



St Peter's

BUDLEIGH SALTERTON CHURCH OF ENGLAND PRIMARY SCHOOL

Allergy & Anaphylaxis Policy

Created: June 2026

Review: June 2027

1. Policy Statement

We are committed to providing a safe, inclusive environment for all pupils, staff, and visitors. In line with **Benedict's Law** and national guidance, we operate a whole-school approach to allergy safety, aiming to minimise allergen exposure and ensure an immediate, competent emergency response.

2. Roles & Governance

- **Governing Body:** Oversees policy implementation, ensures adequate resources, and conducts an annual review (or immediate review following any significant incident/near miss).
- **Designated Allergy Lead:** Headteacher. Responsible for operational oversight, maintaining records, and coordinating training.
- **Deputy Allergy Lead:** Deputy Headteacher. Supports the Lead and acts in their absence.
- **Staff:** All staff must complete annual training, maintain awareness of pupils in their care, report near misses, and respond in emergencies.
- **Pupils:** At the start of each year, pupils share their allergies with their class to foster peer awareness. Pupils must inform staff immediately if they feel unwell.

3. Identification, IHPs, & Clinical Plans

- **Records:** The school maintains an up-to-date register of all pupils, staff, and visitors with known allergies.
- **IHPs & Action Plans:** Every pupil with a known allergy has an **Individual Healthcare Plan (IHP)** and a clinical **Allergy Action Plan** provided by a healthcare professional, alongside an individual Risk Assessment.
- **Data Sharing:** Health information is shared respectfully with relevant staff in line with GDPR and local data protection policies.

4. Risk Reduction & Catering

- **No Food Sharing & No External Treats:** A strict "no food sharing" rule applies across the school. External treats (e.g., birthday sweets) are not permitted.
- **Safe Dining:** An **Allergy Table** is provided in the hall during lunch.
 - **Catering Operations:** Catering is provided in-house in compliance with the Food Information Regulations 2014 (Top 14 allergens). The Catering Manager is provided with updated IHP details for all food-allergic pupils.
- **Parental Items:** Home-provided packed lunches and drink bottles must be clearly labelled. A termly awareness message is sent via the parent newsletter.

5. Educational Visits & Off-Site Activities

- **Risk Assessments:** Trip leaders must complete an enhanced risk assessment for any off-site trip or sporting fixture involving allergic pupils.
- **Accompanying Staff:** At least one member of staff trained in administering adrenaline auto-injectors (AAIs)

will accompany every off-site visit.

- **Medication & Catering:** Prescribed AAIs and emergency kits must accompany pupils on all trips. External trip catering arrangements must be verified in advance.

6. Medication Storage & Spare AAIs

- **Prescribed AAIs:** Stored in **unlocked, accessible containers** in designated classrooms. Kits contain two AAIs, the Allergy Action Plan, antihistamine, and an asthma inhaler (where specified).
- **Spare AAIs:** The school holds spare, non-pupil-specific AAI devices in the **Headteacher's Office, Front Office, and Hall**. These are regularly checked for expiry.
- **Emergency Consent:** In a life-threatening emergency involving an undiagnosed child, staff may administer spare AAIs to save a life without prior written consent.

7. Training, Incidents, & Near Misses

- **Training:** All staff (including supply and contracted staff) complete annual/induction training via allergyschool.org.uk, including practical sessions using trainer devices.
- **Reporting:** All reactions and "near misses" must be logged on **CPOMs** (and recorded in the policy appendix). Parents will be notified immediately via email/phone.
- **Post-Incident Review:** Every near miss or incident triggers an immediate review of the individual's IHP and school procedures.

8. Emergency Anaphylaxis Protocol

In the event of suspected severe reaction or **ABC symptoms** (Airway, Breathing, Circulation difficulty):

1. **STAY WITH THE PUPIL:** Send someone for the AAI kit and call **999**. Explicitly state "**ANAPHYLAXIS**" to the operator.
2. **ADMINISTER AAI:** Inject into the outer thigh and note the exact time.
3. **POSITIONING:** Lie the child flat with legs raised. Propped up slightly *only* if breathing is difficult. **NEVER allow them to stand or walk.**
4. **SECOND DOSE:** If there is no improvement after 5 minutes, administer a second AAI.
5. **INFORM & ESCORT:** Inform Headteacher and parents immediately.. All pupils must go to hospital via ambulance for observation. Hand used AAIs to paramedics or dispose of in the school sharps bin.

Individual Healthcare Plan (IHP): Allergy & Anaphylaxis

 2609 template allergy risk assessment and IHP