WATTON WESTFIELD INFANT & NURSERY

WATTON JUNIOR

'A Community of Ambition, Creativity and Kindness'

Allergy & Anaphylaxis policy

This policy will be reviewed in full by the Governing Body on an annual basis.

Reviewed By	Local Governing Body
Meeting at which policy was reviewed and approved	September 2026
Next Review Date	September 2027

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1.0 Introduction and Purpose

Watton Westfield & Watton Junior Schools are committed to providing a safe, inclusive and supportive environment for all pupils, including those living with allergies. Allergies, including severe reactions that can lead to anaphylaxis, are potentially serious and life-threatening medical conditions that can affect a significant number of young people.

This policy sets out how Watton Westfield & Watton Junior Schools will identify, manage and respond to allergy-related risks and ensures our practice is in full compliance with the statutory guidance introduced under Benedict's Law (The Schools (Allergy Safety) Bill, 2026).

Benedict's Law was enacted following the tragic death of five-year-old Benedict Blythe in 2021, who died from anaphylaxis at school after being given milk, to which he had a known allergy. This policy honours that legacy by embedding consistent, high-quality allergy safety into every aspect of school life at Watton Westfield and Watton Junior Schools.

This policy focuses principally on allergies that have the potential to cause significant allergic reactions, including anaphylaxis. Other medical conditions such as coeliac disease, food intolerance, asthma and eczema are managed through associated healthcare and medical needs procedures, although they may be considered alongside allergy management where relevant.

This policy applies to **all staff, pupils, governors, volunteers, contractors, and visitors** at Watton Westfield & Watton Junior Schools. Alongside robust procedures for pupils, the schools will take all reasonable steps to identify and manage significant allergies affecting staff, volunteers and regular visitors.

2.0 Statutory and Legal Framework

This policy has been developed in accordance with the following legislation and statutory guidance:

Legislation / Guidance	Requirement
Benedict's Law / Schools (Allergy Safety) Bill (2026)	Mandatory allergy awareness training for all staff; spare Adrenaline Auto Injectors (AAIs) in every school; whole-school allergy policies.
Children and Families Act 2014 — Section 100	Schools must support pupils with medical conditions.
Supporting Pupils at School with Medical Conditions (DfE, updated 2026)	Statutory guidance on individual healthcare plans and staff training.
Human Medicines (Amendment) Regulations 2017	Schools permitted to hold spare adrenaline auto-injectors (AAIs).
Natasha's Law (2021)	All PPDS food must be labelled with name and full ingredients, allergens highlighted.
Health and Safety at Work Act 1974	Employer duty to ensure staff and pupil safety.
Equality Act 2010	Schools must make reasonable adjustments for disabled pupils, including those with severe allergies.

3.0 Scope and Definitions

This policy covers **all potential allergens.**

3.1 Key Terms

- Allergen — a substance that triggers an abnormal immune response.
- Allergic reaction — the body's immune response to an allergen, ranging from mild to severe.
- Anaphylaxis — a severe, potentially life-threatening reaction requiring immediate emergency treatment.
- Adrenaline Auto-Injector (AAI) — a device (e.g. EpiPen, Jext, Emerade) used to administer adrenaline in an emergency.
- Individual Healthcare Plan (IHP) — a written plan detailing a pupil's medical needs, triggers and symptoms.
- Response – All episodes of Anaphylaxis require an **immediate** emergency 999 response.
- Allergy Lead — the designated member of staff responsible for allergy management at Watton Westfield & Watton Junior Schools.

4. 0 Roles and Responsibilities

4.1 The Local Governing Body

- Ensures this policy is adopted, implemented and reviewed annually.
- Ensures sufficient resources and training are in place for compliance with Benedict's Law.
- Receives an annual report on allergy management, including any incidents or near misses.
- Nominates a named governor with oversight of this policy.

Name of nominated governor: **Jan Hatchell**

4.2 Executive Headteacher

- Has overall responsibility for the safety and welfare of all pupils in relation to allergy management.
- Ensures all staff receive mandatory annual allergy and anaphylaxis training.
- Appoints a named Allergy Lead.
- Ensures spare AAI kits are procured, maintained and accessible.
- Ensures IHPs are in place and reviewed for every pupil with a known severe allergy before the start of each academic year.

4.3 Allergy Lead

The designated Allergy Lead for each school is:

Watton Westfield Infant & Nursery School	Tracy King
Watton Junior School	Rebecca Bailey

The allergy leads are responsible for:

- Maintaining the school's allergy register.
- Coordinating and recording annual allergy and anaphylaxis training for all staff.
- Liaising with parents and carers to complete and review IHPs.
- Monitoring and managing the spare AAI kit (checking expiry dates, replenishing stock).
- Communicating with the schools' contracted company for allergy training and supplies
- Leading on allergen risk assessments for school activities, trips and events.
- Ensuring allergy considerations are incorporated into whole-school and activity-specific risk assessments.
- Reporting any allergy incidents to the Executive Headteacher and governing body.

4.4 All Staff (Teaching, Support, Catering and Administrative)

Under **Benedict's Law**, **all staff** are required to complete annual allergy awareness training. This is because an allergic reaction/anaphylaxis can occur anywhere on the school site.

- Attend and complete mandatory annual allergy and anaphylaxis training.
- Be aware of which pupils in their care have known allergies.
- Know the location of the spare AAI kit and individual pupils' AAIs.
- Be able to recognise the signs and symptoms of an allergic reaction and anaphylaxis.
- Follow the school's emergency procedure without delay.
- Report any allergic reactions/anaphylaxis or near-miss incidents to the Allergy Lead immediately.

4.5 Parents and Carers

- Notify the school immediately upon enrolment, and at any subsequent point, of any known allergy.
- Provide up-to-date written medical information from a GP or allergy specialist.
- Provide the emergency medication prescribed for their child, including prescribed adrenaline auto-injectors (AAIs), and ensure that all medication supplied to the school is in date and clearly labelled.

  Where a pupil has been prescribed two AAIs, parents/carers are strongly encouraged to provide both devices for use in accordance with the pupil's Individual Healthcare Plan (IHP).
- Collaborate with the school to develop and annually review their child's IHP.
- Inform the school of any changes to their child's allergy or medication.
- Complete the school's allergen consent and information forms.

4.6 Pupils

Pupils are encouraged to take an age-appropriate level of responsibility for their own allergy management:

- Tell a member of staff immediately if they feel unwell or think they have been exposed to an allergen.
- Always carry their own first-line prescribed AAI on their person (as appropriate to their age and stage, and where agreed in their IHP).
- Understand and follow their own IHP.
- Avoid sharing food with other pupils.

5.0 Individual Healthcare Plans (IHPs)

Every pupil with a diagnosed allergy that places them at risk of anaphylaxis must have an IHP in place before attending school. The IHP is a living document, reviewed at the start of each academic year and whenever the pupil's condition changes.

The IHP must include:

- Full name and date of birth of the pupil.
- Known allergen(s) and type of reaction typically experienced.
- Early warning signs specific to the pupil.
- Prescribed emergency medication, dosage and administration instructions.
- Location of the pupil's AAI(s) and spare AAI.
- Emergency contact details (minimum two contacts).
- GP / allergy specialist contact details.
- Any specific environmental risk considerations (e.g. DT, science labs, food tech, PE, school trips).
- Consent for staff to administer emergency medication.
- Photograph of the pupil for identification.

IHPs are prepared in collaboration with parents/carers and, where appropriate, the pupil's GP or specialist. All IHPs are stored securely and accessibly. Key staff are briefed on the content of IHPs for pupils in their care. Allergy Leads are responsible for coordinating this process.

6.0 Allergy Register

Allergy leads maintain a confidential Allergy Register containing details of all pupils with known allergies. The register is reviewed at the start of each term and is accessible to all relevant staff. New pupils with allergies are added to the register during the admissions and induction process.

The register details are shared appropriately with:

- Class teachers and form tutors.
- Lunchtime and catering staff.
- Cover staff and supply teachers.
- Staff leading off-site activities.

The register is stored within the schools' MIS, Bromcom. Separate registers are kept within class information folders, which are shared with agency staff and any other adults working with a given class.

The school will also maintain appropriate records of significant allergies affecting staff where relevant to health and safety arrangements.

7.0 Adrenaline Auto-Injectors (AAIs)

7.1 Pupils' Own AAIs

- Parents/carers are responsible for supplying all medication prescribed for the management of their child's allergy. The number and type of prescribed AAIs supplied should be consistent with the pupil's medical advice and Individual Healthcare Plan.
- The school will discuss with parents/carers any arrangements necessary to ensure that medication is available whenever and wherever reasonably required.
- The Allergy Lead will undertake regular checks to ensure that all medication held by the school remains in date and suitable for use.

The school's arrangements for pupil-specific medication operate alongside, and do not replace, the school's statutory duty to maintain spare emergency AAIs as required under Benedict's Law

7.2 Spare AAI Kits (Mandated by Benedict's Law)

In compliance with Benedict's Law and the Human Medicines (Amendment) Regulations 2017, Watton Westfield Infant & Nursery School and Watton Junior School each hold a spare AAI kit for use in emergencies. This may be used for any individual experiencing anaphylaxis for the first time, or who does not have their own prescribed AAI.

- The spare kit contains a minimum of two AAIs of different sizes/doses.
- AAI brands and doses are reviewed to reflect the school population.
- The spare AAI kit is checked monthly and before any off-site trips.
- Expired or used AAIs are replaced promptly.

The spare kit is not a substitute for pupils carrying their own medication. Parents/carers are notified of the existence of the spare kit, and:

- consent will be obtained where required by regulations/guidance;
- records of consent will be maintained.

The absence of recorded consent must never prevent staff from taking reasonable action to preserve life in an emergency, in line with Regulation 238 of the Human Medicines Regulations 2012.

8.0 Staff Training

Benedict's Law makes **annual allergy awareness training mandatory for all staff** from September 2026. Watton Westfield & Watton Junior Schools will ensure all staff complete this training at the start of each academic year.

Training must cover:

- Understanding allergies and common allergens, including the 14 major allergens.
- Recognising the signs and symptoms of allergic reactions, including mild, moderate and severe.

- Recognising anaphylaxis and understanding why speed of response is critical.
- How to use adrenaline auto-injectors (EpiPen, Jext) — practical demonstration.
- The school's emergency procedures.
- The location of spare AAI kits and individual pupils' AAIs.
- Completing an incident record.

Training is provided through a contract with Kitt Medical, who also maintain the stock of the schools' auto-injectors.

In addition, the designated Allergy Leads undertake enhanced training appropriate to their role. Records of all training are maintained by the Allergy Lead and reported annually to the governing body.

9.0 Emergency Procedure for Anaphylaxis

Any member of staff may be first on the scene of an anaphylaxis emergency. All staff must be able to act immediately. **Do not delay acting to contact parents or a first aider.**

Step	Action	Detail
1	**Recognise**	Signs of anaphylaxis: swelling of throat/tongue/face, difficulty breathing, hoarse voice, stridor, persistent cough, pale/floppy/drowsy, collapse, rash/hives, abdominal pain, vomiting.
2	**Act immediately**	Do not wait. Use the pupil's own AAI immediately. If unavailable, use the school's spare AAI kit.
3	**Call 999**	State: "Anaphylaxis" and "School". Give school address: **Watton Westfield Infant & Nursery School** West Road Watton Norfolk IP25 6AU **Watton Junior School** Brandon Road Watton Norfolk IP25 6AL
4	**Position**	Lay the pupil flat with legs raised. If they are struggling to breathe, allow them to sit upright. Do NOT stand them up.
5	**Second AAI**	If no improvement within 5 minutes, administer a second AAI. This may be the school's spare.
6	**Stay with pupil**	Do not leave the pupil alone. Continue to monitor their condition until the ambulance arrives.
7	**Contact parents**	Notify emergency contacts only after calling 999 — do not delay emergency call to do this.
8	**Brief paramedics**	Provide the pupil's IHP and any used AAIs to the paramedics on arrival.
9	**Record**	Complete an incident record immediately after the emergency. Inform the Allergy Lead and Headteacher.

10.0 Food and Allergen Management

10.1 General Principles

- Watton Westfield & Watton Junior Schools operates an Allergy Aware environment.
- We do not guarantee a completely allergen-free site but take all reasonable steps to minimise exposure.
- No sharing or trading of food is permitted between pupils.
- Food brought onto site for shared consumption (e.g. celebrations, school events) must be pre-packaged and include a full ingredient list with the 14 major allergens clearly identified.

10.2 Catering and Natasha's Law Compliance

- All food prepared on-site and sold as Pre-Packed for Direct Sale (PPDS) must be labelled with the full name of the food and a complete ingredients list, with the 14 major allergens highlighted in bold.
- Catering staff receive training on allergen management and food labelling requirements, and confirmation of this is provided to the schools annually by our catering contractor.
- Pupils with allergies are supported to make safe choices in the dining hall.
- Robust systems are followed for identifying pupils with allergies and verifying the suitability of meals before service.

10.3 Food Technology and Science Lessons

- Class teachers check the Allergy Register before planning any lessons involving food or relevant chemicals.
- Risk assessments are completed where a lesson activity involves a known allergen for a pupil in the group.
- Where an allergen cannot be safely removed, the pupil's IHP is consulted, and parents/carers are informed in advance.

10.4 Allergy Awareness and nut bans

Watton Westfield and Watton Junior Schools support the approach advocated by Anaphylaxis UK towards nut bans/nut-free schools. Anaphylaxis UK does not necessarily support a blanket ban on any particular allergen in any establishment, including schools, because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen-free environment for a pupil living with food allergy. Blanket bans, especially on nuts, can create a false sense of security. Instead, Anaphylaxis UK advocates for schools to adopt a culture of allergy awareness and education.

A whole-school awareness of allergies approach is much more effective, ensuring teachers, pupils and all other staff are aware of what allergies are, the importance of avoiding pupils' allergens, the signs and symptoms, how to deal with allergic reactions, and that policies and procedures are in place to minimise the risk of exposure.

The schools will continue to request that products containing nuts are not brought into school but recognise that this does not guarantee the absence of this common allergen on school sites.

11.0 Off-Site Activities and School Trips

- A specific allergen risk assessment is completed for every off-site activity.
- The trip leader is responsible for ensuring the relevant pupil's IHP and AAIs are taken on the trip.
- At least one trained member of staff accompanies every trip where a pupil with a severe allergy is attending.
- The spare AAI kit should accompany off-site trips.
- Emergency contact details and the nearest hospital are identified in the risk assessment.
- Parents/carers are informed of the allergen arrangements for any trip.

12.0 Communication and Culture

Effective allergy management requires a whole-school culture of awareness and care. Watton Westfield & Watton Junior Schools promote this through:

- Informing all staff of known pupil allergies at the start of each academic year and when new pupils join.
- Briefing cover teachers and supply staff on allergy arrangements at the start of each day.
- Displaying allergy awareness information in all locations.
- Age-appropriate allergy education for pupils through PSHE and assemblies.
- Supporting pupils with allergies to feel included and not stigmatised.

12.1 Wellbeing and Support

At Watton Westfield & Watton Junior Schools allergy safety is a priority, and actions to ensure pupils are included and safe are embedded into the school's culture. Pupils with allergy can become anxious as a result of the risk of exposure to allergens and the potential for anaphylaxis, which may be compounded by living with difficult-to-control asthma or eczema.

Our schools:

- regularly communicate to pupils, parents and staff about allergies, ensuring ongoing awareness and appreciation of the severity of the potential risks;
- include allergy and anaphylaxis lessons during assembly, tutor time or in PSHE — for example, allergy assemblies provided by Kitt Medical;
- display allergy awareness posters around the school, available to download from the Kitt Medical Portal;
- plan school celebrations, rewards, and communal events inclusively from the outset, to eliminate social isolation;
- involve pupils and staff with allergies in developing and reviewing the policy and procedures for allergy management;
- understand that allergy bullying is extremely serious, and actively monitors, prevents and addresses any stigmatisation or bullying directed at individuals due to their allergies or dietary constraints;
- promote 'allergy champion' roles for staff and pupils (not just within the catering team), who act as a point of contact for pupils and staff with allergies, share feedback, and support new joiners or anxious pupils;

- invite new joiners with allergies to have a tour of the kitchen and lunch hall so they can meet staff and get used to the mealtime environment, which may help reduce anxiety and enable staff to identify pupils with allergies in the dining hall; and
- have proactive engagement with new joiners with known allergies, setting out the school's policies and the support available.

12.2 Safeguarding

Watton Westfield & Watton Junior Schools recognise that a safeguarding referral may be needed if an incident highlights concern that a pupil might be at increased risk of being neglected, abused or exploited by persons inside or outside their family unit because of their medical condition. This might occur where relevant information about a pupil's medical condition is not provided to the school, or where they are repeatedly sent without essential medication, thereby putting them at risk.

12.3 Unacceptable Practice

Watton Westfield & Watton Junior Schools' staff are clear about what constitutes unacceptable practice and are committed to ensuring that only good practice occurs. Should unacceptable practice occur, the school will follow its own procedures to identify and address this using staff conduct policies.

Examples of unacceptable practice include (but are not limited to):

- preventing pupils from easily accessing and administering their medication in line with what is agreed in their Individual Healthcare Plan (for example prescribed adrenaline devices and asthma reliever inhalers) when and where necessary;
- assuming that every pupil with the same condition requires the same support;
- assuming that older pupils do not require support related to their allergy, even if they are able to take increasing responsibility for its management;
- ignoring the views of the pupil or their parents or carer;
- ignoring medical evidence or the opinion and advice of healthcare professionals;
- assuming a pupil does not have an allergy because they do not yet have a diagnosis, for example while medical investigation is under way;
- sending a pupil who becomes unwell to a school office or medical room without suitable supervision — in the case of an emergency or suspected emergency (for example anaphylaxis), help should come to the pupil;
- penalising pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments and health management, including excluding pupils from rewards for attendance where their non-attendance is the result of a medical condition
- requiring parents/carers (or otherwise making them feel obliged) to attend the school to administer medication or provide medical support to their child; or
- preventing pupils from participating, or creating unnecessary barriers to their participation, in any aspect of school life, including external visits and trips, e.g. by requiring parents to accompany the child.

13.0 Incident Recording

All allergic reactions that require treatment at school — including administration of an AAI — must be recorded. Near-miss incidents (where an allergen exposure was identified and managed without a reaction) must also be recorded.

Incident records must include:

- Date, time and location of incident.
- Name of pupil and known allergen.
- Description of the reaction and treatment given.
- Name of any AAI used (including batch number and expiry date).
- Actions taken (including whether 999 was called).
- Name of staff member completing the record.

These records are kept on CPOMS, using the ***'Medical needs'*** tag.

All incidents are reviewed by the Allergy Lead. Significant incidents are reported to the Executive Headteacher and governing body. The school will use incident data to improve policy and practice on an ongoing basis.

13.1 Continual Learning and System Improvement

Allergy incidents and near misses will be reviewed in a constructive, learning-focused manner to identify improvements to systems, communication and risk management. The schools operate a no-blame approach focused on learning and system improvement.

In addition to any post-incident learning, each school will annually hold a practice response to anaphylaxis, review how the practice went, and update policy and procedures accordingly.

14.0 Monitoring, Review and Compliance

This policy is reviewed annually by the Allergy Lead and Executive Headteacher and approved by the Local Governing Body. It is also reviewed immediately following any significant allergy incident.

Allergy Leads will undertake and review a whole-school allergy risk assessment annually.

The Allergy Leads will report annually to the governing body on:

- Training completion rates for all staff.
- Status of the allergy register and IHPs.
- AAI stock levels and expiry dates.
- Any allergy incidents or near misses and lessons learned.
- Any changes to statutory guidance.

This policy is published on the school website in accordance with statutory requirements.

15.0 Related Policies and Documents

- First Aid Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Educational Visits Policy
- PSHE Curriculum

16.0 Further reading and useful links

Kitt Medical — https://www.kittmedical.com/

Anaphylaxis UK: for teachers by teachers, the one-stop shop for all school allergy needs — https://www.anaphylaxis.org.uk/education

Allergy UK — https://www.allergyuk.org/about-allergy/types-of-allergies

Section 34 of the Children's Wellbeing and Schools Act 2026 — https://www.legislation.gov.uk/ukpga/2026/21/section/34/enacted

Statutory guidance: Allergy Safety in Schools (Department for Education, 2026) — https://www.gov.uk/government/publications/allergy-safety-in-schools (template Individual Healthcare Plans can also be found here)

Clarification of AAI guidance for schools in relation to Regulation 238 of the Human Medicines Regulations 2012 (March 2023) — https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1148583/AAI_HMR238_Clarification_Dr_P_Turner.pdf

Guidance on the use of adrenaline auto-injectors in schools — https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Spare Pens in Schools — https://www.sparepensinschools.uk

Benedict's Law — https://benedictblythe.com/benedicts-law and https://www.anaphylaxis.org.uk/education/benedicts-law