

Furrowfield School

Allergy and Anaphylaxis Procedures



2026-2027

1. Statement

Furrowfield School Commitment

At Furrowfield School, we are committed to creating a safe, nurturing and inclusive environment where every student and member of staff is supported to thrive. Through effective allergy management, robust health and safety procedures, strong partnerships with families and a culture of awareness and understanding, we ensure that students with allergies are protected, respected and fully included in all aspects of school life. This commitment reflects our vision of Belong Together and the values of the Furrowfield Way, ensuring every student feels safe, valued, empowered and able to succeed.

At Furrowfield School, the health, safety and wellbeing of every student and staff member is of paramount importance. We are committed to providing a safe, inclusive and supportive learning environment where all students can access education, enrichment opportunities and wider school life regardless of any medical condition, including allergies and anaphylaxis. As a specialist SEMH school, we recognise that students may have complex medical, emotional and social needs. Through our commitment of Together We Succeed, Belong Together and through the values of the Furrowfield Way, we promote a culture where every student feels safe, respected and valued.

We recognise that allergies can pose significant health risks and that anaphylaxis is a severe, potentially life-threatening allergic reaction requiring immediate emergency treatment. Furrowfield School is committed to identifying, managing and reducing risks whilst ensuring that students with allergies are fully included in all aspects of school life.

This policy supports the school's statutory duties under health, safety, safeguarding and equality legislation and is informed by national guidance relating to allergy management in educational settings.

2. Aims of our Procedures

We aim to:

- Safeguard students with allergies and those at risk of anaphylaxis.
- Ensure effective management of allergies throughout the school.
- Promote a whole-school culture of allergy awareness.
- Provide informed CPD for all staff on allergy awareness.
- Reduce the risk of accidental allergen exposure.
- Ensure all staff understand their responsibilities.
- Provide clear procedures for responding to allergic reactions.
- Ensure students with allergies can participate fully in school life.
- Support positive partnerships between school, families and healthcare professionals.
- Meet health and safety and safeguarding responsibilities.

3. Legislative and Guidance Framework

This policy operates in accordance with:

- Health and Safety at Work Act 1974
- Children and Families Act 2014
- Equality Act 2010
- Human Medicines (Amendment) Regulations 2017
- Supporting Students at School with Medical Conditions (DfE)
- Keeping Children Safe in Education (KCSIE)
- Department for Education Allergy Guidance for Schools
- National allergy safety and anaphylaxis guidance for schools

4. Scope

This procedure applies to:

- All students
- All members of staff
- Governors
- Supply staff
- Volunteers
- Contractors
- Visitors
- Educational visits
- School transport
- Catering providers

5. Definitions

Allergy	An allergy occurs when the body's immune system reacts to a substance that is normally harmless to most people.
Allergens	Common allergens include: • Peanuts • Tree nuts • Milk • Eggs • Fish • Shellfish • Sesame • Wheat • Soya • Certain fruits • Medications • Insect stings • Latex
Anaphylaxis	Anaphylaxis is a severe allergic reaction that develops rapidly and can be life-threatening. Immediate treatment with adrenaline is essential.

6. Roles and Responsibilities

Governing Body	The Governing Body will: • Ensure the school has appropriate policies and procedures. • Monitor implementation and effectiveness. • Ensure adequate resources are available. • Support compliance with legislation and guidance.
Head Teacher	The Head Teacher will: • Ensure implementation of this procedure. • Promote allergy awareness throughout the school. • Ensure staff receive appropriate training. • Ensure healthcare plans and risk assessments are maintained. • Monitor incidents and lessons learned.
Senior Leader - Medical Lead - Ms K Beagarie	Will: • Maintain accurate medical records. • Coordinate Individual Healthcare Plans. • Liaise with parents, carers and healthcare professionals. • Ensure medication is appropriately stored. • Review incidents and update procedures where required.
Staff Responsibilities	All staff must: • Be aware of students and staff with allergies. • Familiarise themselves with healthcare plans. • Recognise signs and symptoms of allergic reactions. • Follow risk assessments and control measures - See Share Point and CPOMs Library. • Respond appropriately to emergencies. • Attend allergy and anaphylaxis training.
Parents and Carers	Parents and carers are expected to: • Inform the school of any diagnosed allergy. • Provide up-to-date medical information. • Supply prescribed medication. • Replace medication before expiry dates. • Notify the school of changes to medical needs. • Participate in healthcare plan reviews.

7. Identification of Students with Allergies

The school will identify students with allergies through:

- Admission documentation
- Medical information forms
- Healthcare professional advice
- Parent and carer communication
- Review meetings

Information will be recorded securely and shared with relevant staff on a need-to-know basis.

8. Individual Healthcare Plans

All students and staff identified as being at risk of anaphylaxis will have an Individual Healthcare Plan (IHP).

Healthcare Plans will include:

- Confirmed allergens.
- Signs and symptoms of allergic reactions.
- Emergency procedures.
- Prescribed medication requirements.
- Storage arrangements.
- Contact details.
- Educational visit arrangements.
- Specific risk-reduction strategies.

Plans will be reviewed:

- Annually.
- Following any allergic reaction.
- Following changes in medical advice.
- At parental request where necessary.

9. Risk Management and Prevention

While Furrowfield School cannot guarantee an allergen-free environment, all reasonable steps will be taken to minimise risks.

Food Management	The school will: • Maintain awareness of student dietary needs. • Liaise with catering providers through the Gateshead School Meals Service • Monitor allergen information provided by suppliers via the Gateshead School Meals Service • Ensure allergen information is available where food is provided via the Gateshead School Meals Service • Consider individual medical needs when planning activities involving food
-----------------	---

Classroom Activities	Risk assessments will be undertaken for: • Food technology • Science experiments • Art activities • Enterprise activities • Sensory activities • Rewards activities involving food Alternative arrangements will be provided where appropriate.
Educational Visits	Before any educational visit: • Medical needs will be reviewed • Risk assessments will be completed • Emergency medication will accompany the student • Staff attending will be informed of relevant medical needs • Emergency procedures will be confirmed Students with allergies will not be excluded from educational visits unless a specific and unmanageable risk has been identified.
School Events	All school events involving food will consider: • Known allergies • Risk assessments • Availability of safe alternatives • Communication with parents and carers

10. Staff Training

All staff will receive appropriate allergy awareness training.

Training will include:

- Understanding allergies.
- Recognising symptoms of allergic reactions.
- Recognising anaphylaxis.
- Emergency response procedures.
- Administration of adrenaline auto-injectors.
- Reporting and recording incidents.

Training will be refreshed annually and whenever guidance changes.

11. Medication

Students prescribed medication for allergic reactions must have access to that medication at all times.

Medication will:

- Be clearly labelled
- Remain within expiry dates
- Be stored safely but be readily accessible in an emergency
- Accompany students during educational visits and off-site activities

The school will maintain records of medication held on site.

12. Emergency Response to Allergic Reactions

Any suspected allergic reaction will be treated seriously.

Mild to Moderate Allergic Reactions	Symptoms may include: • Itching • Hives • Localised swelling • Mild stomach discomfort Staff will follow the student's Individual Healthcare Plan and seek medical advice where appropriate.
Severe Allergic Reactions (Anaphylaxis)	Symptoms may include: • Difficulty breathing • Wheezing • Persistent coughing • Swelling of the throat or tongue • Difficulty speaking • Pale or clammy skin • Dizziness • Collapse • Loss of consciousness
Emergency Procedure	If anaphylaxis is suspected: 1. Administer an adrenaline auto-injector immediately. 2. Call 999 and state "ANAPHYLAXIS." 3. Inform the school office and senior leader. 4. Contact parents or carers. 5. Monitor and reassure the student. 6. Administer a second adrenaline auto-injector if required in line with medical advice and emergency services guidance. 7. Ensure the student is transferred to hospital by ambulance. Anaphylaxis is always treated as a medical emergency.

13. Spare Adrenaline Auto-Injectors

Furrowfield School will maintain emergency spare adrenaline auto-injectors in accordance with current legislation and guidance. All staff will be trained in their use through our First Aid programme.

Spare devices will be:

- Stored appropriately
- Checked regularly
- Included within emergency response arrangements

14. Safeguarding, Equality and Inclusion

The school is committed to ensuring that students with allergies:

- Feel safe and supported
- Are not disadvantaged because of their medical needs
- Have equal access to learning opportunities
- Can participate in enrichment activities
- Can access educational visits
- Experience dignity, respect and inclusion

Any bullying, discrimination or exclusion relating to allergies or medical conditions will be addressed through the school's Behaviour and Anti-Bullying Policies.

15. Reporting and Monitoring

All allergic reactions and anaphylaxis incidents will be:

- Recorded appropriately
- Reported to parents/carers
- Reviewed by senior leaders
- Used to inform future risk assessments
- Discussed as part of health and safety monitoring where appropriate

Lessons learned from incidents will be used to strengthen practice and improve student and staff safety.

16. Monitoring and Review

This policy will be reviewed annually by the Head Teacher and Governing Body or sooner if:

- Legislation changes
- National guidance is updated
- A serious incident occurs
- Local Authority guidance changes

Monitoring will include:

- Analysis of incidents
- Staff training records
- Healthcare Plan audits
- Parent/carer feedback
- Student voice
- Health and safety reviews