



Harrietsham Church of England Primary School

Allergy Policy

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Responsibility:	Inclusion Leader
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Harrietsham Church of England Primary School Allergy Policy

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School Context:

Harrietsham CEP Vision Statement

We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

“Nurtured we flourish”

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children’s learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children’s lives.

Our Values

The roots of our vision are in the parable of the Mustard Seed.

‘The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches’.

Matthew 13 31-32

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

Love, Fellowship and Forgiveness

Introduction

This policy sets out a whole school approach to the care and management of allergies within our school community, including but not limited to food, bee/wasp stings, animal or nut allergies.

We believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

The aim of this policy is to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at school.

Whilst we are not able to guarantee a completely allergen free environment, we will seek to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

In line with the Statutory Framework, parents are asked to provide details of their child's allergies on their Enrolment Form, which is submitted before starting Primary school.

Definitions

- Allergy - A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.
- Allergen - A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
- Anaphylaxis - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.
- Auto-injector pen - device containing the drug Adrenalin, which is ready for immediate intramuscular administration. Brand names are EpiPen or Jext.
- Minimised Risk Environment - An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.
- Health Care Plan - A detailed document outlining an individual pupil's condition treatment, and action plan for location of an Auto-injector pen.

General

- Parents and staff will work together to develop individual Health Care Plans for any child with a known allergy. This information will become part of the school's allergy register which includes children who have been prescribed an AAI(s) (or where a doctor has provided a written plan recommending AAI(s) to be used in the event of anaphylaxis).
- The school will establish and maintain systems for effectively communicating a child's healthcare plans to all relevant staff.
- Staff will be trained in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency.
- Children will be given age appropriate education about severe food allergies.

Legislation and Guidance

This policy is based on the Department for Education (DfE) guidance *Supporting pupils with medical conditions at school*, the Department of Health and Social Care's guidance on *Using emergency adrenaline auto-injectors in schools*, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

Medical Information

- Parents of children with known allergies will be asked to update their child's information via a medical form at the start of each academic year.
- Parents must immediately report to the school any change in their child's medical condition during the year.
- If a child joins the school mid-year as part of an in-year admission, any known allergies will be requested via a medical form given as part of admissions paperwork.
- For children with known allergies, parents/carers must provide written advice from a doctor (GP), which explains their child's condition, and defines the allergy triggers and any required medication.
- Mrs Evans (Inclusion Leader) will ensure that a Health Care Plan is established and updated for each child with a known allergy.
- All Teachers and Learning Support Assistants and other key staff must ensure that they are aware of any children with allergies in the classes that they have contact with and must review and familiarise themselves with the medical information for these children.
- If parents give permission, a recent photograph for any children with allergies will be posted in the staff room.
- When children with known allergies are participating in school excursions or other activities away from the school site, the risk assessments must include this information and a plan for minimising the risk of exposure to allergens and treating any adverse reaction that may occur.
- Children with known allergies may wear a medic-alert bracelet if they choose to.
- The school maintains a central allergy register for pupils at risk of anaphylaxis. This includes:
 - Pupil name and photograph (with parental consent)
 - Allergens
 - Prescribed AAI type and dose
 - Location of AAIs
 - Whether parental consent has been given for use of a spare AAI

Parents' Responsibilities

It is the parents' responsibility to provide to the school in writing ongoing accurate and current medical information about their child. For a child with a known allergy, or a newly-diagnosed allergy, parents share or complete an allergy form to the school confirming the allergy and giving the following information:

- The allergen (the substance the child is allergic to).
- The nature of the allergic reaction (e.g. rash, breathing problems to anaphylactic shock).
- What action must be taken if the child has an allergic reaction, including any medication, dosages and how it is to be administered.
- Any control measures that can be put in place to prevent an allergic reaction occurring.
- Must supply **two in-date AAls** if prescribed
- Must follow school food guidance
- Must update medical changes

Minimised Risk Environment

- It is the parents' responsibility to ensure that the contents of any snacks and lunches that their child brings into school are safe for their child to consume. Harrietsham Primary has a strict no sharing of food and drink policy.
- Parents should liaise with staff about the suitability of ingredients for any food-related activities (e.g. cooking) and provide a list of all food products and food derivatives that their child is known to be allergic to.
- All Parents/carers are asked to avoid sending peanuts, tree nuts and nut-containing products into school wherever possible, to reduce the risk of allergic reactions. The school will ensure that parents/carers are regularly reminded of this and will monitor the contents of lunchboxes and snacks.

Auto-injector Pens (Epipen, Jext)

- If a child has an allergy requiring an auto-injector pen, or the risk assessment deems it necessary, a Health Care plan must be completed and signed by the parents.
- It is the parent's/carer's responsibility to ensure that the Auto-injector pen is in school and in date. The Inclusion Lead will check the dates of auto-injectors on a regular basis. The Auto-injector pen must be clearly labelled with the child's prescription and in a suitable container.
- The Auto-injector pen will be located securely in an agreed location (on a hook above the teacher's desk) in a bag clearly labelled with the child's name and with a copy of the child's Care Plan.
- Parents/carers must ensure that the school has up to date emergency contact information.

School Staff Responsibility

- It is the responsibility of every staff member to familiarise themselves with this policy and to adhere to the school's health & safety regulations regarding food and drink.

'Nurtured We Flourish'

- Staff will carry out anaphylaxis and Auto-injector pen training. All staff will be made aware of the location of Auto-injector pens for children who need them.
- Emergency medication should be easily accessible at all times, especially at times of high risk such as school trips and off-site visits. Staff members will be responsible for the child's auto-injector being with them during PE lessons, Forest School and any other lessons which are not based in the classroom.
- If any AAI is used, then this will be recorded using our 'Record of medicine administered to children' in Appendix 4 of the school's Administering Medicines policy
- Every teacher, supply teacher, learning support assistant, kitchen staff member and anyone else who has regular contact with children must ensure that they are aware of any children with allergies in the classes or groups that they work with. This information is available in each class's medical file and on noticeboards in the staff room.
- All staff are to encourage all children to wash their hands before and after eating.
- Staff should monitor any snacks and packed lunches that children bring in from home to ensure that they do not contain peanuts, nuts or other known allergens. (We cannot, however, guarantee that foods do not contain traces of nuts.)
- Children should not be permitted to share any food or drinks that they have brought from home under any circumstances.
- After eating, all tables must be cleaned with an approved solution.
- Staff should consult with parents/carers in advance about the suitability of any planned food-related activities (e.g. snacks, food sample sessions, cooking).

Allergy Lead (Inclusion Lead – Mrs Evans)

- Maintaining the allergy register
- Ensuring action plans are in place
- Keeping AAIs in date
- Staff training

Teaching & Support Staff

- Must recognise symptoms of anaphylaxis
- Must follow action plans
- Must consider allergens in lesson planning

New Pupils with Allergies

If a child's Enrolment Form states that they have an allergy, a Health Care Plan must be in place before the child starts attending sessions. A risk assessment should be carried out and any actions identified must be put in place. This assessment should be stored with the child's Health Care Plan.

Diagnosis of an Allergy for an Existing Pupil

If a child already attending Harrietsham is diagnosed with a new allergy, a team meeting will be set up as soon as possible to update all relevant staff of the details of the child's allergy and treatment. The Inclusion Lead will ensure that all staff who come into contact with the child will be made aware of what treatment/medication is required and where any medication is stored.

Spare Adrenaline Auto-injectors (AAIs)

Following a change in legislation effective from 1 October 2017, Harrietsham School holds spare/back-up adrenaline auto-injectors (AAIs) for emergency use on pupils with a known, diagnosed risk of anaphylaxis whose own prescribed device is not immediately available (e.g. broken, expired, misplaced, or incorrect dose)

The spare AAI would be used where both medical authorisation and written parental consent (see appendix 1) for use of the spare AAI has been provided.

Any AAI(s) held by the school should be considered a spare / back-up device and not a replacement for a pupil's own AAI(s). Current guidance from the Medicines and Healthcare Products Regulatory Agency (MHRA) is that anyone prescribed an AAI should carry two of the devices at all times. This guidance does not supersede this advice from the MHRA,¹ and any spare AAI(s) held by a school should be in addition to those already prescribed to a pupil.

Spare AAI are stored in the main office in a clear plastic wallet hooked on the wall above the photocopier. There is an additional set of AAI which are stored in the Inclusion office on a hook above the display board.

The Inclusion Leader is responsible for checking the expiry dates of the AAI and liaising with the Saxon Warrior Pharmacy, Lenham for replacements. When AAIs are out of date, these will be returned to the Saxon Warrior Pharmacy, Lenham for disposal.