

The Roche School

Allergy Management Policy to be read with the Medical/First Aid Policy

Policy Statement

This policy, which applies to the whole school, is publicly available on the school website and, upon request, a copy may be obtained from the School Office (this can be made available in large print, or another accessible format if required).

Information Sharing Category	Public Domain
Date Published	September 2026
Authorised by (if required)	Proprietor and the Advisory Board
Responsible Area	Louise Gilmartin

Availability: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood, and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

Monitoring and Review: This document will be subject to continuous monitoring, refinement and audit by the Proprietor. This document was reviewed and agreed by the Advisory Board in September 2021. If significant systemic and procedural changes occur; or if legislation, regulatory requirements or best practice guidelines demand, the policy will be reviewed accordingly prior to September 2022.

Signed:

Next Review: September 2027



Jonny Gilbert

Headteacher



Louise Gilmartin

Designated Safeguarding Lead



James Roche

Proprietor

The Roche School is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors with allergies. We recognise that allergies can have a significant impact on health, wellbeing and participation in school life and that severe allergic reactions (anaphylaxis) require an immediate and effective response.

Although it is not possible to provide an allergen-free environment, the School will take all reasonable steps to minimise the risk of exposure to known allergens, support pupils with allergies and ensure that staff are trained to respond appropriately in an emergency.

This policy should be read alongside the School's Medical Policy, First Aid Policy, Health and Safety Policy, Safeguarding and Child Protection Policy and Educational Visits Policy.

Aims

The School aims to:

- safeguard pupils with allergies by reducing the risk of exposure to known allergens;
- promote a whole-school culture of allergy awareness;
- ensure staff understand their responsibilities for allergy prevention and emergency response;
- provide appropriate support for pupils with allergies, including those at risk of anaphylaxis;
- promote the emotional wellbeing and inclusion of pupils with allergies;
- ensure effective communication between parents, healthcare professionals and school staff;
- comply with current Department for Education guidance and relevant legislation.

Scope

This policy applies to:

- all pupils;
- all staff, including temporary, agency and supply staff;
- volunteers;
- peripatetic staff;
- catering staff;
- visitors where appropriate.

Roles and Responsibilities

Senior Leadership Team

The designated member of the Senior Leadership Team responsible for allergy safety is:

Louise Gilmartin

Responsibilities include:

- overseeing implementation of this policy;

- ensuring annual review of the policy;
- ensuring allergy management forms part of safeguarding and health and safety procedures;
- ensuring appropriate staff training;
- reviewing allergy incidents and near misses to improve practice.

Medical Team

The Medical Team manages the day-to-day implementation of this policy.

Louise Gilmartin – Head of Inclusion and Wellbeing, Designated Safeguarding Lead (DSL) and Mental Health First Aider

Louise works alongside the Medical Team to coordinate support for pupils with medical conditions, disabilities and additional needs.

Responsibilities include:

- overseeing provision for pupils with disabilities, medical conditions and special educational needs;
- ensuring appropriate Individual Healthcare Plans (IHPs) are in place and reviewed alongside SEND support where appropriate;
- coordinating communication between families, healthcare professionals and school staff;
- ensuring reasonable adjustments are made to enable pupils with allergies and medical needs to participate fully in school life;
- overseeing pupil wellbeing and supporting the emotional needs of children living with allergies and long-term medical conditions;
- ensuring allergy management forms part of safeguarding practice;
- working with the Medical Team to review incidents, near misses and any changes to procedures.

Ros Holmes – Lead First Aider

Responsible for:

- maintaining the allergy register and updating individual lanyards
- ensuring Individual Healthcare Plans (IHPs) remain current;
- monitoring emergency medication;
- coordinating emergency responses;
- recording incidents and reviewing procedures alongside Louise.

Antoinette McQuaid – Allergies and lunches

Responsible for ensuring:

- All allergies and food intolerances are accurately recorded and safely catered for in the lunch hall.
- Give staff regular opportunities to practice with test auto injectors
- All children's EpiPens/adrenaline auto-injectors and inhalers are in date, appropriately stored and readily accessible.
- The wellbeing and safety of children with allergies is supported throughout the school day, including trips and activities.
- Effective communication with families regarding allergy management, medical needs and appropriate support.

Tyrone Pugh – Sports

Responsible for ensuring:

- emergency medication accompanies sporting activities and educational visits;
- trained staff are present during sporting activities;
- allergy risks are considered during PE and outdoor learning.

Vanessa Mievile

Responsible for supporting:

- implementation of allergy procedures;
- record keeping;
- emergency preparedness.
- Ensuring Inhalers, All epi-pens and medication are in date and order replacements when needed

Lizzie Aldridge – First Aid Supplies Coordinator

Responsible for:

- monitoring stocks of first aid supplies and medical equipment;
- ordering replacement first aid equipment and consumables;
- ensuring emergency first aid resources are appropriately stocked across the School;

- supporting the Medical Team by maintaining essential medical supplies, including items required for allergy management where appropriate.

Parents and Carers

Parents and carers are responsible for:

- informing the School of any diagnosed allergy before admission or immediately following diagnosis;
- providing current medical information and healthcare plans;
- supplying prescribed medication, including two in-date adrenaline auto-injectors (AAIs) where prescribed;
- replacing medication before expiry;
- informing the School promptly of any changes to their child's medical needs.

Identification and Individual Healthcare Plans

The School maintains an up-to-date register of pupils with allergies.

Where appropriate, pupils will have an Individual Healthcare Plan (IHP), supported by an Allergy Action Plan and/or Asthma Action Plan provided by a healthcare professional.

Healthcare Plans will include:

- known allergens;
- symptoms;
- preventative measures;
- emergency procedures;
- prescribed medication;
- emergency contacts;
- reasonable adjustments required.

Plans are reviewed annually or sooner if medical needs change.

Promoting Wellbeing

The School recognises that allergies may affect a child's confidence, wellbeing and participation in school life.

We will:

- support pupils to participate fully in school activities;
- encourage understanding and inclusion among peers;
- challenge any bullying or inappropriate behaviour relating to allergies;
- work closely with families to support pupils' emotional wellbeing.

Minimising Risk

The School will take reasonable steps to minimise exposure to known allergens.

These include:

- maintaining an accurate allergy register;
- informing relevant staff of pupils' allergies;
- encouraging good hand hygiene;
- discouraging food sharing;
- ensuring eating areas are cleaned appropriately;
- considering allergy risks during curriculum activities such as cooking, science, art and animal handling;
- carrying out risk assessments for educational visits and residential trips.

Staff planning activities are expected to consider allergy risks as part of normal risk assessment procedures.

Food Allergy Management

The School works closely with catering staff and parents to reduce the risk of accidental exposure to food allergens.

The School will:

- provide allergen information for food prepared on site where appropriate;
- consider food allergies when planning school events;
- ask parents not to send food that presents an unacceptable risk to pupils with severe allergies where this has been identified;
- encourage pupils not to share food.

As it is not possible to eliminate all allergens, pupils and staff should remain vigilant at all times.

Medication

Pupils prescribed adrenaline auto-injectors should have rapid access to them at all times.

Emergency medication will be:

- clearly labelled;
- easily accessible;
- stored in accordance with medical guidance;
- taken on educational visits and sporting activities.

Parents remain responsible for ensuring prescribed medication is within its expiry date.

Spare Adrenaline Auto-Injectors

The School maintains spare adrenaline auto-injectors in accordance with Department for Education guidance.

Spare devices will:

- be clearly identified;
- be stored in accessible locations and never locked away;
- be checked regularly to ensure they remain in date;
- be replaced promptly after use or expiry;
- be available in pairs.

The School aims to ensure that no pupil is more than five minutes from an adrenaline auto-injector in the event of an emergency.

Staff Training

All staff who may supervise pupils receive annual allergy awareness and emergency response training.

Training includes:

- understanding allergies and allergic conditions;
- recognising allergic reactions and anaphylaxis;
- identifying allergy triggers;
- understanding Individual Healthcare Plans;
- reducing exposure to allergens;
- administering adrenaline auto-injectors;

- emergency procedures;
- reporting incidents and near misses.

New staff receive allergy awareness as part of their induction, and supply staff are informed of relevant procedures before supervising pupils.

Emergency Procedures

If anaphylaxis is suspected:

1. Administer an adrenaline auto-injector immediately.
2. Call 999 and state that anaphylaxis is suspected.
3. Send a member of staff to collect any additional emergency medication if required.
4. Contact parents or carers as soon as possible.
5. Monitor the pupil continuously until emergency services arrive.
6. Administer a second adrenaline auto-injector if required and in accordance with the Allergy Action Plan.
7. Record the incident and review procedures afterwards.

Educational Visits and Sporting Activities

All visits and sporting activities include consideration of allergy risks.

Planning will include:

- access to prescribed medication;
- availability of trained staff;
- emergency communication arrangements;
- food provision where relevant;
- individual risk assessments for pupils at risk of anaphylaxis.

No pupil will be excluded from activities solely because of an allergy where reasonable adjustments can safely be made.

Recording Incidents and Near Misses

All allergic reactions, use of emergency medication and allergy-related near misses will be recorded.

Following any significant incident, the School will:

- review the circumstances;
- identify lessons learned;
- amend procedures where necessary;
- communicate appropriately with parents.

Information Sharing

Information about pupils with allergies will be shared only with staff who need it in order to safeguard pupils and fulfil their responsibilities.

Medical information will be managed in accordance with UK GDPR and data protection legislation.

The School will ensure relevant staff know:

- who has allergies;
- where medication is stored;
- how to access Individual Healthcare Plans;
- how to respond in an emergency.

Raising Awareness

This policy is published on the School website and is available on request.

All staff receive annual allergy awareness training.

The School promotes age-appropriate allergy awareness among pupils to encourage understanding, inclusion and safe behaviour.

Monitoring and Review

This policy will be reviewed annually or sooner if:

- legislation or Department for Education guidance changes;
- a significant allergy incident or near miss occurs;
- school procedures require amendment.

Related Policies

This policy should be read alongside:

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

Policy Owner: Louise Gilmartin (Senior Leadership Team)

Medical Team:

- Ros Holmes – Lead First Aider
- Tyrone Pugh – Sports
- Vanessa Mievile

Review Cycle: Annual

Legislative and Guidance References

This policy has been informed by:

- Children's Wellbeing and Schools Act 2026
- Department for Education: *Supporting Pupils at School with Medical Conditions*
- Equality Act 2010
- Children and Families Act 2014
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Food Information Regulations 2014 (where applicable)