



STRATFORD GIRLS'
GRAMMAR SCHOOL

STRATFORD-UPON-AVON

Allergy Safety Policy

Disclosable under Freedom of Information Act 2000	Yes
To be published on website	Yes
Policy ownership	
Governor committee:	Resources
Department responsible:	Pastoral Support, including Sixth Form Support
Post-holder: (title and name)	Clare Webster, Business Manager
Linked procedures	Health & Safety Policy; Medical Conditions Policy
Responsible person	Clare Webster
Implementation date	July 2026
Planned review interval	Annually
Planned next review date:	June 2027

1. Purpose of this policy

This policy sets out how Stratford Girls' Grammar School will support students with allergies, to ensure they are safe, remain healthy and are not disadvantaged in any way while taking part in school life. We are determined that they will achieve their full academic potential. We ensure that:

- The school complies with Benedict's Law.
- Staff are trained and are fully clear what to do if an allergic reaction occurs.
- Parents/carers are confident in the school's ability to keep their children safe and are reassured that all staff are trained to act immediately in the event of an allergic reaction.
- Allergic students are not stigmatised, bullied or discriminated against in any way at school because of their allergy.
- We adopt a whole school approach to awareness of allergies. This policy has been drawn up to ensure that teachers, parents/carers, students and all other staff are aware of what allergies are, the signs and symptoms, and how to deal with allergic reactions.
- We are fully aware that some allergic reactions can be relatively mild but distressing to the student involved; some are more serious and in particular, anaphylaxis is a dangerous, often life-threatening allergic reaction.¹

2. Risk assessment on entry or subsequent diagnosis

We are not in a position to totally guarantee a completely allergen free environment but we do take every possible step to minimise any risk of exposure. To that end, Stratford Girls' Grammar School conducts a detailed individual risk assessment for all students with severe allergies on joining and any existing students newly diagnosed with severe allergies. This helps us avoid any gaps in our systems and processes for keeping allergic children safe.

3. Allergy action plans

We ensure and insist that every child with a medically diagnosed allergy has a personalised allergy action plan. These plans are designed to function as individual healthcare plans for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare school-based adrenaline auto injector (AAI). Allergy action plans are produced by a medical professional, as such are medical documents and must not be created by school.

4. Roles and responsibilities

The Governing Body

The Governing Body has general responsibility for all the school's policies, including all health and safety and medical related policies.

Headteacher

The Headteacher has overall responsibility for putting the Governing Body's policy into practice and for developing detailed procedures. This includes making sure that parents/carers are aware of the school's arrangements for managing children with allergies

¹ The whole body is affected, often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods and insect stings. The commonest allergens in England include, but are not limited to:

Peanuts, tree nuts, sesame, milk, egg, fish, latex, insect or snake venom, pollen and animal dander (fur, hair, skin, fluids etc), dust mites, grass and tree pollen, mould, household chemicals, even some common medications such as aspirin or ibuprofen.

and at risk of anaphylaxis. It is also the Headteacher's responsibility to ensure that all staff are trained and aware of this policy.

Staff

Staff are made aware of students in their care who have known allergies, because reactions can occur at any time, not only at mealtimes.

Our staff all receive allergy and anaphylaxis training. This training is refreshed annually for existing staff and given on induction for any new staff. The training includes:

- Knowing the common allergens and triggers of allergy.
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis.
- Knowing how and when to administer emergency treatment.
- Understanding measures that can be taken to reduce the risk of children having allergic reactions.
- Managing allergy action plans and making sure they are up-to-date.

Staff leading school trips or visits ensure that they carry all relevant emergency supplies (see school trips below).

The pastoral support team including sixth form support with support from the NHS healthcare team will ensure that the up-to-date allergy action plan is kept with the student's medication. They will keep a register of students who have been prescribed an adrenaline auto injector and a record of use of any emergency treatment given. They also ensure that any reaction or 'near misses' are recorded and reported internally.

Staff are also trained to recognise severe reactions to insect bites and animal allergies. They know how and to whom to report any signs of insects or animals on the premises or site.

All staff who suffer from allergies themselves are identified and other members of staff are aware of what has to be done in an emergency.

Parents/carers

When a child enters the school, it is the responsibility of parents/carers to inform us of any allergy. This information should include details of any previous serious allergic reaction, history of anaphylaxis and details of all prescribed medication.

If the child already has an allergy action plan, this must be supplied to the school. If they do not have a plan, this must be developed as soon as possible in collaboration with a healthcare professional/school nurse/GP/allergy specialist. The school does not create allergy action plans.

Parents/carers are responsible for ensuring any required medication is supplied, stays in date and is replaced as necessary.

Parents/carers should keep the school up-to-date with any changes in allergy management and ensure the allergy action plan is updated as required.

Parents/carers are responsible for ensuring any food / drink brought into school by their child is clearly labelled with the student's name and that the contents are allergen free as far as reasonably practical to support us in keeping our students with allergies safe.

Parents/carers are responsible for ensuring that they or another nominated adult are contactable at all times.

Students

Students are encouraged to have an awareness of their symptoms and to inform an adult immediately if they suspect they are having an allergic reaction.

Students who are trained and confident to administer their own adrenaline auto injectors (AAIs) are encouraged to take responsibility for always carrying them on their person (see next paragraph)

5. Medical management and storage

If students are judged to have sufficient understanding and competence to take responsibility, they should carry one AAI in a suitable bag or container and provide one spare AAI to the Pastoral Support Officers, or Sixth Form Support Officer to store in the appropriate office. However, symptoms of anaphylaxis can come on very suddenly, so school staff are trained to administer medication if the student cannot.

It is up to the student's parents/carers to ensure that the kit is up-to-date and clearly labelled. The school Pastoral Support Officer / Sixth Form Support Officer will also check the containers on a regular (termly) basis and send a reminder to parents/carers if anything is approaching expiry.

Kits are stored in the Pastoral Support Office, Sixth Form Support Office at room temperature and protected from direct sunlight. The AAI pens can be used only once and are disposed of in a sharps bin, located in the Pastoral Support Office.

By law, the school also stores spare AAIs for emergency use in children who are at risk of anaphylaxis, for children whose own devices are not available or not working, or for whom this is a first and totally unexpected attack. The AAIs are located in the Pastoral Support Office, Sixth Form Support Office and Reception which is in an accessible, unlocked place, that is known to all staff. The container is clearly labelled Emergency Anaphylaxis Adrenaline Pens. These spare AAIs are held as a back-up measure only and are not intended to replace the requirement for students to bring their own prescribed AAIs into school.

6. Catering

Our catering contractors follow the Food Information Regulations 2014, including reference to allergen information.

Our caterers are trained on how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food.

The catering manager is informed of students with food allergies and has an updated list supplied termly. Parents/carers are encouraged to contact the caterer to discuss the child's needs.

We are an inclusive school, so allergic children are not separated from their peers at mealtimes.

Students are advised to check with the catering staff before purchasing food or selecting their lunch choice.

The use of food in cooking classes, other lessons, experiments and special school events is considered and if necessary is restricted and/or risk assessed depending on the student's allergy and age.

Neither the school nor our caterers can be expected to best guess allergic reactions of guests or external users of the school. We inform all visitors that they need to communicate any food or other allergies before coming on to the premises or booking for an external event.

7. School trips

Trip Leads will ensure that students with medical conditions, including allergies, carry their medication. Students who do not produce their required medication will not be permitted to take part in the trip.

All the activities on a school trip are risk assessed to see if they pose a threat to allergic students and if necessary, alternative activities planned to ensure inclusion.

If an overnight trip is planned, we communicate with parents/carers so that venue staff can be briefed early regarding an allergic child who will need appropriate food (if provided by the venue).

We encourage allergic children to take part in trips, including for sports, to other schools. The school being visited will be notified and if they feel unable to cater for any food allergy, we will arrange for the child to take an alternative or their own food. Parents/carers are asked to co-operate with any special arrangements that need to be made

8. Monitoring and review

This policy will be monitored and reviewed annually and on any significant change to legislation.