



Sheldwich Primary School

Little Hedgehogs Pre-School

Allergy and Anaphylactic Shock Policy

Policy reviewed by	SLT
This policy was approved by the Board of Trustees on	July 2026
Next review date	January 2029

Signed ----- Chair of Trustees

Signed ----- Headteacher



Sheldwich Primary School

Allergy and Anaphylactic Shock Policy

At Sheldwich Primary School we recognise that anaphylactic shock is a serious condition affecting some children. We positively welcome all children with allergies and encourage every child to achieve their potential in every aspect of school life.

Organisation and medication

Parents must notify the school that their child has a serious allergy that can lead to anaphylactic shock on our admission forms. It is also the parents' responsibility to contact the school if their child develops an allergy during their time in school. This information is recorded in SIMS.NET and full details of each child with an allergy (or any other medical condition) is recorded on the 'Medical Information and Administration of Medicine to Pupils' report; this is circulated to all Sheldwich Primary School staff and any other peripatetic staff working at school.

All medication, including epi-pens, must be clearly marked with the child's name and precise instructions about their use. Medication is kept in the school office, is clearly labelled and when used, details are recorded in the 'Medical Information and Accident Book'. Each child with severe allergies will have a medical box holding all of their medications and a copy of their 'Medical Protocol' (see below).

An individual Medical Protocol will be written by the school and signed by the headteacher and parent(s) of each child who has a severe medical condition or allergy which can lead to anaphylactic shock. Copies of the protocol will be attached to the Medical Information Notes and circulated to all staff, held on the child's file, sent to the parents of the child and a fourth will be kept in the child's medical box.

A photo of the child, details of emergency contacts, reaction and treatment information is circulated among staff of any pupil who has a severe allergy that may lead to anaphylactic shock. These details will also be displayed in the child's classroom, staff room, office and midday supervisors' area.

Parents are responsible for maintaining appropriate up-to-date medication and for checking expiry dates. It is also their responsibility to ensure that medications are ready to use and in school at all times.

Training

The school will keep in regular contact with the school nurse and other medical staff involved in a child's condition.

All staff complete annual anaphylaxis training to enable them to recognise the symptoms of an allergic reaction and anaphylactic shock. Also, the training covers how to administer medication in an emergency. Other appropriate training will be given to staff relating to any other medical conditions of pupils in school.

In an Emergency

In the event of an emergency, a runner (adult or child who can relay information) will be sent to the office with details of the area or room in school that the child is in. Medication will be taken and administered to the child immediately as detailed in the child's own Medical Protocol.

Should the reaction be in a child who is not known to normally have severe allergies, but presents with having an anaphylactic shock, in accordance with Benedict's Law, emergency epipens are kept in school in the first aid box in the school office and can be used in an emergency.

Class Trips

When a class trip takes place, parents will inform the school if their child needs to take any medication with them and whether they will provide it or if it is to be taken from the school's medical box. Any child with an allergy will be grouped with the class teacher who will look after any medication and be aware of how to administer it.

Making the School Allergy Friendly

Pupils, staff and visitors to the school are asked not to bring in any food or other items that obviously contain nuts and sesame seeds.

Parents will be made aware that children with severe allergies will eat with other pupils in the dining area, classroom and playground. Any variations in these arrangements will be at the discretion of the headteacher and discussed with the parents.

Pupils will be involved in cooking and tasting food as part of the curriculum. Parents are informed in advance and if they have any concerns at all they should speak to the class teacher.

The school will help all children understand the effect of allergies through subjects such as Science, PSHE and Circle Time.

***Reviewed by SLT: July 2026
To be reviewed: January 2029***