

The Forum School
Allergy Management Policy
(To be read in conjunction with the First Aid Policy)

Policy Author	Tracey Wilson
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Next Review Date	Changes in Guidance or Legislation
Version No	1
Policy Level	Children's Homes
Staff Groups Affected	All staff

1. Policy Statement

The Forum School is committed to safeguarding and promoting the welfare of all pupils, including those with allergies, food intolerances, and anaphylaxis. We recognise that allergic reactions can be life-threatening and require rapid, well-coordinated responses.

This policy ensures that the school:

- Meets its duties under safeguarding, health and safety, and equality legislation
- Complies with Ofsted and ISI expectations on pupil welfare, medical needs, and risk management
- Reflects strengthened national expectations for allergy awareness and response (including principles associated with "Benedict's Law")
- Provides a safe and inclusive environment for all pupils with medical conditions

2. Aims

The aims of this policy are to:

- Identify pupils with allergies as early as possible
- Reduce the risk of allergen exposure
- Ensure all staff are trained to recognise and respond to allergic reactions
- Provide clear procedures for emergency response, including anaphylaxis
- Promote a culture of awareness, vigilance, and shared responsibility

3. Scope

This policy applies to:

- All pupils
- All staff (teaching, support, catering, visiting staff)
- Contractors and volunteers
- All school activities, including trips and residential visits

4. Definitions

- Allergy: An immune system response to a substance (allergen)
- Anaphylaxis: A severe, potentially life-threatening allergic reaction requiring immediate treatment
- Allergen: A substance that may cause an allergic reaction (e.g. nuts, dairy, eggs, insect stings, latex)

5. Roles and Responsibilities

5.1 Governing Body / Proprietor

- Ensure compliance with ISI standards and safeguarding duties
- Ensure appropriate policies, training, and resources are in place

5.2 Headteacher (or Principal)

- Ensure implementation of this policy
- Ensure staff training and awareness
- Ensure individual healthcare plans (IHPs) are in place

5.3 First Aid Lead / Medical Lead

- Maintain up-to-date records of pupils with allergies
- Ensure medication is stored and accessible
- Coordinate training (including use of adrenaline auto-injectors)
- Review emergency procedures

5.4 Staff

- Be aware of pupils with allergies
- Follow prevention and emergency procedures
- Attend training and updates
- Act immediately in an emergency

5.5 Parents / Carers

- Provide accurate and up-to-date medical information
- Supply required medication (e.g. EpiPens)
- Participate in care planning

5.6 Pupils (where appropriate)

- Develop awareness of their allergies
- Avoid known allergens where possible
- Carry medication if agreed

6. Identification and Individual Healthcare Plans (IHPs)

- All allergy information is collected on admission and regularly updated
- Pupils with significant allergies will have an Individual Healthcare Plan (IHP) that includes:
 - Known allergens
 - Symptoms and severity
 - Medication required
 - Emergency procedures
- IHPs are shared with relevant staff and reviewed annually or sooner if required

7. Allergen Risk Reduction

The school will take reasonable steps to minimise exposure to allergens, including:

7.1 Catering

- Clear allergen labelling in line with food regulations
- Communication between catering staff and medical lead
- Consideration of allergen-aware menus

7.2 Classroom Practice

- Avoid use of high-risk allergens where possible
- Risk assesses curriculum activities involving food or materials

7.3 Whole-School Approach

- Awareness signage where appropriate
- Supervision of younger pupils during eating
- Clear rules on food sharing

8. Medication and Storage

- Prescribed medication (e.g. adrenaline auto-injectors) must be:
 - In date
 - Clearly labelled
 - Easily accessible at all times
- A minimum of two adrenaline auto-injectors should be available for pupils at risk (in line with best practice)
- Emergency kits may be centrally stored and/or carried

9. Emergency Response

All staff must be trained to:

- Recognise symptoms of allergic reactions and anaphylaxis
- Respond immediately and without hesitation

9.1 Signs of Anaphylaxis

May include:

- Difficulty breathing
- Swelling of lips, tongue, or throat
- Collapse or loss of consciousness
- Rapid progression of symptoms

9.2 Procedure

1. Administer adrenaline auto-injector immediately
2. Call 999 (state "anaphylaxis")
3. Inform First Aid Lead / SLT
4. Stay with pupil and monitor
5. Administer second dose if required
6. Contact parents/carers

Delay in administering adrenaline can be life-threatening.

10. Staff Training

The school will ensure:

- Regular training in allergy awareness and anaphylaxis response
- Specific training for staff working with high-risk pupils
- Training includes practical use of auto-injectors

Training records are maintained and reviewed.

11. Educational Visits and Activities

- Allergy risks must be included in risk assessments
- Medication must be taken and easily accessible
- A trained member of staff must be present

12. Communication

In line with strengthened expectations (including those associated with "Benedict's Law"):

- Clear communication systems must be in place between:
 - Parents
 - Staff
 - Catering teams
- Allergy information must be:
 - Accurate
 - Accessible
 - Regularly reviewed

13. Record Keeping

The school maintains:

- List of pupils with allergies
- Individual Healthcare Plans
- Medication logs
- Incident reports

All serious incidents will be reviewed to improve practice.

14. Safeguarding and Duty of Care

Failure to manage allergies effectively may constitute a safeguarding concern.

The school recognises its duty to:

- Act proactively
- Prevent avoidable harm
- Ensure rapid response to emergencies

15. Monitoring and Review

This policy will be:

- Reviewed annually
- Updated following incidents, regulatory changes, or new guidance
- Evaluated as part of safeguarding and health & safety audits

16. Linked Policies

- First Aid Policy
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Educational Visits Policy
- Food Safety and Catering Policy

Appendix 1: Key Principles Reflecting “Benedict’s Law” Expectations

The Forum School adopts the following enhanced principles:

- Immediate access to life-saving medication
- No delay in administering adrenaline
- Clear accountability for allergy management
- Whole-school awareness
- Robust communication and record-keeping
- Regular staff training and scenario-based preparedness

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Principal