



Great Wood Primary School

Asthma and Allergy Safety Policy and Procedures



Great Wood School is committed to providing a safe, inclusive and supportive environment for all pupils with asthma, food allergies and other allergic conditions.

This policy has been developed in accordance with the Department for Education (DfE) statutory guidance *Allergy Safety in Schools* (July 2026), which requires schools to have a whole-school allergy safety policy, staff training arrangements, Individual Healthcare Plans (IHPs) where required, incident recording procedures and access to emergency medication. [\[gov.uk\]](https://www.gov.uk),

[\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk)

The school recognises that:

- Allergies and asthma can be life-threatening.
- Asthma is a significant risk factor for severe allergic reactions (anaphylaxis).
[\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk)
- Every pupil has the right to participate fully in school life.
- Effective allergy and asthma management requires partnership working between parents, pupils, healthcare professionals, schools and catering providers.
- Prevention, awareness, preparedness and prompt emergency response are essential.

This policy applies to all pupils, staff, volunteers, governors, contractors, visitors and organisations using school premises.

Objectives

The school will:

1. Identify pupils with asthma and allergies.
2. Maintain Individual Healthcare Plans (IHPs) where required.
3. Ensure all staff receive allergy and asthma awareness training.
4. Maintain emergency response procedures.
5. Keep spare emergency medication in accordance with current legislation and guidance.
6. Reduce exposure to known allergens where reasonably practicable.
7. Ensure safe food provision and allergen management.
8. Record, review and learn from incidents and near misses.
9. Promote inclusion without unnecessarily excluding pupils from normal activities.
10. Regularly review arrangements and policy effectiveness.

Scope of Conditions Covered

This policy applies to pupils diagnosed with:

Allergic Conditions

- Food allergy
- Drug allergy
- Insect sting allergy
- Latex allergy

- Environmental allergies
- Anaphylaxis

Respiratory Conditions

- Asthma
- Severe wheeze associated with allergies

Related Conditions

- Allergic rhinitis (hay fever)
- Eczema

The school acknowledges the close relationship between asthma and food allergy and will consider both conditions together when assessing risk

Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure the school complies with statutory duties.
- Approve and monitor this policy.
- Ensure adequate resources are available.
- Review reports relating to allergy and asthma incidents.
- Ensure arrangements exist for staff training and emergency response.

Headteacher

The Headteacher will:

- Implement this policy.
- Ensure staff receive appropriate training.
- Ensure Individual Healthcare Plans are completed and reviewed.
- Ensure emergency medication is accessible.
- Ensure risk assessments are completed.
- Ensure incidents and near misses are investigated.

School Allergy and Asthma Lead

The designated lead will:

- Maintain the asthma and allergy register.
- Coordinate healthcare plans.
- Liaise with parents and health professionals.
- Monitor medication expiry dates.
- Organise staff training.
- Maintain records of incidents and near misses.

Staff

All staff must:

- Be familiar with pupils' healthcare needs.
- Know how to recognise an allergic reaction and asthma attack.
- Know how to summon emergency assistance.
- Follow healthcare plans and risk assessments.

- Attend required training.
- Report concerns, incidents and near misses.

Parents and Carers

Parents must:

- Inform the school of allergies or asthma at admission and when diagnosed.
- Provide medical evidence where requested.
- Provide prescribed medication.
- Ensure medication is in date.
- Participate in healthcare plan reviews.
- Inform the school promptly of any changes.

Pupils

Where age and understanding permit, pupils should:

- Understand their condition.
- Carry medication when authorised.
- Avoid known allergens.
- Report symptoms immediately.
- Not share food, drinks or medication.

Individual Healthcare Plans

An Individual Healthcare Plan will be developed for pupils whose allergy or asthma requires ongoing management.

The IHP will include:

- Medical diagnosis.
- Known triggers.
- Signs and symptoms.
- Medication requirements.
- Emergency procedures.
- Dietary requirements.
- Educational visits arrangements.
- Contact details.

IHPs will be reviewed:

- Annually.
- Following an incident.
- When medication changes.
- When advised by parents or healthcare professionals.

Medical Conditions Register

The school will maintain a confidential register of pupils with:

- Asthma.
- Food allergies.

- Anaphylaxis.
- Other significant allergies.

Relevant information will be shared with staff on a need-to-know basis.

Emergency Medication

Adrenaline Auto Injectors (AAIs)

The school will:

- Hold prescribed AAIs where supplied.
- Maintain access to emergency spare AAIs.
- Store medication securely but accessibly.
- Monitor expiry dates.

The location of AAIs will be known to all relevant staff.

DfE guidance requires schools to maintain arrangements for emergency use of adrenaline auto-injectors and staff training in their use. [\[gov.uk\]](https://www.gov.uk), [\[anaphylaxis.org.uk\]](https://www.anaphylaxis.org.uk), [\[gov.uk\]](https://www.gov.uk)

Asthma Inhalers

The school will:

- Encourage pupils to have immediate access to prescribed inhalers.
- Maintain spare emergency salbutamol inhalers in line with current legislation and guidance.
- Keep inhalers accessible during all school activities.

Staff Training

All staff will receive allergy awareness training which includes:

- Understanding allergies and asthma.
- Identifying symptoms.
- Recognising anaphylaxis.
- Emergency procedures.
- Administration of AAIs.
- Using emergency inhalers.
- Preventing allergen exposure.
- Risk reduction measures.
- Incident reporting.

Training will:

- Be provided at induction.
- Be refreshed annually.
- Be recorded and monitored.

DfE guidance requires allergy awareness training for all staff. [\[gov.uk\]](https://www.gov.uk), [\[anaphylaxis.org.uk\]](https://www.anaphylaxis.org.uk), [\[gov.uk\]](https://www.gov.uk)

Food Safety and Allergen Management

The school adopts and works in partnership with the Lancashire Outdoor Education Kitchen Food Policy.

Allergen Information

Allergen information shall be available and accessible for foods containing:

- Celery
- Cereals containing gluten

- Crustaceans
- Eggs
- Fish
- Lupin
- Milk
- Molluscs
- Mustard
- Nuts
- Peanuts
- Sesame
- Soya
- Sulphur dioxide

Catering Arrangements

The school will:

- Inform kitchen staff of all pupils requiring special diets.
- Provide information to catering services at least four weeks in advance where practicable (minimum two weeks).
- Share relevant healthcare plans with catering staff.
- Ensure allergen information is accessible to staff and parents.
- Ensure pupils requiring special diets are safely identified.

Special Diets

Special diets will only be provided where there is a medically diagnosed need.

Provision includes:

- Gluten-free diets.
- Lactose-free diets.
- Vegetarian diets.
- Nut-free arrangements where required.
- Other medically authorised diets.

Cross Contamination Controls

Catering staff must:

- Follow HACCP-based allergen controls.
- Check ingredients and labels before use.
- Verify approved product brands.
- Use designated preparation procedures.
- Communicate special diet requirements clearly when meals are served.
- Maintain special diet records.

Classroom Controls

The school will:

- Avoid curriculum activities involving known allergens where risks cannot be safely controlled.
- Assess risks associated with food-based activities.
- Promote handwashing before and after eating.

- Promote cleaning of surfaces after food use.
- Avoid unnecessary food sharing.

The school is not an allergen-free environment but will take reasonable precautions to minimise risk.

Educational Visits and Residential Visits

Before any visit:

- A risk assessment will be completed.
- Medical information will be reviewed.
- Medication availability checked.
- Supervising staff identified.
- Catering providers informed of dietary requirements.

For Lancashire Outdoor Education visits:

- The procedures outlined within the Lancashire Outdoor Education Kitchen Food Policy shall be followed.
- Schools must notify centres of dietary requirements four weeks in advance where possible (minimum two weeks).

School Events

For events involving food:

- Allergen information must be available.
- Parents will be consulted where necessary.
- Staff organising events must assess allergy risks.
- Emergency medication must remain accessible.

Emergency Response Procedures

Suspected Anaphylaxis

Staff will:

1. Administer an AAI immediately if anaphylaxis is suspected.
2. Call 999 and state "anaphylaxis".
3. Contact parents/carers.
4. Administer a second AAI if advised or symptoms persist.
5. Send used and unused AAIs with the ambulance.
6. Ensure the pupil attends hospital even if symptoms improve.

Asthma Attack

Staff will:

1. Assist the pupil to use their inhaler.
2. Keep the pupil calm and seated upright.
3. Follow individual healthcare plan instructions.
4. Use emergency inhaler arrangements if appropriate.
5. Call 999 if symptoms do not improve or are severe.

Incident and Near Miss Reporting

The school will maintain records of:

- Allergic reactions.

- Asthma attacks requiring intervention.
- Use of AAI's.
- Use of emergency inhalers.
- Near misses.
- Medication errors.

Following any serious incident:

- Parents will be informed.
- A review will take place.
- Lessons learned will be identified.
- Control measures will be updated.

DfE guidance requires schools to record and learn from serious incidents and near misses. [\[gov.uk\]](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/614411/asthma-attack-policy-guidance.pdf), [\[assets.pub...ice.gov.uk\]](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/614411/asthma-attack-policy-guidance.pdf)

Unacceptable Practice

Staff must not:

- Prevent immediate access to emergency medication.
- Ignore symptoms.
- Assume symptoms will improve without intervention.
- Leave an unwell pupil unsupervised.
- Exclude pupils unnecessarily due to allergies.
- Require parents to attend school to administer emergency medication.

Monitoring and Review

This policy will be reviewed:

- Annually.
- Following legislative changes.
- Following any serious incident.
- Following significant changes to catering or healthcare arrangements.