



Allergy Safety Policy

Wookey Primary School and Little Acorns Preschool

Policy Statement

Wookey Primary School and Little Acorns Preschool are committed to providing a safe, inclusive and supportive environment for all children, staff and visitors with allergies. We recognise that allergies can have a significant impact on health, wellbeing and participation in school life. We aim to minimise risks, promote awareness and ensure that appropriate procedures are in place to respond effectively in the event of an allergic reaction or anaphylaxis.

This policy complies with current statutory guidance on allergy safety in schools and will be reviewed annually or sooner following any significant incident or change in guidance.

Wookey Primary School and Little Acorns Preschool maintain emergency adrenaline auto-injectors (EpiPens) for use in anaphylaxis emergencies and ensure that all staff receive annual allergy awareness and emergency response training.

Named Senior Leader for Allergy Safety: Laurie Davies, Headteacher

1. Culture and Awareness

Staff Training

All staff who work with children will receive annual allergy awareness and emergency response training, including:

- Understanding different types of allergies and allergic conditions.
- Recognising signs and symptoms of allergic reactions and anaphylaxis.
- Understanding the relationship between allergies, asthma and eczema.
- Knowing how to reduce exposure to allergens.
- Understanding how to access and follow Individual Healthcare Plans (IHPs), Allergy Action Plans and Asthma Action Plans.
- Using adrenaline auto-injectors (AAs) and emergency asthma inhalers.
- Emergency procedures, including contacting emergency services and parents.
- Recording and reporting incidents and near misses.

New staff, temporary staff, agency workers, volunteers and supply staff will receive allergy awareness information as part of their induction.

Wellbeing and Inclusion

We recognise that living with an allergy can cause anxiety for children and families.

We will:

- Promote an inclusive environment where children feel safe and supported.
- Encourage open communication between families and staff.
- Respond promptly to concerns relating to allergy management.
- Address any bullying, teasing or unkind behaviour relating to allergies through our Behaviour and Anti-Bullying Policies.
- Support children to understand their allergies and develop age-appropriate independence.

2. Minimising Risk

General Measures

The school will take reasonable steps to reduce the risk of exposure to known allergens by:

- Maintaining accurate records of known allergies.
- Sharing relevant information with appropriate staff.
- Considering allergy risks during curriculum activities, events and celebrations.
- Reviewing allergy risks when planning educational visits.

- Ensuring classroom activities, cooking sessions, science investigations and craft activities are checked for potential allergens.

Parents are requested not to send food into school for birthdays or celebrations unless agreed in advance with staff.

Food Allergy Management

The school will:

- Obtain information about food allergies from parents and healthcare professionals.
- Ensure catering providers are informed of relevant allergies.
- incorporate allergy considerations into food procurement, catering arrangements and school events involving food
- Provide information on allergens in school meals where applicable.
- Encourage good hand-washing routines for children and staff.
- Ensure eating areas are appropriately supervised.
- Ensure appropriate cleaning arrangements are maintained to reduce the risk of allergen cross-contamination in eating and food preparation areas.
- Encourage pupils to understand the importance of not sharing food, washing hands after eating, and seeking help if they believe someone is experiencing an allergic reaction.
- Carry out individual risk assessments where necessary.

The school cannot guarantee an allergen-free environment but will take reasonable precautions to reduce risk.

3. Identification of Children with Allergies

Information regarding allergies is collected through:

- Admission forms.
- Medical information updates.
- Discussions with parents/carers.
- Information provided by previous settings.
- Advice from healthcare professionals.

The school maintains a register of children with known allergies, including:

- Known allergens.
- Prescribed medication.
- Location of medication.
- Allergy Action Plans.
- Individual Healthcare Plans where required.

The allergy register will be readily accessible to relevant staff, including temporary staff, supply staff and educational visit leaders.

This information will be reviewed regularly and updated whenever changes occur.

4. Individual Healthcare Plans

An Individual Healthcare Plan (IHP) will be developed for children who:

- Are at risk of serious allergic reactions.
- Have an allergy that significantly impacts their participation in school.
- Require additional arrangements or reasonable adjustments.

Plans will outline:

- Known allergens.
- Symptoms of allergic reactions.
- Preventative measures.
- Medication requirements.
- Emergency procedures.
- Responsibilities of staff.

Parents must provide updated Allergy Action Plans and medical information whenever changes occur.

5. Prescribed Adrenaline Auto-Injectors (EpiPens)

Where a child has been prescribed an adrenaline auto-injector (AAI/EpiPen):

- Parents are responsible for providing two in-date, clearly labelled devices.
- Children who require their own adrenaline auto-injectors will have them stored within their classroom in a location that is readily accessible at all times.
- Devices must accompany the child throughout the school day, including during off-site visits and educational trips.
- All staff will be informed of the location of each child's medication and receive annual training in its use.
- Medication expiry dates will be monitored by the relevant class teacher and parents informed when replacements are required.
- Children prescribed adrenaline auto-injectors should have two devices available in accordance with current medical guidance.

6. School Emergency Adrenaline Auto-Injectors (Spare EpiPens)

In accordance with current legislation and guidance, Wookey Primary School and Little Acorns Preschool maintain spare adrenaline auto-injectors for emergency use. All staff receive annual allergy awareness training, including the recognition of anaphylaxis and the administration of the adrenaline auto-injectors held in school.

The school holds:

- **EpiPen Junior (150 micrograms)** for children under 6 years of age.
- **EpiPen (300 micrograms)** for children aged 6 years and over.

These spare devices:

- Are stored in a clearly labelled Emergency Anaphylaxis Kit.
- Are kept **on top of the cupboard in the main school office**.
- Remain readily accessible and are not locked away.
- Are checked regularly to ensure they remain in date and fit for use
- Are replaced promptly after use or expiry – a reminder of their expiry dates and appropriate time to replace them is written into the school calendar for the Headteacher to action or instruct another member of staff to action, using Appendix A letter.
- May be used by any trained staff in line with current guidance where a child is experiencing anaphylaxis.

Spare adrenaline auto-injectors are not a substitute for a child's own prescribed medication where this has been provided. However, they may be used in an emergency where a prescribed device is unavailable, has misfired, or where a child is experiencing a first-time anaphylactic reaction.

7. Educational Visits and Off-Site Activities

Children with allergies will be enabled to participate fully in educational visits, residential and extracurricular activities.

Where a child has a diagnosed allergy requiring medication:

- An individual risk assessment will be completed.
- Their prescribed medication will accompany them at all times.
- A trained member of staff will attend the visit.
- Emergency procedures will be shared with accompanying adults.

In addition:

- Any child who has a prescribed adrenaline auto-injector will have both devices taken on all educational visits and off-site activities.

- Where appropriate, the visit leader will also take a school spare adrenaline auto-injector.
- Nominated staff will confirm that all required medication is present before departure.

The visit leader will ensure all staff understand relevant medical needs and emergency procedures before leaving the school site.

8. Emergency Procedures

If a child shows signs of an allergic reaction:

Mild to Moderate Reaction

Staff will:

- Follow the child's Allergy Action Plan.
- Monitor the child closely.
- Contact parents where appropriate.
- Seek medical advice if symptoms worsen.

Suspected Anaphylaxis

Staff will:

1. Administer adrenaline immediately as instructed.
2. Call 999 and request an ambulance, stating "anaphylaxis".
3. Contact parents/carers.
4. Monitor the child continuously.
5. Administer a second adrenaline device if advised or required.
6. Ensure the child is taken to hospital for assessment.

All incidents will be recorded and reviewed.

9. Serious Incidents and Near Misses

All allergic reactions, medication administration, serious incidents and near misses will be documented through CPOMS and EEC Live reporting systems.

Following an incident, the school will:

- Review the circumstances.
- Identify lessons learned.
- Update risk assessments and healthcare plans where necessary.
- Consider whether additional training or procedural changes are required.
- Ensure parents are contacted and informed where relevant

10. Information Sharing and Confidentiality

Information about allergies will be shared with staff on a need-to-know basis to keep children safe.

The school will:

- Comply with UK GDPR requirements.
- Handle health information sensitively and confidentially.
- Share information with relevant staff, supply staff and trip leaders as required.
- Seek to balance privacy with safety needs.

11. Raising Awareness

The school will promote awareness of allergy safety through:

- Annual staff training.
- Information shared with new staff and volunteers.
- Age-appropriate discussions with pupils.
- Communication with parents and carers.
- Publication of this policy on the school website.

Children will be encouraged to seek adult help immediately if they believe someone is experiencing an allergic reaction.

Monitoring and Review

This policy will be reviewed:

- Annually.
- Following a serious incident or near miss.
- Following changes in legislation or statutory guidance.

Policy approved by: Governing Board

Review frequency: Annually

Next review date: July 2027

Responsible officer: Laurie Davies, Headteacher

Appendix A – Letter to request to purchase new spare adrenaline auto-injectors, to be signed and dated by the Headteacher and taken to the pharmacy



Together we learn and grow

**WOOKEY PRIMARY SCHOOL
and Little Acorns Preschool**

Wells Road, Wookey, WELLS, Somerset, BA5 1LQ

Headteacher: Laurie Davies

Tel: 01749 673650



Dear Sir/Madam,

Please accept this request for the purchase of two spare adrenaline auto-injectors for under 6s and two for 6-11 year-olds for use at Wookey Primary School.

Yours faithfully,

Laurie Davies

Headteacher

Date: _____