

THE KING'S SCHOOL IN MACCLESFIELD



ALLERGY POLICY (FOUNDATION)

This policy should be read in conjunction with:

- [Health and Safety Policy .pdf](#)

The King's School is committed to safeguarding and promoting the welfare of pupils with allergies. The school recognises that allergic conditions may be life-threatening and require a planned, whole-school approach to ensure that pupils are protected and fully included in school life.

Pupils with allergies are welcomed and will be supported to participate in all aspects of the curriculum and school environment, subject to appropriate risk assessment and control measures.

Identification of children with allergies

Parents are required to complete a medical information form on entry to the school. The school will establish whether a pupil has an allergy or a history of allergic reaction. A central register of pupils with allergies is maintained within the medical provision. Parents must provide full and up-to-date information regarding allergens, symptoms and prescribed treatment.

Pupils with significant allergies will have an Individual Healthcare Plan (IHP). IHPs are completed in partnership with parents and, where appropriate, healthcare professionals. IHPs are reviewed at least annually and following any change in medical condition. Relevant staff are informed of pupils' needs and have access to appropriate information. Infant and Junior pupils will wear a yellow lanyard at lunchtimes and coloured placements are used at the tables.

Education and training of staff

The school ensures that all staff are appropriately informed and trained to fulfil their duty of care.

- All staff are required to read and understand this policy.
- Allergy awareness information is issued to staff at the start of each academic year.
- The School Nurse provides:

- Annual whole-staff training in allergy management and anaphylaxis
- Induction training for new staff
- Updates and refresher training as required
- Provides written documentation on how to recognise/treat anaphylaxis.

All staff are expected to:

- Recognise the signs and symptoms of allergic reactions, including anaphylaxis
- Understand their role in preventing risk and responding to incidents
- Know how to access and administer emergency medication

Leadership and Governance

The School has designated:

- The Deputy Head (Operations) as the Senior Management Team lead for allergy management.
- A nominated Governor to provide strategic oversight of allergy safety and medical needs provision.

The SLT lead is responsible for:

- Overseeing the implementation of this policy.
- Ensuring appropriate systems are in place for identifying and supporting pupils with allergies.
- Monitoring staff training and awareness.
- Supporting the investigation and review of allergy-related incidents and near misses.
- Reporting significant matters relating to allergy management to the Governing Body.

The nominated Governor is responsible for:

- Providing strategic oversight and challenge regarding the school's allergy management arrangements.
- Receiving reports on allergy-related incidents, training and compliance.
- Monitoring that the school meets its legal and regulatory responsibilities.
- Supporting the annual review of this policy.
- Seeking assurance that appropriate risk assessments, procedures and staff training are in place.

The nominated Governor does not have operational responsibility for individual pupils or day-to-day management of allergy provision.

Storage and administration of medication

The school ensures that medication is stored safely and is readily accessible in an emergency.

Pupils prescribed adrenaline auto-injectors (AAs) are expected to have two devices available in school. Pupils in Senior divisions may carry their own medication, with

the spare pen being stored in a designated clearly identified location (Senior office). Medication for younger pupils (Infants and Juniors) is stored in designated, clearly identified locations (Infant and Junior Office and refectory).

The school maintains spare AAls for emergency use in accordance with national guidance. Spare AAls can be found at the following locations -

- Senior Division office
- Infant and Junior Division office
- Sports Centre
- Derby Fields Pavillion
- Forster Pavillion

School Nurses / designated staff ensure that:

- Medication is stored in accordance with guidance but is immediately accessible
- Expiry dates are monitored and replacements requested in good time
- Medication accompanies pupils on trips and off-site activities
- Records of administration are maintained
- Parents are informed following any use of medication

The School Nurse undertakes regular checks to ensure that all emergency medication is present, in date and in working order, storage arrangements remain appropriate and clearly understood, and replacement medication is obtained where necessary.

Prevention and risk management

The school adopts a proactive approach to reducing the risk of allergen exposure.

Control measures include:

- Provision of allergen information within catering services (Holroyd Howe).
- Staff awareness of pupils with allergies
- Clear expectations that food is not shared between pupils
- Risk assessment of activities involving food, including curriculum activities and events
- Appropriate cleaning procedures to reduce cross-contamination

The school operates a nut-aware approach. Whilst reasonable steps are taken to minimise risk, a completely allergen-free environment cannot be guaranteed. Parents, pupils and staff are expected to support the management of risk through responsible behaviours and communication.

School trips and off-site activities

The school ensures that appropriate arrangements are in place to safeguard pupils with allergies during off-site activities.

- Risk assessments include specific consideration of allergy management
- Medication and copies of IHPs accompany the pupil

- Staff supervising trips are informed of pupils' needs and emergency procedures
- Pupils may carry their own medication where appropriate
- Anaphylaxis kits are provided for residential and day trips.

Inclusion and safeguarding

The school is committed to ensuring that pupils with allergies are not disadvantaged, and allergy management is recognised as part of the school's wider safeguarding responsibilities.

Reasonable adjustments are made to enable participation in all activities and staff are aware of the potential impact of allergies on pupils' wellbeing.

Recognition of an Allergic Reaction

Mild to Moderate Reaction - administer antihistamine

Signs and symptoms

- Itching or tingling in the mouth
- Swelling of lips, face or eyes
- Rash or urticaria
- Abdominal pain or vomiting

Severe Reaction (Anaphylaxis) - administer AAI

Signs and symptoms

- Difficulty breathing or noisy breathing
- Swelling of the throat and / or tongue
- Blue, grey or pale skin, lips or tongue.
- Feeling tired or confused
- Skin that feels cold to the touch
- Persistent cough or wheeze
- Difficulty speaking or hoarseness
- Swollen, raised or itchy
- Dizziness, collapse or unresponsiveness

Emergency procedures

Staff must act immediately if anaphylaxis is suspected. All staff are authorised to administer an AAI in an emergency.

Action to be taken:

1. Use an adrenaline auto-injector (such as an EpiPen) if they have one - instructions are included on the side of the injector. www.epipen.co.uk/en-gb/patients/your-epipen/how-to-use-your-epipen

2. Note time that the EpiPen was administered.
3. Call 999 for an ambulance and say that the person is having an anaphylactic reaction.
4. If they have been stung by an insect, try to remove the sting if it's still in the skin.
5. If their symptoms have not improved after 5 minutes, use a 2nd adrenaline auto-injector.
6. Ensure that the used EpiPen is given to the ambulance crew.
7. Delegate a responsible person to contact parents.

Do not allow the person to stand or walk at any time, even if they feel better.

Recording, reporting and review

- All allergic reactions are recorded in the pupil's medical record
- Parents are informed of any significant incident
- Serious incidents are reviewed by the School Nurse and Senior Leadership Team
- The school will identify and implement any required improvements to practice

This process ensures that the school demonstrates continuous monitoring and improvement of provision.

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Approved by: Governing Body

Date: September 2026

Review Date: September 2027