ELTHAM
CHURCH OF ENGLAND
PRIMARY SCHOOL
SINCE 1814

# Anaphylaxis (Adrenaline Auto-Injector) and Allergy Safety Policy

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| **Written by:** | Assistant Headteacher | **Date:** | Autumn Term 2026 |
| **Approved by:** | | **Date:** | |
| **To be reviewed:** | | **Autumn 2027** | |



# Introduction

Anaphylaxis is a severe, rapidly progressing allergic reaction that is potentially life-threatening and requires an immediate emergency response.

Common allergens in school-aged children include peanuts, tree nuts, eggs, cow's milk, fish, shellfish, wheat, soya, sesame, latex, certain insect stings and prescribed medications.

The prevention of anaphylaxis within school relies upon the identification of pupils at risk, awareness of individual allergens and the implementation of effective measures to minimise exposure.

# Purpose

Eltham Church of England Primary School is committed to providing a safe, inclusive and supportive environment in which pupils with allergies can participate fully in all aspects of school life.

The school will take all reasonable steps to:

- safeguard pupils with known allergies;
- reduce the risk of allergen exposure;
- ensure staff are suitably trained to recognise and respond to allergic reactions;
- maintain effective emergency procedures;
- promote inclusion and prevent discrimination or bullying related to medical conditions.

# Responsibilities

The Headteacher will appoint a named member of the Senior Leadership Team to act as the **Allergy Lead** (Ella Gardiner-Tribe, Assistant Head).

The Allergy Lead will be responsible for:

- overseeing implementation of this policy;
- maintaining accurate allergy records;
- ensuring Individual Healthcare Plans (IHPs) are in place where required;
- coordinating staff training;
- monitoring medication storage and expiry dates;
- reviewing incidents and near misses;
- reporting findings and recommendations to senior leaders.

# Individual Healthcare Plans

Parents and carers are asked to provide details of their child’s medical history when joining the school. The school maintains an up-to-date register of pupils with allergies, including those at risk of anaphylaxis, within the Medical Alert Handbook. Parents and carers are asked to review and update their child’s medical information annually and whenever there is a change in their medical needs. All pupils with a diagnosed severe allergy will have an up-to-date Individual Healthcare Plan (IHP), developed and agreed in partnership with parents/carers and, where appropriate, relevant healthcare professionals.

The plan will include:

- details of allergens and triggers;
- symptoms requiring action;
- emergency procedures;
- medication requirements;
- arrangements for school visits, clubs and extracurricular activities.

Healthcare Plans will be reviewed at least annually and whenever there is a significant change in a pupil's medical needs.

## Allergy Management

The school will:

- ensure all relevant staff are aware of pupils with severe allergies and understand their Individual Healthcare Plans;
- ensure catering staff and lunchtime supervisors are aware of relevant allergy information;
- display allergy information discreetly and appropriately where required for safeguarding purposes;
- encourage pupils to avoid sharing food, drinks, utensils or containers;
- work closely with parents/carers regarding celebrations, food-based activities and special events;
- undertake appropriate risk assessments for trips, visits and extracurricular activities;
- ensure pupils with allergies are able to participate safely and fully in all school activities;
- thorough handwashing is promoted
- school staff liaise with catering staff and allergy menus are issued to pupil’s in conjunction with parents and carers;
- there is a whole skill risk assessment and pupils have individual risk assessments;
- allergy risk will be considered on trip risk assessments and signed off by the EVC.

Where educational activities involve food preparation, tasting activities or food-based learning, reasonable adjustments and alternative arrangements will be agreed in advance with parents/carers.

# Medication

The school will maintain appropriate emergency medication arrangements.

For pupils prescribed adrenaline auto-injectors (AAIs):

- two prescribed devices should be available in school wherever possible;
- medication will be clearly labelled and stored in agreed accessible locations;
- staff will be informed of storage locations (main office and the clearly marked first aid cupboard in the pupil’s classroom);
- medication (both adrenaline-auto injectors) must be readily accessible in an emergency and capable of being retrieved without delay.
- Medication (both adrenaline auto-injectors) must be taken on any off-site visits.

The school will maintain spare AAIs in accordance with national guidance (the school holds two 0.15mg adrenaline auto-injectors and two 0.3mg adrenaline auto-injector) and ensures that these are stored in a designated location known to staff (the main office).

The Allergy Lead and designated first aid personnel will check all adrenaline auto-injectors (AAIs) on the first working day of each month, or the nearest working day where this falls during a school holiday, and additionally prior to their expiry dates. Checks will include confirming that devices are present, in date, stored correctly and readily accessible in an emergency.

# Emergency Response

If a pupil displays symptoms of an allergic reaction, staff must act immediately.

Where anaphylaxis is suspected:

1. Administer the prescribed AAI immediately, in accordance with the pupil's Individual Healthcare Plan.
2. If the pupil's own device is unavailable, use a spare AAI where appropriate and in accordance with national guidance.
3. Dial 999 immediately and state that anaphylaxis is suspected.
4. Contact parents/carers as soon as possible.
5. Monitor the pupil continuously until emergency services arrive.
6. If symptoms persist and medical advice indicates, a second AAI may be administered in line with current guidance.
7. Hand all used medication to attending healthcare professionals and provide a clear account of actions taken.

The administration of adrenaline in a genuine suspected anaphylactic emergency is considered a safe and appropriate response and should not be delayed.

# Staff Training

All staff who may have contact with pupils will receive annual allergy awareness and anaphylaxis training.

Training will include:

- recognition of allergic reactions;
- recognition of anaphylaxis;
- emergency procedures;
- administration of adrenaline auto-injectors;
- use of spare AAIs;
- incident reporting procedures.

Additional training will be provided when required for new members of staff or where there are significant changes in pupil medical needs.

# Inclusion

The school is committed to ensuring that pupils with allergies are fully included in all aspects of school life and are not disadvantaged because of their medical needs. Reasonable adjustments will be made to enable pupils with allergies to participate safely in lessons, educational visits, residential trips, clubs, sporting activities and enrichment opportunities. Individual Health Care Plans and risk assessments will be used to identify and reduce risks while promoting independence, wellbeing and equal access to opportunities. Staff will work in partnership

with parents, carers and healthcare professionals to ensure that pupils with allergies are supported, respected and able to take part confidently in school activities.

# Well-being

The school recognises that living with an allergy can affect a pupil's emotional wellbeing, confidence and sense of belonging. Allergy-related bullying, teasing, intimidation or exclusion will not be tolerated and will be addressed in line with the school's behaviour, anti-bullying and safeguarding policies. Staff will promote an inclusive and supportive environment where pupils feel safe to discuss their allergies and concerns, and appropriate support will be provided to help pupils manage their medical needs confidently and participate fully in school life.

# Educational Visits

The school is committed to ensuring that pupils with allergies can participate fully in educational visits and off-site activities. Appropriate risk assessments will be completed, Individual Healthcare Plans will be considered, and required medication will accompany the pupil. Trained staff will be available to recognise and respond to allergic reactions, and reasonable adjustments will be made to minimise risks whilst promoting inclusion and full participation.

# Catering and Food Safety

- The school will work closely with catering providers to support the safe management of pupils with food allergies.
- Where available, allergen information will be shared with staff, parents and pupils as appropriate.
- Measures will be taken to reduce the risk of cross-contamination during food preparation, serving and consumption.
- Staff will encourage good hygiene practices, including handwashing before and after eating.
- Food-related classroom activities, celebrations and fundraising events will be planned with consideration of known allergies and individual risk assessments.
- The school cannot guarantee an allergen-free environment but will take reasonable steps to minimise risks and promote pupil safety.

# Recording, Reporting and Review

## 1. Recording of Allergy Information

The school maintains accurate, up-to-date records of:

- Pupils diagnosed with allergies including known allergens and triggers in the Medical Alert Book.
- Prescribed medication (e.g. antihistamines, adrenaline auto-injectors).
- Location of medication.
- Individual Healthcare Plans (IHPs).
- Parent/carer contact details and emergency contacts.
- Relevant healthcare professional advice.
- Dietary requirements and reasonable adjustments.

## 2. Recording Medication Administration

Each use of allergy medication should be recorded on CPOMS and a ‘Notification of Medication Form’ completed, including:

- Pupil's name.
- Date and time.
- Medication.
- Dose given.
- Reason for administration.
- Who administered or supervised administration.
- Outcome and pupil response.
- Whether parents were informed.
- Whether emergency services were contacted.

## 3. Recording Allergic Reactions

All allergic reactions, including mild reactions, should be documented on CPOMS and parents notified via telephone and a record from the first aid file.

Records should include:

- Date, time and location.
- Suspected allergen/exposure source.
- Symptoms observed.
- Staff involved.
- Treatment provided.
- Whether an ambulance was called.
- Outcome following the incident.
- Follow-up actions required.

## 4. Recording Anaphylaxis Incidents

For severe reactions and anaphylaxis, record on CPOMS:

Parents are notified via telephone immediately and a record from the first aid file should be given to parents.

- Circumstances leading to exposure.
- Timings of symptom onset.
- Timing of AAI administration.
- Number of devices used.
- Ambulance attendance.
- Hospital outcome (where known).
- Any delays or difficulties encountered during the emergency response.

## 5. Parent Communication Records

The school keeps records of:

- Allergy-related meetings with parents (CPOMS and Medical File).

- Updates to healthcare plans (Medical File).
- Notification following medication administration (CPOMS and form sent home).
- Notification of first aid form. (Record sent home)
- Discussions following incidents or near misses.
- Consent forms and medical updates received from parents.

### 6. Staff Training Records

The school maintains a training register in the Medical File including:

- Staff member names.
- Date of allergy awareness and anaphylaxis training.
- Adrenaline auto-injector practical training.
- Refresher training dates.

### 7. Recording Near Misses

All allergy-related incidents and near misses will be recorded on CPOMS.

Following any significant incident:

- a debrief will be undertaken;
- lessons learned will be identified;
- risk assessments, healthcare plans and procedures will be reviewed where necessary;
- additional training or control measures will be implemented as appropriate.

## Monitoring and Review

This policy will be reviewed annually, or sooner if legislation, guidance or school circumstances change.