



Swallow Grange Alternative Provision

Allergy Management Policy

Policy Owner: Head of Provision

Approved By: Footsteps to Futures Education Ltd

Date Approved: June 2026

Review Frequency: Annually

Next Review: June 2027

1. Statement of Intent

Swallow Grange Alternative Provision is committed to providing a safe, inclusive and supportive environment for all pupils, including those with allergies and medical conditions.

We recognise that allergies can range from mild sensitivities to severe, life-threatening anaphylaxis. Effective allergy management is essential to safeguarding pupils, enabling full participation in school life, and meeting our legal responsibilities.

This policy aims to:

- Protect pupils with known allergies.
- Minimise the risk of exposure to allergens.
- Ensure staff understand their responsibilities.
- Provide clear procedures for responding to allergic reactions.
- Promote partnership working with parents, carers and healthcare professionals.
- Meet statutory duties under the Equality Act 2010, Children and Families Act 2014, Health and Safety at Work Act 1974 and the Department for Education's guidance *Supporting Pupils at School with Medical Conditions*.

2. Scope

This policy applies to:

- All pupils.
- All employees.
- Volunteers.
- Contractors.
- Visitors.
- Governors.
- Educational visits and off-site activities.

3. Definition of an Allergy

An allergy is an immune system response to a substance that is normally harmless.

Common allergens include:

- Peanuts
- Tree nuts
- Milk
- Eggs
- Wheat
- Soya
- Fish
- Shellfish
- Sesame
- Insect stings
- Latex
- Medicines

Some reactions may rapidly progress to **anaphylaxis**, which is a life-threatening medical emergency requiring immediate treatment.

4. Roles and Responsibilities

Proprietor and Senior Leadership Team

Will ensure:

- Appropriate procedures are implemented.
- Suitable risk assessments are completed.
- Staff receive appropriate allergy awareness training.
- Emergency medication is available where required.
- Medical information is securely recorded.
- The policy is reviewed annually.

Head of Provision / Designated Safeguarding Lead

Will:

- Ensure healthcare plans are in place where required.
- Monitor compliance with this policy.
- Ensure allergy information is shared appropriately with relevant staff.
- Review incidents and implement improvements.

Designated First Aider

Will:

- Maintain allergy records.
- Check emergency medication remains in date.
- Coordinate emergency responses.
- Arrange refresher training.

All Staff

Will:

- Be aware of pupils with allergies.
- Read Individual Healthcare Plans where applicable.
- Take reasonable steps to reduce exposure to allergens.
- Respond appropriately during an emergency.
- Attend required training.

Parents and Carers

Will:

- Inform the school of all allergies.
- Provide medical evidence where appropriate.
- Supply prescribed medication.
- Replace medication before expiry.
- Inform the school immediately of any changes.

5. Identifying Allergies

Information regarding allergies will be collected:

- During admission.
- Following diagnosis.
- Whenever medical circumstances change.

Information recorded may include:

- Known allergens.
- Severity.
- Symptoms.
- Medication requirements.
- Emergency procedures.
- Healthcare professional advice.

6. Individual Healthcare Plans (IHPs)

Where appropriate, pupils with significant allergies will have an Individual Healthcare Plan.

The plan will include:

- Allergens.
- Signs and symptoms.
- Medication.
- Emergency contacts.
- Emergency procedures.

- Staff responsibilities.
- Educational visit arrangements.

Plans will be reviewed annually or sooner if required.

7. Risk Reduction Measures

Swallow Grange will take reasonable steps to minimise allergen exposure.

This may include:

- Staff awareness of allergies.
- Supervision during meal times.
- Appropriate cleaning procedures.
- Checking ingredients where practical.
- Careful planning of cooking activities.
- Appropriate risk assessments.
- Consideration of allergens during educational visits.
- Avoiding known allergens wherever reasonably practicable.

As an educational setting, Swallow Grange cannot guarantee an allergen-free environment.

8. Food Management

Where food is provided or used:

- Staff will be informed of pupils with food allergies.
- Ingredients will be checked where possible.
- Food will not be shared between pupils.
- Pupils will wash hands before and after eating.
- Eating areas will be cleaned thoroughly.
- Risk assessments will be completed where severe allergies exist.

9. Medication

Emergency medication:

- Must be clearly labelled.
- Must be easily accessible.
- Must never be locked away where this would delay emergency treatment.
- Must accompany pupils during educational visits.
- Will be checked regularly for expiry dates.

10. Staff Training

Relevant staff will receive training in:

- Allergy awareness.
- Recognising allergic reactions.
- Recognising anaphylaxis.
- Administration of adrenaline auto-injectors (AAIs) where appropriate.
- Emergency procedures.

Training records will be maintained.

11. Recognising Allergic Reactions

Mild to Moderate Symptoms

May include:

- Itching
- Rash
- Hives
- Swollen lips
- Swollen face
- Stomach pain
- Nausea
- Vomiting
- Sneezing
- Runny nose

Severe Symptoms (Anaphylaxis)

May include:

- Difficulty breathing
- Wheezing
- Persistent cough
- Swollen tongue
- Swollen throat
- Difficulty swallowing
- Hoarse voice
- Dizziness
- Collapse
- Loss of consciousness

Anaphylaxis is always treated as a medical emergency.

12. Emergency Procedures

Mild Reaction

Staff should:

1. Stay with the pupil.
2. Follow the Individual Healthcare Plan.
3. Administer prescribed medication where appropriate.
4. Monitor closely.
5. Inform parents or carers.
6. Record the incident.

Suspected Anaphylaxis

Staff must:

1. Administer an adrenaline auto-injector immediately (if prescribed).
2. Call **999**.
3. State:
"Child suffering suspected anaphylaxis."
4. Contact parents or carers.
5. Monitor breathing and consciousness.

6. Administer a second auto-injector if advised by emergency services and available.
7. Remain with the pupil until paramedics arrive.

Every incident must be fully recorded on CPOMS and in the accident record.

13. Educational Visits

Before any visit staff will:

- Review healthcare plans.
- Complete risk assessments.
- Ensure medication accompanies the pupil.
- Ensure supervising adults understand emergency procedures.

At least one trained adult should accompany pupils with severe allergies.

14. Record Keeping

Swallow Grange will maintain:

- Medical records.
- Individual Healthcare Plans.
- Medication records.
- Staff training records.
- Incident reports.
- Risk assessments.

Records will be stored securely in accordance with UK GDPR and the Data Protection Act 2018.

15. Safeguarding

Failure to appropriately manage known allergies may place a child at risk of significant harm.

Where appropriate, allergy-related concerns will be managed as safeguarding concerns and referred to the Designated Safeguarding Lead.

16. Equality and Inclusion

Swallow Grange is committed to ensuring that pupils with allergies are fully included in school life.

Reasonable adjustments will be made to enable pupils to participate safely in:

- Learning activities.
- Educational visits.
- Enrichment activities.
- Forest School sessions.
- Outdoor learning.
- Social activities.

17. Monitoring and Review

This policy will be reviewed:

- Annually.
- Following significant legislative changes.
- Following serious allergy incidents.
- Following recommendations from inspections or audits.
- Where changes to guidance require updates.

18. Linked Policies

This policy should be read alongside:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy

- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Risk Assessment Policy
- Behaviour Policy
- SEND Policy

Approval

Approved by: Jayne Chudley

Position: Managing Director

Date: June 2026

Review Date: June 2027