Griffydam Primary School

Allergen and Anaphylaxis Policy

We are a happy, caring, respectful community where children are encouraged to explore an exciting curriculum and become independent, resilient and confident learners, that are ready to take the next steps on their learning journey.

Date policy last reviewed:	1st September 2026	**Next review date:**	1st September 2027

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1. Statement of intent

Griffydam Primary School strives to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst at school. The school will work in partnership with parents to identify allergens, assess risk and put appropriate control measures in place so that pupils with allergies can attend school safely and participate fully in school life.

The school will not be able to guarantee a completely allergen-free environment. However, the school will take all reasonable steps to minimise exposure to allergens, promote awareness and self-management where appropriate, and ensure that robust emergency procedures are in place for both known and unexpected allergic reactions.

The school will maintain this policy as a dedicated allergy safety policy, separate from its wider policy on supporting pupils with medical conditions, because of the specific and potentially life-threatening risks associated with anaphylaxis.

2. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Department of Health 'Guidance on the use of adrenaline auto-injectors in schools'
- Children's Wellbeing and Schools Act 2026
- DfE 'Allergy safety in schools'

This policy will be implemented in conjunction with the following school policies and documents:

- Health and Safety Policy
- Whole-school Food Policy
- Administering Medication Policy
- Supporting Pupils with Medical Conditions Policy
- Animals in School Policy
- Educational Visits and School Trips Policy
- Allergen and Anaphylaxis Risk Assessment
- Anti-bullying Policy
- Behaviour Policy

3. Definitions

For the purpose of this policy:

- **Allergy** – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.
- **Allergen** – is a normally harmless substance that triggers an allergic reaction for a susceptible person.
- **Allergic reaction** – is the body's reaction to an allergen and can be identified by, but not limited to, symptoms such as hives, generalised flushing of the skin, itching/tingling, swelling of the throat/mouth/face, feeling wheezy, abdominal pain, nausea, and changes in heart rate.
- **Anaphylaxis** – is a sudden, severe and potentially life-threatening allergic reaction involving Airway, Breathing and/or Circulation problems. For infants and younger pupils, this may include becoming pale or floppy, persistent cough, throat tightness, hoarse voice, or sudden collapse.

4. Roles and responsibilities

The Governing Board (Co-Chairs Julie King and Dan Vogtlin) is responsible for:

- Ensuring that policies, plans, and procedures are in place to support pupils with allergies and those who are at risk of anaphylaxis.
- Ensuring that the school's approach accounts for the needs of each individual pupil.
- Ensuring risks relating to pupils with allergies are included on the school risk register and actively managed.
- Ensuring staff receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it annually on September 1st.

The Headteacher (Victoria Wills) is responsible for:

- Acting as the named senior leader responsible for allergy safety and policy implementation.
- Ensuring parents are informed of their responsibilities regarding their child's allergies.
- Ensuring relevant risk assessments are carried out.
- Ensuring designated first aiders and staff are trained in AAI administration and anaphylaxis management.
- Ensuring catering arrangements via ASPENS are robust and pupil dietary needs are communicated.

The SENCO (Victoria Wills) is responsible for:

- Working alongside staff and parents to develop Individual Healthcare Plans (IHPs) for pupils with allergies.
- Ensuring effective processes are in place for medical information to be updated annually and shared with relevant staff.

Staff Member Overseeing Spare AAIs (Sophie Hobin) is responsible for:

- Overseeing the protocol for the use of spare AAIs, monitoring its implementation, and maintaining the Register of AAIs.

Office Staff are responsible for:

- Conducting ad-hoc and termly checks of the emergency anaphylaxis kit in the Staff Room medicine cupboard to ensure devices have not expired.
- Updating contact and consent registers regularly.

Catering Partner (ASPENS) & Kitchen Staff (Woodstone Primary School Kitchen) are responsible for:

- Ensuring all meal information and allergen details are accurately published.
- Ensuring practices comply with food allergen labelling laws and allergen tracking procedures.
- Maintaining clear communication regarding pupils with specific dietary needs at Griffydam

Primary School.

All Staff Members are responsible for:

- Attending annual allergy and anaphylaxis training.
- Implementing pupils' IHPs and responding immediately in emergencies.
- Enforcing no food sharing rules among pupils.

Parents are responsible for:

- Notifying the school of their child's allergens, symptoms, and required medical management.
- Providing up-to-date written medical documentation, medications, and annual consents.

5. Identifying individuals with allergies

The school will keep a record of all individuals with allergies, including whether they have an IHP or an allergy action plan.
Where a pupil requires an IHP, the school SENCO (Victoria Wills) will capture key details including emergency contacts, photographs, known allergens, prescribed AAIs, and parental consents for spare devices. A formal diagnosis will not delay emergency safety planning.
Lists of pupils with known allergies are maintained confidentially and made accessible only to authorized staff in areas where food is served or handled.

6. Managing exposure to allergens

The school takes active steps to prevent exposure to allergens across classroom activities, environmental exposures, school trips, and mealtimes. Pupils with allergies will not be excluded from educational or social activities, with reasonable adjustments made where necessary.

7. Food allergen labelling and catering arrangements

All lunchtime meals served at Griffydam Primary School are prepared off-site at Woodstone Primary School kitchen and managed by **ASPENS Catering**.

- **Allergen Information:** Published directly by ASPENS in accordance with food labelling legislation (including Natasha's Law).
- **Identification:** ASPENS and school staff maintain verified lists and photos of children with known allergies to ensure accurate meal distribution.
- **No Food Trading:** Pupils are taught and strictly monitored not to swap or share food or drinks.

8. Adrenaline auto-injectors (AAIs)

Pupils at risk of anaphylaxis must have their prescribed AAI devices readily accessible at all times.

Emergency Anaphylaxis Kit Location	Staff Responsible for Date Checks	AAI Register Lead
Staff Room Medicine Cupboard	School Office Staff	Sophie Hobin

9. Access to spare AAIs

Griffydam Primary School holds spare AAIs in the Staff Room medicine cupboard for emergency use. These act as back-ups if a pupil's own device is missing or non-functional, or in unexpected first-time severe reactions in accordance with Regulation 238 of the Human Medicines Regulations 2017.

10. Medical attention and required support

IHPs are created under the guidance of Victoria Wills (SENCO). The school allows medical adjustments as required, ensuring life-saving medication travels with pupils on all trips and external activities.

11. Staff training

All staff undergo annual allergy awareness and anaphylaxis training covering allergen identification, recognition of symptoms, emergency procedures, and AAI administration.

12. Mild to moderate allergic reactions

Symptoms such as swollen lips, hives, or mild throat tightness require immediate adult supervision, reference to the pupil's IHP, notification of parents, and continuous monitoring for at least 60 minutes.

13. Managing anaphylaxis

In the case of severe symptoms (Airway, Breathing, or Circulation collapse):

1. Lay the pupil flat with legs raised (or sitting if breathing is difficult).
2. Administer adrenaline without delay using the pupil's AAI or a spare AAI.
3. Call 999 immediately, stating "anaphylaxis".
4. If no improvement after 5 minutes, administer a second dose.
5. Inform parents immediately.

14. Wellbeing of pupils with allergies

The school fosters an inclusive environment free from teasing or bullying regarding medical conditions or dietary requirements.

15. Monitoring and review

This policy will be reviewed annually on **1st September** by Victoria Wills (Headteacher) alongside Julie King and Dan Vogtlin (Co-Chairs of Governors).

Appendix: Pupil allergy declaration form

Name of pupil:	_____	**Date of birth:**	____/____/_____
Year group:	_____	**GP Name & Address:**	_____
Nature of allergy:	_____		
Symptoms of adverse reaction:	_____		
Required medical attention:	_____		

Consent for Spare AAI

I provide advance consent for the school to administer a spare adrenaline auto-injector to my child in an emergency where anaphylaxis is suspected:

[ ] Yes [ ] No

Parent Name:	_____	**Relationship:**	_____
Signature:	_____	**Date:**	____/____/_____