



Anaphylactic and Allergies Policy

Version 1.0

Policy Name	Administration of Medication Policy
Written by	Kay Peterson, School Business Manager
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Responsibility of	Sarah Nevison, Headteacher
Approved by	Mark Tilling, Management Committee

*Subject to any relevant changes in legislation or appropriate guidelines

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Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Identifying individual risks
4. Assessing risk
5. Minimising risk
6. Procedures for handling an allergic reaction
7. Adrenaline Auto-Injectors (AAI)
8. Serious incidents and near misses
9. Allergy awareness
10. Information sharing
11. Monitoring and Reviewing

Statement of intent

The Horizon School will ensure that staff and pupils with allergies receive appropriate care and support at school. This policy sets out Horizon School's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction. The policy will make clear how Horizon School supports staff and pupils with allergies to ensure their wellbeing and inclusion and promotion of allergy awareness in the school community.

This includes the safe storage and administration of pupils' medication. The Horizon School is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make pupils feel safe whilst at school. For the purposes of this policy, "medication" is defined as any prescribed or over the counter medicine, including devices such as adrenaline auto-injectors (AAIs). "Prescription medication" is defined as any drug or device prescribed by a doctor.

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Data protection policy
- Behavior policy

1. Legal Framework

This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting staff and pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools.

2. Roles and responsibilities

The Management Committee are responsible for ensuring risks relating to staff and pupils with allergies are included in the risk register and actively managed.

Ensuring:

- The school has an allergy safety policy which sets out:
- Arrangements to reduce the risk of individuals coming into contact with their known allergens
- Emergency response plans for cases of anaphylaxis
- The implementation of this policy and procedures, and all corresponding procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010.
- Ensuring that there is a sufficient number of trained staff available within the school to administer medication based upon the school's risk assessments.
- Ensuring the correct level of insurance is in place for the administration of medication.

- Ensuring that members of staff who administer medication to pupils, or help pupils self-administer, are suitably trained and have access to information needed.
- Managing any complaints or concerns regarding this policy, the support provided to pupils, or the administration of medication in line with the school's Complaints Procedures Policy.

The Management Committee delegates the day-to-day implementation of this policy to the allergy safety lead.

Allergy safety lead

The nominated allergy safety lead is Kay Peterson. She is responsible for:

- Checking spare auto adrenaline auto-injectors (AAs) are present and in date
- Making sure that replacement AAs are obtained when expiry dates approach
- Implementing this allergy safety policy
- Reviewing the allergy safety policy at least annually, updating it when needed, and making sure it is published
- Promoting and maintaining allergy awareness across the school community
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices.

Ensuring:

- All allergy information is up to date and readily available to relevant members of staff
- All pupils who require support with allergies have an up-to-date individual healthcare plan (IHCP)
- All pupils with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional
- All staff receive regular allergy awareness training
- All staff are aware of the school's policy and procedures regarding allergies
- Relevant staff are aware of what activities need an allergy risk assessment
- Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff:
- What lessons there are to learn
- Any potential changes to the medical conditions and/or allergy safety policies and/or to any pupil's IHCP

The Headteacher is responsible for:

Deciding, in discussion with the parents / carers and any relevant healthcare professionals, whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHCP is required to specify arrangements that reflect the pupil's circumstances.

Ensuring:

- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- Ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- Organising another appropriately trained individual to take over the role of administering medication in case of staff absence.

- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

All staff are responsible for:

- Adhering to this policy and supporting pupils to do so.
- Carrying out their duties that arise from this policy fairly and consistently.
- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy safety policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific pupils with allergies in their care
- Reducing the risk to pupils with known allergies coming into contact with known allergens
- Ensuring the wellbeing and inclusion of pupils with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead

Parents / carers are responsible for:

- Being aware of our school's allergy safety policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

Pupils with allergies (if age-appropriate) are responsible for:

- Being aware of their allergens and the risks they pose
- Knowing the location of their allergy devices and how they access them
- Understanding how and when to use their allergy devices

Pupils without allergies are responsible for:

- Being aware of allergens and the risk they pose to their peers

Older pupils might also be expected to support their peers and staff in the case of an emergency.

3. Identifying Individual Risks

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an “allergen”) they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould.
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals.
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis.
- Asthma which may be triggered by airborne allergens.
- Allergy to insect stings and medicines.

3.1 Identifying pupils at risk

Upon induction of enrollment parents / carers are invited to school and will be asked to provide medical information.

We will:

- For new starters, provide a form to all parent / carers of pupils at the point of induction, this will confirm any allergy the pupil has and whether they carry medication.
- Send a reminder to parents / carers at the start of each year asking them to update their child's medical information as necessary
- We ask that parents / carers proactively inform us by either phone contact the school if their child's medical needs change during the school year.

3.2 Identifying staff and visitors at risk

Visitors will be advised Horizon School is a nut free environment. Posters will be displayed in the entrances. Visitors and guests will be invited to identify any allergies whilst on site.

3.3 Individual healthcare plans (IHCP)

Pupils should have an IHCP if they:

- Have an allergy which has a functional impact on them in the school environment.
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally.

It is not necessary for a pupil to have a formal diagnosis of an allergy for them to have an IHCP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHCP will set out the additional and/or different arrangements that will be in place for supporting the pupil. The school will make every effort to make sure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Not all children with an allergy will require an IHCP. Some allergies will have little or no impact on the pupil while they are at school, or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

The Headteacher is responsible for deciding (in discussion with the parents / carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made

under the school's medical conditions policy or whether an IHCP is required to specify arrangements that reflect the pupil's circumstances.

The school will consider the following principles:

- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, an IHCP may not be required.
- If the pupil only needs non-prescription medication and the school's medical conditions policy would permit them to carry and administer it, an IHCP may not be required

IHCPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school, their IHCP will be shared as part of the transition.

3.4 Allergy and asthma action plans

All pupils who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

All pupils who have asthma should be issued with an asthma action plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

The allergy action plan and/or asthma action plan should be attached to the pupil's IHP. Whenever the allergy action plan is updated, the pupil's IHCP should be reviewed to incorporate it.

3.5 Register of pupils with known allergies

Horizon School maintains a register of pupils who have a known allergy. The register includes:

- Known allergens and risk factors for anaphylaxis.
- Whether a pupil has been prescribed allergy devices (and if so, what type and dose).
- Where a pupil has been prescribed an allergy device, whether parental consent has been given to administer emergency medication.
- A photograph of each pupil to allow a visual check to be made.

The register is kept in the school office and the staff room which can be checked quickly by any member of staff as part of initiating an emergency response.

4. Assessing Risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

5. Minimising Risk

5.1 Hygiene procedures

- Pupils are reminded to wash their hands before and after eating
- Sharing of food, food containers, and food utensils is not allowed
- Packed lunches provided to pupils with food allergies will be clearly labelled with the name of the child for whom they are intended
- Where food is not directly provided by the school, parental engagement and permission will be sought in advance

5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Hartlepool Borough Council (HBC) Catering staff receive appropriate training
- Horizon School will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements
- School menus are available for parents/carers and pupils
- Where changes are made to school menus, HBC will make sure these comply with legislation, and continue to meet any special dietary needs of pupils
- Where food is provided by the school, staff will understand how to read labels for food allergens
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

5.3 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

5.4 Animals

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals

5.5 Visits and trips

- No pupils with allergies will be excluded from taking part
- Horizon school will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training
- Horizon school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip
- Pupils at risk of anaphylaxis will know how to access their allergy devices
- Staff trained to administer adrenaline in an emergency will be present on the school trip

6. Procedures for handling allergic reaction

- All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately
- Staff are trained in the administration of adrenaline to minimise delays in an emergency
- If the pupil has an allergy action plan, this must be followed

A spare school allergy device will only be used if:

- The pupil does not have a prescribed allergy device
- The pupil's prescribed allergy devices are not available or misfire

7. Adrenaline Auto-Injectors (AAI)

7.1 Prescribed Allergy Devices

Pupils who are prescribed allergy devices are encouraged to keep them near or on their person at all times including when travelling to or from the school and on school trips. It is recommended that two devices are carried at all times. Pupils with prescribed allergy devices should take them home with them at the end of each school day, and parents are responsible for ensuring that they are in date.

Devices will be stored:

- In an appropriate central location that is unlocked and accessible at all times
- **No more than** 5 minutes away from where they may be needed (larger schools may require Allergy devices to be stored in multiple locations, such as near the dining area and playground)
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- A copy of the pupil's allergy action plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

7.2 Spare Allergy devices

Current regulations only allow schools to purchase adrenaline auto-injectors (AAIs) as spare devices. Non-injectable adrenaline devices (nasal spray) may be prescribed to individuals but cannot currently be stocked as a spare device. If an individual who is prescribed nasal adrenaline suffers anaphylaxis, a school's spare AAI may be used in an emergency. Schools can purchase an emergency asthma reliever inhaler which can only be used if the pupil's prescribed inhaler is not available and where written consent has been obtained.

The allergy safety lead is responsible for sourcing spare allergy devices ensuring they are stored according to the guidance.

Spare allergy devices will be stored:

In an appropriate central location that is unlocked and accessible to **staff only** at all times

- **No more than** 5 minutes away from where they may be needed
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

Spare AAIs will be kept:

- In case a second one is necessary
- Separate from any pupils' prescribed allergy devices and clearly labelled to avoid confusion

7.3 Disposal

Allergy devices can only be used once. Once an allergy device has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

7.4 Using spare Allergy devices in an emergency situation without prior consent

The [Human Medicines \(Amendment\) Regulations 2017](#) do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

The school will obtain advance consent from parents / carers or pupils for spare adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place. However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

8. Serious incidents and near misses

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a pupil, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A **'near miss'** is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

8.1 Incident recording

Horizon school will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded in the accident book, including the following information:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and pupils responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded

Horizon school will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

8.2 Incident reporting

The parents / carers of a pupil aged up to 16 should be notified of the incident or 'near miss' as soon as possible.

The school will share the report with the pupil's parents, the pupil or the individual involved.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. Horizon school will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the pupil is at home. This means that incident reporting is not limited to staff – the pupil, parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.

Staff will always share the incident report with The Allergy Safety Lead who will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil's IHCP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

Horizon school will also share the report with other agencies in the following circumstances:

- With the Health and Safety Executive (HSE): incidents which arise directly out of the way the school carried out a work activity which results in death or immediate hospitalization. For example, where a pupil has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff.
- To the local authority: any allergen-related food safety incidents.

In the event that the incident or 'near miss' was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

9. Allergy Awareness

9.1 Staff training

The school ensures that all staff receive allergy awareness training at least annually. New starters will complete this training as part of their induction.

This includes permanent staff, temporary staff, supply teachers, agency workers and regular volunteers. It also includes catering staff and others who may oversee pupils at breakfast or after-school clubs. It does not include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

Allergy awareness training will ensure that all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Understand the difference between food allergy, coeliac disease and food intolerance
- Know where to find information on allergy triggers
- Can identify the range of symptoms of allergic reactions
- Understand and can recognise anaphylaxis
- Know how to respond in an emergency, including:
 - Calling emergency services and informing parents / carers
 - How to locate and administer emergency medication
 - How to use the medication/device in an emergency
- Understand the impact allergy can have on a pupil's wellbeing
- Understand the school's allergy safety policy
- Know how to check whether an individual is on the record of those with known allergy, and how to use an allergy or asthma action plan
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens

- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss')

9.2 Awareness of allergy safety policy

This allergy safety policy will be published on Horizon School's website and shared with parents / carers at the point of induction.

All staff should be aware of and understand the policy as part of annual allergy awareness training.

10. Information Sharing

Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

12. Monitoring and review

This policy will be reviewed annually by the governing board and headteacher. The next scheduled review is September 2027.

Records of medication administered on the school premises, or on school trips and visits, will be monitored, and the information recorded will be used to improve school procedures.

Staff members trained in administering medication will routinely recommend any improvements to the procedures. Horizon school will also seek advice from any relevant healthcare professionals as deemed necessary. Any changes made to this policy will be communicated to the relevant stakeholders, including pupils whose medication is stored at school and their parents.