Allergy Safety Policy

Publication date: July 2026
Review date: July 2027

How does God's love abide in anyone who has the world's goods and sees a brother or sister in need and yet refuses help? Little children, let us love, not in word or speech, but in truth and action.

1 John 3:17-18

The Southwell and Nottingham Diocese Multi Academy Trust core values state that the trust encourages a holistic approach to the development of pupils, believing that each person is an individual made in the image of God and should, therefore, be supported to reach their full potential by receiving the very best education possible.

In order to do this the trust is committed to ensuring each academy is a safe place for all pupils, staff and visitors with allergies. We recognise that allergies can range from mild reactions to life-threatening anaphylaxis and that effective management is essential to safeguard health, wellbeing and educational participation.

This policy outlines arrangements for allergy awareness, risk management, emergency response and support for pupils with allergies in accordance with statutory guidance for schools (DFE, Allergy safety in schools, Statutory guidance for governing bodies of maintained schools and proprietors of academies in England, July 2026).

This policy will be reviewed annual or sooner if there is a significant incident or near miss.

The Allergy Safety Policy is ratified by the Board of Trustees and accepted by the Local Governing Body. The Local Governing Body is responsible for ensuring the headteacher or principal implements this policy and for monitoring its effectiveness. The Local Governing body will ensure sufficient resources are available to implement the policy.

Date of ratification: July 2026

Date of last review: July 2026
Date of next review*:* July 2027

Policy:	Allergy Safety Policy
Approved by:	SNMAT Board of Directors
Date:	July 2026
Review cycle:	Annual

VERSION CONTROL			
VERSION	**DATE**	**AUTHOR**	**CHANGES**
1	July 2026	SD	New Policy

This policy should be read in conjunction with:

- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Educational Visits Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Behaviour and Anti-Bullying Policy
- First Aid in Schools

Contents

1. Roles and Responsibilities
2. Allergy Awareness and Training
3. Training Records
4. Promoting Well Being
5. Identification of Pupils, Staff and Visitors with Allergies
    a. Pupils
    b. Staff and Visitors
6. Individual Healthcare Plans
7. Minimising Risk
8. Educational Visits and Residential Trips
9. Medication and Adrenaline Auto-Injectors
10. Spare Adrenaline Auto-Injectors
11. Emergency Response
12. Recording and Reporting Incidents
13. Information Sharing and Confidentiality
14. Communication and Awareness

Appendices

1. Identification of Pupils with Allergies
2. List of Pupil with allergies for Food Preparation Areas
3. Register of Pupils with Allergies
4. Exemplar Individual healthcare Plan
5. Recording and Reporting to Governors and Trustees
6. Signed Record of Staff Understanding of Policy

1. Roles and Responsibilities

The Head Teacher / Principal will:

- Ensure implementation of the Allergy Safety Policy.
- Appoint a Designated Allergy Lead.
- Ensure staff receive appropriate training.
- Ensure emergency procedures are maintained and regularly reviewed.

The Designated Allergy Lead will:

- Maintain records of pupils with allergies.
- Coordinate training and awareness activities.
- Monitor compliance with Individual Healthcare Plans (IHPs).
- Review allergy incidents, near misses and actions arising.
- Liaise with parents, healthcare professionals and catering providers.

The Designated Allergy Lead is **Chris Litchfield**.

All staff will:

- Understand this policy.
- Attend allergy awareness training.
- Follow Individual Healthcare Plans (IHPs).
- Take reasonable steps to reduce exposure to allergens.
- Know how to recognise and respond to allergic reactions and anaphylaxis.

2. Allergy Awareness and Training

The Academy will provide annual allergy awareness and emergency response training for all staff, including:

- Teaching and support staff.
- Lunchtime supervisors.
- Office staff.
- After-school club staff.
- Catering staff.
- Regular volunteers.
- Supply and agency staff, where appropriate.

Training will cover:

- Understanding allergies and anaphylaxis.
- Common allergens.
- Recognition of allergic reaction symptoms.
- Use of Adrenaline Auto-Injectors (AAIs).
- Emergency procedures.
- Measures to reduce allergen exposure.
- Reporting incidents and near misses.

Training should be part of induction and any return to work following a sustained period of absence, for example maternity leave and sick leave.

3. Training Records

The Designated Allergy Lead will maintain a record of all allergy awareness and emergency response training undertaken by staff. Records will include:

- Date of training completed.
- Name of training provider.
- Staff members who attended.
- Date refresher training is due.

Training records will be retained in the academy's secure area of teams where they are available for monitoring, audit and inspection purposes. The Academy will ensure that all relevant staff remain in date with allergy awareness training and that training compliance is reviewed annually.

4. Promoting Wellbeing

The Academy recognises that living with allergies may cause anxiety for pupils and families. We will:

- Foster an inclusive and supportive environment.
- Encourage pupils to speak openly about concerns.
- Promote understanding of allergies among pupils and parents/carers.
- Take immediate action against bullying or discrimination related to medical conditions or allergies.

5. Identification of Pupils, Staff and Visitors with Allergies

The academy will maintain clear procedures for identifying and supporting pupils, staff and visitors with known allergies. Information regarding known allergens, allergy severity, prescribed medication and emergency requirements will be collected, recorded and reviewed regularly. A photograph of individuals should be displayed in the staffroom, along with relevant allergy and medication information. (Appendix 1). In addition, a list of individuals with known allergies must be available where food may be served or handled (e.g. food technology, science and art). (Appendix 2)

a. Identification of Pupils with Allergies

The academy will:

- Gather allergy information during the admissions process.
- Review and update allergy information through annual data collection exercises.
- The academy will work in partnership with parents/carers, pupils, previous educational settings and relevant healthcare professionals to obtain accurate and up-to-date information.
- Parents/carers are responsible for informing the academy of any changes to a pupil's medical condition or allergy status.
- Copies of Individual Healthcare Plan (IHPs) and supporting medical documentation will be requested where applicable.
- All allergy-related records and medical documentation will be stored securely and handled in accordance with data protection requirements.

The academy will maintain an up-to-date register of pupils (Appendix 3) with allergies including:

- Known allergens and triggers.
- Severity of allergy and risk of anaphylaxis.
- Details of prescribed medication, including Adrenaline Auto-Injectors (AAIs).
- Location of emergency medication.
- Details of any Individual Healthcare Plan.
- Emergency contact information.

The register must be kept in an area accessible to staff only. It can be found in **Microsoft Teams**.
For pupils joining the academy at the start of an academic year, allergy management arrangements will be established before the child begins attendance wherever possible. For pupils joining during the academy year, every effort will be made to implement appropriate arrangements within two weeks of receiving the relevant information.

b. Identification of Staff and Visitors with Allergies

The academy recognises that staff and visitors may also have allergies that require consideration. Staff are encouraged to inform the academy of any allergies that may affect their health and safety whilst on site. Appropriate support and reasonable adjustments will be considered where necessary.
Visitors attending the academy will be asked, where reasonably practicable, to inform the academy of any significant allergies, particularly where food or refreshments may be provided. The academy will take reasonable steps to minimise known allergy risks and support the safety and wellbeing of all individuals on site.

6. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed where a pupil:

- Has an allergy that significantly affects participation in academy activities.
- Requires specific arrangements beyond normal academy procedures.
- Has prescribed emergency medication.
- Is at risk of anaphylaxis.

Plans will include:

- Known allergens.
- Symptoms and triggers.
- Emergency procedures.
- Medication requirements.
- Roles and responsibilities.
- Details of any reasonable adjustments.

Plans will be reviewed annually, following an incident or sooner if needs change.
A template Individual Healthcare Plan (IHP) is available see appendix 4. IHPs are stored centrally on **Microsoft Teams**.

7. Minimising Risk

The academy will take proportionate measures to reduce exposure to known allergens. These may include:

Food Provided by the Academy:

- Providing allergen information for meals.
- Working with catering providers to manage risks.
- Following food safety and allergen management procedures.

Food Brought into Academy:

- Informing parents of allergy-related requirements.
- Discouraging food sharing between pupils.
- Considering restrictions where individual risk assessments identify a significant risk.

Classroom Activities:
Staff planning activities will consider allergen risks in:

- Cooking activities.
- Science lessons.
- Craft activities.
- Music activities.
- Animal encounters.
- Academy events and celebrations.

Environmental Allergens:
Where pupils have known allergies to environmental, contact or airborne allergens, reasonable control measures will be implemented based on individual circumstances.

8. Educational Visits and Residential Trips

The academy is committed to ensuring pupils with allergies can participate fully and safely in educational visits. Prior to visits:

- Risk assessments will be undertaken.
- Relevant staff will be briefed.
- Medication and Individual Healthcare Plans (IHPs) will accompany the individual.
- Emergency arrangements will be confirmed.

Pupils at risk of anaphylaxis must have access to their prescribed medication and trained staff must be present.

9. Medication and Adrenaline Auto-Injectors (AAIs)

Individual prescribed AAIs should have rapid access to them at all times. The academy will:

- Ensure medication is readily available during lessons, breaks, lunchtimes, PE activities, visits and educational trips.
- Location of prescribed AAIs will be recorded within Individual Healthcare Plans (IHPs)
- Maintain records of prescribed medication.
- Check expiry dates regularly.
- Inform parents when replacements are required.

10. Spare Adrenaline Auto-Injectors (AAIs)

The academy will maintain spare emergency AAIs in accordance with current legislation and guidance. Spare AAIs will:

- Be stored securely but not locked away.
- Be clearly labelled.
- Be easily accessible within five minutes in an emergency.
- Be checked regularly for expiry dates.
- Be replaced promptly after use or expiry.

Emergency medication locations will be communicated to all staff.
Spare Adrenaline Auto-Injectors (AAIs) are held at <insert location/s here>.

11. Emergency Response

If an individual experiences an allergic reaction:

1. Staff will follow arrangements in the Individual Healthcare Plan.
2. Emergency medication will be administered where appropriate.
3. Emergency services (999) will be called immediately if anaphylaxis is suspected.
4. Parents/carers will be informed as soon as possible.
5. The incident will be recorded and reviewed.

All suspected cases of anaphylaxis will be treated as a medical emergency.

12. Recording and Reporting Incidents (Appendix 5)

The academy will record:

- Allergic reactions.
- Use of emergency medication.
- Hospital admissions.
- Near misses.
- Identified risks and corrective actions.

Incidents will be reviewed to identify improvements to procedures and reduce future risks.

13. Information Sharing and Confidentially

The academy will manage allergy-related information in accordance with UK GDPR requirements. Information will be shared only with staff who need it to safeguard the individual and enable effective emergency response.

The dignity and privacy of pupils and staff will always be respected.

14. Communication and Awareness

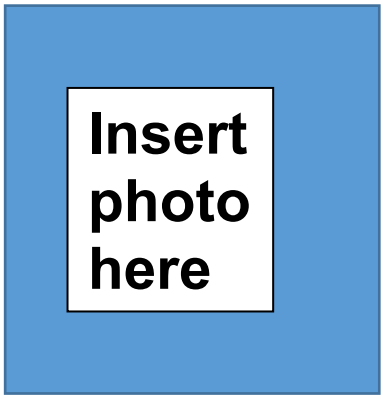
This policy will be:

- Published on the academy website.
- Available on request from the academy office.
- Shared with staff during training.
- Referenced during induction for new staff.

The academy will actively promote allergy awareness among pupils in an age-appropriate manner to support understanding, inclusion and safety. The academy will keep a signed record (Appendix 6) to show all staff and read and understood this policy. The record will be kept in the academies secure area of TEAMS.

Appendix 1 Identification of individuals with known allergies

***** NAME *****



ALLERGEN:

RISK: low/medium/high

Epipen: Yes/No Location:

Appendix 2 List of individuals with known allergies.

A list should be kept in the following places:

Staffroom, Kitchen, Classrooms, Wrap-around care, Specific events e.g. disco, worship groups.

List of individuals with known allergies			
Date of last update:			
Further details can be found at ….			
Name	Allergy	Risk L/M/H	Epipen location

Appendix 3 Register of Individuals with known allergies

Name of Academy Register of known allergies						
Name	Year group/staff member	Known allergens	Severity of allergy/risk of anaphylaxis	Location of emergency medication	IHP details	Emergency Contact numbers

Appendix 4 Example Template for Individual Healthcare Plan

<table>
<tr><th colspan="2">NAME – Individual Healthcare Plan for allergy</th></tr>
<tr><td>Date of birth:</td><td rowspan="4">Current photo</td></tr>
<tr><td>Year / class:</td></tr>
<tr><td>Emergency contacts:</td></tr>
<tr><td>Staff who need to be aware:</td></tr>
<tr><td colspan="2">Allergy:
Note what allergy the child or young person has.
Note any known allergens.
Note whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others.</td></tr>
<tr><td colspan="2">How the allergy is managed:
Note any care or action plans or prescribed medication issued by healthcare professionals.
If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.
Note the extent to which the child or young person is able to take responsibility for managing their allergy.</td></tr>
<tr><td colspan="2">Impact on education:
Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.
Indicate how the allergy may impact on the child or young person’s learning.
Indicate how the allergy may impact on the child or young person’s emotional wellbeing.
If relevant, note any interaction between allergy and SEN.</td></tr>
<tr><td colspan="2">Arrangements for support:
Give details of the specific support or adaptations which the academy, college or early years setting will put in place, within its educational remit.
Outline measures to reduce the risk of contact with known allergens.
Give details of the specific support or adaptations to manage food allergy at meal and snack times.
Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.</td></tr>
</table>

Visits and trips: *Give details of any arrangements or procedures which may be required for academy trips or other activities outside of the normal timetable that will ensure the child can participate.* *Note any requirement for a risk assessment and prompts for specific issues which should be considered.*	
Emergency response: *Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.* *Otherwise summarise the signs or symptoms which would indicate an emergency.* *Set out what to do in an emergency, including whom to contact.* *If relevant, note where "spare" adrenaline devices are located.*	
Last discussed with parents:	**Date**
Issued by:	**Date**:
Next planned review:	**Date**:

NAME – Individual Healthcare Plan for allergy **Annex: Medication needed while in Academy / college / setting**	
Non-prescription medication: *Record any non-prescription medication (e.g. oral antihistamines) which the child or young person may require to manage their allergy in the education setting* *Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access* *Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.*	
Parental consent:	**Date**:
Prescription medication: *Record any prescription medication for allergy prescribed by a healthcare professional (e.g. adrenaline).* *Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access.* *Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.*	
Prescribed by:	**Date**:
Parental consent:	**Date**:
Use of "spare" adrenaline devices: *Note whether parental consent has been given to administer adrenaline (e.g. using "spare" adrenaline devices) in an emergency.*	
Parental consent:	**Date**:
Use of "spare" salbutamol inhaler: *If relevant (i.e. the child or young person is prescribed an asthma reliever inhaler), note whether consent has been given to use a "spare" salbutamol reliever inhaler.*	
Parental consent:	**Date**:

NAME – Individual Healthcare Plan for allergy **Annex: Care or Action Plans issued by healthcare professionals**	
Allergy / Asthma Action Plan: *Attach any Action Plan to the IHP for use in an emergency.* *Note which healthcare professional issued the plan, their role and the date issued.*	
Issued by:	**Date**:
Care Plan: *Note where any relevant care plan can be found.* *Note what staff are responsible for delivering / supporting delivery of the care plan.* *Note which healthcare professional issued the plan, their role and the date issued.*	
Date:	**Date**:

Appendix 5 Reporting to Governors and Trustees

The following format is to be completed in the event of an incident and stored on the pupil's CPOMS record or in personnel flies.

Date:	Name: Year Group:
Allergic Reaction:	
Use of emergency medication: Name of adult administering the medication:	
Was 999 called: yes/no Was a hospital admission made: yes/no If yes give details:	
If emergency medication was not used please give details (near miss):	
Review: What risks have been identified: Are further preventative measures needed: yes/no Give details (whether yes or no):	

The following format can be used in the headteacher's report to inform Governors and a copy should be sent each term to the SNMAT safeguarding lead.

Academy name:	Term: Autumn/Spring/ Summer Date:
Number of emergency incidents relating to allergic reactions:	
Number of near misses:	
Number of uses of emergency medicine:	
Please give a brief outline of any review measures implemented as a result of the above:	

Appendix 6 Staff Understanding of Policy

to be signed by all staff and volunteers and stored in the academy TEAMS channel

I have read and understood the following policy:

Allergy Safety Policy		
Name	Date	Signature