



Falkner House Allergy Policy

Nursery – Year 6 including EYFS. This policy is on the school website and is available to parents.

Drawn up with regard to: DfE Health and Safety Advice on Legal Duties and Powers for Local Authorities, Headteachers and Governing Bodies, DfE Supporting Pupils with Medical Conditions Guidance, The Human Medicines (Amendment) Regulations 2017, Statutory requirements from September 2026 (“Benedict’s Law”), Supporting Children and Young People with Medical Conditions and Allergy 2026.

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1. Scope

This policy applies to Nursery – Year 6 at both Brechin Place and Penywern Road. The Nursery is located at Brechin Place.

This policy should be read alongside the following policies:

- Catering and Food Hygiene
- Individual Medical Conditions
- Child Protection & Safeguarding
- Educational Visits
- Risk Assessment, Health and Safety
- First Aid
- Pet Policy

2. Aims

Falkner House aims to ensure that all pupils, staff, volunteers and visitors with allergies are:

- Safe and fully included in school life
- Protected through prevention and rapid emergency response
- Supported through clear communication and effective training
- Treated with dignity and understanding

The school recognises that younger children cannot reliably self-manage risk and therefore adopts a high duty of supervision and proactive risk management.

3. Roles and Responsibilities

The Principal - Anita Griggs is the named proprietor.

The Headteacher will:

- Ensure implementation and compliance with this policy
- Allocate staffing and training resources
- Ensure termly review of training, medication and incident logs
- Ensure suitable procedures are in place for trips, activities and school events

Allergy Leads (Miss Boyd - girls' school, Mrs Stephenson - boys' school) will:

- Maintain the allergy register

- Oversee Individual Health Protocols (IHPs)
- Coordinate allergy risk assessments
- Ensure all staff are appropriately trained
- Monitor emergency medication arrangements
- Liaise with parents and relevant staff

Teaching and Support Staff will:

- Know pupils with allergies in their care
- Supervise eating and snack times carefully - particularly in the EYFS with a pediatric first aider on hand
- Prevent food sharing
- Recognise symptoms of allergic reactions and anaphylaxis
- Follow emergency procedures immediately
- Carry emergency information and medication on trips where required
- Inform parents that if any food is sent in e.g birthday treats or lunch snacks for trips it must be nut free and labeled.

Parents and Carers must:

- Inform the school of allergies and medical diagnoses
- Provide medical evidence where appropriate
- Supply in-date medication
- Update the school immediately regarding changes to medical information
- Ensure replacement medication is provided before expiry dates

4. Inclusion

The school will:

- Ensure pupils with allergies are fully included in all aspects of school life
- Prevent bullying or exclusion related to allergies or medical needs
- Make reasonable adjustments under equality duties
- Promote age-appropriate awareness amongst pupils

5. Individual Health Protocols (IHPs) and Allergy Action Plans (AAPs)

Parents complete medical information forms before a pupil starts at the school. Where a pupil has a significant allergy or risk of anaphylaxis, an Individual Health Protocol (IHP) (with attached Allergy Action Plan (AAP)) will be drawn up in consultation with parents and the relevant medical professionals. Parents are required to review and update medical details annually or sooner if circumstances change.

The IHP will include:

- Pupil details (including name of pupil, photograph, date of birth, emergency contact details)
- Known triggers and allergens
- Mitigation controls (daily, and school trips/outings)
- Storage details of pupil's personal medication

The AAP will be completed on the BSACI template and be signed by parents as well as a medical professional. The AAP details clinical symptoms, immediate medication dosages (such as antihistamines or adrenaline), and emergency protocols.

Folders containing all of the IHPs and AAPs are kept throughout the building (including the lunchroom) to ensure quick and easy access for any member of staff at any given time. They will also be kept within the individual pupil medical boxes.

6. Medication and Emergency Medication

6.1 General Principles

All emergency medication must:

- Be in original packaging
- Be clearly labelled with the pupil's name
- Only be used for the named pupil unless designated as emergency spare medication
- Be readily accessible at all times

6.2 Adrenaline Auto-Injectors (AAIs)

Pupils prescribed AAIs must provide a minimum of two devices, which are stored in a named container / pouch with the pupil's photograph and kept in the staff rooms at Brechin Place and Penywern Road.

Medication is taken off-site during visits, PE and activities as appropriate.

The school also maintains at least two spare AAIs (one 150 mcg and one 300 mcg) and antihistamines for emergency use. The office monitors expiry dates regularly and liaises with parents regarding replacements.

7. Prevention and Daily Controls

The school implements the following controls:

- No food sharing
- Regular handwashing
- Supervised eating at all times
- Allergen-aware seating arrangements where necessary
- Careful supervision during snacks and lunches
- Staff awareness of high-risk pupils
- Controlled management of birthday treats and events
- Enhanced supervision for EYFS pupils

Colour-Coded Systems

The lunchroom uses colour-differentiated plates:

- Red: pupils with allergies that may result in anaphylaxis
- Blue: pupils with intolerances or dietary/religious food requirements

An allergy overview grid including photographs and allergens is displayed for staff in appropriate locations.

8. Food Intolerances

Pupils with food intolerances are recorded separately from pupils with allergies causing risk of anaphylaxis. The school recognises the importance of managing intolerances carefully while distinguishing them from life-threatening allergic conditions.

9. Trips, Visits and Activities

For all educational visits and activities:

- Allergy risks will be considered in planning and risk assessment
- Emergency medication must accompany the pupil
- Relevant staff must be trained and aware of procedures
- Staff must carry emergency information where required

10. Allergy Awareness and Training

All staff must:

- Complete annual allergy and anaphylaxis training
- Know how to recognise allergic reactions
- Be able to administer AAIs
- Know the location of emergency medication
- Receive induction training when joining Falkner House

Training records are maintained and monitored by the Bursar

11. Monitoring and Review

The Headteacher and Allergy Leads will ensure:

- The allergy register remains up to date
- Staff training remains current
- Medication checks are completed regularly
- Incident reviews are undertaken where necessary
- This policy is reviewed annually or sooner if guidance changes

APPENDIX

Common Allergies:

- Food such as
 - Eggs - cooked and raw
 - Dairy
 - Peanuts
 - Tree nuts
 - Shellfish
 - Specific fruit e.g kiwi
- pollen (hay fever)
- house dust mites
- pet dander (flakes of dead skin) - please see School Pet Policy
- insect stings

Common Allergic Symptoms

Symptoms / reactions may include:

- Rash, swelling or itching
- Difficulty breathing
- Wheezing
- Dizziness
- Collapse

An allergic reaction can occur for the first time in school without warning. Any concerns must be treated seriously and escalated immediately.

Emergency Procedure

In the event of a suspected severe allergic reaction:

1. Follow the pupil's IHP immediately
2. Administer the AAI without delay
3. Call 999 and state "anaphylaxis"

4. Stay with and monitor the pupil
5. Contact parents/carers
6. Record the incident fully

When in doubt, staff should treat the reaction as anaphylaxis.