



The Cowplain School

Work Hard. Enjoy Learning. Achieve Highly.

Allergy and Anaphylaxis Policy

Approved: Autumn 2026

Review Date: Autumn 2027

1. Statement of Intent

The Cowplain School recognises that allergies can have a significant impact upon the health, wellbeing and educational experience of children and young people.

We are committed to ensuring that every student with an allergy is safe, supported and fully included in all aspects of school life.

The school will:

- identify pupils with allergies promptly;
- work closely with parents and healthcare professionals;
- minimise the risk of exposure to allergens where reasonably practicable;
- ensure rapid access to emergency medication;
- train staff appropriately;
- respond effectively to allergic reactions;
- promote an allergy-aware culture across the school community.

No student will be excluded from any aspect of school life solely because they have an allergy where reasonable adjustments can safely be made.

The school recognises that allergy management is everyone's responsibility.

2. Aims

This policy aims to:

- safeguard pupils with allergies;
- comply with statutory guidance;
- ensure all staff understand their responsibilities;
- ensure appropriate medical information is available when required;
- reduce the likelihood of allergic reactions occurring;
- provide clear emergency procedures;
- ensure pupils can participate fully in educational activities;
- support pupils' physical and emotional wellbeing;
- ensure lessons are learned from allergic reactions and near misses.

3. Scope

This policy applies to:

- all pupils;
- all staff;
- volunteers;
- trustees;
- agency staff;
- supply teachers;
- contractors;
- sports coaches;
- music tutors;
- breakfast club staff;
- after-school club staff;
- catering staff;
- visitors responsible for pupils;
- organisations hiring school facilities.

Everyone using The Cowplain School site has a responsibility to support the safe management of allergies.

4. Definitions

Allergy

An allergy is an immune system response to a substance that is normally harmless.

Allergen

Any substance capable of causing an allergic reaction.

Examples include:

- peanuts
- tree nuts
- milk
- eggs
- fish
- shellfish
- sesame
- wheat
- soya
- insect venom
- medication
- latex
- animal dander
- pollen

Anaphylaxis

Anaphylaxis is a severe, life-threatening allergic reaction requiring immediate emergency treatment.

It should always be treated as a medical emergency.

Adrenaline Auto-Injector (AAI)

A single-use device containing adrenaline used to treat anaphylaxis.

Throughout this policy these are referred to as **AAIs** for simplicity. The school may use any brand of MHRA-approved AAI.

Individual Healthcare Plan (IHP)

A document produced in partnership with parents and healthcare professionals setting out:

- allergens;
- symptoms;
- medication;

- emergency procedures;
- reasonable adjustments.

Allergy Action Plan

A clinician-produced emergency plan explaining how to recognise and respond to an allergic reaction.

5. Roles and Responsibilities

The Cowplain School adopts a whole-school approach to allergy management. Keeping pupils safe requires effective communication, clear leadership and shared responsibility across the school community.

5.1 Head of School / Designated Senior Allergy Lead

The Designated Senior Allergy Lead is:

Jon Colebrook

Head of School and Designated Safeguarding Lead

The Designated Senior Allergy Lead is responsible for the strategic leadership of allergy management across the school and will ensure that suitable systems are implemented, monitored and reviewed.

Responsibilities include:

- ensuring compliance with statutory guidance and this policy;
- promoting an allergy-aware culture across the school;
- ensuring pupils with allergies are able to participate fully in school life;
- ensuring appropriate resources are available to manage allergies safely;
- overseeing the implementation of Individual Healthcare Plans;
- ensuring suitable arrangements exist for emergency medication;
- ensuring annual staff training is completed;
- ensuring an annual anaphylaxis emergency drill is carried out;
- reviewing significant allergic reactions and near misses;
- ensuring lessons learned are implemented;
- being the overarching point of contact for staff, pupils and parents with concerns or questions about allergy management;
- reporting allergy management and significant incidents to trustees through termly Head of School reports;
- reviewing this policy annually.

5.2 Medical Lead

The school's Medical Lead is:

Serena Williams
Matron

Supported by:

Assistant Matron

Matron is responsible for the day-to-day operational management of allergies within school.

Responsibilities include:

- maintaining the school allergy register;
- maintaining Individual Healthcare Plans;
- maintaining Allergy Action Plans;
- liaising with parents regarding medical information;
- liaising with healthcare professionals where appropriate;
- ensuring medication supplied by parents is appropriately labelled;
- storing medication safely;
- ensuring spare emergency medication is available;
- checking expiry dates at least once each term;
- replacing expired medication where necessary;
- maintaining emergency grab bags where required;
- supporting staff with allergy-related queries;
- recording allergic reactions and near misses on **iamcompliant**;
- reviewing incidents with the Head of School;
- having responsibility in conjunction with H&S Manager for reporting near misses and significant allergic reactions to RIDDOR or appropriate authority and ensuring circumstances are investigated and lessons learnt;
- disseminating all information to appropriate school staff including catering team, occasional staff and those running clubs.

5.3 Teaching Staff

Teaching staff are responsible for:

- knowing which pupils in their classes have significant allergies;
- familiarising themselves with Individual Healthcare Plans where appropriate;
- considering allergies when planning lessons and activities;
- ensuring pupils have access to emergency medication where required;

- supervising pupils safely during practical activities;
- recognising the signs of allergic reactions;
- acting immediately during an emergency;
- attending annual allergy training;
- reporting concerns promptly.

Teachers should never ignore concerns raised by a pupil regarding a possible allergic reaction.

5.4 Support Staff

Support staff, including Learning Support Assistants, Cover Supervisors, Administrative Staff, Site Staff and Learning Room staff will:

- follow this policy;
- know which students have significant allergies;
- attend required training;
- know how to summon assistance;
- recognise anaphylaxis;
- administer an adrenaline auto-injector if required during an emergency;
- report concerns immediately.

5.5 Catering Staff

The school's catering team will:

- comply with all food safety legislation;
- maintain accurate allergen information;
- minimise the risk of cross-contamination;
- ensure allergen information is available at the point of service;
- notify the school immediately of any recipe or supplier changes;
- support pupils with diagnosed allergies safely;
- participate in allergy training where appropriate.

5.6 Educational Visits Leaders

Visit Leaders must ensure:

- allergy risks are considered during planning;

- allergy control measures are included within visit risk assessments;
- pupils always have access to their prescribed medication;
- medication never travels separately from the pupil;
- supervising adults understand emergency procedures;
- emergency contact arrangements are in place.

No pupil prescribed AAls should attend an educational visit without access to two in-date devices.

5.7 First Aiders

School first aiders will:

- respond immediately to allergic reactions;
- assist with emergency treatment;
- support the administration of adrenaline where required;
- liaise with emergency services;
- ensure accurate records are completed following an incident.

5.8 Parents and Carers

Parents and carers are responsible for:

- informing the school of any diagnosed allergy;
- providing appropriate medical evidence where requested;
- providing **two** labelled AAls where AAls have been prescribed;
- providing history of any previous anaphylaxis and subsequent reactions;
- supplying prescribed medication;
- ensuring medication remains in date;
- replacing medication before expiry;
- informing the school immediately of any changes to medical advice;
- working collaboratively with school staff;
- encouraging their child to understand and manage their allergy appropriately.

Parents must not assume the school is aware of changes unless they have informed the school directly and in writing.

5.9 Pupils

Pupils are expected to:

- understand their allergy, where appropriate;
- avoid known allergens;
- carry prescribed medication where agreed;
- inform staff immediately if they feel unwell;
- never share food, drinks or medication;
- treat other pupils' medical conditions respectfully;
- report allergy-related bullying.

Older pupils should understand how to seek help promptly if symptoms develop.

5.10 Trustees

The Trustee Body will:

- receive termly updates regarding allergy management through the Head of School;
- ensure appropriate policies are in place;
- seek assurance that statutory duties are being fulfilled;
- monitor significant incidents and lessons learned;
- support continual improvement of allergy management across the school.

The named trustee with responsibility for allergy management is **Steve Head**

6. Identification of Pupils with Allergies

The school will identify pupils with allergies as early as possible.

Information may be obtained through:

- admission documentation;
- annual data collection;
- Individual Healthcare Plans;
- medical professionals;
- parents and carers;
- previous schools;
- ongoing communication with families.

All allergy information will be reviewed whenever:

- a pupil joins the school;
- a diagnosis changes;
- medication changes;

- parents provide updated medical information;
- healthcare professionals issue revised advice.

The school maintains an up-to-date register of pupils with allergies.

This register is maintained by **Matron** and is treated as confidential medical information. Relevant information is shared only with staff who require it to fulfil their safeguarding responsibilities.

During school events, including Open Evenings, allergen risks will be considered in advance. Accurate allergen information will be made available and suitable arrangements made for individuals with known allergies wherever reasonably practicable.

7. Individual Healthcare Plans (IHPs)

The Cowplain School recognises that not every pupil with an allergy requires an Individual Healthcare Plan (IHP). The need for an IHP will be determined on an individual basis following discussion with parents and, where appropriate, healthcare professionals.

An Individual Healthcare Plan will be produced where a pupil:

- has been prescribed an AAI;
- has previously experienced anaphylaxis;
- requires medication to be administered in school;
- requires reasonable adjustments to access education safely;
- requires specific arrangements for trips, catering or practical subjects.

Each Individual Healthcare Plan will include:

- the pupil's photograph;
- diagnosed allergies;
- known allergens;
- signs and symptoms of an allergic reaction;
- history of allergic reactions;
- copy of allergy action plan;
- prescribed medication;
- location of medication;
- emergency procedures;
- contact details;
- any reasonable adjustments required;
- parental consent for medication to be administered.

Healthcare Plans will be reviewed:

- annually as a minimum;
- following any allergic reaction;
- following changes to medication;
- whenever medical advice changes;
- at the request of parents or healthcare professionals.

8. Medication

The Cowplain School is committed to ensuring emergency medication is immediately available whenever required.

Medication must never be locked away or stored where delays could occur.

8.1 Asthma and Allergies

The Cowplain School recognises that pupils with both asthma and allergies, particularly food allergies, may be at increased risk of experiencing a severe allergic reaction.

Good asthma control is an important element of allergy management. Parents and carers are therefore expected to ensure that prescribed asthma medication remains available, in date and used in accordance with medical advice.

Where a pupil has both asthma and an allergy:

- this information will be recorded within their Individual Healthcare Plan;
- staff will be made aware of the combined risk;
- asthma symptoms occurring alongside suspected allergen exposure will be treated seriously;
- pupils should have prompt access to both allergy and asthma medication where prescribed;
- concerns regarding asthma control may be discussed with parents or carers.

This policy should be read alongside the school's Supporting Pupils with Medical Conditions arrangements.

8.2 Prescribed Medication

Parents remain responsible for:

- supplying medication;
- ensuring medication is in date;

- replacing medication before expiry;
- ensuring medication is correctly labelled.

Medication should be supplied in its original packaging.

8.3 Adrenaline Auto-Injectors

Students prescribed AAls should normally always have access to two in-date devices.

Where clinically appropriate and agreed through the Individual Healthcare Plan, pupils will carry their own medication.

Where this is not appropriate, medication will be readily accessible through agreed school arrangements.

8.4 School Storage

Where medication is stored by the school it will be kept:

Medical Room

Unlocked Medical Cabinet

Medication must:

- remain clearly labelled;
- remain easily accessible;
- never be stored in locked cupboards;
- never be stored in areas inaccessible during an emergency.

Spare AAls will be stored so that they can be brought to any person experiencing suspected anaphylaxis within five minutes and will remain accessible whenever pupils are on site.

8.5 Spare Adrenaline Auto-Injectors

In accordance with Department of Health guidance, The Cowplain School maintains spare emergency AAls.

These are stored:

Medical Room – Unlocked Medical Cabinet

The school currently maintains:

- two spare AAls (EpiPens) 300 microgram device.

These provide emergency back-up where:

- a pupil's own device is unavailable;
- a device has misfired;

- a second dose is required;
- a pupil experiences a first episode of suspected anaphylaxis and emergency services advise their use in accordance with national guidance.

Expiry dates are checked on a regular basis to ensure they remain in date.

8.6 Checking Medication

Matron and the Assistant Matron will:

- check medication locations each term;
- check expiry dates each term;
- remove expired medication;
- notify parents when replacements are required;
- maintain records of medication checks.

Spot checks may also be undertaken throughout the academic year.

8.7 Disposal

Expired or used adrenaline auto-injectors will be disposed of safely as clinical sharps.

9. Reducing the Risk of Allergic Reactions

The Cowplain School recognises that complete elimination of allergens is rarely possible.

Instead, the school adopts a proportionate risk management approach by reducing foreseeable risks while maintaining an inclusive environment.

All staff should consider allergies whenever planning activities.

9.1 Classrooms

Staff should consider allergens when planning lessons.

Examples include:

- food packaging;
- food rewards;
- tasting activities;
- science practicals;
- art materials;
- sensory resources;
- gardening activities.

Where an allergen presents unnecessary risk, an alternative resource should be used wherever reasonably practicable.

9.2 Practical Subjects

Departments including:

- Food Technology;
- Science;
- Art;
- Design Technology;

must complete suitable risk assessments where allergens may be present.

Alternative ingredients or activities should be considered where appropriate.

9.3 Animals

Animals brought onto site may trigger allergic reactions.

Before animals are brought into school staff should consider:

- known allergies;
- supervision arrangements;
- cleaning requirements;
- handwashing;
- ventilation.

Risk assessments should be completed where appropriate.

9.4 Insect Stings

Where pupils have known insect venom allergies, reasonable precautions should be taken including:

- avoiding known nesting areas;
- covering food outdoors;
- encouraging appropriate clothing during outdoor activities;
- ensuring emergency medication accompanies the pupil.

Where possible, the Site Team will manage any identified bee or wasp nest.

9.5 Cleaning

Good hygiene significantly reduces allergy risks.

The school promotes:

- regular handwashing;
- cleaning of eating areas;
- cleaning of practical classrooms;
- avoidance of unnecessary cross-contamination.

9.6 Allergy Awareness

The school promotes an allergy-aware culture.

Students will be reminded:

- not to share food;
- not to bring food containing nuts into school;
- not to swap drinks;
- not to tamper with another person's medication;
- to report concerns immediately.

Staff and pupils are reminded that donations of food to the Breakfast Club must be nut free. No products having labelling “may contain nuts” or “may contain peanuts” will be accepted.

Deliberately exposing another person to an allergen or interfering with emergency medication will be treated as a serious breach of the school's Behaviour Policy and may result in suspension or other appropriate sanctions.

9.7 Seasonal and Environmental Allergens

The school recognises that some pupils experience allergic reactions to seasonal and environmental allergens, including pollen, grass, mould and animal dander.

Where reasonable and proportionate, the school may implement adjustments such as:

- consideration of outdoor activities during periods of high pollen exposure;
- notification of environmental factors where relevant;
- supporting pupils to access prescribed medication;
- ensuring staff are aware of significant environmental allergies.

Parents remain responsible for providing any medication required to manage these conditions.

10. Catering and Food Safety

The school is committed to providing a safe meal for all students, staff and visitors, including those with food allergies.

- Due diligence is carried out with regard to allergen management when appointing catering staff;
- All catering staff and other staff preparing food will receive relevant and appropriate allergen awareness training;
- Anyone preparing food for those with allergies will follow good hygiene practices, food safety and allergen management procedures;
- The catering team will endeavour to get to know the pupils with allergies and what their allergies are, supported by school staff;
- The catering team will endeavour to provide varied meal options to students and staff with allergies;
- The school has robust procedures in place to identify pupils with food allergies. The biometric food purchasing system displays details of pupils' allergens and pupil photographs prior to purchasing, enabling identification of pupils with allergies;
- Food containing the main 14 allergens (see Allergens definition) will be clearly labelled. The catering team use capital letters in bold to highlight these. Other ingredient information will be available on request;
- Pre-packaged food will comply with PPDS legislation (Natasha's Law) requiring the allergen information to be displayed on the packaging;
- Where changes are made to the ingredients this will be communicated to pupils with dietary needs by The Catering Manager/Deputy Catering Manager;
- Any precautionary allergen labelling supplied by the manufacturer, such as "may contain", will be retained and communicated accurately. Such statements will not be added routinely without an appropriate risk assessment.
- Staff or volunteers providing food/beverages at breakfast clubs and after school clubs will follow these procedures;

Food Prepared for Events

Where food is provided during school events, celebrations, reward activities, fundraising events or transition activities, staff must consider allergy risks in advance and ensure suitable arrangements are in place.

Appropriate allergen information should be obtained wherever reasonably practicable.

11. Food Brought into School

The Cowplain School recognises that pupils, staff and visitors may bring food onto the school site. Whilst it is not practical to prohibit all allergens, everyone has a shared responsibility to help maintain a safe environment.

The school is an **Allergy Aware School**.

Staff, pupils and parents are encouraged to think carefully before bringing food into school, particularly where it may contain common allergens.

Parents and carers should:

- check ingredient labels before sending food into school;
- avoid sending food that has been specifically identified as presenting a significant risk to an individual pupil or group, e.g. nuts;
- ensure packed lunches are clearly labelled where appropriate;
- support their child in understanding why food should not be shared.

Pupils must:

- never share food or drinks;
- never swap packed lunches;
- never pressure another pupil to eat food;
- wash their hands after eating.

Birthday cakes, celebrations and fundraising activities involving food should be discussed with the relevant member of staff in advance to ensure appropriate arrangements can be made.

The school may introduce temporary food restrictions where individual risk assessments identify this as necessary.

12. Educational Visits, Sporting Fixtures and Off-Site Activities

All pupils should have equal access to educational visits wherever reasonably practicable.

No pupil will be excluded solely because they have an allergy unless it is impossible to manage the risk safely.

Visit Leaders must ensure allergy management forms part of every visit risk assessment.

This includes consideration of:

- transport;
- catering;
- overnight accommodation;
- restaurants;
- first aid provision;

- outdoor activities;
- remote locations;
- emergency medical services;
- environmental allergens.

Where appropriate, Visit Leaders will consult parents before the visit.

Students prescribed AAls must have access to **two in-date devices** throughout the visit.

Medication must:

- travel with the pupil;
- never be packed in luggage inaccessible during travel;
- remain protected from excessive heat or cold.

Staff attending visits must know:

- who has allergies;
- how to recognise anaphylaxis;
- how to administer adrenaline;
- who will contact emergency services;
- how parents will be informed.

13. Community Use and Lettings

The Cowplain School welcomes community groups using its facilities outside normal school hours.

Organisations using the school site are expected to:

- comply with this policy where appropriate;
- supervise children safely;
- ensure emergency medication is available where required;
- notify the school of any significant allergy risks where relevant.

Groups responsible for children remain responsible for their own first aid and medication unless alternative arrangements have been agreed in writing.

14. Procedures for Mild or Moderate Allergic Reactions

When a pupil is experiencing a mild or moderate allergic reaction the following procedure should be followed:

- follow the pupil's allergy action plan;

- give prescribed treatment;
- inform parents;
- Remain with pupil and monitor them for at least 60 minutes because symptoms can progress.

15. Emergency Procedures

Anaphylaxis is always treated as a **medical emergency**. Staff will recognise the ABC signs:

- Airway: throat or tongue swelling, hoarse voice or difficulty swallowing;
- Breathing: wheezing, persistent cough, noisy or difficult breathing;
- Circulation: dizziness, confusion, pale clammy skin, collapse or loss of consciousness.

If anaphylaxis is suspected:

Step 1

Administer adrenaline immediately.

Do **not** delay treatment whilst waiting for Matron, parents or confirmation.

If in doubt, administer adrenaline.

Step 2

Call **999**

State clearly:

"Child experiencing suspected anaphylaxis."

Step 3

Summon school assistance.

- Contact **Matron – Extension 208**
- If Matron is unavailable, dial **333** via the Main Office to initiate the school's emergency response.

Step 4

Keep the pupil where they are.

Do not ask them to walk to the Medical Room.

Normally the pupil should:

- lie flat;
- raise their legs.

If breathing is difficult, they may sit upright.

Do **not** allow them to stand or walk.

Step 5

Monitor continuously.

If symptoms have not improved after **five minutes**, administer a second AAI.

Step 6

Parents or carers should be informed as soon as reasonably practicable.

Step 7

Every pupil receiving adrenaline must attend hospital, even if symptoms improve.

Where a pupil is conveyed to hospital and a parent or carer is not immediately available, an appropriate member of school staff may accompany the pupil until responsibility is transferred to a parent or carer in accordance with school procedures.

15. Staff Training

The Cowplain School is committed to ensuring staff have the knowledge and confidence to respond effectively to allergic reactions.

Training will be provided:

- on induction;
- annually;
- following significant incidents where appropriate;
- before educational visits where additional training is required.

Training will include:

- recognising allergic reactions;
- recognising anaphylaxis;
- administration of AAIs;
- school emergency procedures;
- Individual Healthcare Plans;

- reducing allergy risks;
- practical scenarios.

The school will undertake at least one **annual anaphylaxis emergency drill**.

16. Recording, Reporting and Learning

All allergy incidents and near misses will be recorded on **iamcompliant**.

Records should include:

- date and time;
- pupil involved;
- allergen (where known);
- symptoms;
- treatment provided;
- medication administered;
- emergency services involvement;
- outcome;
- follow-up actions.

Following every significant incident, Matron and the Head of School will review:

- what happened;
- whether procedures were followed;
- whether Individual Healthcare Plans remain appropriate;
- whether further staff training is required;
- whether any policy changes are needed.

Parents will be informed of significant incidents as soon as practical. Parents will be invited to discuss what happened and contribute to the lessons-learned review. The school will confirm any resulting actions.

Where legally required, reports will be made to external agencies and regulatory bodies. This may include reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) or other statutory safeguarding and health and safety requirements.

17. Equality, Inclusion and Wellbeing

The Cowplain School recognises that allergies can affect emotional wellbeing as well as physical health.

Pupils with allergies should feel:

- safe;
- respected;
- included;
- confident to seek help.

Reasonable adjustments will be made wherever possible to enable pupils to access:

- lessons;
- educational visits;
- sporting activities;
- enrichment activities;
- school events.

It is recognised that pupils with allergies may require additional pastoral support including check-ins with HoYs.

Allergy-related bullying, intimidation or deliberate exposure to allergens will be treated as a serious behavioural matter and managed in accordance with the school's Behaviour and Anti-Bullying Policies.

18. Monitoring and Review

This policy will be reviewed:

- annually;
- following changes in legislation or statutory guidance;
- following significant allergic incidents;
- where school procedures change.

Monitoring will include:

- medication audits;
- expiry date checks;
- training records;
- emergency drills;
- review of incidents and near misses;
- trustee oversight through the Head of School's termly report.

The Head of School and Matron are responsible for ensuring this policy remains effective and reflects current best practice.

Appendix A – Quick Emergency Guide

Suspected Anaphylaxis? Look for the ABC signs (Airways, Breathing, Circulation).

1. Give adrenaline immediately into thigh.
2. Call 999.
3. Call Matron – Ext 208.
4. If unavailable, dial 333 via the Main Office.
5. Keep the pupil lying flat with raised legs (unless breathing difficulty requires sitting upright).
6. Give a second adrenaline auto-injector after 5 minutes if there is no improvement.
7. Every pupil receiving adrenaline must attend hospital.

A full copy of the Allergy and Anaphylaxis Policy will be available online at www.cowplainschool.co.uk

Date Reviewed:	Autumn 2026	Reviewed by:	JCK/SWS	Next Review:	Autumn 2027
Summary of changes made:	New policy				
Date approved by Full Academy Trustees:	Autumn 2026				