



Allergy Safety Policy

Date of last review:	2026	Review period:	
Date of next review:	2027	Written by:	Alison Hopkins
Type of policy:	Statutory	Committee:	FGB
Signature:			

Contents

1. Introduction
2. Legislation and Guidance
3. Allergy Awareness training
4. Wellbeing of Pupils with Allergies
5. Individual Pupil, Staff, and Visitor identification
6. Prescribed Adrenaline
7. Spare Adrenaline
8. Visits and Trips
9. Serious Incidents and Near Misses
10. EHCP

1. **Introduction**

This allergy safety policy is a policy for the management of allergies affecting pupils at Wyre Forest School (including the management of pupils at risk of anaphylaxis).

2. **Legislation and Guidance**

This policy is based on the following legislation and guidance:

- [Children and Families Act 2014](#)
- [Equality Act 2010](#)
- [Supporting pupils at school with medical conditions \(DfE guidance\)](#) □ [Other relevant health and safety legislation.](#)
- [Herefordshire and Worcestershire Asthma Guidance Document 2025](#)
- [Children’s Wellbeing and Schools Act 2026](#)
- [allergy_safety_in_schools_statutory_guidance_June_2026.pdf](#)

This policy meets the requirements under section 34 of the Children’s Wellbeing and Schools Act, which places a duty on LA maintained schools to have an allergy safety policy. The Allergy Safety Policy at Wyre Forest School will be reviewed at least annually. Alison Hopkins, Deputy Headteacher, holds responsibility for allergy safety, including the implementation of the policy and its review.

With regards to Allergy Safety at Wyre Forest School, particularly where incidents or “near misses” suggest areas for improvement, a review will take place in order to assess how the school can seek to learn lessons from them and improve practice. This is essential where incidents suggest that policies or procedures may leave individuals with allergy at risk.

Our governing body will ensure that allergy safety policies are readily accessible to parents/carers and staff. Our Allergy Safety Policy is available on our website and will be made available in hard copy on request

3. Allergy awareness training at Wyre Forest School

All WFS and Russell house Staff will be trained in allergy awareness and emergency response at the start of each academic year, led by the special school nursing team. The named member of the senior leadership team for Allergy Awareness will ensure that all staff present during times when pupils are on site receive this training. Further input and training throughout the year will be delivered, as and when appropriate, in staff training sessions, bitesize briefings or phase meetings.

Induction training for new staff at Wyre Forest School will include allergy awareness and arrangements will be made to ensure that supply and cover staff have received allergy awareness training.

Allergy awareness training at Wyre Forest School will ensure that 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 at Wyre Forest School 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.

4. Wellbeing of Pupils with Allergies at Wyre Forest School

At Wyre Forest School, we recognise that the risks posed by allergy (and the possibility of anaphylaxis), may be a significant cause of anxiety for both pupils and parents/carers. Clear ways of minimising risk are detailed below. Class teams are also trained to record and discuss any concerns around the mental health of our pupils on our online reporting system, CPOMS. This will then be actioned accordingly.

Minimising risk

Wyre Forest School will do everything possible to minimise the risk of individuals (whether children, young people, staff or visitors) encountering their known allergens. This will include:

- Allergies of individual pupils will be kept on a central record, accessed by appropriate staff at WFS and the Special School Nursing Team.
- Staff working directly with a pupil that has a Health Care Plan and Allergy Action Plan will have access to this at all times
- Parents/Carers of pupils starting at Wyre Forest School with known allergens will be invited in to meet with a member of the Special School Nursing Team, Class teacher and Medical and Health Lead, Nicola Harries, to ensure that all documentation and practice in relation to management of the pupil's allergy/ies is discussed fully, prior to the pupil accessing education.
- Staff planning any activity will consider the risk of exposure to allergens, for example in craft, science, musical or cooking activities, or where activities involve animals.
- Specific risk assessments to manage the risks of exposure to allergens in individuals with an allergy will be completed by class teachers when this relates to specific offsite activities .

Food allergy

Please refer to Wyre Forest School's separate [Food Allergy Policy](#)

5. Individual Pupil, Staff and Visitor Identification

All pupils at Wyre Forest School with allergies will be identified via a central record, reviewed and updated on a regular basis by the special school nursing team alongside the Medical and Health Team. These will be recorded against the individual pupil on our MIS system, Bromcom.

Staff at Wyre Forest School with allergies will be identified via a central record, reviewed and updated on a regular basis by the individual member of staff. These will be recorded against the individual staff member on our MIS system, Bromcom.

For visitors to Wyre Forest School, arrangements to record any allergens and medication (eg autoinjectors) are made via our signing in app. An email notification will then be sent to the Medical and Health Team, should further action be required

Individual Healthcare Plans

Children and young people should have an Individual Healthcare Plan (IHP) if:

- they have an allergy which has a functional impact on them at Wyre Forest School;
- they are at risk of harm as a result of their allergy **and**
- they require arrangements which are additional to or different from those made generally.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the pupil with their medical condition or allergy, including in emergency situations.

Pupils who require specific support arrangements will have them documented through an **Individual Healthcare Plan**. This includes our pupils whose allergies require flexibility and “reasonable adjustments”, as well as those who require medication (either proactively or in an emergency).

Where children and young people have an **Allergy Action Plan** and/or **Asthma Action Plan** issued by a healthcare professional, the IHP should refer to or attach it. Whenever an updated Action Plan becomes available, the pupil’s Individual Healthcare Plan should be reviewed to incorporate this information.

6. Prescribed adrenaline

Pupils with prescribed adrenaline devices will have rapid access to their devices **at all times**, noting that in a case of anaphylaxis, adrenaline should be administered within five minutes. This includes in the lunch area, playgrounds and sports fields or when on visits or trips. For most of the pupils at Wyre Forest School, the staff working with the identified pupil will be responsible for ensuring that the adrenaline device prescribed is accessible immediately, by carrying it in an identified sealed bag

- Arrangements for children, young people and parents to take individually prescribed adrenaline devices home (for example at the end of the day for the journey home) and for checking that they remain in date;
- A database will be kept of which pupils have been provided with prescribed adrenaline devices (and an Allergy Action Plan). This will be reviewed regularly by the Medical and Health Team and the Special School Nursing Team.

. When prescribed adrenaline has been administered the member of staff will complete the documentation and the class teacher will inform parents/carers as well as a member of the Medical and Health Team, and the Special School Nursing Team. A brief account of the incident will be recorded on CPOMS, under the Medical Tab for the individual p

7. Spare adrenaline devices

Spare adrenaline devices are to be used by Wyre Forest School staff when a pupil is suspected of having an anaphylaxis event where there is no previous history/diagnosis of allergies

Wyre Forest School will ensure that no pupil is more than five minutes from adrenaline devices. Adrenaline devices should always be stocked and stored in pairs. Wyre Forest will have three pairs of “spare” devices, so that a pair of “spare” adrenaline devices are available within five minutes of wherever they may be needed. These will be stored in the following places :

Russell House Office
Wyre Forest School Office
First Aid Room

- Spare adrenaline devices will be **readily accessible and not locked away**;
- Spare adrenaline devices should be **stored in pairs, so that if a second one is necessary it is on hand rather than needing to be obtained from elsewhere** on site;
- Spare adrenaline devices will **be clearly labelled**, to avoid any confusion with adrenaline devices prescribed to a named person. Wyre Forest School have a clearly marked “**emergency anaphylaxis kit**” containing the spare adrenaline devices, any emergency asthma reliever inhaler and spacers and instructions for their use.

8. Visits and trips

Pupils at Wyre Forest School that have an allergy should have access to visits and trips alongside their phase/pathway peers. A detailed Risk Assessment will be completed for any pupil at risk of anaphylaxis taking part in a trip off the premises and will be signed off by both deputy head teachers. The prescribed adrenaline device will be kept with the members of staff responsible/assigned to the individual due to the nature of the learning needs of our students.

9. Serious incidents and “near misses”

Where there has been an incident or near miss involving allergy safety the incident will be reported to the named Senior Leader, Alison Hopkins, or another member of the senior leadership team in her absence. The incident will be logged on CPOMS and a separate medication error document completed and stored in Teams. The Special School Nursing Team and Parents/carers will also be informed as soon as possible. Any further actions required by Wyre Forest School will be agreed by the Headteacher.

10. Education Health and Care Plans

All pupils that attend Wyre Forest School have an EHCP in place. When they are also living with a medical condition such as asthma or a further allergy this should be inputted into relevant sections of the document

