



Whole-School Allergy & Anaphylaxis Policy

Policy Tracker – Responsibility for monitoring this policy: Central Operations			
Date of review	Reviewed By:	Role	Date Approved by the Trustee Board
6/7/2026	FAR	Head of Operations and Head of Inclusion	6/7/2026

Whole-School Allergy & Anaphylaxis Policy

Effective Date: September 2026 | **Review Cycle:** Annual

Policy Statement

Gig Mill Primary School is committed to providing a safe and inclusive environment for all pupils and adults including those with life-threatening allergies (anaphylaxis). We recognise that allergies are a growing clinical concern and that anaphylaxis is a medical emergency. This policy outlines our whole school approach to risk reduction, staff training, and emergency response.

Roles and Responsibilities

- The Executive Headteacher will oversee compliance and ensure the school has a robust risk management strategy.
- The Executive Head Teacher/ Head of School: Will appoint a Designated Allergy Lead to manage Individual Healthcare Plans (IHPs) and coordinate staff training.
- All Staff: Must complete annual anaphylaxis training and be familiar with the symptoms and emergency protocols for pupils in their care.
- Parents/Carers/Staff: Must provide the school with up-to-date medical information and ensure that two in-date Adrenaline Auto-Injectors (AAIs) are provided to the school if prescribed.

Individual Healthcare Plans (IHPs)

Every pupil with a diagnosed allergy will have a formal IHP. This document will include:

- Specific allergens (triggers).
- Signs and symptoms of a reaction for that specific child.
- Clear "Step-by-Step" emergency instructions.
- Storage location of the child's medication.
- A recent photograph of the child.

Medication & Storage

- Prescribed AAIs: Must be stored in a central, accessible, and unlocked location (e.g., Medical Room or School Office). At Gig Mill these are stored in class medical bag to ensure they are quickly accessible. Medical bags move with the children around school, for example, going to the hall for assembly and PE lessons.
- Spare/Statutory AAIs: Under Benedict's Law, the school will maintain a supply of "spare" AAIs (not assigned to a specific child/adult) for use in emergencies when a child's/ adult's own device fails or for children/adults with no previous history of allergy who experience their first reaction. At Gig Mill these are stored in the staffroom.

- Expiry Tracking: The Designated Allergy Lead will check expiry dates monthly and notify parents at least one month before a device expires.

Risk Reduction Measures

The school will implement the following "Allergy Aware" protocols:

- Catering: The kitchen manager and OSCA manager will maintain an allergen matrix for all meals/snacks. "Grab and Go" items will be clearly labelled with the 14 regulated allergens.
- The "No-Sharing" Rule: A strict policy against pupils sharing food or drinks.
- Handwashing: Mandatory handwashing for all pupils before and after lunch to prevent cross-contamination.

Emergency Response Protocol

In the event of a suspected anaphylactic reaction:

1. Stay with the child/adult: Never leave the pupil alone or ask them to walk to the medical room.
2. Call for Help: Alert the designated first aider and the Allergy Lead.
3. Positioning: Keep the child/adult lying flat with legs raised (unless they are struggling to breathe, in which case sit them up slightly). Do not stand them up.
4. Administer AAI: Follow the instructions on the child's/adult's specific device (EpiPen, Jext, or Emerade) immediately.
5. Call 999: State "ANAPHYLAXIS" clearly to the operator.
6. Second Dose: If there is no improvement after 5 minutes, administer a second AAI in the opposite thigh.

Post-Incident Review

Following any allergic reaction, the school will conduct a "Cold Debrief" to evaluate the response, update the risk assessment, and provide emotional support to the staff and pupils involved.