



Objectives

The School recognises that allergy is one of the most common chronic childhood conditions and that allergic reactions may range from mild symptoms to life-threatening anaphylaxis. The School is therefore committed to reducing the risk of exposure to allergens, ensuring effective emergency response procedures and promoting an allergy-aware culture throughout the School. The School seeks to balance safety, inclusion and wellbeing and recognises that students with allergies should be able to participate fully in School life wherever reasonably practicable.

The School will also seek to make reasonable arrangements for staff and visitors with known allergies and will take such allergies into account where information has been provided.

Whilst it is not possible to guarantee an allergen-free environment, all members of the School community are expected to take reasonable steps to minimise risk and support those with allergies.

This policy has been developed in accordance with Children's Wellbeing and Schools Act 2026 and DfE Statutory Guidance: *Allergy Safety in Schools*.

Aims

The aims of this policy are to:

- Protect students, staff and visitors with allergies.
- Promote awareness and understanding of allergy.
- Reduce the risk of allergic reactions occurring.
- Ensure rapid and effective emergency response procedures.
- Foster inclusion and support wellbeing.
- Ensure compliance with statutory requirements.
- Promote a whole-school culture of allergy awareness and responsibility.

What is an Allergy?

An allergy occurs when the immune system reacts to a substance that is usually harmless.

Whilst many allergic reactions are mild, some may result in anaphylaxis, a severe and potentially life-threatening medical emergency. Allergic reactions may be caused by many substances but are most commonly associated with food, insect venom, medication, latex, pollen and animal dander.

Roles and Responsibilities

Named Allergy Governor

The Governors will appoint a Named Allergy Governor who will:

- Provide strategic oversight of allergy safety.
- Review allergy incidents and near misses.
- Monitor implementation of this policy.
- Ensure allergy risks are appropriately reflected within the School's risk register.
- Support annual policy review.
- Ensure lessons learned from incidents are considered by Governors.

The Named Allergy Governor is: Mrs Jackie Gallagher (Safeguarding Governor)

School Designated Allergy Lead

The School will appoint one or more members of the Senior Leadership Team as Designated Allergy Leads. They will:

- Overall implementation of this policy.
- Coordinating allergy management across the School.
- Maintain oversight of records and training.
- Liaise with parents and healthcare professionals.
- Monitor compliance.
- Lead policy reviews.
- Report significant incidents to Governors.

The School Designated Allergy Lead is: Mr Chris Dunford (Assistant Head, Designated Safeguarding Lead and Senco) and Mrs Nicola Hume (School Business Manager).

Student Services

Student Services will:

- Maintain allergy records and Individual Healthcare Plans.
- Collect and update Allergy Action Plans.
- Monitor expiry dates of medication held in School.
- Maintain the Adrenaline Device Register and site location.
- Liaise with parents regarding allergy management.
- Support the Designated Allergy Lead in communicating allergy information to relevant staff.
- Ensure spare adrenaline devices are checked regularly and replaced when required.

Staff

All staff must:

- Attend annual allergy awareness training.
- Be aware of students with allergies.
- Consider allergy risks when planning activities.
- Know how to access emergency medication.
- Respond appropriately during emergencies.
- Report incidents and near misses.

Parents

Parents must:

- Notify the School of allergies and medical conditions.
- Provide Allergy Action Plans where available.
- Provide prescribed medication.
- Ensure medication remains in date.
- Inform the School of changes in medical circumstances.

Students

Students are encouraged to:

- Understand their allergy.
- Avoid known allergens where possible.
- Carry medication.
- Seek help promptly if they feel unwell.
- Avoid behaviours that increase risk.

Awareness Training

The School will provide annual allergy awareness and emergency response training for all staff who may supervise students. This includes:

- Teachers
- Support staff
- Catering staff
- Cover staff
- Other staff i.e. Visiting Music Teachers and Sport Coaches

Training will include:

- Understanding allergy.
- Recognising allergic reactions.
- Recognising anaphylaxis.
- Emergency response procedures.
- Use of adrenaline auto-injectors.
- Use of emergency asthma inhalers.
- Food allergen awareness.
- Understanding Individual Healthcare Plans.
- Reporting incidents and near misses.
- Participation in an annual anaphylaxis drill.

All new staff will receive allergy information as part of their induction.

Identification and Record-Keeping

Allergy information will be collected through admissions processes, transition arrangements, parental communication and regular reviews of medical information.

The School will maintain:

- An Allergy Register.
- Individual Healthcare Plans.
- Allergy Action Plans.
- An Adrenaline Device Register.
- Records of incidents and near misses.

Minimising Risk

All staff planning activities must consider allergy risks.

This includes:

- Practical lessons (Science experiments, Art lessons, cooking activities).
- Cultural celebrations.
- Extra-curricular activities
- Fundraising activities
- Visiting speakers.
- Educational visits and trips (including residential)

Risk assessments will consider known allergies and reasonable adaptations made where appropriate.

Food Allergy Management

In-House Catering Services

The Catering Team will:

- Receive allergen awareness training.
- Operate allergen management procedures.
- Follow food hygiene requirements.
- Implement cross-contamination controls.
- Comply with Natasha's Law.
- Label food allergens wherever possible using full written allergen names.
- Communicate significant ingredient changes where relevant.

Food Brought into School by Students

Students will be encouraged to:

- Not swap food and water bottles
- Clearly label packed lunches so they are identifiable.
- Wash their hands before and after eating food.

The School reserves the right to implement proportionate allergen management measures for particular students where necessary.

Educational Visits and Trips

The School aims to ensure that students with allergies can participate fully and safely in educational visits and sporting fixtures.

Trip leaders must:

- Review Individual Healthcare Plans.
- Complete allergy risk assessments.
- Remind students to carry required medication.
- Remind students to keep medication in their luggage or holdall.
- Consider the provision of spare adrenaline devices.
- Remind accompanying staff to read emergency procedures.

Parent Associations, Fundraising and School Events

The School recognises that food may be provided by parents, volunteers, Parent Associations or external organisations for school events, fundraising activities and celebrations. Where food is provided, reasonable steps must be taken to minimise allergy risks and ensure that individuals with allergies are able to participate wherever reasonably practicable.

Organisers of events involving food must:

- Notify the School in advance of events involving food.
- Consider allergy risks as part of the event planning.
- Consult with the Designated Allergy Lead/s where allergy risk may arise.
- Clearly identify foods containing any of the 14 regulated allergens where information is available and label food wherever possible.
- Ensure suitable handwashing facilities are available where appropriate.
- Ensure any volunteers are made aware of relevant allergy safety arrangements.

Prescribed Adrenaline Devices

Students prescribed adrenaline devices must have rapid access to two in-date devices at all times.

The School will:

- Maintain a register of devices.
- Monitor expiry dates.
- Remind families when replacements are required.
- Ensure devices accompany students during trips and sporting activities.
- Ensure devices are available within locations that allow rapid access in an emergency.

- Ensure devices are never reused and are disposed of according to the manufacturer's guideline (either given to the ambulance paramedics or taken to a pharmacy).

Spare Adrenaline Devices

The School maintains spare adrenaline auto-injectors in accordance with Government guidance.

Spare devices will:

- Be stored unlocked.
- Be clearly labelled.
- Be checked regularly.
- Be stored in pairs.
- Be available in locations that allow rapid access in an emergency.

Emergency Response

Anaphylaxis must always be treated as a medical emergency.

If anaphylaxis is suspected:

1. Administer adrenaline immediately.
2. Call 999.
3. Record the time adrenaline was given.
4. Keep the person lying down where possible.
5. Do not allow them to stand or walk.
6. Contact parents.
7. Administer a second dose after five minutes if symptoms persist.
8. Accompany the student to hospital if required.

Wellbeing and Inclusion

The School recognises that living with an allergy can have a significant impact on a student's wellbeing and may cause anxiety regarding accidental exposure to allergens. The School will promote an inclusive environment where students with allergies can participate fully in school life and will provide additional pastoral support where appropriate.

Allergy-related bullying, teasing or the deliberate exposure of another person to a known allergen will be treated as a disciplinary and managed in accordance with the School's Behaviour Policy.

Incident and Near Misses

All allergic reactions and allergy-related near misses will be recorded and investigated.

Records will include:

- Who was involved.
- What happened.
- Location.
- Timing.
- Actions taken.
- Emergency treatment provided.
- Outcomes.
- Lessons learned.

Serious incidents will be reported in accordance with applicable legal requirements, including RIDDOR where appropriate.

Following significant incidents the School will review procedures, provide support to those affected and update risk assessments where necessary.

Information Sharing and Data Protection

The School will share allergy information only on a need-to-know basis and in accordance with UK GDPR requirements. In all cases, all information will be handled sensitively and securely.

Relevant information may be shared with:

- Teaching and Support Staff (specifically Catering Staff and First aiders)
- Trip leaders.
- Healthcare professionals where appropriate.

Awareness of this Policy

This policy will:

- Be published on the School website.
- Be available on request.
- Be included within staff induction and training.
- Be reviewed annually.
- Be promoted through awareness activities and staff communications.