Fort Royal
Community Primary School

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ALLERGY MANAGEMENT POLICY

Statutory Policy?	Governors Approval	Responsibility of	Date
Yes	Yes	Headteacher	1st September 2026
Review Date 1st September 2027			

The Headteacher and Governing Body will ensure that the policy remains fit for purpose and reflects current best practice.

1. Policy Statement

Fort Royal School is committed to providing a safe, inclusive and supportive environment for all pupils, including those with diagnosed or suspected allergies. The school recognises that allergic reactions can be life-threatening and will take all reasonable steps to minimise risks, ensure staff are appropriately trained, and respond effectively in an emergency.

The school recognises that effective allergy management forms part of its safeguarding responsibilities and is essential to ensuring that pupils with medical needs can access education safely and successfully.

Fort Royal School further recognises that many pupils have severe autism, severe learning difficulties, communication difficulties and complex sensory needs which may increase risks associated with allergy management. The school will therefore implement additional measures where required to protect pupils who may be unable to recognise, communicate or manage symptoms independently. For those pupils working at higher levels of development, allergy awareness will be promoted among the pupils are an appropriate level to their understanding.

Fort Royal recognises that living with allergies may cause anxiety, stress and social difficulties for some pupils. Staff will promote inclusion, support pupil wellbeing and respond appropriately to concerns relating to allergy management. Bullying, teasing or deliberate exposure to allergens will be treated as a serious behaviour and safeguarding matter and addressed in accordance with the school's Behaviour and Safeguarding Policies.

2. Legislation and Guidance

This policy has been developed with reference to:

- Supporting Pupils at School with Medical Conditions (DfE)
- SEND Code of Practice
- Keeping Children Safe in Education 2026
- Equality Act 2010
- Health and Safety at Work Act 1974
- Human Medicines (Amendment) Regulations 2017
- Management of Health and Safety at Work Regulations
- Relevant NHS and Allergy UK guidance
- Emerging Benedict's Law requirements and associated DfE guidance

The school will review this policy as national guidance develops.

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3. Scope

- All pupils.
- All employees.
- Agency staff.
- Students on placement.
- Contractors working on site.
- Educational visits.
- Off-site activities.
- School transport arrangements.

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4. Definitions

Allergy

An immune system reaction to a substance that is normally harmless.

Anaphylaxis

A severe and potentially life-threatening allergic reaction requiring immediate emergency treatment.

Adrenaline Auto-Injector (AAI)

Emergency medication prescribed for severe allergic reactions (e.g. EpiPen, Jext, Emerade).

Individual Healthcare Plan (IHP)
A document detailing a pupil's medical needs, support arrangements and emergency procedures.

5. Responsibilities

Governing Body

The Governing Body will:

- Appoint a link Governor (Sue Richards) who will meet with the Allergy Lead at least three times a year.
- Ensure appropriate policies and procedures are in place.
- Monitor implementation of this policy.
- Review annual audit reports.
- Ensure adequate resources are available.

Headteacher (Lara Collingwood)

The Headteacher will:

- Ensure policy implementation.
- Ensure staff training is provided.
- Ensure risk assessments are completed.
- Monitor incidents and near misses.
- Report significant issues to Governors.

Allergy Leads (Lara Collingwood/Claire Wainwright)

The school will nominate an Allergy Lead who will:

- Maintain allergy register and records.
- Coordinate training.
- Monitor medication expiry dates.
- Liaise with parents and healthcare professionals.
- Review incidents.
- Undertake annual audits of Individual Healthcare Plans.
- Report findings to the Headteacher and Governors.

Staff

All staff will:

- Be familiar with pupils' allergy needs.
- Follow Individual Healthcare Plans.
- Attend required training.
- Report incidents and concerns promptly.
- Follow emergency procedures.

Parents and Carers

Parents will:

- Inform the school of allergies.
- Provide up-to-date medical information.
- Supply prescribed medication where required.

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- Notify the school of any changes.

6. Identification and Record Keeping

The school will work with parents, carers and healthcare professionals to identify pupils with diagnosed or suspected allergies as early as possible.

Information relating to allergies will be gathered during:

- Admission processes.
- Annual reviews.
- Healthcare planning meetings.
- EHCP reviews.
- Transition meetings.
- Following diagnosis or changes in medical circumstances.

The school will ensure that allergy information is recorded accurately and shared appropriately with relevant staff. Allergy information will be shared on a need-to-know basis, health information will be treated as a special data category and in compliance with UK GDPR and Data Protection Policy.

The school will:

- Record all known allergies on SIMS.
- Maintain Individual Healthcare Plans (IHPs).
- Keep Allergy Action Plans where provided.
- Ensure relevant information is accessible to staff while maintaining confidentiality.
- Review records annually or following any significant change.
- Make reasonable arrangements for any employees or visitors who disclose significant allergies.

Records will be reviewed:

- Annually.
- Following any allergic reaction.
- Following changes to medication.
- Following changes to medical advice

7. Allergy Register

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The school will maintain a central Allergy Register containing information regarding all pupils with diagnosed or suspected allergies.

The Allergy Register will include:

- Pupil name.
- Date of birth.
- Known allergens.
- Severity of allergy.
- Details of prescribed medication.
- Location of medication.
- Healthcare Plan status.
- Allergy Action Plan status.
- Emergency contact details.
- Date of last review.

The Allergy Register will be reviewed at least termly and updated immediately following any significant change in a pupil's medical needs.

The register will be accessible to relevant staff whilst maintaining confidentiality and data protection requirements.

Information contained within the register will be used to inform:

- Individual Healthcare Plans.
- Risk assessments.
- Educational visits.
- Transport arrangements.
- Emergency response procedures.
- Staff training requirements.

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8. Individual Healthcare Plans and Care Plan Audits

Individual Healthcare Plans are central to the school's management of allergies.

Where a pupil has a diagnosed allergy, consideration will be given to whether an Individual Healthcare Plan is required.

Healthcare Plans should include:

- Diagnosis.
- Known allergens.

- Typical symptoms.
- Signs of deterioration.
- Emergency procedures.
- Medication requirements.
- Storage arrangements.
- Reasonable adjustments.
- Supervision requirements.
- Contact details.
- Review dates.

Where appropriate, allergy-related needs should also be reflected within:

- Education, Health and Care Plans.
- Positive Behaviour Support Plans.
- Individual Risk Assessments.
- Educational Visits Risk Assessments.

The school will undertake annual audits of Individual Healthcare Plans.

- Audits will ensure that:
- Information is accurate.
- Information is current.
- Medication details are correct.
- Emergency procedures are clearly stated.
- Staff have access to relevant information.

Additional audits may be undertaken following significant incidents or concerns.

Audit findings will be reported to the Headteacher and Governors.

9. Risk Reduction Measures

The school recognises that eliminating all allergy risks may not be possible.

The school will therefore implement reasonable measures to reduce risks and promote safety.

Risk assessments will be undertaken where appropriate and will consider:

Classroom Activities

- Use of food products.
- Shared resources.

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- Curriculum activities.

Sensory Activities

- Play dough.
- Sensory trays.
- Messy play activities.
- Art materials.

Cooking and Food Technology

- Ingredients used.
- Cross contamination risks.
- Cleaning procedures.

Special Events

- Parties.
- Celebrations.
- Fundraising activities.
- Community events.

Community Access Activities

- Shopping visits.
- Café visits.
- Work-related learning.
- Educational visits.

The school will promote good hygiene practices including hand washing and cleaning procedures.

The school will not claim to be "allergen free" but will take reasonable measures to reduce risk.

10. Catering and Food Management

The school will work closely with catering providers to ensure that allergy risks are managed appropriately.

The school will:

- Obtain allergen information where available.
- Share relevant information with catering staff.
- Review food preparation arrangements.

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- Review food storage arrangements.
- Risk assess special events involving food.

Staff will discourage unnecessary sharing of food between pupils.

The school recognises that blanket food bans are not always practical or effective and will instead undertake individualised risk assessments where required.

11. Staff Training

The school will ensure that all staff across school will receive mandatory training through the National College online Certificate in Allergy and Anaphylaxis Awareness that has been developed by Anaphylaxis UK on an annual basis. The National College online training will be completed on induction for all new staff and any agency staff will need to have completed it before their first day in school.

Training may include:

- Allergy awareness.
- Recognition of allergic reactions.
- Recognition of anaphylaxis.
- Use of Adrenaline Auto-Injectors.
- Emergency procedures.
- Individual pupil needs.

Training will be:

- Recorded.
- Refreshed annually.
- Reviewed following incidents.

Additional training may be provided where pupils have particularly complex needs.

12. Medication

Fort Royal will maintain arrangements for the safe storage and administration of medication. We will ensure that pupils who have prescribed adrenaline auto-injectors staff will always have access to them and that emergency medication can be accessed and administered within five minutes wherever reasonably practicable.

Medication will:

- Be stored safely.
- Be readily accessible in an emergency.
- Be monitored for expiry dates.

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- Be checked regularly.

The school may hold spare Adrenaline Auto-Injectors in accordance with current legislation and guidance. They will be stored in pairs, be replaced before they expire and be clearly labelled.

Where medication accompanies pupils on educational visits, arrangements will ensure that medication always remains accessible.

13. Emergency Procedures

Where anaphylaxis is suspected:

1. Administer the AAI immediately.
2. Call 999.
3. State "Anaphylaxis" clearly.
4. Contact parents/carers.
5. Administer a second AAI if required and available.
6. Ensure the pupil is transferred to hospital even if symptoms improve.

A pupil who has received adrenaline should always be medically assessed.

All incidents will be recorded and reviewed.

14. Educational Visits and Transport

Educational visits and transport arrangements will take account of allergy risks.

Risk assessments should consider:

- Food arrangements.
- Medication availability.
- Staff training.
- Emergency procedures.
- Venue-specific risks.

Medication must accompany pupils where required.

Transport providers will be informed of relevant risks where appropriate

15. Fort Royal Specific Arrangements

Fort Royal School recognises that many pupils present with needs that increase complexity in relation to allergy management.

Particular consideration will be given to:

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Pupils with Autism

Some pupils may have highly restricted diets, sensory sensitivities or difficulties recognising symptoms.

Pupils with Severe Learning Difficulties

Some pupils may require increased supervision and support.

Non-Verbal Pupils

Some pupils may be unable to communicate discomfort, symptoms or concerns.

Pupils with Communication Difficulties

Staff should understand individual communication methods and indicators of distress.

Pupils with Pica

Risk assessments should consider ingestion of non-food items and associated allergy risks.

Pupils who Mouth Objects

Additional supervision and environmental controls may be required.

Pupils with Food-Seeking Behaviours

Risk assessments should consider access to food belonging to others and food obtained from inappropriate sources.

Community Access Activities

Additional controls may be required where pupils access public environments.

Transport Arrangements

Staff should ensure emergency procedures can be implemented effectively during transport.

Where a pupil's communication needs may prevent them from recognising, describing or reporting symptoms of an allergic reaction, risk assessments and support plans will identify alternative methods of monitoring wellbeing and recognising signs of allergic distress.

16. Incident Reporting and Investigation

All allergic reactions, medication errors and significant near misses will be recorded.

The school will:

- Investigate incidents.
- Identify contributing factors.
- Identify lessons learned.
- Implement improvements.

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Incident reviews may result in:

- Amendments to Healthcare Plans.
- Additional training.
- Changes to risk assessments.
- Changes to procedures.

Trends will be reviewed as part of annual monitoring.

17. Monitoring, Audit and Governor Oversight

The school will undertake:

- Annual allergy audits.
- Annual care plan audits.
- Training audits.
- Medication audits.

The Governing Body will receive information regarding:

- Significant incidents.
- Audit findings.
- Training compliance.
- Areas for development.

Governors will seek assurance that arrangements remain effective and compliant.

18. Linked Policies

This policy should be read alongside:

- Supporting Pupils with Medical Conditions Policy.
- First Aid Policy.
- Safeguarding and Child Protection Policy.
- Health and Safety Policy.
- Educational Visits Policy.
- Behaviour Policy.
- Risk Assessment Procedures.

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19. Review Arrangements

This policy will be reviewed:

- Annually.
- Following significant incidents.
- Following changes to legislation.
- Following publication of new DfE guidance.
- Following implementation of Benedict's Law requirements.

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