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| **ALLERGY SAFETY POLICY** | Approved: Curriculum & Personal Development Committee |
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## 1. Policy Statement

The school is committed to providing a safe, inclusive and supportive environment for all pupils with allergies. We recognise that allergies can range from mild sensitivities to life-threatening anaphylaxis and are committed to ensuring that pupils with allergies can participate fully and safely in all aspects of school life.

The school will comply with its duties under relevant health and safety legislation, equality legislation and statutory guidance relating to supporting pupils with medical conditions. The welfare of pupils is paramount. Effective allergy management relies on partnerships between pupils, parents/carers, school staff, healthcare professionals and external agencies where appropriate.

This policy should be read alongside the Department for Education statutory guidance *Supporting Pupils at School with Medical Conditions* and the school's Medical Conditions Policy.

Allergy management forms part of the school's wider safeguarding responsibilities. Failure to appropriately manage a pupil's known allergy may place that pupil at risk of significant harm.

## 2. Aims

This policy aims to:

- Safeguard pupils with allergies and reduce the risk of exposure to allergens.
- Ensure staff understand their responsibilities in supporting pupils with allergies.
- Promote awareness of allergies throughout the school community.
- Ensure prompt and effective responses to allergic reactions and anaphylaxis.
- Establish robust systems for recording, monitoring and reviewing allergy management arrangements.
- Support pupils with allergies to participate fully in all educational, enrichment and extracurricular activities.

## 3. Scope

This policy applies to:

- All pupils with diagnosed allergies.
- All members of staff.
- Volunteers and regular visitors.
- Contractors and external providers working on site.
- Educational visits, residential trips and off-site activities.

## 4. Roles and Responsibilities

### Governing Board

The Governing Board is responsible for ensuring that arrangements are in place to support pupils with allergies and that the school fulfils its duties under relevant legislation and statutory guidance. The Governing Board will monitor the effectiveness of these arrangements through regular reporting and policy review.

### Headteacher

The Headteacher will ensure that:

- Appropriate arrangements are in place to support pupils with allergies.
- Staff receive suitable training and updates.
- Adequate resources are available for allergy management.
- Allergy-related incidents are reviewed and acted upon.
- Governors receive appropriate information regarding allergy management and compliance.

### Health and Welfare Team

The Health and Welfare Team will:

- Maintain the school's allergy register.
- Oversee implementation of Individual Healthcare Plans (IHPs).
- Monitor medication records through MediTracker.
- Coordinate staff training.
- Conduct medication audits and spot checks.

- Review allergy incidents and near misses.
- Liaise with parents/carers and healthcare professionals.

## Staff

All staff are responsible for:

- Familiarising themselves with relevant pupil medical information.
- Following Individual Healthcare Plans.
- Recognising signs and symptoms of allergic reactions.
- Taking immediate action during an emergency.
- Attending required training.
- Reporting concerns, incidents and near misses.

## Parents and Carers

Parents and carers are responsible for:

- Informing the school of any diagnosed allergy.
- Providing accurate and up-to-date medical information.
- Supplying prescribed medication as requested.
- Replacing medication before expiry dates.
- Informing the school of any changes to their child's condition.
- If required, ensure their child carries an Auto Adrenaline Injector (AAI) with them at all times

## Pupils

Pupils will be encouraged to:

- Understand their allergies.
- Avoid known allergens.
- Carry prescribed medication with them at all times
- Report concerns or symptoms promptly.
- Follow advice contained within their Individual Healthcare Plan.

## 5. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed for pupils with significant allergies where required.

Plans may include:

- Allergy diagnosis and triggers.
- Signs and symptoms of reaction.
- Emergency treatment procedures.
- Medication requirements.
- Storage arrangements.
- Contact details.
- Any additional reasonable adjustments.

Plans will be reviewed:

- Annually as a minimum.
- Following any significant allergic reaction.
- Following medical advice.
- Whenever circumstances change.

## 6. Prevention, Monitoring and Risk Management

The school adopts a proactive approach to allergy management.

The school maintains a live allergy register within the MediTracker medical management system. Relevant information is made available to staff whose role brings them into regular contact with pupils on a need-to-know basis to ensure the safety of pupils.

Risk reduction measures may include:

- Clear identification of pupils with severe allergies.
- Review of curriculum activities where allergens may be present.
- Safe management of food-related activities.
- Risk assessment of practical lessons and enrichment activities.
- Appropriate cleaning procedures.
- Effective information sharing with relevant staff.

The Health and Welfare Team will undertake regular monitoring activities including:

- Audits of Individual Healthcare Plans.
- Reviews of allergy records held on MediTracker.
- Spot checks of emergency medication.
- Monitoring expiry dates of prescribed and spare medication.
- Checks of medication storage arrangements.
- Reviews of training compliance.
- Monitoring follow-up actions arising from incidents.

Actions arising from audits or monitoring activities will be recorded and followed through to completion.

## 7. Staff Training and Competence

All staff will receive appropriate allergy awareness training.

Training may include:

- Understanding common allergens.
- Recognising allergic reactions.
- Recognising anaphylaxis.
- Administration of adrenaline auto-injectors.
- Emergency procedures.
- Roles and responsibilities during an incident.
- Educational visit requirements.

Training will be:

- Provided during induction for new staff.
- Refreshed periodically.
- Updated following significant incidents.
- Recorded and monitored centrally.

Additional targeted training will be provided for staff with specific responsibilities for pupils with allergies.

## 8. Adrenaline Auto-Injectors and Emergency Medication

The school maintains supplies of emergency medication in accordance with current guidance and individual pupil requirements.

The school will:

- Hold spare adrenaline auto-injectors (AAIs) for emergency use where permitted.
- Maintain records of spare AAIs.
- Store medication in clearly identified and accessible locations.
- Ensure medication is readily available during school hours and relevant activities.
- Monitor expiry dates through routine checks and MediTracker records.
- Replace expired medication promptly.

Where prescribed by a healthcare professional, pupils should normally have access to two in-date adrenaline auto-injectors in accordance with their Individual Healthcare Plan

All staff will be informed of emergency medication locations and emergency response procedures.

Spare adrenaline auto-injectors will only be administered to pupils for whom written parental consent has been obtained in accordance with current legislation and DfE guidance, **or where advised by the Emergency Services.**
Pupils may carry their own prescribed adrenaline auto-injectors where assessed as competent to do so and agreed through their Individual Healthcare Plan

## 9. Communication and Information Sharing

The school recognises that effective communication is essential to allergy safety.

The school will:

- Maintain allergy information within MediTracker and SIMS.
- Ensure relevant staff have access to necessary medical information.
- Brief supply staff and temporary staff where appropriate.
- Share relevant information with trip leaders and visit staff.
- Liaise with catering providers as required.
- Communicate with parents/carers regarding allergy management arrangements.

- Review information regularly to ensure accuracy.

All personal information will be handled in accordance with data protection requirements.

## 10. Emergency Procedures

In the event of a suspected allergic reaction:

1. Staff will follow the pupil's Individual Healthcare Plan where available.
2. Emergency medication will be administered without delay where indicated.
3. Emergency services will be contacted immediately in cases of suspected anaphylaxis.
4. Parents/carers will be informed as soon as practicable.
5. The pupil will be monitored continuously until medical assistance arrives.
6. A second adrenaline auto-injector will be administered if required and in accordance with training and emergency guidance.
7. The incident will be recorded and reviewed.

If there is any doubt whether symptoms indicate anaphylaxis, staff will treat the situation as an emergency and seek immediate medical assistance. Where an adrenaline auto-injector has been administered, an ambulance must always be called immediately, even if symptoms appear to improve.

The school will not:

- Prevent pupils from accessing prescribed emergency medication.
- Assume every allergic reaction presents in the same way.
- Exclude pupils from activities solely because they have an allergy.
- Require parents to attend school to administer emergency medication during an emergency situation.
- Penalise pupils for managing their medical condition appropriately.

## 11. Educational Visits and Off-Site Activities

Pupils with allergies will be supported to participate fully in educational visits, residential visits, extracurricular activities and work experience placements wherever reasonably possible.

Visit leaders must:

- Review relevant Individual Healthcare Plans.
- Consider allergy risks during planning.
- Ensure emergency medication is available.
- Ensure trained staff are present.
- Include allergy management within visit risk assessments.
- Identify appropriate emergency arrangements.

The school will not exclude a pupil solely because they have an allergy unless a thorough risk assessment demonstrates that participation cannot be made reasonably safe.

## 12. Catering and Food Management

The school will work with catering providers to reduce allergy risks where reasonably practicable.

This may include:

- Appropriate allergen information.
- Safe food handling procedures.
- Communication regarding pupils with significant allergies.
- Staff awareness of allergen management requirements.

The school cannot guarantee an allergen-free environment but will take reasonable steps to minimise risks.
Parents and pupils remain responsible for checking food ingredients and notifying the school of any concerns regarding allergen content.
Where food is prepared and packaged for direct sale by the school, allergen information and labelling will comply with current food information legislation (including Natasha's Law)

## 13. Incident Reporting, Near Misses and Lessons Learned

All allergy-related incidents will be taken seriously.

Records will be maintained for:

- Allergic reactions.
- Administration of adrenaline auto-injectors.
- Medication errors.
- Near misses.
- Concerns raised by staff, pupils or parents.

Following significant incidents, the school will undertake a formal review which may include:

- Review of Individual Healthcare Plans.
- Review of risk assessments.
- Review of communication arrangements.
- Additional staff training.
- Amendments to procedures.
- Recommendations for improvement.

Learning from incidents will be shared with relevant staff where appropriate to strengthen future practice.

## 14. Record Keeping

The school will maintain accurate records through MediTracker and other school systems, including:

- Allergy registers.
- Individual Healthcare Plans.
- Medication records.
- Training records.
- Incident reports.
- Medication audits.
- Spot-check records.
- Communication logs where required.

Records will be retained in accordance with the school's data retention arrangements and legal requirements.

## 15. Monitoring and Governance

The effectiveness of this policy will be monitored by senior leaders and the Health and Welfare Team.

A summary report may be provided annually to governors, including:

- Numbers of pupils with significant allergies.
- Training compliance rates.
- Outcomes of medication audits and spot checks.
- Allergy-related incidents and near misses.
- Actions taken to strengthen allergy safety arrangements.

Governors will use this information to provide strategic oversight and ensure the school continues to meet its legal and safeguarding responsibilities.

## 16. Policy Review

This policy will be reviewed:

- Annually.
- Following changes to legislation or statutory guidance.
- Following a significant allergy-related incident.
- Where monitoring identifies a need for revision.

This policy will be published on the school website and made available to pupils, parents/carers and staff.

| Item | Detail |
|---|---|
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