



ALLERGY MANAGEMENT POLICY

2025 / 2026

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Review dates	
Date Reviewed	Reviewed by

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Purpose

To minimise the risk of any pupil suffering a severe allergic reaction whilst at school or during school-related activities, and to ensure staff are prepared to recognise and manage allergic reactions effectively. This policy applies to all staff, learners, parents, and visitors. It is annexed to the school's Medical Conditions Policy and aligns with statutory guidance from the Department for Education

Roles & Responsibilities

Staff

- > Whole staff first aid training, including anaphylaxis is delivered bi-annually.
- > Staff must be aware of learners with allergies in their care and supervise food-related activities with caution.
- > Class staff must ensure they are aware of the learners in their class who have allergy plans, and where to access plans in an emergency. (Medical Tracker AND class-based Health and Care Information – red- file)
- > Ensure emergency medication is always accessible, as per Medical Procedures document.

Parents / Carers

- > Must inform the school of their child's allergies and provide a signed Allergy Action Plan.
- > Must confirm, via Medical Tracker, that the plan held on Medical Tracker is the most up to date and the plan school should follow.
- > Responsible for supplying two in-date Adrenaline Auto-Injectors (AIs) and updating the school on any changes.

Learners

- > Where possible, be encouraged to recognise symptoms and alert staff.
- > Older learners may carry their own AIs if assessed as competent.

Allergy Action Plans

- > Plans are completed by healthcare professionals and shared with the school by parents.
- > Plans should include consent to administer spare AIs and emergency treatment.

Emergency Response

- > Administer adrenaline immediately if symptoms of anaphylaxis occur. Call 999 and state “anaphylaxis”.
- > Lie the pupil flat or sit up if breathing is difficult. Administer a second dose after 5 minutes if no improvement.
- > All learners must be taken to hospital for observation.

Medication Supply & Storage

Please see Medical Procedures document for checking and storage of emergency medication.

Safeguarding & Inclusion

Learners with allergies must not be stigmatised or excluded. Learners are included in all activities with appropriate planning.

Catering

Doubletrees outsource catering to Clever Chefs. Comprehensive information on allergens can be found here:

[ALLERGENS | Cleverchefs.](#)

Parents are requested to complete the Special Diets/ Allergy Form found here:

[934d21_79b3af6803304d61ad103742644c6e57.pdf](#)

School Trips / Activities

Risk assessments are conducted for all trips. Emergency medication must accompany learners.

Monitoring & Review

The policy is reviewed annually or following any incident. Feedback from staff, parents, and learners is incorporated.