



The Winston Churchill School

Allergy Policy

Review by:	Headteacher
Adopted by the SLT/Full Governing Body:	01-09-2026/23-09-2026
Next review:	July 2027

School Culture:

Our school is an inclusive environment that places the safeguarding of students at the heart of decision making.

The school aims to provide a safe environment for all children, but no school could guarantee a truly allergen free environment for a child living with food allergy, however, Winston adopts a culture of allergy awareness and education. A 'whole school awareness of allergies' is the approach taken, as it ensures teachers, students and all other staff are aware of what allergies are, the importance of avoiding the students' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk.

All staff who are present during times when students are scheduled to be on site, will receive allergy awareness training. This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. This includes ensuring the catering staff have also received training. It is not intended to include contractors carrying out work with no student-facing role such as builders, electricians or other ad hoc maintenance personnel.

All staff, including new staff, as they join the school, will be expected to complete the online allergy awareness training. Allergy awareness training should ensure all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including:

- calling emergency services and informing parents;
- how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
- training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);
- Understand the impact allergy can have on a child or young person's wellbeing;
- Understand the school, college or setting's allergy safety policy;
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan;
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss"). Training under this guidance should be understood as allergy awareness and emergency response training. It should not be read as replacing any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

Responsibilities in minimising the risks:

Parents:

- Notify the school of the student's allergies.
- Inform the school of any changes as soon as known.
- Talk with your child about allergy self-management, including what foods are safe and unsafe, how to read food labels, strategies for avoiding allergens, how to spot symptoms of allergy, how and when to tell an adult if experiencing an allergic reaction.
- Provide an AAP completed by a healthcare professional that can be kept with their medication and help the school support student.
- Contribute to the provision of a Medical Information Form in partnership with the school, and relevant healthcare professional, where required.
- Provide any other written medical documentation, instructions and medications as directed by a health professional.
- If you require it, meet with the Catering Manager to discuss any specific requirements relating to your child's allergy (information from these meetings will be recorded by the Catering Manager).
- Be aware of the school Allergy Policy and any arrangements for managing children with allergies and at risk of anaphylaxis.
- Communicate regularly with the school to support our ability to keep our children safe and act immediately in the event of an allergic reaction.

- Provide appropriate in date medication (two AAIs) of the correct dosage and register their AAIs on the manufacturer's websites to receive text alerts for expiry dates.
- Providing appropriate foods to be consumed by the child if necessary.
- Replace medications after use or upon expiry. Subscribe to expiry alerts for the relevant AAIs.
- Review the procedures with the Member of Staff responsible for medical needs, student's doctor after a reaction has occurred.

Students:

- Have a good awareness of their allergy and support the knowledge of peers in helping keep them safe.
- Be proactive in the care and management of their food allergies and reactions and medication.
- Do not to exchange food with others and take care to avoid any foods which may cause an allergic reaction.
- Read food labelling but, if unsure, avoid the food.
- Avoid eating anything with unknown ingredients.
- Carry your medication at all times and know where spare medication is kept. Take responsibility for carrying AAIs on their person at all times.
- As soon as they suspect they are experiencing signs of allergic reaction, tell an adult.

Governors:

- Ensure the school has a strategic vision for the management of allergy risk assessment and emergency procedures.
- Delegate the day-to-day responsibility for the effective delivery of this Policy to the Headteacher/Principal.
- Ensure the school's arrangements to identify and safeguard the wellbeing of students, because of their own or someone else's allergy, are robust and effective.
- Ensure that the school provides appropriate training, information, instruction, induction and supervision on a regular basis to enable everyone to stay safe regarding allergies and their management.
- Ensure adequate resources for managing allergies are available.
- Ensure appropriate material is available on the school website for parent/carers highlighting how the school is managing students with allergies
- Monitor the effectiveness of this Policy to ensure it remains fit for purpose.

The Headteacher:

- Provide, as far as practicable, a safe and healthy environment in which people at risk of allergic reaction and anaphylaxis can participate equally in all aspects of school life and are not subject to bullying because of their condition.

- Ensure all visitors, volunteers, work experience students, sub-contractors are made aware of the school's commitment to allergy management as part of Safeguarding.
- Ensure the curriculum contains age-appropriate content so all students can learn about allergies and how everyone can support those who have them.
- Ensure that up-to-date allergy information for students is accessible to catering teams.
- Ensure there is a workable School Emergency Plan in place that is known by all staff.
- Ensure the school sends a copy of the medical details it holds for the child to parents/carers for review and update at the end of each school year. Seek updated medical information at the commencement of each calendar year and for any student joining in year.
- Where the student has a Medical Information Form, ensure the involvement of healthcare and welfare professionals, teaching and catering staff, parents/carers and the student in establishing Medical Information Forms.
- Encourage parents/carers to provide Allergy Action Plans (AAPs) completed and signed by a healthcare professional that can be kept with their medication with copies made available for all staff to access and help the school support the student.
- Ensure effective communication of individual student medical needs to all staff and that they know how and where to check for updated information.
- Ensure there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff absences away from the school premises.
- Ensure First Aid staff training includes anaphylaxis management, including awareness of triggers, anaphylaxis and first aid emergency procedures.
- Ensure an adequate risk assessment is undertaken prior to any school trips, excursions or off-site extra curricula activities for students who have allergies.
- Ensure records of students medically prescribed an AAI and its use are kept correctly.
- Ensure student documentation and in date medication is kept correctly and safely.
- Ensure best practice in the labelling of foodstuffs and their contents.
- Report to the Governors regarding the management of allergies within the school.

Staff:

- Follow as directed all the requirements of the school, including all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context.
- Complete appropriate anaphylaxis training and be confident to respond to an allergy emergency.
- Raise awareness about allergies and anaphylaxis amongst their students in the classroom and around school, especially in dining areas.
- Encourage self-responsibility and learned avoidance strategies amongst students living with allergies.

- Help all students understand which foods are safe for those with allergies and support other students with specific dietary needs to stay safe.
- Highlight the need for anti-bullying of students with the condition.
- Be aware of the students in their care who have known allergies as an allergic reaction could occur at any time, not just at breaks or mealtimes.
- Staff planning any activity will consider the risk of exposure to allergens, for example in Design Technology, science, music or cooking activities, or where activities involve animals and take steps to mitigate the risks, including making students aware. This includes identifying essential cleaning following an activity.
- Any staff leading on a school trip/activity must check that all students with medical conditions, including allergies, are carrying their medication (those unable to produce their required medication would not be able to attend the excursion) and carry an additional supply of EpiPens and inhalers.
- Students participating in educational visits or fixtures will be identified on risk assessments, if they have a known allergy, together with the steps taken to raise awareness of behaviours when travelling and in overnight accommodation.

Minimising risk:

The school is working towards minimising the risk to individuals (whether students, young people, staff or visitors) coming into contact with their known allergens. This includes:

- Measures, including labelling, taken by the catering contractor to manage the risks of exposure to a food allergen through food sold in the canteen.
- Measures to minimise the risks of exposure to a food allergen through food brought in by others (for example parents, children and young people or staff) through regularly raising awareness. This relies on 1650 individuals recognising the risks in the food that they bring into the school premises.
- Where children and young people have known allergy to airborne or contact allergens, how the school, college or setting will put reasonable measures in place to manage the risk of the child or young person being exposed to such allergens.
- Students participating in educational visits or fixtures will be identified on risk assessments, if they have a known allergy, together with the steps taken to raise awareness of behaviours when travelling and in overnight accommodation.

The food provider will be informed of specific dietary requirements and the fact that students with allergies and food intolerance are taking part in the visit. The food will be then checked by staff who will raise any concerns especially if they are aware of the possibility of cross contamination.

The Medical Information Form will be provided to all staff and steps will be taken to check all food before the students select their meals. The risks related to food allergies and intolerance will be highlighted on the risk assessment together with the steps taken to mitigate risks.

The risk assessment will stress the need for vigilance as other countries do not have the same laws with regards to labelling and so students will be briefed by their parents as well as school staff.

Safeguarding:

The school recognises that a safeguarding referral may be needed if an incident highlighted concern that the child or young person might be at an increased risk of being neglected, abused or exploited by persons inside or outside of their family unit because of their medical condition. This might occur where relevant information about a child or young person's medical condition is not provided to a school, college or setting, or where they are repeatedly sent without essential medication, thereby putting the individual at risk.

Reporting concerns you may have:

Report by email and through CPOMs.

Monitoring and Evaluation:

This policy will be monitored and reviewed in line with the school's policy review procedure.

Incidents will be investigated by a member of the SLT, as designated by the Headteacher, in a timely manner and appropriate changes to procedures made as recommended to reduce, further, the risks to members of the school community.