WEST HILL PRIMARY ACADEMY ALLERGY SAFETY ARRANGEMENTS

Headteacher: Katy Ward
Named Allergy Safety Lead (Senior Leader): Catherine Wakeman
Date Approved: September 2026
Review Date: September 2027

1. Purpose
This appendix should be read alongside the Trust Allergy Awareness Policy, which is available upon request. Please email hello@golden-thread.org if you would like a copy.

At West Hill Primary Academy we recognise that primary aged children may not always be able to identify allergens, read food labels or recognise symptoms of an allergic reaction. We therefore adopt a proactive approach to allergy management and provide appropriate supervision, support and reasonable adjustments to enable pupils with allergies to participate safely in all aspects of school life.

2. Allergy Safety Leadership
The designated senior leader responsible for allergy safety is:
Name: Catherine Wakeman

Responsibilities include:

- Leading implementation of allergy safety procedures.
- Monitoring allergy incidents and near misses.
- Ensuring colleague training is completed.
- Reviewing allergy records and healthcare plans.
- Liaising with parents, healthcare professionals and catering providers.
- Reporting significant concerns to the Headteacher and Local Governing Committee.

3. Identifying Pupils with Allergies
The school identifies pupils with allergies through:

- Admission forms
- Annual data collection
- Medical declaration forms
- Parent/carer updates
- Healthcare professional advice
- Information from previous schools

Recording Allergies

All allergy information is recorded on:

- Arbor
- Medical Tracker
- Individual Healthcare Plans (where required)
- Allergy Action Plans (where provided)
- Catering systems

School-Specific Identification Arrangements

- Allergy information available to classroom staff.
- Allergy information provided to catering staff.
- Allergy lanyards used during meal service.

4. Individual Healthcare Plans

An Individual Healthcare Plan (IHP) will be in place where a pupil's allergy requires arrangements that are additional to or different from those generally provided within school.

The IHP will include:

- Known allergens.
- Signs and symptoms.
- Required medication.
- Storage location of medication.
- Emergency procedures.
- Educational visit arrangements.
- Contact details.

Plan Reviews

Healthcare Plans will be reviewed:

- Annually
- Following any allergic reaction
- Following updated medical advice
- Following changes to medication

5. Colleague Training

All colleagues receive annual allergy awareness and emergency response training.
Training includes:

- Understanding allergies and anaphylaxis.
- Recognising symptoms.

- Emergency procedures.
- Use of adrenaline auto-injectors.
- Accessing Allergy Action Plans.
- Preventing exposure to allergens.
- Incident reporting.

New Colleagues and Supply Staff

New colleagues will receive allergy awareness information as part of their induction. Supply staff and volunteers will be informed of relevant allergy procedures before working with pupils.

6. Supporting Pupil Wellbeing

The school recognises that allergies can cause anxiety for pupils and families.

We will:

- Promote inclusion and participation.
- Encourage age-appropriate understanding of allergies.
- Work closely with parents and carers.
- Provide support following allergy incidents.
- Ensure pupils are not excluded from activities unnecessarily.

Allergy-Related Bullying

Allergy-related teasing, intimidation, food tampering or bullying will be treated as a serious safeguarding and behavioural concern and will be managed in accordance with the school's Behaviour Policies.

7. Classroom Management

Teachers and support colleagues will consider allergy risks when planning:

- Cooking activities
- Food tasting activities
- Science lessons
- Art and craft activities
- Sensory play
- Gardening activities
- Animal encounters

Alternative resources or activities will be provided where necessary to ensure pupils can participate safely.

Food should not be used for teaching activities without consideration of known allergies

8. Lunchtime Arrangements

The school takes reasonable steps to reduce the risk of allergen exposure during mealtimes.

School Arrangements

- Allergy lanyards in use
- Catering allergy alerts
- Pupil photographs available to catering colleagues
- Individual meal identification system
- Colleague supervision during dining

Expectations

- No food sharing.
- Tables cleaned regularly.
- Hand washing encouraged before and after eating.
- Allergy concerns reported immediately to a first aider.
- Catering colleagues made aware of relevant dietary requirements.

School-Specific Procedures

- Epi pens are held with the children both in class and in the canteen.
- Spare school epi pens are located in the Main School Office, in the cabinet in the canteen and in the school grab bag.
- Signs are located in the canteen to remind children not to share their food.

9. Whole School Allergen Controls

The following restrictions apply at this school:

- Nut-aware school

Where restrictions are implemented, these will be clearly communicated to pupils, parents, visitors and colleagues.

The school cannot guarantee a completely allergen-free environment but will take reasonable steps to minimise risks.

10. Playtimes and Outdoor Areas

The school will ensure pupils prescribed emergency medication continue to have rapid access to it during:

- Morning break
- Lunch times

- Outdoor learning
- PE lessons
- Sports activities

Relevant colleagues will know:

- Which pupils have severe allergies
- How to access medication
- How to summon emergency assistance

11. Medication and Auto-Injectors

The school will ensure that pupils prescribed adrenaline auto-injectors have access to them at all times.

Prescribed Medication Location

With the child in the classroom or canteen during lunchtimes, and extended service provisions.

Spare Adrenaline Auto-Injector Location

Medical room, Grab bag and cabinet in the canteen

Emergency Grab Bag Location

Main school office

Medication Monitoring

The following colleague is responsible for checking medication:
Name: Parmjit Dhesi

Checks will be completed:

- Termly

Parents remain responsible for supplying medication that is in date.

12. Educational Visits

The school is committed to ensuring pupils with allergies can safely participate in all educational visits.

Prior to visits:

- Risk assessments will be completed
- Healthcare Plans reviewed

- Medication checked and taken
- Appropriate colleagues briefed
- Food arrangements reviewed
- Venues informed where appropriate

Pupils prescribed adrenaline auto-injectors will either carry them or have them carried by a designated colleague.

13. Visitors, Volunteers and Contractors

The school will:

- Inform volunteers of relevant allergy procedures where appropriate.
- Ensure visitors involved in pupil activities understand emergency arrangements.
- Communicate allergen restrictions for school events.
- Consider allergy risks when arranging activities involving external providers.

14. Emergency Response

In the event of an allergic reaction:

1. Send for a first aider immediately.
2. Follow the Allergy Action Plan.
3. Administer prescribed medication without delay if required.
4. If anaphylaxis is suspected, administer adrenaline immediately.
5. Call 999.
6. Inform parents or carers.
7. Continue monitoring until emergency services arrive.
8. Record the incident on Medical Tracker.

Emergency Equipment Locations

Equipment	Location
First Aid Room	Opposite the main school Office
Defibrillator	1) Medical room 2) Outside the Medical room in a cabinet on the wall 3) Outside the New Hall in a cabinet on the wall
Spare Adrenaline Auto-Injectors	1) Medical room 2) Cabinet in the canteen 3) in the Grab bag in the main school office
Emergency Grab Bag	In the main school office

15. Recording Incidents and Near Misses

All allergy incidents and near misses must be reported.

The school will:

- Record incidents on Medical Tracker.
- Inform parents or carers.
- Review causes and contributing factors.
- Update risk assessments where necessary.
- Review procedures following serious incidents.

Significant incidents and trends will be reported through the school's governance arrangements.

16. Information Sharing

The school will share allergy information with colleagues who need the information to keep pupils safe.

This may include:

- Teachers.
- Teaching Assistants.
- Midday Supervisors.
- First Aiders.
- Educational Visit Leaders.
- Catering Teams.

Health information will be handled in accordance with UK GDPR requirements and school data protection procedures.

17. Raising Awareness

The school promotes allergy awareness through:

- Colleague training.
- Parent communications.
- School website information.
- Pupil education, where appropriate.
- Awareness campaigns and health education activities.

This appendix will be available on the school website and the Trust Allergy Safety Policy available upon request.

18. Annual Review

This appendix will be reviewed:

- Annually.
- Following a significant allergy incident.
- Following changes in legislation.
- Following changes to school arrangements.
- Following recommendations arising from audits or investigations.

School-Specific Information Summary

Item	Details
Allergy Safety Lead	Catherine Wakeman
First Aid Lead	Debbie Parish
Catering Lead	Sumarin Prompakdee
Location of Pupil Auto-Injectors	In classroom or canteen
Location of Spare Auto-Injectors	1) Medical room 2) Cabinet in the canteen 3) Grab bag
Restricted Foods	Food containing nuts
Additional Controls	N/A
Date of Review	September 2026