

## **Supporting Children with Medical Conditions Policy 2026**

**Incorporating:**

- **Medicines in School Policy 2026**
  - **Asthma Policy 2026**
- **Allergy and Anaphylaxis Policy 2026 (compliant with Benedict's law 2026)**

### **Introduction**

This policy describes the arrangements to provide support for pupils with medical conditions; it includes details on how the policy will be implemented effectively, including a named person who has overall responsibility for policy implementation. The policy covers the administration of medicines in school, the recording of medical notes on children in school on Sims and the role of Individual Healthcare Plans (IHP's) for those pupils who need them. The policy identifies who is responsible for the development of healthcare plans in supporting pupils at school with medical conditions. It describes the arrangements to actively support pupils with medical conditions for them to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. It requires that written records are kept of all medicines administered to children. It requires that staff are properly trained to provide the support that pupils need. The policy sets out what should happen in an emergency situation. It requires that the appropriate level of insurance is in place and appropriately reflects the level of risk, with risk assessment being carried out, when appropriate. It requires parents to provide the school with sufficient and up-to-date information about their child's medical needs. This will be prompted with an annual data check.

The Asthma and Anaphylaxis policies detail the particular plans and actions and response to those medical conditions.

### **Aims:**

To ensure pupils at Walkley Primary School with medical conditions, in terms of both physical and mental health are properly supported so they can play a

full and active role in school life, remain healthy and achieve their academic potential.

To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

**The school aims to:**

- Assist parents in providing medical care for their children;
- Educate staff and children in respect of special medical needs
- Arrange training for staff to support individual pupils
- Liaise as necessary with medical services in support of the individual pupil
- Ensure access to full education if possible, so that all pupils with medical conditions are able to participate in all aspects of school life
- Support the attendance of pupils with medical needs
- Monitor and keep appropriate records.

**Definitions:**

Pupils' medical needs may be broadly summarised as being of two types:

(a) Short-term affecting their participation in school activities, whilst they are on a course of medication.

(b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

**Rationale**

Local Authorities and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. Teachers and other school staff in charge of pupils have a common law duty and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from the medical profession which encourages self- administration of medication when possible.

### **Entitlement**

We believe that pupils with medical needs should be assisted wherever possible and that they have a right to the full education available to other pupils. We believe that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support whilst at school. We believe that all employees have rights in relation to supporting pupils with medical needs as follows

- Choose whether or not they are prepared to be involved
- Receive appropriate training
- Work to clear guidelines
- Have concerns about legal liability
- Bring to the attention of management any concern or matter relating to supporting pupils with medical needs.
- The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant specialist medical practitioners where necessary and in the interests of the pupil.
- Walkley Primary cannot be held responsible for side effects that occur when medication is taken correctly.
- Any medicines brought into school by parents a form will be completed and will be signed for this will be kept securely and out of reach of pupils.

- Any medicines brought into school by the staff e.g. headache tablets; inhalers for personal use will be kept securely in appropriate storage and kept out of the reach of the pupils.
- Staff medicine is the responsibility of all staff concerned and not the school.

The DSL and Senior Leadership team are responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- Sufficient staff are suitably trained
- All staff are made aware of a child's condition
- The school office record the medical condition on the school SIMS system and also record any medications and treatment plan related to this condition.
- Cover arrangements in case of staff absence/turnover is always available  
Supply teachers are briefed
- Risk assessments for visits and activities out of the normal timetable are carried out.
- Individual healthcare plans are created, monitored regularly and reviewed annually or earlier if evidence is presented that the child's needs have changed. The plan should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimizes disruption.
- Transitional arrangements between classes within school and between schools are carried out.
- If a child's needs change, the above measures are adjusted accordingly.

### **Individual Health Care Plans (IHCPs)**

There is a need for proper documentation at all stages when considering the issue of support for pupils with ongoing medical needs in school. The following information should be considered when writing an individual healthcare plan

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues.
- The level of support needed including in emergencies.

- Who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- Who in school needs to be aware of the child's condition and the support required.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate (These are also in the teacher's packs for trips).
- Confidentiality
- What to do in an emergency, who to contact and contingency arrangements
- Where a child has SEND but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their Individual healthcare plan.

### **Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail: What constitutes an emergency. What to do in an emergency.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

### **Roles and Responsibilities**

#### **The Governing Board**

Governors ensure, through this policy, that arrangements are in place to support pupils with medical conditions. They also ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

- Some children with medical conditions may be disabled. Where this is the case the governors, through this policy, comply with their duties under the Equality Act 2012. In doing so they will ensure that such children can access and enjoy the same opportunities at school as any other child. Some pupils may have special educational needs (SEND) and may have a statement or EHC plan which brings health and social care needs, as well as their special educational provision. For children with

SEND, this guidance should be read in conjunction with the SEND code of practice 2014.

- In making these arrangements, the Governing Board takes into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. The focus is on the needs of each individual child and how their medical condition impacts on their school life.
- The Governing Board, through this policy, intend that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. They intend that the arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care.
- They intend that staff should be properly trained to provide the support that pupils need.
- The Governing Board intend that the arrangements put in place are sufficient to meet their statutory responsibilities and that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties.
- The Governing Board also intend that this policy is reviewed at least annually.

### **The Headteacher**

- Should ensure that this policy is implemented
- Should consult with appropriate health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.
- Should ensure all staff are aware of this policy and understand their role in its implementation.
- Should ensure all staff who need to know are informed of a child's condition
- Should ensure sufficient numbers of staff are appropriately trained to implement the policy and deliver IHPs, including in emergency and contingency situations.
- Should ensure the school and staff are appropriately insured
- Is responsible for the development of IHPs
- Should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse.

- Should ensure appropriate records are kept
- Should ensure all staff are aware of this policy Should ensure the policy is reviewed annually and is developed effectively with partner agencies.

### **School Staff**

- Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- Should familiarize themselves with procedure detailing how to respond when they become aware that a pupil with a medical condition needs help.
- Should undertake training to achieve necessary competency to support pupils with medical conditions, if they are required to undertake that responsibility.
- Any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- Staff who undertake responsibilities within this policy are covered by the school's insurance Other healthcare professionals
- Should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- May provide advice on developing healthcare plans
- Specialist local teams may be able to provide support for particular conditions (e.g. Asthma, diabetes) and should be consulted where necessary

### **Pupils**

Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

## **Parents**

- Must provide the school with sufficient and up-to-date information about their child's medical needs to enable the DSL to complete the SIMS records and the Individual healthcare plan template.
- Are the key partners and should be involved in the development and review of their child's IHP
- Should carry out any action they have agreed to as part of the IHP implementation
- Must come in to school to complete a written request for medicines to be administered by the school staff. See: Parental agreement for a school to administer medicine template
- Must abide by and follow this policy.

## **Day trips, residential visits and sporting activities**

- Prior to any trip all staff will check SIMS and ensure that any medical need is planned for. This will involve the medication pack and (where relevant) medical plan for the child.
- For overnight trips parents will be asked to provide written information on any further medical information required (e.g travel sickness, overnight continence needs) which will be then be used to plan for the child's needs. Parents will need to complete and sign a form for each medication authorising this to be used whilst on the trip.
- If a child has an Individual Health Care Plan teachers will liaise with parents and the DSL prior to trip to record and agree plans.
- Where pupils are required to take medicine during a day trip etc, arrangements should be made to administer them in accordance with this policy.
- Pupils with medical conditions should not be precluded from taking part in day trips, residential visits or sporting activities unless evidence from a clinician such as a GP states that this is not possible. Teachers should be aware of how a pupil's medical condition may impact on their participation.
- School will consider any reasonable adjustments that may need to be made to enable pupils with medical conditions to participate fully and safely on visits.

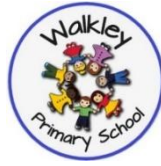
## **Unacceptable Practice**

The following are generally considered to be unacceptable practice:-

- Preventing children from easily accessing their inhalers and medication and administering them when necessary.
- Assuming that every child with the same condition requires the same treatments.
- Not taking account of the views of the child or their parents; or medical evidence or opinion (although this may be challenged)
- Sending children with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, sending them to the school office or medical room unaccompanied or with someone inappropriate
- Penalizing children for their attendance record if their absences are directly related to their medical condition and this is evidenced e.g: hospital appointments.
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively; Requiring parents, or making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs.
- Preventing children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, e.g: by requiring parents to accompany the child.

### **Complaints**

If parents or pupils are dissatisfied with the support provided by school, they should discuss their concerns directly with the school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.



## Medicines in School Policy 2026

Walkley Primary School follows guidance recommended by Sheffield Local Authority on the administering of medicines within school.

Decisions about administering medicines lie with the Headteacher. Staff have no legal duty to administer medicine but may volunteer to assist a child. Many staff are happy to administer prescribed and parental agreed medicines to a child in school.

If medicines must be administered during the school day parents/ carers must complete a permission form and provide written information about their child's medical needs. The form is available to complete at the school office and will be checked by the DSL and signed by the Headteacher. If your child has Asthma you will also be asked to complete a School Asthma card (please see asthma policy for further information)

Medicines cannot be accepted into school or administered in school without the completion of this form. All medicines must be provided clearly labelled with the child's name and where possible in the original container and taken to the school office.

Walkley Primary School can administer prescribed medications.

Walkley Primary School can also administer child suitable medicines provided by parents where the child had this medicine previously. (e.g: infant paracetamol). Parents need to complete a permission to administer medicine form via the office. School will administer this medication in line with the advice on the packaging and parents information on the permission to administer medication form.

Medicines will be sent home either at the end of the day or at the end of the period of prescription.

If a child refuses medication school will not force them to take it but will inform parents as soon as possible.

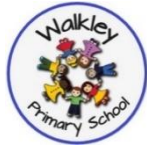
Children with severe or long- term needs requiring ongoing medication may need an Individual Health Care Plan. (examples would be children with severe allergies where an auto Immune Injector -Epi Pen has been prescribed for anaphylaxis or diabetes). This can be discussed and the plan will be written by the DSL (Mrs Homer)

### **First Aid in School**

Walkley Primary School has ..... trained Emergency First Aiders and 4 Paediatric First Aiders on school site. They can administer first aid to children and this includes cleaning and dressing a small cut or wound If your child sustains an injury during the school day, or applying a cold pack to a bump. If the injury is substantial you will receive a courtesy call home to advise you about the nature of the injury and the treatment. If a head bump has taken place a head bump text is sent home to parent to inform. In cases of substantial bumps or injury you may be requested to collect your child as advised by the first aid team.

### **Cardiac Arrest Response**

Walkley Primary school has an AED on site and all staff were trained in the use of AED's in September 2025.



# Asthma Policy 2026

## Walkley Primary School

- Recognises that asthma is a widespread, serious but controllable condition and the school welcomes pupils with asthma;
- Ensures that all pupils with asthma can and do participate fully in all aspects of school life, including art lessons, PE, science, visits, outings of field trips, residential trips and other out of school activities.
- Recognises that pupils with asthma need immediate access to inhalers at all times; keeps a record of all pupils with asthma and the medicines they take.
- ensures that the whole school environment, including the physical, social, sporting and educational environment, is favourable to pupils with asthma;
- Helps to ensure that all pupils understand asthma;

### **Background**

This policy has been written following guidance advice from the Department for Education & Skills, Asthma UK, the local education authority, local healthcare professionals, the school health service, parents/carers, the governing body and pupils. This school recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. The school positively welcomes all pupils with asthma. This school encourages pupils with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local education authority) and pupils. Supply teachers and new staff are also made aware of the policy.

All staff are advised on and directed to strategies on Asthma uk website including videos on how to administer inhalers.

Training is updated once a year, or as often as is required.

### **Asthma Medicines**

- Immediate access to deliver medicines is essential. The reliever inhalers of all children are kept in the classroom in an easily accessible place. The medicines will be placed in a plastic wallet with the child's School Asthma info sheet which states the procedures for administering the inhaler.
- All inhalers must be labelled with the child's name by a parent/carer
- School staff are not required to administer asthma medicines to pupils (except in an emergency), however many of the staff at Walkley Primary School are happy to do this. School staff who agree to administer medicines are insured by the Local Education Authority when acting in agreement with this policy.
- All school staff will let pupils take their own asthma inhaler medicines when they need to.
- Walkley Primary School also keeps a supply of "Central Reliever Inhalers". These are blue Salbutamol Inhalers only for use in emergencies and for children with diagnosis of asthma. Parents can state their agreement for school to administer the inhaler in case of emergency on the School Asthma Card.
- It is the responsibility of the parent to ensure that their child has an in date asthma inhaler in school.
- Walkley Primary send home all medication to parents at the end of each school year. Parents need to check this medication is in date and replace if not, and return this to school in September of the next academic year.
- Parents need to inform school of any changes in their child's asthma and changes in procedure that school need to be aware of.

## **Record Keeping**

At the beginning of each school year, or when a child joins the school parents/carers are asked If their child has any medical conditions including asthma on their enrolment form. From this information the school record this information on SIMS database and this informs the asthma register which is available to all school staff and displayed in the staffroom.

## **Exercise and Activity and Outside Time – PE and Forest School.**

Taking part in sports, games and outdoor activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma and all teachers who deliver PE and Forest School at the school are made aware of which pupils have asthma from the school's asthma register. Pupils with asthma are encouraged to take participate fully in all PE and Forest School

lessons. PE teachers will remind pupils who asthma is triggered by exercise to take their reliever inhaler before the lesson and to thoroughly warm up and down before and after the lesson. For children with asthma triggered by extended periods in colder weather in agreement with their parents they will be encouraged to take their reliever inhaler prior to forest school and to wrap up warm. It is agreed with all staff that each pupil's inhaler will be labelled and kept in a place accessible within the classroom or the Forest School. If a pupil needs to use their inhaler during the lesson they will be encouraged to do so. Classroom teachers follow the same principles as described above for games and activities.

There has been a large emphasis in recent years on increasing the number of children and young people involved in exercise and sport in and outside of school. The health benefits of exercise are well documented and this is also true for children and young people with asthma. It is therefore important that school involve pupils with asthma as much as possible. PE teachers, classroom teachers and sport coaches who deliver the after-school clubs are aware of the potential triggers for pupils with asthma when exercising and what to do in the event of an asthma attack.

If you are concerned that physical exercise and PE or extended time outdoor (Forest school) may trigger your child's asthma please make the school aware and we can agree a plan.

**Ensuring that your child is aware of their own needs is also important. Asthma UK advises all parents to proactively encourage their children where possible "Make sure your child and their teacher know they need to stop exercising if they start to get any asthma symptoms take their reliever inhaler, and wait until their symptoms have gone before starting the activity again."**

### **Asthma and School Environment**

Walkley Primary School will do all it can to ensure the school environment is favourable to pupils with asthma. The school does not keep furry or feathery animals and has a definite no smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for pupils with asthma. Pupils with asthma would be encouraged to leave the room to go and sit in the first aid area if particular fumes trigger their asthma.

### **When a pupil is falling behind in lessons**

If a pupil is missing a lot of time in school or if always tired because asthma is disturbing their sleep at night, the class teacher and DSL will initially talk to the parents/carers to work out how to prevent their child from falling behind. If appropriate the DSL can then talk to the school nurse and the Special Educational Needs Co-ordinator about the pupil's needs.

Walkley Primary School recognises that it is possible for pupils with asthma to have Special Educational Needs due to their asthma.

### **Asthma Attacks**

All staff who come into contact with pupils with asthma must know what to do in the event of an asthma attack. In the event of an asthma attack the school follows the procedure outlined by Asthma UK in its school Asthma pack. The procedure is visibly displayed in the staffroom.

### **Roles and Responsibilities** (Informed by Asthma and Lung UK)

#### **Employers**

Employers have a responsibility to:

- ensure the health and safety of their employees (all staff) and anyone else on the premises or taking part in school activities (this includes pupils). This responsibility extends to those staff and others leading activities taking place off site, such as visits, outings or field trips. Employers therefore have a responsibility to ensure that an appropriate asthma policy is in place.
- make sure the asthma policy is effectively monitored and regularly updated
- report to parents/carers, pupils, school staff and local health authorities about the successes and failures of the policy
- provide indemnity for teachers who volunteer to administer medicine to pupils with asthma who need help.

#### **Head teachers and Principals**

Head teachers and the DSL have a responsibility to:

- plan an individually tailored school asthma policy with the help of school staff, school nurses, local education authority advice and the support of their employers.
- plan the school's asthma policy in line with devolved national guidance

- liaise between interested parties – school staff, school nurses, parents/carers, governors, the school health service and pupils
- ensure the plan is put into action, with good communication of the policy to everyone.
- ensure every aspect of the policy is maintained
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the school asthma policy
- regularly monitor the policy and how well it is working
- delegate a staff member to check the expiry date of spare reliever inhalers and maintain the school asthma register. (DSL)
- report back to their employers and their local education authority about the school asthma policy.

**All school staff have a responsibility to:**

- understand the school asthma policy
- know which pupils they come into contact with have asthma
- know how to support a child to administer an inhaler with spacer.  
<https://www.asthmaandlung.org.uk/living-with/inhaler-videos/spacer-no-mask>
- know what to do in an asthma attack Asthma and lung uk video  
<https://www.asthmaandlung.org.uk/conditions/asthma/asthma-attacks>
- allow pupils with asthma immediate access to their reliever inhaler
- tell parents/carers if their child has had an asthma attack
- tell parents/carers if their child is using more reliever inhaler more than usual.
- ensure pupils have their asthma medicines with them when they go on a school trip or out of the classroom
- ensure pupils who have been unwell catch up on missed school work
- be aware that a pupil may be tired because of night-time symptoms
- liaise with parents/carers, the school nurse and special educational needs coordinators or Learning Support & Special Educational Needs Department if a child is falling behind with their work because of their asthma.

**Teachers who teach PE have a responsibility to:**

- understand asthma and the impact it can have on pupils. Pupils with asthma should not be forced to take part in activity if they feel unwell. They should also not be excluded from activities that they wish to take part in if their asthma is well controlled

- ensure pupils have their reliever inhaler with them during activity or exercise and are allowed to take it when needed
- if a pupil has asthma symptoms while exercising, allow them to stop, take their reliever inhaler and as soon as they feel better allow them to return to activity. (Most pupils with asthma should wait at least five minutes)
- remind pupils with asthma whose symptoms are triggered by exercise to use their reliever inhaler immediately before warming up
- ensure pupils with asthma always warm up
- and down thoroughly.

### **School nurses have a responsibility to:**

- help plan/update the school asthma policy
- if the school nurse has an asthma qualification it can be their responsibility to provide regular training for school staff in managing asthma
- provide information about where schools can get training if they are not able to provide specialist training themselves.

### **Doctors and asthma nurses have a responsibility to:**

- complete the school asthma cards provided by parents/carers
- ensure the child or young person knows how to use their asthma inhaler (and spacer) effectively
- provide the school with information and advice if a child or young person in their care has severe asthma symptoms (with the consent of the child or young person and their parents/carers)
- offer the parents/carers of every child a written personal asthma action plan. Every young person should also be offered a written personal asthma action plan themselves.

### **Pupils have a responsibility to:**

- treat other pupils with and without asthma equally
- let any pupil having an asthma attack take their reliever inhaler (usually blue) and ensure a member of staff is called
- tell their parents/carers, teacher or PE teacher when they are not feeling well.
- treat asthma medicines with respect
- know how to gain access to their medicine in an emergency

- know how to take their own asthma medicines with help and support as needed and identified in their school asthma plan card.

**Parents/carers have a responsibility to:**

- tell the school if their child has asthma and the medications their child needs within school hours.
- ensure that their child's reliever inhaler and the spare is within its expiry date and provide the school with a spare reliever inhaler labelled with their child's name where possible.
- ensure their child's reliever inhaler (and spacer where relevant) is labelled with their name. Ensure they have the same equipment as used at home that the child is used to using.
- Ensure their child knows (where possible) how to use the asthma equipment sent into school with them and has practised this at home (inhaler/spacer) Where this is not possible parents must inform school of this so we can support the child with their medication needs.
- ensure the school has a complete and up-to-date school asthma plan card for their child as written and provided by their GP or asthma nurse.
- ensure their child has regular asthma reviews with their doctor or asthma nurse (every 6 to 12 months)
- inform the school of any medicines the child enquires while taking part in visits, outings or field trips and other out-of-school activities such as school team sports
- tell the school about any changes to their child's medicines, what they take and how much
- inform the school of any changes to their child's asthma (for example, if their symptoms are getting worse or they are sleeping badly due to their asthma)
- keep their child at home if they are not well enough to attend school due to asthma. Liaise with school if absence is prolonged.
- ensure their child catches up on any school work they have missed during absence.

# Allergy and Anaphylaxis Policy 2026



In most schools some children experience allergic reactions and some reactions are anaphylactic. Walkley Primary School is committed to providing a safe and healthy environment for our pupils and have therefore adopted a policy to protect children who are at risk of a severe allergic reaction.

This policy and the procedures outlined have been in place at Walkley since 2022. In compliance with [Benedict's Law](#) (effective September 2026), the school continues its statutory duty to manage severe allergies proactively.

## **What is anaphylaxis?**

Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (e.g: food, medications or insect bites). Although death is rare, an anaphylactic reaction always requires an emergency response. Prompt treatment with injected adrenaline is required to halt progression and can be life- saving. Anaphylactic reactions are usually preventable by implementing strategies for avoiding allergens

## **Common allergens for anaphylaxis are:**

- foods (e.g: peanuts and nuts, shellfish and fish, milk and egg)
- insect bites (e.g: bee, wasp, jumper ants)
- medications (e.g: antibiotics, aspirin)
- latex (e.g: rubber gloves, balloons, swimming caps).

The severity of an anaphylactic reaction is influenced by a number of factors, such as exercise, hot weather and in the case of food allergens, the amount eaten. In the case of severe food allergies, an anaphylactic reaction is usually triggered by ingestion of the food.

## **Peanut & Nut Allergies**

Peanuts and nuts are the most likely foods to cause anaphylaxis. Foods that contain peanuts and nuts (even trace amounts) can trigger a reaction in an allergic child.

Walkley Primary School is committed to being a “Nut Free” school and all parents are made aware of this and regularly reminded. However, this is based on the compliance of all parents and children and therefore it is not possible to fully guarantee that there would not be any exposure to nuts or nut products in school.

We can help by assisting the child to avoid allergens. This is done by parental trigger to Taylor Shaw to request a food avoidance diet. At the point of application to go on school roll we ask parents for allergy information and inform them of the duty to contact Taylor Shaw to request a food avoidance diet.

School will also put in place an Individual health Care Plan for any child at risk of anaphylaxis.

All children are advised not to share food

Any child with a food allergy will be advised not to access any food shared from school, their teachers will be aware of this plan and any food will instead be sent home to parents as stated in their Individual Health Care Plan. Any work involving food or common allergens will be discussed and agreed with parents.

This incorporates the day to day and emergency response plan in place for all activities. Early recognition of the signs and symptoms of anaphylaxis may save lives, thus allowing the earlier administration of first aid and contact of the appropriate emergency medical services.

### **Recognising an anaphylactic reaction**

Reactions usually begin within minutes of exposure and can progress rapidly at any time over a period of two hours. A student at risk of anaphylaxis will often recognise the early symptoms of an allergic reaction before any other signs are observable. Common symptoms

are:

- flushing and/or swelling of the face
- itching and/or swelling of the lips, tongue or mouth
- itching and/or a sense of tightness in the throat, hoarseness, difficulty breathing and/or swallowing
- hives, itchy rash and/or swelling about the face, body or extremities
- nausea, abdominal cramps, vomiting

- shortness of breath, repetitive coughing and/or wheezing
- faint, light headedness, rapid pulse, low blood pressure, collapse
- distress, anxiety and/or a sense of panic.

### **Procedure and Process In case of Anaphylaxis**

- Check pupil condition, analyse situation, remove food responsible for incident if possible [do not dispose of as medical staff may require this].
- Use Child's medical Card to access Epi pen, ICP and additional staff for assistance.
- Office to contact 999
- Administer Epi Pen following procedures on pack in line with training.
- Take note of all timings and log this down for ambulance staff.
- If necessary continue to use medicines in line with instructions
- Ensure staff member at front of school to meet ambulance and is aware of location of affected child. Inform ambulance staff of timings, medication administered, (pass any used packets over for their information)
- Contact parents of student

### **Care of Children with Risk of Anaphylaxis**

#### **The staff have a responsibility to:**

- Plan for child's allergy needs in school -If a child has been diagnosed with an allergy, the DSL (Antoinette Homer) will liaise with the parents to discuss the child's needs further. Consideration is given to routine classroom activities, including lessons in other locations around the school; non-routine classroom activities and non-routine school activities; before school, playtime, lunchtime, other break or play times; sport or other programmed out of school activities and trips.
- Create an Individual Health Care Plan based on information provided by the allergy clinic and parents. This is written by Mrs Homer (DSL) in agreement with parents. The form plans for the needs of the child on a day to day basis and in an emergency situation. This form includes a recent head & shoulders photograph of the child and a clear statement of allergies, response and medication and year and class group. The plan is copied to the child's personal medical folder with their medicines which is kept in the classroom in a secure labelled cupboard.
- The plan will also be placed in the school Office, Staff room and the kitchen for kitchen and lunchtime staff.
- Ensure parents know where to access the school's Medical Needs policy

- Ensure that they complete and return relevant forms for the administration of medication at school and these are kept with medications and medical plan.
- Discuss strategies to avoid potential exposure to allergens in the child's routine
- Emergency Preparedness: Procure, maintain, and properly store in-date spare adrenaline auto-injectors (AAIs) for emergency administration. Walkley has AAI's in place for both key stage groups and these are kept centrally for under instruction of 999 only.
- Discuss issues to be addressed in implementing an emergency response plan in these situations.
- Ensure that medications (e.g: Epi-Pens) are clearly marked with the child's name and kept alongside their personal information in the classroom along with their accompanying anti-histamine medication
- Review Anaphylaxis Policy annually at a specified time (e.g: end of every school year) (DSL and Headteacher) and at any other time where there are changes in staffing or other factors that affect the plan.
- Ensure staff are to date on training.
- Ensure that any child needing emergency medication has a medical plan.
- In case of any incident do not wait for allergy symptoms to present themselves – follow in school procedures set out by allergy UK. This is in each Individual Care Plan and in the staffroom. Phone for an ambulance immediately and be ready to administer the Epi-Pen if necessary.
- Educate child's peers about anaphylaxis. This is an important as a way to gain their support for preventing exposure to allergens. Education is also important to ensure that the affected child is protected from any teasing related to their allergy.
- Staff are to remind all children that they must eat only from their own lunchbox and supervise eating at all times.

#### **All Pupils have a responsibility to**

- Only eat from their own lunchbox and not share food with others.
- Work with their parents to uphold the school's "Nut free" policy by not bringing in nuts or nut-based products into school.

#### **Parents have a responsibility to:**

- Notify the school if their child is at risk of an anaphylactic reaction as soon after diagnosis as possible. As with other health conditions, we will

provide support to assist the parent in the management of their child's health.

- Ensure that their child has the medications prescribed in school this should take place at the point of diagnosis of severe allergy. Parents must supply all prescribed medications, usually this will be an anti-histamine and an EpiPen or EpiPen Junior and/or other medications to the school and are responsible to check the expiry dates as well as keeping the medications current. **As a severe allergic reaction is a life threatening risk If the medication is not provided by the parent then the child will not be able to attend school until the Epi Pen is prescribed.** In such a situation the school will also seek the immediate advice of the Sheffield allergy service.
- Inform Taylor Shaw of their child's food allergy and request a food avoidance menu. Until this is put in place the child may be placed on a temporary limited Taylor Shaw menu or alternatively parents can provide a packed lunch. The contact details for Taylor Shaw will be on school application form or can be gained from the school office.
- Adhere to the school's "Nut Free" policy and avoid putting nuts or nut products in their child's lunchboxes or snacks.

**The Medical Professionals have a responsibility to :**

- Complete an Allergy Plan Form that states the allergens and the medications and doses that are required for treatment
- Make a child aware of their condition, where possible and the processes involved if an allergic reaction occurs at school.
- Discuss the allergy awareness policy with children where possible.

Signed: (Headteacher)

Signed (DSL)

Date: August 2026

Agreed by the Governing Body Date