Whole-School Allergy & Anaphylaxis Policy

Policy Tracker – Responsibility for monitoring this policy: Central Operations			
Date of review	**Reviewed By:**	**Role**	**Date Approved by the Trustee Board**
6/7/2026	FAR	Head of Operations and Head of Inclusion	6/7/2026

Whole-School Allergy & Anaphylaxis Policy

Effective Date: September 2026 | **Review Cycle:** Annual

Policy Statement

Hurst Hill Primary School is committed to providing a safe and inclusive environment for all pupils, including those with life-threatening allergies (anaphylaxis). We recognise that allergies are a growing clinical concern and that anaphylaxis is a medical emergency. This policy outlines our "Whole-School" approach to risk reduction, staff training, and emergency response.

Roles and Responsibilities

- The Executive Headteacher/Headteacher will oversee compliance and ensure the school has a robust risk management strategy.
- The Executive Head Teacher/Head teacher/Head of School: Will appoint a Designated Allergy Lead to manage Individual Healthcare Plans (IHPs) and coordinate staff training.
- All Staff: Must complete annual anaphylaxis training and be familiar with the symptoms and emergency protocols for pupils in their care.
- Parents/Carers: Must provide the school with up-to-date medical information and ensure that two in-date Adrenaline Auto-Injectors (AAIs) are provided to the school if prescribed.

Individual Healthcare Plans (IHPs)

Every pupil with a diagnosed allergy will have a formal IHP. This document will include:

- Specific allergens (triggers).
- Signs and symptoms of a reaction for that specific child.
- Clear "Step-by-Step" emergency instructions.
- Storage location of the child's medication.
- A recent photograph of the child.

Medication & Storage

- Prescribed AAIs: Must be stored in a central, accessible, and unlocked location (e.g., Medical Room or School Office).
- Spare/Statutory AAIs: Under Benedict's Law, the school will maintain a supply of "spare" AAIs (not assigned to a specific child) for use in emergencies when a child's own device fails or for children with no previous history of allergy who experience their first reaction.
- Expiry Tracking: The Designated Allergy Lead will check expiry dates monthly and notify parents at least one month before a device expires.

Risk Reduction Measures

The school will implement the following "Allergy Aware" protocols:

- Catering: The kitchen manager and BASC manager will maintain an allergen matrix for all meals/snacks. "Grab and Go" items will be clearly labelled with the 14 regulated allergens.
- The "No-Sharing" Rule: A strict policy against pupils sharing food or drinks.
- Handwashing: Mandatory handwashing for all pupils before and after lunch to prevent cross-contamination.

Emergency Response Protocol

In the event of a suspected anaphylactic reaction:

1. Stay with the child: Never leave the pupil alone or ask them to walk to the medical room.
2. Call for Help: Alert the designated first aider and the Allergy Lead.
3. Positioning: Keep the child lying flat with legs raised (unless they are struggling to breathe, in which case sit them up slightly). Do not stand them up.
4. Administer AAI: Follow the instructions on the child's specific device (EpiPen, Jext, or Emerade) immediately.
5. Call 999: State "ANAPHYLAXIS" clearly to the operator.
6. Second Dose: If there is no improvement after 5 minutes, administer a second AAI in the opposite thigh.

Post-Incident Review

Following any allergic reaction, the school will conduct a "Cold Debrief" to evaluate the response, update the risk assessment, and provide emotional support to the staff and pupils involved.