



Hazelwood Schools

Allergy and Anaphylaxis Policy

Whole School Allergy Policy

Reviewed and Adopted: **Autumn 2026**

Reviewed by: FGB

Next Review: **Autumn 2029**

Review every three years

HAZELWOOD SCHOOLS ALLERGY AND ANAPHYLAXIS POLICY

SUPPORTING PUPILS WITH ALLERGIES AND RESPONDING TO ANAPHYLAXIS

1. Introduction

This policy sets out the arrangements Hazelwood Schools has in place to identify, support and respond to pupils with allergies and to reduce the risk of allergic reactions, including anaphylaxis. It has been prepared with regard to current statutory guidance on allergy safety in schools and on supporting pupils with medical conditions.

This policy is a whole-school allergy policy and is distinct from the school's separate policy on supporting pupils with medical conditions more generally.

An allergy is an immune response to a substance (an allergen) that the body mistakenly identifies as harmful. Anaphylaxis is a severe, potentially life-threatening allergic reaction that can develop rapidly and requires immediate treatment with adrenaline. Allergy is distinct from coeliac disease, an autoimmune condition triggered by gluten, and from food intolerance, which does not involve the immune system and is not life-threatening.

2. Roles and Responsibilities

Governing Body / Trustees

The Governing Body has overall responsibility for ensuring the school meets its statutory duties in respect of allergy safety, for approving this policy and for receiving reports on serious incidents and near misses.

Headteacher and Named Senior Leader: Josh Newham

The Headteacher holds overall responsibility for this policy, including ensuring it is implemented consistently, reviewed at least annually, updated to reflect changes in guidance or legislation, and published on the school website.

Allergy Lead and Welfare Officer

The Allergy Lead and Welfare Officer are responsible for the day-to-day operation of this policy, including arranging staff training, maintaining the allergy register, coordinating Individual Healthcare Plans, and managing the storage and monitoring of medication as set out in this policy.

All Staff

All staff with a pupil-facing role are responsible for understanding this policy, completing required training, knowing which pupils in their care have allergies, and responding appropriately in an emergency.

Parents/Carers

Parents/carers are responsible for informing the school of any diagnosed allergy, providing up-to-date medical information and prescribed medication, and notifying the school promptly of any changes.

3. Training and Allergy Awareness

Hazelwood Schools is committed to ensuring that all staff have the knowledge and confidence to support pupils with allergies and respond effectively in an emergency.

All staff who are present during times when pupils are on site will receive allergy awareness and emergency response training at least annually. Contractors without a pupil-facing role are not required to undertake allergy awareness training.

New staff will receive allergy awareness information, emergency procedures and details of the location of emergency medication as part of their induction. Supply, peripatetic staff, regular volunteers and contractors with pupil contact will be briefed on arrival and given ready access to the allergy register (with photos) and emergency procedures.

Training will be arranged by the Allergy Lead and Welfare Officer and will ensure that staff:

- Understand allergy and the risks it presents, including food allergy, asthma, eczema, hay fever and related conditions.
- Understand the difference between allergy, coeliac disease and food intolerance.
- Can recognise allergic reactions and anaphylaxis.
- Know how to access information on pupils' allergies, triggers, Individual Healthcare Plans (IHCPs), Allergy Action Plans and Asthma Action Plans.
- Know how to respond in an emergency, including contacting emergency services, informing parents/carers and administering prescribed or spare emergency medication.
- Understand their responsibilities in reducing exposure to known allergens.
- Understand the impact allergies may have on a pupil's wellbeing and participation in school life.
- Know how to record and report allergic reactions, anaphylaxis incidents and near misses.
- Understand the requirements of this policy.

Where a pupil requires support beyond the school's general allergy arrangements, additional training may be provided to identified staff in consultation with healthcare professionals.

Awareness of allergies and anaphylaxis will be promoted among children and young people in an age-appropriate manner. Where a child or young person is prescribed adrenaline auto-injectors, consideration will be given to making their friends aware of how to seek help in an emergency.

Any wider awareness or training will be discussed with the child or young person and their parents/carers and will not replace the school's staff emergency response arrangements.

4. Wellbeing, Inclusion and Bullying Prevention

Hazelwood Schools recognises that allergies and the risk of anaphylaxis can cause anxiety for pupils and their families. The school is committed to providing a supportive and inclusive environment where pupils with allergies feel safe, respected and able to participate fully in all aspects of school life.

Staff will work in partnership with parents/carers and healthcare professionals to support pupils with allergies and will encourage pupils to share any concerns regarding their medical needs or wellbeing.

Pupils with allergies will not be excluded from lessons, trips, extracurricular activities or social occasions such as shared meals solely because of the risk of exposure to an allergen. Where a risk is identified, the school will consider reasonable adjustments to enable safe participation, rather than defaulting to exclusion.

Hazelwood Schools promotes awareness and understanding of allergies throughout the school community and will make reasonable adjustments where necessary to support individual pupils.

Any bullying, teasing, intimidation or deliberate exposure of a pupil to a known allergen will be treated as a serious matter and managed in accordance with the school's usual behaviour and safeguarding procedures.

5. Minimising the Risk of Allergen Exposure

Hazelwood Schools will take reasonable steps to minimise the risk of pupils, staff and visitors being exposed to known allergens whilst on the school site or participating in school activities.

Hazelwood Schools recognises that pupils can be allergic to a wide range of substances, not only nuts, and takes a broad approach to allergy awareness across the school community. Alongside this, Hazelwood Schools operates as a Nut Free School, and asks parents/carers, pupils, staff and visitors to support this by not bringing nuts or nut-containing products onto the school site. The school recognises that a nut-free environment cannot remove every risk, since other foods and substances can also cause serious allergic reactions, so this measure is combined with the wider steps below and with robust emergency response arrangements.

Measures include:

- Operating as a Nut Free School and promoting awareness of allergy safety throughout the school community.
- Liaising with the school's catering provider to support pupils with food allergies and ensure appropriate information is available regarding allergens in school meals.
- Encouraging pupils not to share food, drinks or eating utensils.
- Requesting that parents/carers, pupils, staff and visitors avoid bringing nuts or nut-containing products onto the school site.
- Promoting good handwashing practices and maintaining appropriate cleaning procedures in areas where food is consumed.
- Implementing reasonable measures to reduce exposure to airborne or contact allergens where these are identified as a risk to an individual pupil.
- Ensuring staff consider potential allergen risks when planning activities involving food, cooking, craft materials, science experiments, animals or other known allergens.
- Undertaking appropriate risk assessments for educational visits, residential trips and other activities where a pupil may be at increased risk of exposure to an allergen.

Whilst every reasonable precaution is taken, Hazelwood Schools recognises that it is not possible to guarantee a completely allergen-free environment.

5.1 Food Allergies

Hazelwood Schools works closely with its catering provider to support pupils with food allergies and other medically prescribed dietary requirements.

Parents/carers are responsible for informing both the school and the catering provider of any diagnosed food allergy and for providing relevant medical information where required.

Information regarding allergens in school meals is available from the catering provider. Where a medically adapted meal is required, parents/carers should follow the catering provider's application process and provide any supporting medical evidence requested.

The school promotes good food hygiene practices, discourages the sharing of food and drinks between pupils and requests that parents/carers, pupils, staff and visitors support the school's Nut Free School status by not bringing nuts or nut-containing products onto the school site.

6. Identification and Record Keeping

Hazelwood Schools maintains an up-to-date register of pupils with allergies and other relevant medical conditions. The register records, where applicable, known allergens, prescribed medication, the location of emergency medication and whether a pupil has an Individual Healthcare Plan (IHCP), Allergy Action Plan or Asthma Action Plan.

Information regarding a pupil's allergy is obtained from parents/carers during the admissions process, through ongoing communication with families and healthcare professionals, and where appropriate from a pupil's previous educational setting.

Parents/carers are responsible for informing the school of any diagnosed allergy and for notifying the school promptly of any changes to their child's medical needs, treatment or prescribed medication.

The school will also take reasonable steps to identify and support members of staff and regular visitors with known allergies where this information is voluntarily disclosed and relevant to health and safety arrangements.

7. Individual Healthcare Plans (IHCPs)

Hazelwood Schools recognises that some pupils with allergies require additional support to enable them to participate safely and fully in school life. An Individual Healthcare Plan (IHCP) will be developed for pupils with a known allergy.

The IHCP will be developed in partnership with parents/carers and, where appropriate, healthcare professionals. It will set out the arrangements required to support the pupil's medical needs in school, including emergency procedures and any reasonable adjustments that may be necessary.

An IHCP will normally include:

- Details of the pupil's allergy and known allergens.
- Information regarding prescribed medication and storage arrangements.
- Signs and symptoms of an allergic reaction.
- Emergency procedures and staff responsibilities.
- Emergency contact details.
- Arrangements for educational visits, extracurricular activities and other aspects of school life.
- Any reasonable adjustments required to support the pupil.
- Medical authorisation and written parental consent for use of the school's spare adrenaline auto-injector, where the pupil has been assessed as at risk of anaphylaxis.

Where a healthcare professional has provided an Allergy Action Plan and/or Asthma Action Plan, a copy will be attached to the pupil's IHCP.

Individual Healthcare Plans will be reviewed at least annually, and sooner where there is a change to a pupil's allergy, medication, medical advice or support requirements. Updated Allergy Action Plans or Asthma Action Plans will be incorporated into the pupil's IHCP as part of this review process.

8. Visits and Trips

Children and young people with allergies will be supported to participate safely in all visits and trips. For any child at risk of anaphylaxis, an individual risk assessment will be completed as part of the trip planning

process, taking account of the destination, activities, food arrangements, transport and access to emergency medical assistance.

At least two adrenaline auto-injectors (AAIs) prescribed for the child will accompany them on all visits and trips and will remain accessible to the child at all times. Staff supervising the child will be familiar with their allergy, emergency procedures and the administration of adrenaline.

Parents/carers will be consulted where appropriate regarding the child's individual allergy management and emergency arrangements. The individual risk assessment will be reviewed where the circumstances of a visit or the child's needs change.

9. Prescribed Adrenaline Auto-Injectors

Parents/carers are responsible for providing two prescribed adrenaline auto-injectors (AAIs) for pupils who require them and for ensuring that they remain in date and are replaced immediately following use.

The Welfare Officer will maintain a record of pupils who have been prescribed adrenaline auto-injectors, including details of the expiry dates and location of their medication.

Prescribed adrenaline auto-injectors will be stored securely whilst remaining readily accessible to all members of staff at all times. The school will ensure that arrangements are in place so that pupils who have been prescribed adrenaline can access their medication without delay throughout the school day, including during lessons, break times, lunchtimes, sporting activities, educational visits and residential trips.

Where pupils attend off-site activities or educational visits, their prescribed adrenaline auto-injectors and Allergy Action Plan will accompany them and remain immediately accessible to supervising staff.

Parents/carers are responsible for taking prescribed medication home at the end of the academic year and providing replacement medication as required. The Welfare Officer will undertake quarterly checks of medication held on site and will endeavour to notify parents/carers when medication is approaching its expiry date; however, responsibility for providing in-date medication remains with parents/carers.

10. Spare Adrenaline Auto-Injectors

Hazelwood Schools holds spare adrenaline auto-injectors (AAIs), stored in the Main Office in a clearly labelled, unlocked kit, in pairs, accessible to all staff at all times. Spare adrenaline auto-injectors (AAIs) may be used in accordance with the school's emergency procedures and the relevant guidance.

In an emergency, staff should call 999 without delay.

The Welfare Officer checks devices are in date, arranges replacements after use or expiry, and ensures safe disposal.

11. Serious Incidents and Near Misses

All serious incidents and near misses involving allergy safety will be recorded, reported and reviewed. Where a child or young person has been exposed to an allergen, the incident will be responded to promptly and appropriate medical assistance sought where required.

Parents/carers of the affected pupil will be informed of any significant incident or exposure. A summary of serious incidents and near misses will also be reported to the Governing Body, so that governors can exercise appropriate oversight of allergy safety across the school.

Serious incidents and near misses will be reviewed to identify any lessons learned and, where necessary, risk assessments, individual healthcare plans or school procedures will be updated to reduce the risk of recurrence.

12. Information Sharing

Information about a child or young person's allergy will be shared with staff who need to know in order to support their safety and wellbeing.

Relevant information, including allergy management and emergency procedures, will be shared with staff responsible for the child and with others where this is necessary to ensure their safety, including during visits and trips.

Information will be handled sensitively and confidentially and will only be shared where necessary and in accordance with the school's data protection policy and UK GDPR requirements.