



GOSDEN HOUSE SCHOOL ACCESSIBILITY PLAN

Gosden House School recognises and values the contributions that parents, carers, governors and other members of the community can make. We will endeavour to encourage the wider community to understand the aims and vision of the school and to involve them wherever possible.

GOSDEN ETHOS

At Gosden House School, we recognise each child and young person's unique experience. We seek to understand the motives, wishes and feelings behind behaviour because we know that all behaviour is communication. We aim to nurture connection, build healthy relationships and promote resilience to achieve success in the present and hope for the future

Provision of information in other formats

We will endeavour, wherever possible, to provide information in alternative formats when required or requested.

Examples of this are by using email, royal mail, enlarged print versions, audio tapes, translations, symbolled text.

Adequate prior notice would be required through the school office.

Whole School Allergy and Anaphylaxis Policy & Risk Assessment

Date of original policy	May 2026
Review date	
*Next review date	May 2027
Date approved and signed in governing body meeting	
Signed Chair of Governors –	Signed Head teacher – Rebecca Smale

***Review Date:** Annually, following any allergy-related incident or near miss, or where national guidance, statutory requirements or school procedures change. This document will be reviewed in line with the requirements of Benedict's Law and associated Department for Education guidance.

1. Policy Statement

Gosden House School is committed to providing a safe, inclusive and supportive environment for all pupils, including those with allergies and at risk of anaphylaxis.

The school recognises that allergies can be life-threatening and that effective management requires a whole-school approach involving staff, pupils, parents/carers, healthcare professionals and visitors.

This policy reflects current Department for Education guidance and has been reviewed in consideration of the statutory allergy requirements introduced through Benedict's Law. The school recognises its responsibility to provide a safe environment for pupils with allergies through effective prevention, training, emergency preparedness, communication and ongoing review of practice.

2. Aims

The aims of this policy are to:

- Reduce the risk of allergen exposure within the school environment.
- Ensure pupils with allergies can participate safely in all aspects of school life.
- Provide effective systems for identifying pupils with allergies.
- Ensure all staff understand their responsibilities.
- Ensure rapid and effective emergency responses to allergic reactions and anaphylaxis.
- Meet statutory requirements and best practice guidance relating to allergy management.

3. Whole School Allergy Awareness

Gosden House School promotes a whole-school approach to allergy awareness and safety.

Staff, pupils and visitors are encouraged to support the school in maintaining a safe environment for pupils with allergies by:

- Following the school's nut-free expectations.

- Ensuring food is not shared between pupils.
- Being aware of pupils with medical needs.
- Informing a member of staff immediately if a pupil feels unwell or believes they have come into contact with an allergen.
- Following individual healthcare plans and risk assessments where applicable.

Through staff training, clear procedures and effective communication, the school aims to minimise risk and ensure pupils with allergies are supported to participate fully and safely in school life.

4. Identification and Information Sharing

The school will:

- Maintain accurate medical records for all pupils with allergies.
- Ensure pupils with significant allergies have an Individual Healthcare Plan (IHP).
- Display allergy information, including photographs and key medical details, on medical boards within agreed confidential arrangements.
- Share information with class teachers, support staff and office-based named first aiders on a need-to-know basis.
- Store Individual Healthcare Plans in class files and the school office.
- Ensure healthcare plans accompany pupils on educational visits.
- Complete individual risk assessments for pupils at risk of anaphylaxis attending off-site activities.
- Upload relevant educational visit risk assessments to EVOLVE for Headteacher approval.

Class teachers are responsible for ensuring all members of their classroom team are aware of medical conditions and know where healthcare plans are stored.

5. Emergency Adrenaline Auto-Injectors (AAs)

From September 2026, through the school's contract with KITT Medical, Gosden House School maintains spare emergency adrenaline auto-injectors in line with current best practice and Benedict's Law requirements.

The school currently holds:

- Two sets of emergency adrenaline auto-injectors.
- Auto-injectors of two different strengths appropriate for younger children and older children/adults.
- Two devices within each set.

The emergency AAls are stored:

- In the school office medical area.
- Within the medical cabinet and designated emergency holder on the medical office board.
- In a clearly identifiable and readily accessible location.

The Medical Lead is responsible for:

- Monitoring expiry dates.
- Ensuring replacement stock is obtained.
- Maintaining records of all emergency medication.

Emergency AAls may be administered:

- To pupils who have been prescribed an AAI where their own medication is unavailable.
- Where emergency services (999) or NHS 111 advise administration in a suspected anaphylaxis emergency.
- Where parental consent has been provided in accordance with school procedures.

All use of emergency medication will be recorded and parents/carers informed.

6. Prescribed Adrenaline Auto-Injectors

For pupils with prescribed AAls:

- Two prescribed devices must be provided by parents/carers.

https://gosdenhouseschool.sharepoint.com/sites/AdminShare/Shared Documents/General/GENERAL ADMIN/POLICIES/POLICIES AND INFORMATION/CURRENT POLICIES 25-26/ALLERGY_&_ANAPHYLAXIS POLICY 2026-2027.docx

- Auto-injectors must remain accessible at all times.
- Devices must not be stored in locked cupboards.
- Devices must never be stored in refrigerators.
- Medication will accompany pupils throughout the school day.
- The accompanying adult is responsible for carrying the medication when pupils move around the site.
- Auto-injectors will accompany pupils on educational visits and off-site activities.

7. Nut-Free Environment

Gosden House School operates a nut-free environment to reduce risk to pupils with severe allergies.

The school expects:

- Packed lunches and snacks to be free from nuts and nut products.
- Staff not to bring, consume or store foods containing nuts anywhere on the school site.
- New staff to be informed of this requirement during induction.
- Pupils to be supervised during eating times.
- Pupils to be regularly reminded not to share food.

8. Animals on Site

The school has rabbits, guinea pigs, dogs, goats and pigs on site.

To minimise allergy risks:

- Animal-related allergies will be identified within Individual Healthcare Plans.
- Staff will supervise all animal interactions.
- Alternative arrangements will be made where appropriate.
- Handwashing will take place following animal contact.
- Animal areas will be cleaned regularly.

- Individual pupil needs will be considered before planned activities involving animals.

Any allergic reaction following animal contact will be managed according to the pupil's healthcare plan and school emergency procedures.

9. Food Activities and Classroom Events

Staff will:

- Check ingredients for allergens before use.
- Consider pupil medical needs when planning activities.
- Avoid using allergen-containing foods where risks cannot be controlled.
- Check labels carefully.
- Avoid products with unclear allergen information.
- Ensure food brought into school complies with the school's nut-free expectations.
- Remind pupils not to share food and drinks.

10. Catering and Allergen Management

The school will ensure:

- Catering staff receive annual allergen management training.
- Allergen information is maintained for food prepared on site.
- Food with incorrect or incomplete allergen labelling is not used.
- Catering procedures reflect current allergen legislation and best practice.

11. Staff Training

Gosden House School recognises that effective staff training is essential in keeping pupils with allergies safe

The school provides:

Annual Training

https://gosdenhouseschool.sharepoint.com/sites/AdminShare/Shared Documents/General/GENERAL ADMIN/POLICIES/POLICIES AND INFORMATION/CURRENT POLICIES 25-26/ALLERGY_&_ANAPHYLAXIS POLICY 2026-2027.docx

All staff receive annual allergy awareness and anaphylaxis training at the start of each academic year, including:

- Recognition of allergic reactions and anaphylaxis.
- Allergen avoidance and risk reduction.
- Emergency response procedures.
- Practical awareness of adrenaline auto-injector administration.
- Understanding Individual Healthcare Plans.

Induction Training

All new staff receive allergy and medical needs training as part of their induction programme, including:

- National College training modules.
- Emergency response procedures.
- School-specific allergy management expectations.
- Nut-free environment procedures.

Ongoing Review

Throughout the year, staff knowledge and procedures are reviewed through:

- In-house refresher sessions.
- Individual Healthcare Plan reviews.
- Incident reviews.
- Risk assessment processes.
- Staff meetings and updates.

Training records are maintained and monitored by the school.

Any member of staff may administer an adrenaline auto-injector in an emergency.

Classroom guidance posters showing emergency procedures and auto-injector administration instructions are displayed throughout the school.

12. Administration of an Adrenaline Auto-Injector

Guidance posters are displayed in every classroom and medical area.

How to Administer an Auto-Injector

1. Remove the safety cap.
2. Push the pen firmly against the pupil's outer thigh, through clothing if necessary.
3. Hold in position for 10 seconds.
4. Remove the pen.
5. Massage the injection site for 10 seconds.
6. Call 999 immediately.

Mild Symptoms

Where there is slight tingling of the lips following possible allergen exposure and this aligns with the pupil's healthcare plan, Cetirizine may be administered.

Severe Symptoms

If symptoms are severe or progressing:

- Administer the adrenaline auto-injector immediately.
- Call 999 immediately.
- Follow emergency operator instructions.
- Administer a second injector after 5 minutes if symptoms continue and another device is available.

13. Emergency Procedures

If a pupil shows signs of anaphylaxis:

1. Call for assistance.
2. Dial 999 immediately.
3. Administer the adrenaline auto-injector immediately.
4. Keep the pupil sitting or lying down and discourage standing or walking.
5. Monitor airway, breathing and circulation.

6. Administer a second injector after 5 minutes if symptoms continue.
7. Follow advice provided by emergency services.
8. Contact parents/carers after emergency services have been called.

An ambulance must always be called when:

- An adrenaline auto-injector is administered.
- Anaphylaxis is suspected.
- A severe allergic reaction occurs.

14. Incident Recording and Lessons Learned

All allergy-related incidents, near misses and emergency medication administrations will be recorded using the school's medical recording procedures.

Following any significant allergic reaction or near miss:

- The Senior Leadership Team will review the incident.
- Existing control measures will be evaluated.
- Lessons learned will be identified.
- Risk assessments will be updated where necessary.
- Additional staff training will be arranged if required.

15. Responsibilities

School Responsibilities

The school will:

- Maintain medical records and Individual Healthcare Plans.
- Provide annual allergy and anaphylaxis training.
- Provide induction training for new staff.
- Maintain emergency medication arrangements.
- Ensure medication accompanies pupils at all times when required.
- Complete risk assessments where necessary.
- Review incidents and implement improvements.

Parent/Carer Responsibilities

Parents/carers are responsible for:

- Informing the school of allergies.
- Providing updated medical information.
- Providing prescribed medication where required.
- Ensuring medication remains in date.
- Replacing used or expired medication promptly.
- Participating in reviews of healthcare plans.

Whole School Allergy and Anaphylaxis Risk Assessment

Area: Whole School

Assessed by: Medical Lead

Date: July 2026

Risk Rating Summary

Risk Level	Description
Low	Risk adequately controlled through existing procedures
Medium	Additional monitoring required
High	Immediate action required

Overall Residual Risk: LOW

Provided all control measures are followed and medication remains available.

Current Allergy Profile

At the time of writing:

- 1 pupil has a prescribed adrenaline auto-injector.

This information is reviewed regularly by the Medical Lead.

Key Risks and Controls

Hazard	Control Measures	Residual Risk
Exposure to food allergens	Nut-free environment, supervision, no food sharing, ingredient checks	Low
Exposure during educational visits	Individual risk assessments, medication accompanies pupil, EVOLVE approval process	Low

Hazard	Control Measures	Residual Risk
Delay in emergency response	Annual training, induction training, emergency posters, accessible medication, first aiders on site	Low
Medication unavailable	Prescribed medication carried with pupil, KITT Medical emergency stock, expiry monitoring	Low
Animal-related allergen exposure	Healthcare plans, supervision, handwashing, alternative activities	Low
Lack of staff awareness	Annual training, National College induction training, refresher updates, healthcare plan reviews	Low

17. Monitoring and Review

This policy and risk assessment form part of the school's whole-school approach to allergy management.

The school will:

- Review this document annually.
- Review following any allergy-related incident or near miss.
- Review following emergency medication administration.
- Review Individual Healthcare Plans at least annually.
- Monitor staff training records.
- Review emergency auto-injector stock supplied through the KITT Medical contract.
- Update procedures in line with medical, legislative or DfE guidance changes.

The Medical Lead will oversee ongoing allergy risk assessments to ensure procedures remain effective and aligned with current legislation and guidance.

18. Related Guidance

- Department for Education – Stronger Protections for Children with Allergies in School.
- Anaphylaxis UK – Benedict's Law Guidance for Schools
- Benedict Blythe Foundation – Benedict's Law.