



HEREWARD PRIMARY SCHOOL

ALLERGIES POLICY

1. Introduction

- 1.1 This policy is to ensure that we have a whole school approach to the health care and management of those members of the school community suffering from allergies.
- 1.2 Hereward Primary School is aware that children who attend may suffer from a range of allergies. We understand that all allergies should be taken seriously and dealt with in a professional and appropriate way.
- 1.3 Hereward Primary School cannot guarantee a completely allergen-free environment, rather, we endeavour to minimise the risk of exposure, encourage self-responsibility and plan for effective response to possible emergencies. .

2. Aims

- 2.1 The intent of this policy is to minimise the risk of any child suffering an allergy-induced side effect, such as anaphylaxis.
- 2.2 All high-risk allergies demand rigorous controls throughout the school.
- 2.3 The underlying aims of this policy are:
 - To establish effective risk management practices to minimise pupil, staff, parent and visitor exposure to possible allergens;
 - To ensure that staff training and education is appropriate so that preventative measures are followed and emergency response to any allergic reaction situation is effective.

3. Definitions

- 3.1 The following definitions are important to understand issues related to allergies spoken about in this policy:

Allergy – A condition in which the body has an exaggerated response to a substance (e.g. food and drink). It is also known as 'hypersensitivity'.

Allergen – A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

Anaphylaxis – Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites or medicines.

EpiPen – This is a brand name for a syringe-style device containing the drug ‘adrenalin’ which is ready for immediate inter-muscular administration.

Jext Pen - This is the brand name for a single-use adrenaline auto-injector device used for the emergency treatment of severe, life-threatening allergic reactions, known as anaphylaxis

Minimised Risk Environment – An environment where risk management practices (e.g. Risk Assessments) have minimised the risk of allergen exposure.

Health Care Plan – A detailed document outlining an individual pupil’s condition, treatment and action plan for location and use of an EpiPen.

4. Procedures and responsibilities for allergy management

4.1 The key procedures and responsibilities are as follows:

- Parents are responsible for making the school aware of any allergies or food intolerances their child has. This is done through our MIS system.
- Parents and staff must be involved in establishing and agreeing individual procedures for a child with allergies/food intolerances.
- There must be an establishment and maintenance of practices for effectively communicating a child’s allergy management to all staff.
- Staff training systems must be in place for anaphylaxis management, including awareness of allergen triggers and first aid procedures to be followed in the event of an emergency;
- Age-appropriate education of children with severe food allergies should be practised.

4.2 Any change in a child’s medical condition during the year must be reported to the school.

4.3 Children who have any food allergy will be asked to wear a wristband when entering the lunch hall. This is to ensure that all adults supporting lunch time procedures have a clear visible reminder of the various children with allergies.

4.4 Teachers/supply teachers and LSA’s of those pupils (and other key staff) are required to review and familiarise themselves with the information regarding allergies. A copy of medical information can be found both in the classroom and with the child’s medication in the office.

4.5 Upon determining that a child attending school has a severe allergy, a team meeting will be set up as soon as possible where all staff concerned will attend to update their knowledge and awareness of the child’s needs. All staff that come into contact with the child must be made aware of what treatment/medication is required if the child suffers an adverse allergic reaction and where any medication is stored.

4.6 When pupils with known allergies are participating in a school trip, the associated Risk Assessment must include this information. All relevant EpiPens will be taken, alongside an emergency epiPen from the school.

- 4.7 The school operates a 'nut-free' policy by informing parents that they should not send their children into school with nut products in their lunch box.

5 Actions in the event of an allergic reaction

- 5.1 The school will contact the child's parents to inform them of the situation.
- 5.2 The procedures in the relevant allergy plan will be followed.
- 5.3 The child will be closely supervised and made to feel comfortable in a safe place. If stated in the allergy plan, medication will be administered as necessary - either one or two doses of adrenaline if necessary. Staff will advise parents to closely monitor the child for a period of 24 hours after the initial reaction as children can experience a biphasic reaction.
- 5.4 If the child becomes distressed, or symptoms become more serious, the school will call for an ambulance by dialling 999.
- 5.5 If parents have not arrived by the time the ambulance arrives, a member of staff will accompany the child to the hospital.

6 Role of parents

- 6.1 Parents are responsible for providing on-going accurate and current medical information via Arbor.
- 6.2 On admission into the school, parents must provide us with information about allergies and other intolerances and show medical evidence as necessary.
- 6.3 If circumstances change whilst a pupil is in attendance at the school, parents must make the relevant changes on Arbor, including:
- Information about the allergen (the substance the child is allergic to);
 - The nature of the allergic reaction (e.g. a rash, breathing problem or anaphylactic shock);
 - What to do in the case of allergic reaction, including the use of provision of any medication and how it is to be used;
 - Control measures, such as how the child can be prevented from getting into contact with the allergen;
- 6.4 It is the responsibility of parents to provide the school with up-to-date medication/equipment which is clearly labelled in a suitable container. In the case of life saving medication such as EpiPens/Jext, the child will not be allowed to attend without it.
- 6.5 Parents are required to provide all up-to-date emergency contact information.
- 6.6 It is the responsibility of parents to ensure that the contents of packed lunches or snacks sent into school with their child are safe for them to consume.

- 6.7 In terms of school dinners, it is the responsibility of parents to consult the dinner menu carefully and take note of the allergen information and to contact the school Catering Manager if any further information is required.
- 6.8 All parents must respect the school's policy on not sending children into school with peanuts/nuts for snacks or in packed lunches. The school will ensure that parents are regularly reminded and will periodically monitor the contents of lunchboxes and snacks.

7 Storage of Spare Epipens

- 7.1 Spare Epipens/Jext pens will be stored alongside the medication in the front office in a secure case. These will be checked on a regular basis to ensure that the Epipens/Jext Pens remain in date. Close to the expiry date, parents will be contacted so that they can supply the school with a new pen/s and make arrangements to take the expired pen to the pharmacy for disposal.

8. Monitoring and Review

- 7.1 This policy will be monitored by the Senior Management Team and will be reviewed by the Governing Committee every three years or earlier if necessary.

This policy was agreed by the Governing Committee:	Autumn 2026
This policy will be reviewed every three years. Next review date:	Autumn 2029