



The Wilnecote School

Title: Allergy Safety and Anaphylaxis Policy

Member of leadership team with lead responsibility for oversight and update of policy	Mr M Stevenson
Approved at SLT	10 th September 2026
Policy approval at Governing Body	17 th September 2026
Policy review cycle	Annual
Policy review date	September 2027

Allergy Safety and Anaphylaxis Policy

The Wilnecote School

1. Policy Statement

The Wilnecote School is committed to safeguarding the health, safety, and wellbeing of all pupils with allergies, including those at risk of anaphylaxis.

In line with Department for Education (DfE) guidance, the school will ensure that robust systems are in place to identify, manage, and respond to allergy risks, enabling all pupils to access education safely.

2. Aims

This policy aims to:

- Protect pupils at risk of allergic reactions and anaphylaxis
- Ensure a whole-school approach to allergy awareness and risk reduction
- Provide clear procedures for preventing, identifying and responding to allergic reactions
- Ensure compliance with statutory duties to support pupils with medical conditions

3. Scope

This policy applies to:

- All pupils with diagnosed or suspected allergies
- All staff, including teaching, support, catering, lunchtime, and site staff
- All school activities, including trips and extracurricular provision

4. Roles and Responsibilities

4.1 Governing Body

- Ensure the school complies with DfE guidance
- Ensure this policy is published and reviewed annually
- Appoint a named governor responsible for oversight

4.2 Senior Leadership Team (SLT)

SLT will ensure:

- A named Allergy Lead is in place: **Mike Stevenson, School Business Manager**, supported by an Assistant Allergy Lead: **Fran Taylor, School Welfare Officer**
- A dedicated allergy safety policy is in place and implemented
- Systems exist to identify and support pupils with allergies
- Adequate staff training is provided and maintained

- Emergency procedures and medication are available
- Incidents are recorded, reviewed and acted upon

4.3 School Staff

All staff will:

- Be aware of pupils with allergies
- Understand signs of allergic reactions and anaphylaxis
- Know how to respond in an emergency
- Follow Individual Healthcare Plans (IHPs)

4.4 Parents/Carers

Parents/carers must:

- Inform the school of any allergies
- Provide up-to-date medical information and medication
- Participate in creating and reviewing Individual Healthcare Plans

5. Identification of Pupils with Allergies

The school will:

- Maintain an up-to-date register of pupils with allergies
- Ensure information is shared with relevant staff

Include allergy information in Individual Healthcare Plans (IHPs) where appropriate [\[gov.uk\]](https://www.gov.uk)

6. Individual Healthcare Plans (IHPs)

For pupils at risk of anaphylaxis:

- An IHP will be developed in collaboration with parents and healthcare professionals
- Plans will include:
 - Allergens and triggers
 - Symptoms
 - Emergency actions
 - Medication requirements
- IHPs will be:
 - Reviewed at least annually
 - Shared with all relevant staff

7. Prevention and Risk Reduction

The school will:

- Take reasonable steps to reduce exposure to known allergens
- Ensure food provision meets allergen labelling requirements
- Communicate allergen information clearly
- Risk assess activities including:
 - Food preparation
 - School trips
 - Practical lessons

Schools must ensure that pupils' dietary needs are met safely, including those with allergies. [\[gov.uk\]](https://www.gov.uk)

8. Staff Training

The school will ensure that:

- All staff receive allergy awareness training
- Training includes:
 - Recognising symptoms of allergic reactions
 - Responding to anaphylaxis
 - Use of adrenaline auto-injectors (AAIs)

Training will be refreshed regularly and recorded. [\[gov.uk\]](https://www.gov.uk)

9. Emergency Medication (Adrenaline Auto-Injectors)

The school will:

- Hold spare, in-date adrenaline auto-injectors (AAIs) on site
- Ensure they are:
 - Stored in accessible, clearly identified locations: Student Services, the Science Prep Room, and the Trips & Visits First Aid Bag
 - Regularly checked for expiry dates

Spare AAIs may be used in an emergency where needed to save life.

10. Responding to an Allergic Reaction

10.1 Mild to Moderate Reaction

Staff should:

- Stay with the pupil
- Follow the pupil's IHP
- Monitor symptoms

- Seek medical advice if symptoms escalate

10.2 Anaphylaxis (Severe Reaction)

Staff must:

- Administer adrenaline immediately using an AAI
- Call 999 and request an ambulance
- Inform parents/carers
- Stay with the pupil until emergency services arrive

A delay in treatment can be life-threatening; immediate action is essential.

11. Educational Visits and Activities

The school will ensure:

- Allergy risks are considered in all risk assessments
- Staff accompanying trips are:
 - Aware of relevant IHPs
 - Trained to respond to emergencies
- Medication accompanies the pupil

12. Recording and Reporting Incidents

The school will:

- Record all allergy-related incidents and near misses
- Review incidents to:
 - Identify improvements
 - Update policies and procedures

DfE guidance emphasises improved incident recording and learning processes. [\[gov.uk\]](https://www.gov.uk)

13. Communication and Awareness

The school will:

- Promote allergy awareness among staff and pupils
- Ensure clear communication with:
 - Parents/carers
 - Catering providers
 - External partners

14. Monitoring and Review

- This policy will be reviewed annually or following any serious incident
- The SLT and governing body will monitor implementation

15. Linked Policies

This policy should be read alongside:

- Medical Conditions Policy
- Safeguarding Policy
- Health and Safety Policy
- Educational Visits Policy

Conclusion

This policy ensures that the school meets DfE expectations by providing:

- A clear, whole-school framework for allergy safety
- Preventative measures, staff training, and emergency response procedures
- Systems that ensure pupils with allergies are safe, included, and supported at all times