



The Grey Coat Hospital

School Allergy Safety Policy

POLICY NAME:	School Allergy Safety Policy
GOV COMMITTEE:	Curriculum Committee
LAST POLICY REVIEW DATE:	September 2026
POLICY REVIEW SCHEDULE:	Annual

Introduction

The Grey Coat Hospital is committed to providing a safe, inclusive and supportive environment for all pupils with allergies. We recognise that allergies can be life-threatening and that effective management is essential to safeguarding children and promoting their wellbeing.

This policy supports our safeguarding responsibilities and aligns with the Department for Education's statutory guidance [Allergy Safety in Schools](#) and the duty to support pupils with medical conditions under the Children and Families Act 2014.

2. Aims

The school will:

- Identify pupils with allergies promptly.
- Minimise exposure to known allergens where reasonably practicable.
- Ensure staff are trained to recognise and respond to allergic reactions, including anaphylaxis.
- Maintain Individual Healthcare Plans (IHPs) for pupils with significant allergies.
- Store and administer emergency medication safely.
- Work closely with parents, healthcare professionals and catering providers.
- Promote an inclusive environment where pupils with allergies can participate fully in school life.

3. Roles and Responsibilities

Headteacher

The Headteacher will:

- Ensure this policy is implemented.
- Ensure staff receive appropriate training.
- Monitor compliance and review procedures annually.

Allergy Lead (Designated Member of Staff)

The Allergy Lead will:

- Maintain allergy records and healthcare plans.
- Coordinate staff training.
- Liaise with families and healthcare professionals.
- The school holds a spare Adrenaline Auto-Injector (AAI) in each school office as emergency backup medication. These can be used in an anaphylactic emergency, including where a pupil's own device is unavailable, damaged, expired, or where a second dose is required.
- Ensure emergency medication is available and in date.

All Staff

All staff will:

- Familiarise themselves with pupils' allergies.
- Follow Individual Healthcare Plans.
- Recognise signs of allergic reactions.
- Respond appropriately in an emergency.

Parents/Carers

Parents/carers are responsible for:

- Informing the school of allergies.
- Providing up-to-date medical information.
- Supplying prescribed medication where required and that Pupils who have been prescribed an AAI should carry their own prescribed devices to school, in accordance with their Individual Healthcare Plan (IHP).
- Supply the school office with a back up AAI device to be stored at the school. Where a student has lessons at more than one school site, the parent should ensure that there is a device held at each location in each school office.
- Informing the school of any changes in medical needs.

4. Identification and Recording of Allergies

The school will:

- Collect allergy information during admission and annual data updates.
- Maintain an up-to-date allergy register.
- Share relevant information with staff while complying with data protection requirements.
- Develop Individual Healthcare Plans for pupils whose allergies present a significant risk.

5. Individual Healthcare Plans (IHPs)

An IHP will include:

- The allergen(s).
- Signs and symptoms of a reaction.
- Emergency procedures.
- Medication details.
- Staff responsibilities.
- Contact information.

Plans will be reviewed at least annually or sooner if medical needs change.

6. Prevention and Risk Reduction

The school will:

- Promote handwashing before and after eating.
- Ensure food allergen information is available.
- Conduct risk assessments for trips, clubs and special events.
- Consider seating and supervision arrangements where appropriate.
- Discourage food sharing.
- Ensure cleaning procedures minimise allergen contamination risks.

The school does not guarantee an allergen-free environment but will take reasonable steps to reduce risks.

7. Catering and Food Provision

Where food is provided, staff and catering providers will:

- Follow food allergen legislation.
- Provide accurate allergen information.
- Consider the needs of pupils with allergies when planning menus.
- Ensure any menu substitutions continue to meet dietary requirements safely.

8. Training

The school will ensure:

- All staff receive allergy awareness training.
- Relevant staff receive practical training in administering adrenaline auto-injectors (AAIs).
- New staff are inducted regarding allergy procedures.
- Training records are maintained.

9. Emergency Procedures

Recognising an Allergic Reaction

Symptoms may include:

- Swelling of lips, tongue or throat
- Difficulty breathing
- Wheezing
- Hives or rash
- Persistent coughing

- Dizziness or collapse

Response

If anaphylaxis is suspected:

1. Administer the prescribed adrenaline auto-injector immediately.
2. Call 999 and state "anaphylaxis".
3. Contact parents/carers.
4. Monitor the pupil continuously.
5. Administer a second AAI if symptoms persist and medical advice indicates.
6. Record and review the incident.

Emergency medication must be easily accessible and never locked away.

10. School Trips and Educational Visits

Risk assessments will include:

- Identification of allergen risks.
- Availability of medication.
- Trained supervising staff.
- Emergency arrangements.
- Communication with venue providers where appropriate.

No pupil will be excluded from activities solely due to an allergy unless there is a significant and unavoidable safety risk.

11. Anti-Bullying

The school will not tolerate bullying, teasing or discrimination related to allergies or medical conditions. Such incidents will be addressed through the school's Behaviour and Anti-Bullying Policies.

12. Monitoring and Review

The Governing Body and Headteacher will review this policy annually and following any serious allergy-related incident.

This policy will be published on the school website and made available to parents and carers.