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1. Policy statement

Storyybrook is committed to safeguarding and promoting the health, safety and wellbeing of all pupils, staff and visitors. We recognise that allergies can have a significant impact on a child's health, wellbeing and ability to access education, and that severe allergic reactions (anaphylaxis) can be life-threatening if not recognised and treated promptly.

As a specialist SEMH primary school, we understand that some pupils may experience difficulties communicating symptoms, recognising physical changes, managing risk or advocating for their own health needs. We therefore adopt a proactive, whole-school approach to allergy management that prioritises prevention, awareness, preparedness and inclusion.

The school is committed to:

- identifying and supporting pupils with allergies and anaphylaxis risks.
- maintaining effective systems to reduce exposure to known allergens.
- ensuring pupils with allergies can participate safely and fully in all aspects of school life.
- providing appropriate training and guidance for staff.
- maintaining clear emergency procedures for responding to allergic reactions.
- working in partnership with parents, carers, healthcare professionals and external agencies.
- promoting an environment where the safety, dignity and inclusion of pupils with medical needs are respected.

Whilst it is not possible to guarantee an allergen-free environment, Storyybrook will take all reasonable and proportionate steps to minimise risks and support pupils with allergies through effective planning, communication, risk assessment and staff training.

This policy has been developed in accordance with current legislation and guidance relating to supporting pupils with medical conditions, health and safety, safeguarding, equality and inclusion. It should be read alongside the school's Medical Conditions Policy, First Aid Policy, Health and Safety Policy, Risk Assessment Policy, Educational Visits Policy and Safeguarding and Child Protection Policy.

The implementation of this policy is the responsibility of all members of the school community. Effective allergy management relies on a shared commitment to vigilance, communication and the wellbeing of every child.

Relevant legislation and guidance

This policy has been informed by:

- Children and Families Act 2014
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Supporting Pupils at School with Medical Conditions (DfE)





- Human Medicines (Amendment) Regulations 2017
- Department for Education guidance on the use of spare adrenaline auto-injectors in schools
- Food Information Regulations 2014
- Relevant allergy and anaphylaxis guidance issued by healthcare and education authorities

2. Aims

The aims of this policy are to ensure that Storyybrook provides a safe, inclusive and supportive environment for pupils with allergies and medical needs, while promoting their full participation in all aspects of school life.

The school aims to:

- identify pupils with allergies and anaphylaxis risks as early as possible and ensure appropriate support is in place.
- establish clear procedures for the safe management of allergies across all areas of school life.
- minimise the risk of exposure to known allergens through effective planning, communication and risk assessment.
- ensure that pupils with allergies can access learning, enrichment activities, educational visits and wider school experiences safely and confidently.
- promote a culture of awareness, vigilance and shared responsibility amongst staff, pupils and the wider school community.
- ensure staff understand their roles and responsibilities in preventing, recognising and responding to allergic reactions.
- provide appropriate training so that relevant staff can recognise the signs and symptoms of allergic reactions and administer emergency medication where required.
- maintain effective systems for the storage, accessibility and monitoring of medication, including adrenaline auto-injectors (AIs).
- develop and maintain individual healthcare plans and risk assessments for pupils whose allergies require additional support or risk management.
- work in partnership with parents, carers, healthcare professionals and external agencies to ensure pupils receive consistent and effective support.
- ensure robust emergency procedures are in place to enable a swift and effective response to allergic reactions, including suspected anaphylaxis.
- record, monitor and review allergy-related incidents to identify lessons learned and continuously improve practice.
- meet statutory duties relating to safeguarding, health and safety, equality and supporting pupils with medical conditions.

Through these aims, Storyybrook seeks to ensure that all pupils with allergies feel safe, supported and included, enabling them to thrive both academically and personally within the school community.





3. Scope

This policy applies to all members of the Storyybrook community and sets out the arrangements for identifying, managing and responding to allergies and anaphylaxis risks within the school environment.

The policy applies to:

- all pupils attending Storyybrook.
- all employees, including teaching and support staff.
- agency, temporary and supply staff.
- volunteers.
- governors and proprietors.
- contractors working on behalf of the school.
- visitors to the school site.

The policy covers all activities undertaken by the school, including:

- classroom learning.
- breaktimes and lunchtimes.
- therapeutic interventions.
- enrichment activities and clubs.
- educational visits and off-site activities.
- outdoor learning.
- school events and celebrations.
- transport arrangements organised by the school where applicable.

This policy applies to allergies that may affect a pupil's health, safety or access to education, including but not limited to:

Food allergies

Examples include:

- peanuts
- tree nuts
- milk
- eggs
- fish
- shellfish
- wheat
- soya
- sesame

Insect Sting allergies

Examples include:

- bee stings
- wasp stings





- hornet stings

Medication allergies

Examples include:

- penicillin and other antibiotics
- anti-inflammatory medications
- other prescribed medicines

Environmental allergies

Examples include:

- animal dander
- pollen
- mould
- dust mites

Where environmental allergies present a significant risk to a pupil's health, wellbeing or educational access, appropriate support measures will be considered.

The policy focuses particularly on allergies that may result in a severe allergic reaction or anaphylaxis. However, it also supports the effective management of less severe allergies where these require reasonable adjustments, risk assessment or medical support.

This policy should be read alongside the school's:

- Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Risk Assessment Policy
- Educational Visits Policy
- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Conditions procedures
- Individual Healthcare Plans (where applicable)

The school recognises that effective allergy management is a shared responsibility requiring collaboration between pupils, parents and carers, staff, healthcare professionals and the wider school community. All parties are expected to contribute to the safe implementation of this policy.

4. Roles and responsibilities

Effective allergy management requires a whole-school approach. All members of the school community have a role to play in helping to minimise risks, support pupils with allergies and respond appropriately in the event of an allergic reaction.





4.1 Proprietor and Governing Board

The Proprietor and Governing Board are responsible for ensuring that suitable arrangements are in place to support pupils with allergies and medical needs.

They will:

- ensure the school has appropriate policies and procedures for managing allergies and anaphylaxis.
- monitor the effectiveness of the school's allergy management arrangements.
- ensure sufficient resources are available to support implementation of this policy.
- seek assurance that staff receive appropriate training.
- monitor significant allergy-related incidents, trends and lessons learned.
- ensure compliance with relevant legislation, statutory guidance and health and safety requirements.
- promote a culture of safeguarding, inclusion and pupil wellbeing.

4.2 Headteacher

The Headteacher has overall responsibility for the implementation of this policy and the day-to-day management of allergy safety within the school.

The Headteacher will:

- ensure this policy is implemented consistently across the school.
- promote a culture of awareness and vigilance regarding allergy management.
- ensure appropriate procedures are in place to identify and support pupils with allergies.
- ensure staff receive suitable information, guidance and training.
- oversee the development and implementation of Individual Healthcare Plans where required.
- ensure appropriate risk assessments are completed for pupils with significant allergies.
- monitor allergy incidents and ensure appropriate follow-up actions are taken.
- liaise with parents, carers, healthcare professionals and external agencies as required.
- report significant concerns or incidents to the Proprietor and Governing Board.

4.3 Designated Safeguarding Lead (DSL)

The DSL will support the effective management of allergies as part of the school's wider safeguarding and welfare responsibilities.

The DSL will:

- ensure allergy-related concerns are considered within safeguarding and welfare arrangements where appropriate.





- support communication and information sharing where medical needs may impact a pupil's safety or wellbeing.
- contribute to risk assessments where allergies may create additional vulnerabilities.
- ensure relevant safeguarding records reflect any significant allergy-related concerns where appropriate.
- work alongside school leaders to promote pupil wellbeing and safety.

4.4 First aid lead and medical needs coordinator

The First Aid Lead (or designated member of staff responsible for medical needs) will:

- maintain an up-to-date Allergy Register.
- ensure Individual Healthcare Plans are in place and reviewed as required.
- monitor the availability and expiry dates of prescribed medication.
- ensure emergency medication is stored appropriately and remains readily accessible.
- coordinate staff training and awareness.
- ensure relevant staff are informed of pupils' allergy needs.
- maintain records of allergy incidents and medication administration.
- review incidents and contribute to improvements in practice.

4.5 School Staff

All staff have a responsibility to contribute to the safe management of allergies.

Staff will:

- familiarise themselves with pupils' allergy needs and Individual Healthcare Plans where relevant.
- follow school procedures and risk assessments.
- take reasonable steps to minimise exposure to known allergens.
- promote good hygiene practices, including handwashing and cleaning routines.
- remain vigilant for signs and symptoms of allergic reactions.
- respond promptly and appropriately to any suspected allergic reaction.
- seek immediate assistance in the event of an emergency.
- administer medication where trained and authorised to do so.
- report concerns, incidents and near misses in accordance with school procedures.

4.6 Educational visit leaders and activity leads

Staff leading educational visits, enrichment activities or off-site learning are responsible for ensuring allergy risks are considered as part of planning and risk management.

They will:





- review relevant Individual Healthcare Plans before activities take place.
- ensure allergy risks are identified within visit and activity risk assessments.
- ensure emergency medication accompanies the pupil where required.
- ensure supervising staff are aware of allergy-related needs and emergency procedures.
- maintain appropriate communication arrangements during visits and activities.

4.7 Parents and carers

Parents and carers play a vital role in supporting the safe management of allergies.

They are responsible for:

- informing the school of any diagnosed allergies or changes in medical needs.
- providing accurate and up-to-date medical information.
- participating in the development and review of Individual Healthcare Plans where required.
- providing prescribed medication and ensuring it remains in date.
- replacing medication before expiry.
- ensuring emergency contact details remain current.
- informing the school promptly of any changes to treatment, diagnosis or medical advice.

4.8 Pupils

Where age, understanding and developmental needs allow, pupils will be encouraged to take an active role in managing their allergies.

Pupils will be encouraged to:

- develop an understanding of their allergy and associated risks.
- follow agreed safety arrangements.
- inform a trusted adult if they feel unwell or believe they may have been exposed to an allergen.
- avoid sharing food, drinks or medication with others.
- carry their medication where this has been agreed as part of their Individual Healthcare Plan and is appropriate to their age and needs.

4.9 Catering providers, contractors and visitors

All catering providers, contractors and visitors are expected to support the school's allergy management arrangements.

They will:

- follow relevant school procedures relating to allergy safety.
- share allergen information where appropriate.
- take reasonable steps to reduce the risk of allergen exposure.
- follow instructions provided by school staff regarding allergy management.





- report any concerns that may affect the safety of pupils with allergies.

The school recognises that effective allergy management relies on clear communication, shared responsibility and a collective commitment to safeguarding the health, safety and wellbeing of all pupils.

5. Identification of pupils with allergies

Storyybrook is committed to identifying and supporting pupils with allergies as early as possible to ensure appropriate arrangements are in place to safeguard their health, wellbeing and access to education.

5.1 Identification and notification

Information regarding allergies may be obtained through:

- admissions documentation.
- medical information forms.
- communication from parents or carers.
- healthcare professionals.
- existing Individual Healthcare Plans.
- local authority placement information.
- reviews of Education, Health and Care Plans (EHCPs), where applicable.

Parents and carers are required to inform the school of any diagnosed allergy, suspected allergy requiring medical investigation, or any change in a pupil's medical needs.

5.2 Allergy register

The school will maintain an Allergy Register containing relevant information about pupils with allergies.

The register may include:

- pupil name and date of birth.
- known allergens.
- severity of allergy.
- prescribed medication.
- location of medication.
- details of Individual Healthcare Plans.
- emergency contact information.

The Allergy Register will be reviewed regularly and updated whenever changes are reported.

5.3 Information sharing

Relevant information will be shared with staff on a need-to-know basis to ensure pupils can be supported safely.





This may include:

- teaching staff.
- support staff.
- lunchtime supervisors.
- first aiders.
- educational visit leaders.
- supply staff, where appropriate.

The school will ensure information is handled sensitively and in accordance with data protection requirements.

Significant allergies, anaphylaxis risks and associated emergency procedures will be clearly identified within the school's medical information systems, including the Allergy Register, Individual Healthcare Plans and pupil medical records. Where appropriate, allergy information may also be communicated through staff briefings, classroom information systems, educational visit documentation and other approved school processes to ensure relevant staff can access critical information quickly and respond effectively in an emergency.

5.4 Review of allergy information

Allergy information will be reviewed:

- at least annually.
- following any allergic reaction.
- following a change in diagnosis, medication or treatment.
- when a pupil joins the school.
- following advice from healthcare professionals.

The school recognises that allergy needs may change over time and will work closely with families to ensure information remains accurate and up to date.

6. Individual Healthcare Plans (IHPs)

Where a pupil has a significant allergy, a history of allergic reactions, anaphylaxis risk, prescribed emergency medication or requires additional support, an Individual Healthcare Plan (IHP) will be developed.

The purpose of the IHP is to ensure that all staff understand the pupil's needs and can respond effectively in both routine and emergency situations.

6.1 Developing an IHP

The school will work collaboratively with:

- parents and carers.
- healthcare professionals where appropriate.
- the pupil, where appropriate.





- relevant school staff.

The level of detail within the plan will be proportionate to the pupil's needs and level of risk.

6.2 Contents of an IHP

An Individual Healthcare Plan may include:

- details of the allergy.
- known allergens and triggers.
- typical signs and symptoms.
- medication requirements.
- emergency procedures.
- instructions for administering medication.
- location of medication.
- emergency contact information.
- dietary requirements.
- educational visit considerations.
- risk reduction measures.
- reasonable adjustments required.

Where available, the school will incorporate advice provided by healthcare professionals.

6.3 Reviewing IHPs

Healthcare plans will be reviewed:

- at least annually.
- following any allergic reaction or medical incident.
- following a change in treatment or diagnosis.
- at the request of parents, carers or healthcare professionals.
- when a pupil's needs significantly change.

6.4 Accessibility of plans

Relevant staff will have access to healthcare plans and be made aware of the actions required in an emergency.

The school will ensure information is stored securely whilst remaining readily accessible to those responsible for supporting the pupil.

7. Allergy risk reduction measures

Storyybrook recognises that it is not possible to guarantee an allergen-free environment. However, the school will take all reasonable and proportionate steps to reduce the risk of exposure to known allergens and support pupils with allergies safely.





Risk reduction measures will be informed by individual needs, healthcare plans and risk assessments.

7.1 Whole-School Approach

The school will:

- promote a culture of allergy awareness and vigilance.
- encourage regular handwashing before and after eating.
- encourage good hygiene practices across the school.
- promote effective cleaning routines.
- consider allergy risks when planning activities and events.
- ensure staff understand the importance of preventing cross-contamination where relevant.
- encourage pupils not to share food, drinks, utensils or medication.

7.2 Food and Catering

Where food is provided by the school or external catering providers, reasonable steps will be taken to support pupils with allergies.

The school will:

- obtain relevant allergy information from parents and carers.
- share appropriate information with catering providers.
- consider allergen information when planning menus.
- ensure staff supervising meals are aware of pupils with significant allergies.
- take reasonable steps to reduce the risk of cross-contamination.
- follow food safety and hygiene requirements.

The school will not operate blanket food bans unless a specific risk assessment identifies this as necessary and proportionate.

7.3 Food brought into school

Parents and carers are asked to support the school's allergy management arrangements by:

- providing accurate information regarding allergies.
- following any specific guidance issued by the school.
- avoiding the provision of foods that may present a significant and identified risk where requested.

Where necessary, the school may implement individual or activity-specific risk reduction measures based on the needs of particular pupils.

7.4 Classroom activities

Staff will consider allergy risks when planning activities including:





- cooking and food preparation.
- sensory play.
- art and craft activities.
- science investigations.
- reward systems involving food.
- fundraising activities.
- celebrations and themed events.

Alternative resources, materials or activities will be provided where appropriate to enable safe participation.

7.5 Therapeutic and sensory activities

As a specialist SEMH school, Storyybrook recognises that therapeutic and sensory activities may involve materials, food products or environmental factors that could present allergy risks.

Staff will:

- consider allergy needs when planning therapeutic activities.
- review healthcare plans and risk assessments.
- adapt activities where required.
- ensure emergency medication is available where necessary.

7.6 Outdoor learning

Outdoor learning forms an important part of the Storyybrook curriculum.

Risk assessments will consider:

- exposure to insects and stinging insects.
- seasonal pollen levels where relevant.
- environmental allergens.
- access to medication.
- emergency response arrangements.

Appropriate precautions will be implemented to support pupils safely.

7.7 Educational visits and off-site activities

All educational visits and off-site activities will include consideration of allergy risks.

Visit leaders will:

- review relevant healthcare plans.
- complete suitable risk assessments.
- ensure emergency medication accompanies the pupil.
- ensure supervising staff understand emergency procedures.
- confirm suitable arrangements for meals and refreshments where applicable.
- ensure emergency contact information is readily available.





Pupils with allergies will be supported to participate fully in educational visits wherever reasonably possible.

7.8 School events and celebrations

The school recognises the importance of inclusion and participation in special events.

When planning events, staff will:

- consider allergy-related risks.
- communicate with parents and carers where necessary.
- provide suitable alternatives where appropriate.
- ensure emergency procedures remain in place.

7.9 Individual risk assessments

Where a pupil has a significant allergy or increased risk of anaphylaxis, an individual risk assessment may be completed.

This may consider:

- daily school activities.
- lunchtimes and breaktimes.
- curriculum activities.
- therapeutic provision.
- educational visits.
- transport arrangements.
- emergency procedures.

Risk assessments will be reviewed regularly and whenever circumstances change.

7.10 Inclusion and reasonable adjustments

The school is committed to ensuring that pupils with allergies are able to access all aspects of school life safely.

Reasonable adjustments will be considered where necessary to:

- promote participation.
- remove barriers to learning.
- support wellbeing.
- maintain dignity and inclusion.
- enable access to enrichment opportunities and educational visits.

Allergy management arrangements will seek to balance safety with inclusion, ensuring pupils are protected without being unnecessarily restricted from participating in school life.





8. Medication and adrenaline auto-injectors (AAls)

Storyybrook will support pupils who require medication for the management of allergies, including emergency medication used to treat severe allergic reactions and anaphylaxis.

The school will ensure that medication is appropriately stored, readily accessible when required and administered safely by trained staff in accordance with the pupil's Individual Healthcare Plan (IHP) and medical advice.

8.1 Parental responsibilities

Parents and carers are responsible for:

- providing prescribed medication required by their child
- ensuring medication is clearly labelled with the pupil's name
- providing medication in its original packaging where applicable
- ensuring medication remains in date and fit for use
- replacing medication before its expiry date
- informing the school of any changes to prescribed medication or treatment

Where prescribed, parents should provide two adrenaline auto-injectors (AAls) to the school unless advised otherwise by a healthcare professional.

8.2 Storage of medication

The school will ensure that medication is:

- stored securely
- clearly labelled
- protected from damage and extreme temperatures
- accessible to authorised staff at all times
- available during educational visits, outdoor learning and off-site activities

Emergency medication must never be locked away in a manner that delays access during an emergency.

The location of medication will be known to relevant staff.

8.3 Adrenaline auto-injectors (AAls)

Examples of AAls include:

- EpiPen®
- Jext®
- Emerade® (where applicable)

The school will ensure that staff responsible for supporting pupils understand:

- which pupils require AAls





- where AAls are stored
- how to access them quickly
- how to administer them safely
- the emergency procedures that must follow administration

Staff will follow the manufacturer's instructions and training guidance when administering AAls.

8.4 Spare AAls

Where permitted by current legislation and guidance, the school may hold spare AAls for emergency use.

The school will ensure that:

- spare AAls are stored appropriately
- records of purchase, storage and use are maintained
- staff are trained in their use
- use of spare AAls complies with national guidance

Spare AAls are intended as an additional safeguard and do not replace the need for pupils to have their own prescribed medication available. Parents/ carers of pupils at risk of anaphylaxis will be asked to provide written consent for the emergency administration of a school-held spare adrenaline auto-injector where appropriate.

8.5 Administration of medication

Medication will only be administered by suitably trained and authorised members of staff.

Following administration, the school will:

- record the medication given
- record the date and time
- record the reason for administration
- inform parents and carers as soon as reasonably practicable
- follow emergency procedures where required

9. Recognising allergic reactions

Prompt recognition of allergic reactions is essential to ensure appropriate treatment is provided and to reduce the risk of a reaction becoming life-threatening.

All staff should familiarise themselves with the signs and symptoms identified within Individual Healthcare Plans and relevant training.

9.1 Mild to moderate allergic reactions

Symptoms may include:





- itching or tingling sensations
- raised rash or hives (urticaria)
- redness of the skin
- swelling of the lips, face or eyes
- stomach pain or discomfort
- nausea or vomiting
- diarrhoea
- sneezing or nasal congestion

Symptoms may vary between individuals and reactions may develop rapidly.

9.2 Severe allergic reactions (anaphylaxis)

Anaphylaxis is a severe and potentially life-threatening allergic reaction requiring immediate medical attention.

Symptoms may include:

Airway

- swelling of the tongue
- swelling of the throat
- difficulty swallowing
- hoarse voice

Breathing

- difficulty breathing
- wheezing
- persistent coughing
- noisy breathing
- shortness of breath

Circulation

- pale, clammy skin
- dizziness
- collapse
- loss of consciousness

Other symptoms

- sudden anxiety or distress
- confusion
- severe abdominal pain
- rapid deterioration following allergen exposure

Staff should be aware that not all symptoms will be present and that anaphylaxis can develop quickly.





9.3 When in doubt

If there is any doubt about the severity of a reaction:

- treat the situation as a medical emergency
- follow the pupil's healthcare plan
- seek immediate assistance
- administer an AAI where indicated
- call emergency services

It is safer to administer an adrenaline auto-injector when anaphylaxis is suspected than to delay treatment.

10. Emergency procedures

All allergic reactions must be taken seriously. Prompt action can be lifesaving.

The school's response will be guided by the pupil's Individual Healthcare Plan, medical advice and current emergency response guidance.

10.1 Mild to moderate reactions

Where symptoms are mild and consistent with the pupil's healthcare plan:

1. Remain with the pupil and reassure them
2. Seek assistance from a trained first aider or designated member of staff
3. Administer medication if prescribed and authorised
4. Monitor the pupil closely
5. Inform parents or carers as appropriate
6. Escalate immediately if symptoms worsen

10.2 Suspected anaphylaxis

If anaphylaxis is suspected:

Step 1

Administer the pupil's prescribed adrenaline auto-injector immediately.

Do not delay treatment while seeking additional advice.

Step 2

Call 999 and request an ambulance.

Clearly state:

"Child experiencing anaphylaxis."





Provide:

- school name and address
- location of the pupil
- details of medication administered

Step 3

Inform the Headteacher or designated senior leader.

Step 4

Contact parents or carers as soon as possible.

Step 5

Continue to monitor the pupil.

- keep the pupil lying flat where appropriate
- do not allow them to stand or walk
- reassure and supervise continuously

Step 6

If symptoms do not improve or return and a second AAI is available, administer it in accordance with medical advice and training.

Step 7

Ensure the pupil is transferred to hospital for assessment, even if symptoms appear to improve.

10.3 Following an incident

Following any significant allergic reaction, the school will:

- complete an incident record
- inform parents or carers
- review the circumstances of the incident
- review risk assessments and healthcare plans
- identify lessons learned and any improvements required
- report significant incidents to governors where appropriate

10.4 Educational visits and off-site activities

Emergency procedures apply equally during:

- educational visits
- outdoor learning
- sporting activities





- community visits
- transport arrangements organised by the school

Visit leaders must ensure emergency medication and healthcare plans accompany the pupil at all times.

11. Training

Storyybrook recognises that effective allergy management depends on staff being confident, competent and prepared to respond appropriately.

The school will ensure that staff receive suitable information, instruction and training to fulfil their responsibilities under this policy.

11.1 Whole-school awareness

All staff will receive appropriate information regarding:

- the school's allergy management arrangements
- allergy awareness and risk reduction
- recognising the signs and symptoms of allergic reactions
- emergency reporting procedures
- relevant Individual Healthcare Plans

This may form part of induction and annual safeguarding or health and safety updates.

11.2 Specific training

Staff with responsibility for supporting pupils with allergies will receive additional training where appropriate.

Training may include:

- allergy awareness
- anaphylaxis recognition
- administration of adrenaline auto-injectors
- emergency response procedures
- management of Individual Healthcare Plans
- educational visit considerations

Training will be delivered by appropriately qualified or competent individuals.

11.3 Induction

New staff, volunteers, agency staff and long-term supply staff will receive relevant information regarding:

- pupils with significant allergies





- emergency procedures
- medication arrangements
- their responsibilities under this policy

11.4 Refresher training

Training will be refreshed:

- at appropriate intervals
- following significant changes to guidance or procedures
- following serious incidents where additional learning is identified
- where staff require further support or confidence-building

11.5 Training records

The school will maintain records of:

- training completed
- dates of training
- staff attendance
- refresher training requirements

Training records will be monitored by school leaders to ensure appropriate levels of competence and compliance are maintained.

Storyybrook is committed to ensuring that staff have the knowledge, skills and confidence required to safeguard pupils with allergies and respond effectively in an emergency.

12. Record keeping and incident reporting

Accurate record keeping is essential to ensure the safe and effective management of allergies and to support continuous improvement in practice.

Storyybrook will maintain appropriate records relating to pupils with allergies, medication, training and allergy-related incidents. Records will be stored securely and managed in accordance with data protection requirements.

Near misses will be reviewed in the same way as actual incidents to identify potential weaknesses in systems and prevent future harm.

12.1 Allergy records

The school will maintain an up-to-date Allergy Register which may include:

- pupil name and date of birth
- details of known allergens
- severity of allergy
- prescribed medication





- location of medication
- details of Individual Healthcare Plans
- emergency contact information

Records will be reviewed regularly and updated whenever changes are reported.

12.2 Individual Healthcare Plans

Where required, Individual Healthcare Plans will be maintained and reviewed in accordance with this policy.

The school will ensure that:

- plans are accurate and up to date
- relevant staff have access to the information they need
- reviews take place at least annually
- plans are updated following significant changes or incidents

12.3 Medication records

Records will be maintained for:

- medication received by the school
- medication administered
- expiry date monitoring
- replacement medication requests
- use of spare adrenaline auto-injectors where applicable

Medication administration records will include:

- date and time
- name of pupil
- medication administered
- dosage where applicable
- name of staff member administering medication
- outcome and follow-up actions

12.4 Incident reporting

All allergy-related incidents, including near misses, will be recorded and reviewed.

Incidents that should be recorded include:

- allergic reactions
- suspected allergic reactions
- anaphylaxis
- accidental exposure to allergens
- medication errors
- near misses or situations where harm was narrowly avoided





Incident records will include:

- details of the incident
- actions taken
- medication administered
- involvement of emergency services
- communication with parents and carers
- outcomes and recommendations

12.5 Learning from incidents

Following any significant allergy-related incident, Storyybrook will:

- review the circumstances surrounding the incident
- identify any contributory factors
- review relevant risk assessments and healthcare plans
- identify lessons learned
- implement any necessary improvements to procedures or practice
- provide additional staff training where required

The school is committed to using incident information to strengthen safety arrangements and reduce the likelihood of future incidents.

13. Equality, inclusion and wellbeing

Storyybrook is committed to ensuring that pupils with allergies are safe, valued, included and able to participate fully in school life.

The school recognises that allergies can affect a pupil's confidence, wellbeing, sense of belonging and ability to access learning experiences. Allergy management arrangements will therefore seek to balance safety with inclusion, ensuring that pupils are protected without being unnecessarily restricted.

13.1 Inclusion

Pupils with allergies will be supported to participate as fully as possible in:

- classroom learning
- enrichment activities
- educational visits
- outdoor learning
- therapeutic provision
- school events and celebrations
- extracurricular opportunities

Where adjustments are required, the school will work with parents, carers and relevant professionals to identify safe and inclusive solutions.





13.2 Equality and reasonable adjustments

Storyybrook will fulfil its duties under equality legislation and will consider reasonable adjustments where appropriate to support pupils with allergies.

Adjustments may include:

- adaptations to activities
- alternative resources or materials
- additional supervision
- amended risk assessments
- dietary arrangements
- modifications to educational visits or events

Any adjustments will be proportionate to the identified risk and individual needs of the pupil.

13.3 Emotional wellbeing

The school recognises that managing allergies can cause anxiety for some pupils and families.

Staff will seek to:

- provide reassurance and support
- promote understanding and awareness
- encourage pupils to develop confidence in managing their needs where appropriate
- reduce stigma associated with allergies and medical conditions
- support positive relationships and inclusion

As a specialist SEMH setting, Storyybrook understands the importance of promoting emotional safety alongside physical safety and will take a holistic approach to supporting pupils' wellbeing.

13.4 Respect and awareness

The school will promote a culture of respect and understanding in relation to medical needs.

All members of the school community are expected to:

- respect the needs of others
- follow agreed safety measures
- contribute to a safe environment
- report concerns promptly
- support an inclusive school culture





14. Monitoring and review

Storyybrook is committed to maintaining high standards of allergy management and ensuring that arrangements remain effective, proportionate and responsive to the needs of pupils.

This policy will be monitored regularly to ensure that procedures are being implemented consistently and that pupils with allergies continue to receive appropriate support.

14.1 Monitoring

The Headteacher and designated lead for medical needs will monitor:

- implementation of this policy
- the effectiveness of allergy management arrangements
- completion and review of Individual Healthcare Plans
- maintenance of the Allergy Register
- medication storage and accessibility
- staff training compliance
- allergy-related incidents and near misses
- outcomes of risk assessments
- feedback from pupils, parents and staff where appropriate

Findings from monitoring activities may be used to inform training, policy development and school improvement planning.

14.2 Governor and proprietor oversight

The Proprietor and Governing Board will receive appropriate assurance regarding:

- the effectiveness of allergy management arrangements
- significant allergy-related incidents
- staff training compliance
- policy implementation
- emerging risks and required actions
- number of pupils with allergies
- training compliance
- medication audits
- allergy-related incidents
- lessons learned and actions taken

This oversight forms part of the school's wider safeguarding, health and safety and welfare responsibilities.

14.3 Policy review

This policy will be reviewed:

- annually





- following significant allergy-related incidents
- following changes to legislation, statutory guidance or best practice
- where monitoring identifies a need for improvement
- following recommendations from external agencies where applicable

Any amendments will be approved through the school's policy review process.

14.4 Continuous improvement

Storyybrook is committed to continually improving its allergy management arrangements through:

- regular review and evaluation
- staff training and professional development
- learning from incidents and near misses
- engagement with parents, carers and professionals
- monitoring developments in legislation and guidance

Through these arrangements, Storyybrook seeks to ensure that all pupils with allergies are supported safely, effectively and inclusively, enabling them to thrive within a secure and nurturing environment.





Appendix 1: Storyybrook emergency anaphylaxis response flowchart

Suspected anaphylaxis

Signs may include:

- difficulty breathing
- wheezing or persistent coughing
- swelling of the tongue or throat
- difficulty speaking or swallowing
- pale, floppy or collapsed appearance
- loss of consciousness
- rapid deterioration following allergen exposure



Step 1 - Act Immediately

Administer the pupil's adrenaline auto-injector (AAI) without delay.

Follow the pupil's Individual Healthcare Plan where available.

Do not wait for symptoms to worsen.



Step 2 - Call 999

Request an ambulance immediately.

State:

"Child experiencing anaphylaxis."

Provide:

- school name and address
 - pupil's location
- details of medication administered
- time medication was administered



Step 3 - Inform Leadership

Notify:

- Headteacher
- designated first aider





- first aid lead
- other relevant staff as required



Step 4 - Contact parents/ carers

Contact parents or carers as soon as possible.

Provide:

- details of the incident
 - actions taken
- confirmation that emergency services have been called



Step 5 - Monitor the pupil

- remain with the pupil at all times
- keep the pupil calm and reassured
- monitor breathing and responsiveness
- do not allow the pupil to walk around
- if conscious, keep the pupil lying flat where appropriate



Step 6 - Administer second AAI if required

If symptoms continue, worsen or return and a second AAI is available:

- administer the second AAI in accordance with training and medical advice

Record the time administered.



Step 7 - transfer to hospital

All pupils who receive an adrenaline auto-injector must attend hospital for assessment, even if symptoms appear to improve.



After the incident

- complete an incident report
- record medication administered
 - update parents and carers





- review healthcare plans and risk assessments
- identify lessons learned and any required actions

Remember: If in doubt, treat as anaphylaxis.

Prompt administration of adrenaline can save lives.





Appendix 2: Storyybrook Individual Allergy Healthcare Plan (IHP)

Pupil details

Information	Details
Pupil name	
Date of birth	
Class	
Date plan completed	
Review date	
Person completing plan	

Medical information

Information	Details
Diagnosed allergy/allergies	
Date diagnosed	
Severity of allergy	☐ Mild ☐ Moderate ☐ Severe ☐ Anaphylaxis Risk
Known allergens/triggers	
Relevant medical history	
Healthcare professional involved	
Contact details (if applicable)	

Signs and symptoms

Typical symptoms experienced by this pupil

- ☐ Rash or hives
- ☐ Swelling of lips
- ☐ Swelling of face
- ☐ Swelling of eyes
- ☐ Stomach pain
- ☐ Nausea or vomiting
- ☐ Wheezing
- ☐ Persistent coughing
- ☐ Difficulty breathing





☐ Difficulty swallowing

☐ Collapse

☐ Other:

Medication

Prescribed medication

Medication	Dose	Location

Adrenaline auto-injector (if prescribed)

Type:

☐ EpiPen

☐ Jext

☐ Emerade

☐ Other: _____

Location of first AAI:

Location of second AAI:

Expiry date(s):

Daily management arrangements

The following arrangements are required to support the pupil safely in school:

☐ Staff awareness required

☐ Dietary adjustments required





- ☐ Lunchtime supervision arrangements
- ☐ Classroom adaptations
- ☐ Sensory activity adaptations
- ☐ Cooking activity adaptations
- ☐ Outdoor learning considerations
- ☐ Educational visit considerations
- ☐ Other

Details:

Emergency response plan

If exposure to an allergen is suspected

Staff should:

- ☐ Monitor symptoms
- ☐ Contact first aider
- ☐ Follow healthcare plan
- ☐ Administer medication if prescribed

Additional instructions:

If anaphylaxis is suspected

1. Administer adrenaline auto-injector immediately.
2. Call 999 and request an ambulance.
3. State: "Child experiencing anaphylaxis."
4. Contact parents/carers.
5. Monitor the pupil continuously.
6. Administer second AAI if required and available.





7. Ensure transfer to hospital.

Additional pupil-specific instructions:

Educational visits and off-site activities

Required arrangements:

- ☐ Medication must accompany pupil
- ☐ Designated member of staff responsible
- ☐ Additional risk assessment required
- ☐ Dietary arrangements required
- ☐ Venue informed in advance
- ☐ Other

Details:

Staff awareness

The following staff should be aware of this plan:

- ☐ Class teacher
- ☐ Teaching assistants
- ☐ First aiders
- ☐ Lunchtime supervisors
- ☐ Educational visit leaders
- ☐ Senior leaders
- ☐ Supply staff (where appropriate)





☐ Other

Parent/carer contacts

Primary contact

Name:

Relationship to pupil:

Telephone:

Secondary contact

Name:

Relationship to pupil:

Telephone:

Review and monitoring

This plan will be reviewed:

- ☐ Annually
- ☐ Following an allergic reaction
- ☐ Following changes to medication
- ☐ Following medical advice
- ☐ At parental request

Review notes:





Agreement

I confirm that the information contained within this Individual Allergy Healthcare Plan is accurate and will be updated if circumstances change.

Parent/carer

Name: _____

Signature: _____

Date: _____

School representative

Name: _____

Role: _____

Signature: _____

Date: _____

Healthcare professional (where applicable)

Name: _____

Role: _____

Signature: _____

Date: _____





Appendix 3: Storybrook Allergy Risk Assessment Template

This risk assessment should be completed where a pupil has a significant allergy, anaphylaxis risk, or where an activity may increase the likelihood of allergen exposure.

Pupil details

Information	Details
Pupil name	
Date of birth	
Class	
Allergy/allergies	
Date completed	
Completed by	
Review date	

Activity details

Information	Details
Activity/event	
Location	
Date(s)	
Staff responsible	
Additional adults involved	

Known allergens and risks

Known allergen	Risk presented during this activity

Risk assessment

Hazard/Risk	Who may be harmed?	Existing controls	Further actions required	Responsible person
Exposure to allergen				
Cross-contamination				
Food preparation activities				





Hazard/Risk	Who may be harmed?	Existing controls	Further actions required	Responsible person
Shared resources/equipment				
Outdoor/environmental exposure				
Educational visit arrangements				
Medication accessibility				
Emergency response arrangements				

Medication arrangements

Prescribed medication available

☐ Adrenaline auto-injector (AAI)

☐ Antihistamine

☐ Other medication

Details:

Medication location

Person responsible for carrying medication

Spare medication available

☐ Yes

☐ No

Details:

Staff awareness

The following staff have been informed of the pupil's allergy needs and emergency procedures:





- ☐ Class teacher
- ☐ Teaching assistant(s)
- ☐ First aider(s)
- ☐ Educational visit leader
- ☐ Lunchtime staff
- ☐ Senior leaders
- ☐ Supply staff (where appropriate)
- ☐ Other

Details:

Emergency arrangements

In the event of a suspected allergic reaction:

- ☐ Staff know how to recognise symptoms.
- ☐ Staff know where medication is located.
- ☐ Staff know how to administer medication.
- ☐ Emergency contact information is available.
- ☐ Emergency services can be contacted immediately.
- ☐ Relevant staff have access to the pupil's Individual Healthcare Plan.

Additional arrangements:

Educational visits and off-site activities

Complete where applicable.





Transport arrangements

- ☐ Medication accompanies pupil.
- ☐ Staff member responsible identified.
- ☐ Emergency contact information available.

Details:

Venue arrangements

- ☐ Venue informed of allergy requirements.
- ☐ Catering arrangements reviewed.
- ☐ Allergen information requested.
- ☐ Emergency procedures confirmed.

Details:

Staffing arrangements

- ☐ Trained staff attending.
- ☐ Adequate supervision available.
- ☐ Emergency procedures reviewed before visit.

Details:

Overall risk rating

Before control measures

- ☐ Low
- ☐ Medium
- ☐ High





After control measures

☐ Low

☐ Medium

☒ High

(Risk should be reduced to the lowest reasonably practicable level before the activity proceeds.)

Additional control measures

Approval

I am satisfied that appropriate measures are in place to support the safe participation of the pupil in this activity.

Risk assessment completed by

Name:

Role:

Signature:

Date:

Approved by

Name:

Role:





Signature:

Date:

Review following activity (where required)

Were the control measures effective?

☐ Yes

☐ No

Were there any incidents, concerns or near misses?

☐ Yes

☐ No

Details:

Lessons learned and actions required:





Appendix 4: Storyybrook Allergy Register

The Allergy Register should be maintained by the designated medical needs lead and reviewed regularly to ensure information remains accurate and up to date.

Pupil Name	Class	Allergy/Allergen	Severity (Mild/Moderate/Severe)	Anaphylaxis Risk (Y/N)	Medication Required	Location of Medication	Individual Healthcare Plan (Y/N)	Parent/Carer Contact Number	Review Date

Register monitoring

The Allergy Register should be reviewed:

- termly
- following admission of a new pupil
- following any allergic reaction or medical incident
- following changes to medication or diagnosis
- following updates from parents, carers or healthcare professionals

The designated medical needs lead should ensure that relevant staff are informed of any significant changes.

Register audit

Audit Date	Completed By	Actions Required	Date Actions Completed





Audit Date	Completed By	Actions Required	Date Actions Completed





Appendix 5: Storyybrook Staff Allergy Training Record

This record should be used to monitor staff training relating to allergy awareness, anaphylaxis management and the administration of adrenaline auto-injectors (AAIs).

Staff training record

Staff Name	Role	Allergy Awareness Training Date	Anaphylaxis Training Date	AAI Administration Training Date	Refresher Training Due	Trainer	Signature

Whole-school training summary

Academic Year	Number of Staff Trained	Percentage of Staff Trained	Date Reviewed	Reviewed By

Training requirements

The school will ensure:

- all staff receive appropriate allergy awareness information
- relevant staff receive anaphylaxis and emergency response training
- relevant staff are trained in the administration of adrenaline auto-injectors
- new staff receive information as part of induction
- refresher training is completed at appropriate intervals
- training records are monitored and reviewed regularly





Training evaluation and actions

Date	Evaluation/Findings	Actions Required	Completed By

Annual compliance check

Requirement	Yes	No	Comments
Allergy awareness training completed	☐	☐	
Anaphylaxis training completed	☐	☐	
AAI administration training completed	☐	☐	
New staff inducted	☐	☐	
Training records updated	☐	☐	
Refresher training scheduled	☐	☐	

Completed by:

Name: _____

Role: _____

Date: _____

Signature: _____

