a pupil's needs or changes to national guidance.

New staff joining during the academic year will be provided with appropriate allergy safety information and training as part of their induction arrangements.

Medication and Adrenaline Auto-Injectors

Medication provided for pupils with allergies will be:

- clearly labelled with the pupil's name;
- stored safely;
- readily accessible in an emergency;
- stored in accordance with the manufacturer's instructions and medical advice; and
- monitored to ensure that it remains in date.

Medication held by the school for pupils with allergies will be stored within the school's medical room, subject to the requirements of the pupil's IHCP and the need for medication to be immediately accessible in an emergency.

Where an individual pupil needs to carry their own emergency medication, this will be determined through their IHCP, taking account of their age, competence and medical advice.

Parents/carers remain responsible for supplying prescribed medication and ensuring replacement medication is provided before the expiry date.

The school will maintain appropriate records relating to medication held for pupils.

Emergency Adrenaline Auto-Injectors

The school will comply with current statutory requirements and Department for Education guidance concerning the provision, storage and use of emergency adrenaline auto-injectors.

Any emergency AAI held by the school will be:

- stored securely but readily accessible;
- clearly identified for emergency use;
- checked regularly;
- replaced before its expiry date; and
- used only in accordance with current legislation, statutory guidance and school procedures.

Staff must never delay contacting emergency services where anaphylaxis is suspected.

Responding to Suspected Anaphylaxis

Anaphylaxis is a medical emergency.

Where a pupil is displaying symptoms consistent with anaphylaxis, staff should:

1. Act immediately.

2. Administer an adrenaline auto-injector without delay where indicated by the pupil's emergency plan and/or current training and guidance.

3. Call 999 and state clearly: "ANAPHYLAXIS".

4. Follow the pupil's IHCP/emergency allergy plan.

5. Ensure the pupil is appropriately positioned and supervised.

6. Arrange for a second dose of adrenaline to be administered if required in accordance with current emergency guidance.

7. Contact the pupil's parent/carer as soon as practicable.

A pupil experiencing suspected anaphylaxis must not be left alone.

Emergency medical assistance must always be sought following the administration of adrenaline.

Reducing the Risk of Exposure

The school will take reasonable and proportionate steps to reduce pupils' exposure to known allergens.

Measures may include:

- ensuring relevant staff have access to allergy information;
- considering allergies when planning food-related activities;
- appropriate handwashing and cleaning arrangements;
- discouraging the sharing of food;
- appropriate arrangements within dining areas;
- communication with catering staff;
- consideration of allergies during practical lessons;
- consideration of allergies when organising celebrations, rewards or events involving food;
- ensuring supply and temporary staff are provided with relevant information;
- considering allergy risks when planning educational visits; and
- making reasonable adjustments for individual pupils where necessary.

The school does not describe itself as completely "allergen-free", as it cannot guarantee the total absence of an allergen. Instead, it adopts a risk-managed approach based upon individual pupil needs.

Catering and Food

The school will work with catering to support pupils with food allergies.

Relevant allergy information will be communicated appropriately, and pupils with identified food allergies will be supported to make safe food choices.

Catering arrangements will comply with applicable food information and allergen legislation.

Parents/carers should ensure the school is informed immediately if their child's food allergy changes.

Educational Visits, Trips and Extra-Curricular Activities

Pupils with allergies should be able to participate fully in school visits, residential visits, sporting activities and extra-curricular opportunities wherever reasonably possible.

Allergy needs will form part of the risk assessment and planning process.

Before an off-site activity, staff will ensure that:

- the pupil's relevant medical information is available;
- appropriate medication accompanies the pupil;
- medication is accessible rather than stored somewhere that would cause a delay in an emergency;
- an appropriately informed/trained member of staff is available;
- food and environmental risks have been considered; and
- emergency arrangements are understood.

A pupil should not be prevented from participating solely because of their allergy where appropriate reasonable adjustments can safely enable participation.

Communication with Staff

Information about pupils with allergies will be communicated to relevant staff on a need-to-know basis.

The use of **Arbor** will support staff in identifying pupils with allergies and accessing relevant medical information and IHCPs.

Staff have a professional responsibility to check relevant medical information when planning activities that could create additional risk, including practical activities, food preparation, educational visits and residential experiences.

Supply teachers and other temporary staff will be provided with relevant information where they have responsibility for a pupil with a significant allergy.

Responsibilities of Parents and Carers

Parents/carers should:

- provide the school with accurate and up-to-date information;

- inform school immediately of a new diagnosis or change in their child's allergy;
- provide prescribed medication in its original labelled packaging where appropriate;
- ensure medication supplied to school remains in date;
- provide replacement medication promptly;
- participate in the development and annual review of the IHCP; and
- provide relevant information from healthcare professionals when requested.

Responsibilities of Pupils

Pupils will be encouraged, according to their age, maturity and individual needs, to take increasing responsibility for managing their allergy.

Pupils should be encouraged to:

- know their allergens;
- avoid sharing food or drinks where this creates a risk;
- tell an adult immediately if they feel unwell;
- understand where their medication is kept;
- carry medication themselves where agreed within their IHCP; and
- speak to staff if they have concerns about their safety.

Pupils must never be made to feel embarrassed or singled out because of an allergy.

Incidents and Near Misses

All significant allergic reactions, incidents involving the administration of an AAI and relevant near misses will be appropriately recorded.

Following a significant incident or near miss, the school will consider:

- what happened;
- whether the pupil's IHCP was followed;
- accessibility of medication;
- staff response;
- communication arrangements;
- environmental or food-related factors;
- whether further staff training is required; and
- what changes are necessary to reduce the likelihood of recurrence.

Where appropriate, the pupil's IHCP and risk assessment will be reviewed following an incident.

Serious incidents will be reported through appropriate school procedures and to external bodies where there is a statutory requirement to do so.

Equality, Inclusion and Safeguarding

The school recognises that some pupils with allergies may meet the definition of disability under the Equality Act 2010.

The school will make reasonable adjustments where required and will seek to ensure pupils are not unnecessarily excluded from lessons, trips, social activities, school meals or other aspects of school life because of their allergy.

Allergy management is part of the school's wider commitment to safeguarding and promoting the welfare of pupils.

Bullying, teasing or deliberate behaviour involving another pupil's allergen will be treated seriously. Deliberately exposing a pupil to a substance known to present a medical risk may constitute a serious safeguarding and behaviour concern and will be managed accordingly.

Annual Review and Monitoring

In accordance with Section 34 of the Children's Wellbeing and Schools Act 2026, this Allergy Safety and Anaphylaxis Policy will be **reviewed at least annually**.

Senior Assistant Headteacher will oversee the annual review of the policy.

As part of the annual review, the school will consider:

- whether all identified pupils have an appropriate and current IHCP;
- whether IHCPs are correctly attached to pupils' Arbor profiles;
- whether appropriate information is available within the medical book/medical records;
- whether medication is appropriately stored and in date;
- whether annual staff anaphylaxis training has been completed;
- incidents and near misses during the previous year;
- feedback from pupils and parents/carers;
- changes to legislation or statutory guidance; and
- whether any further actions are required.

Publication and Awareness

The school will ensure that this policy is:

- made known within the school;

- communicated to parents/carers;
- brought to the attention of pupils in an age-appropriate manner;
- brought to the attention of all persons working within the school at least annually; and
- published on the school website.

All staff will be reminded of the policy and key allergy safety procedures at least annually.