

Allergy Safety Policy

Date Reviewed: September 2026
Date Approved: September 2026
Approved By: Trust Board
Next Review Due: September 2027

Contents

Aims	3
Introduction and Core Principles	3
Legislation and Statutory Guidance	4
Roles and Responsibilities	5
The Trust Board	5
The Academy Committee	5
Head	5
Trust Welfare Team	5
Allergy Lead	5
All Staff	6
Parents and Carers	6
Identification of Individuals with Allergies	6
Minimising Risk and Exposure to Allergens	7
Food Provision and Catering	7
Medication and Adrenaline Devices	8
Spare Adrenaline Devices	8
In the event of anaphylactic reaction:	9
Pupil self-management	9
Staff Training and Emergency Response	10
Emergency Treatment and Management of Anaphylaxis	10
Educational Visits, Trips and Extracurricular Activities	11
Serious Incidents, Near Misses and Learning Lessons	11
Wellbeing, Inclusion and Anti-Bullying	12
Unacceptable Practice	12
Information Sharing and Data Protection	13
Monitoring, Review and Publication	13

Aims

The Trust aims to:

1. Provide a safe, inclusive and supportive environment for all pupils, staff, volunteers and visitors with allergies, enabling full participation in school life whilst minimising the risk of exposure to known allergens.
2. Promote a culture of allergy awareness and shared responsibility, ensuring that allergy safety is understood and supported by all members of the school community
3. Identify and appropriately support individuals with known allergies through effective information gathering, record keeping, Individual Healthcare Plans and Allergy Action Plans where required.
4. Reduce the risk of allergic reactions and anaphylaxis by implementing reasonable and proportionate measures to minimise exposure to known allergens across all school environments, activities, visits and events.
5. Ensure all staff receive regular allergy awareness and emergency response training, enabling them to recognise allergic reactions, respond promptly and confidently, and understand their responsibilities in maintaining allergy safety.
6. Maintain effective emergency procedures to ensure rapid access to prescribed and emergency medication, including adrenaline devices, and to facilitate an immediate and appropriate response to suspected anaphylaxis.
7. Promote the health, wellbeing and inclusion of pupils with allergies, recognising the potential emotional impact of living with allergy and taking proactive steps to prevent bullying, discrimination and exclusion.
8. Ensure pupils with allergies are able to participate safely in all aspects of education, including educational visits, enrichment activities, extracurricular provision and off-site learning opportunities through appropriate planning and risk assessment.
9. Work collaboratively with parents, carers, healthcare professionals and catering providers to ensure effective communication, consistent support and robust allergy management arrangements
10. Monitor, record and learn from allergy-related incidents and near misses, using this information to continuously improve practice, review risk management arrangements and strengthen the effectiveness of the Trust's allergy safety procedures.

Introduction and Core Principles

The Trust is committed to providing a safe, inclusive, and welcoming environment for all children, young people, staff, and visitors with allergies. In line with Benedict's Law, recognising the serious and potentially life-threatening risk posed by anaphylaxis, this policy establishes robust risk-mitigation measures and emergency response protocols.

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Asthma, food allergy, eczema and seasonal rhinitis (hay fever) are all forms of allergy.

Anaphylactic reactions usually begin within minutes of being in contact with the allergen i.e. eating a trigger food, though can occur several hours later (i.e. allergy to Mammalian meat). Anaphylaxis involves difficulty in breathing and affects the heart rhythm. In extreme cases there could be a dramatic fall in blood pressure leading to collapse.

Once started, anaphylaxis reactions progress quickly. Investigations into fatal anaphylaxis show that there is only a 20-30 minute window of opportunity during which steps can be taken to prevent death – therefore giving emergency adrenaline **immediately** and calling Emergency Services (999) is crucial. **Anaphylaxis always requires an emergency response**

Anaphylaxis can occur without any other signs (such as a skin rash) being present. **Always consider anaphylaxis in someone with a known food allergy who has sudden difficulty in breathing.** Giving adrenaline in this context is very safe and may be lifesaving.

The most common causes of "whole body" allergic reactions – including anaphylaxis – are:

- foods (e.g. peanuts, tree nuts, cow's milk/dairy foods, egg, wheat, fish/shellfish and sesame);
- insect stings (e.g. bee, wasp);
- medication (e.g. antibiotics, pain medicines such as ibuprofen);
- latex (e.g. rubber gloves, balloons, swimming caps).

Even for food allergy, the vast majority of anaphylaxis reactions require the person to have eaten the food, although less serious allergic reactions can happen through skin or other contact. Anaphylaxis reactions due to skin contact are very rare. Students who have a skin reaction need monitoring for at least an hour.

The Prince Albert Community Trust takes a whole-Trust approach to allergy awareness. This ensures that staff and students understand what allergies are, the importance of avoiding individual allergens, the signs and symptoms of allergic reactions, how to respond appropriately, and the procedures in place to minimise the risk of exposure.

Coeliac disease and food intolerance can present symptoms which are similar to those of food allergy; it is important that Coeliac disease and food intolerances are managed through dietary avoidance, but these conditions do not pose a risk of anaphylaxis and so they are not included within this allergy safety policy.

Eczema, asthma and allergies sometimes occur together – known as the atopic triad. It is important that these are managed well in order to keep the individual healthy. Asthma training is attended by all staff and an individual's asthma care plan is included with their individual healthcare plan. These conditions are not included in this allergy safety policy but are included in the Trust Asthma policy and Trust Supporting pupils with medical conditions policy.

The Trust understands that severe allergies are included in the Equality Act, 2010. The act considers a person disabled if they have a physical or mental impairment that has a substantial and long-term negative effect on their ability to carry out normal daily activities. Seasonal rhinitis (such as hay fever) is explicitly excluded from the definition of disability, unless it aggravates the effect of another health condition.

Legislation and Statutory Guidance

This policy has been developed with reference to the following legislation and statutory guidance:

Primary Legislation

- **Children and Families Act 2014, Section 100** - Duty on schools to make arrangements to support pupils with medical conditions.
- **Children's Wellbeing and Schools Act 2026, Section 34** - Requirement for maintained schools, academies and PRUs to have, publish and review an allergy safety policy.
- **Health and Safety at Work etc. Act 1974** - Duty to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and others affected by the school's activities.
- **Equality Act 2010** - Duty to prevent discrimination and make reasonable adjustments for disabled pupils and staff, including some individuals with severe allergies.
- **Children Act 1989** - Duty to safeguard and promote the welfare of children.
- **Education Act 2002** - Duties relating to safeguarding and promoting pupil welfare.

Statutory Guidance

- **Allergy Safety in Schools: Statutory Guidance for Governing Bodies of Maintained Schools and Proprietors of Academies in England (DfE, July 2026).**
- **Supporting Pupils at School with Medical Conditions (DfE, statutory guidance).** Referenced within the allergy safety guidance and should be read alongside this policy.
- **Keeping Children Safe in Education (KCSIE).**
- **Working Together to Safeguard Children.**

Food Safety and Allergy Information Requirements

- **Food Information Regulations 2014** - Requirements for allergen information and allergen management.
- **Food Information (Amendment) Regulations 2021 ("Natasha's Law")** - Requirements for allergen labelling on pre-packed for direct sale (PPDS) foods.
- **School Food Standards (Requirements for School Food Regulations 2014).**

Medication and Emergency Treatment

- **Human Medicines Regulations 2012 (as amended)** - Permits schools to hold emergency asthma inhalers.
- **Human Medicines (Amendment) Regulations 2017** - Permits schools to obtain and use spare adrenaline auto-injectors for emergency treatment of anaphylaxis.

Data Protection

- **UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018** relating to the processing and sharing of health information.

Related Trust Policies

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Data Protection Policy

- Equality, Diversity and Inclusion Policy

This policy should be read in conjunction with the Department for Education's statutory guidance "Allergy Safety in Schools" (July 2026), which sets out the expectations for allergy awareness, risk reduction, emergency response, Individual Healthcare Plans, staff training and the promotion of inclusion and wellbeing for pupils with allergies.

[Allergy safety in schools statutory guidance](#)

Roles and Responsibilities

The Trust Board

The Trust Board is responsible for ensuring that the Trust complies with its statutory duties in relation to allergy safety. The Board will approve and periodically review this policy, provide strategic oversight of allergy safety arrangements, and seek assurance that effective procedures are in place across all schools to identify and minimise allergy risks, support pupils with medical conditions, provide appropriate staff training, respond effectively to emergencies, and promote the safety, wellbeing, inclusion and participation of individuals with allergies. The Board will ensure that allergy safety remains subject to appropriate governance, monitoring and review in line with statutory guidance and relevant legislation. Allergy safety will fall under the remit of the trustee with responsibility for safeguarding.

The Academy Committee

The Local Academy Committee is responsible for providing local oversight and assurance that this policy is implemented effectively within the school. The Committee will monitor allergy safety arrangements, review allergy-related risks, incidents and near misses, and seek assurance that appropriate systems are in place to minimise allergen exposure, support inclusion, maintain staff training and ensure compliance with statutory requirements. The Committee's **named representative for safeguarding** will oversee allergy safety and will work closely with the school's Allergy Lead to monitor policy implementation, review emerging risks, support continuous improvement and provide a standing report at each Local Academy Committee meeting on allergy safety matters. This report will include updates on policy compliance, staff training, incidents and near misses, risk management arrangements, implementation of any actions arising from reviews or investigations, and any areas requiring further action or support.

Head

The Head is responsible for the day-to-day implementation of this policy and for ensuring that effective allergy safety arrangements are established, communicated and consistently applied throughout the school. The Head will ensure that a named senior leader is designated as the Allergy Lead, that appropriate training is provided for staff, that systems are in place to identify and support individuals with allergies, and that appropriate measures are taken to minimise allergen risks and respond effectively to emergencies. The Head will ensure that allergy safety is reflected within the school's safeguarding, health and safety and risk management arrangements, and will support the Local Academy Committee and named allergy representative by providing regular information via the Headteacher report to enable effective monitoring and governance oversight.

Trust Welfare Team

The Trust Welfare Team will provide strategic oversight and support for the implementation of this policy across all schools within the Trust. Working in partnership with Headteachers, Allergy Leads and Local Academy Committees, the team will monitor policy compliance, review incidents and near misses, identify emerging risks and promote consistent, high-quality practice across the Trust. The team will provide advice, guidance and challenge where required, support the continuous improvement of allergy safety arrangements, and provide assurance to Trust leaders and governance structures that schools are meeting their statutory responsibilities and maintaining effective systems to safeguard, support and include individuals with allergies.

Allergy Lead

The Allergy Lead is the named senior leader with responsibility for coordinating and overseeing allergy safety within the school. This will be the **Lead Practitioner for Inclusion** in each school. They will lead the implementation and annual review of the Allergy Safety Policy, ensure that effective systems are in place to identify and support individuals with allergies, and promote a culture of allergy awareness, inclusion and risk reduction across the school community. The Allergy Lead will maintain oversight of Individual Healthcare Plans, Allergy Action Plans, staff training, emergency medication arrangements, incident and near-miss reporting, and compliance with statutory guidance. They will work collaboratively with pupils, parents/carers, healthcare professionals, catering providers, school leaders and the named Local Academy Committee representative to ensure that allergy safety arrangements are effective, regularly monitored and continuously improved. The Allergy Lead will provide regular updates to school leaders and governance bodies on the implementation and effectiveness of allergy safety arrangements.

The Allergy Lead is responsible for:

- Maintaining an up-to-date register of pupils and staff with known allergies.

- Coordinating the development, review and communication of Individual Healthcare Plans, Allergy Action Plans, allergy awareness arrangements and emergency response training.
- Overseeing the storage, accessibility and monitoring of prescribed and spare adrenaline devices.
- Monitoring and investigating allergy-related incidents and near misses and ensuring lessons learned are implemented.
- Working with catering teams to support safe food provision and allergen management.
- Ensuring that all staff receive annual allergy awareness and emergency response training, and that allergy awareness is included in induction for all staff, including temporary, supply and short-term members of staff.
- Providing updates to the Head and the named Local Academy Committee representative to support governance oversight.

All Staff

All staff have a responsibility to contribute to a safe, inclusive and allergy-aware environment. Staff must be familiar with and follow this policy, understand the needs of pupils with allergies, implement relevant Individual Healthcare Plans and risk assessments, and take reasonable steps to minimise exposure to known allergens. All staff are expected to complete allergy awareness and emergency response training, recognise the signs and symptoms of allergic reactions and anaphylaxis, respond appropriately in an emergency, and report all allergy-related incidents and near misses in accordance with school procedures. Staff should work collaboratively with pupils, parents/carers and colleagues to promote the safety, wellbeing and full inclusion of individuals with allergies in all aspects of school life.

Parents and Carers

Parents and carers are responsible for providing the school with accurate and up-to-date information about their child's allergy, supplying any required medical documentation and prescribed medication, and informing the school promptly of any changes to their child's needs. They will work in partnership with the school to develop and review Individual Healthcare Plans, support the implementation of allergy safety procedures, and ensure that in-date emergency medication is available at all times to help keep their child safe and fully included in school life.

Identification of Individuals with Allergies

The Trust is committed to ensuring that individuals with allergies are identified promptly and supported appropriately to enable their safety, wellbeing and full participation in school life. Information regarding allergies, known allergens, prescribed medication and associated support needs is gathered through admission and enrolment processes, transition arrangements, ongoing communication with parents/carers and, where appropriate, advice from healthcare professionals and previous settings.

Each school maintains accurate and up-to-date records of pupils with allergies through the school's Management Information System (MIS). Where required, Individual Healthcare Plans (IHPs), individual risk assessments and Allergy Action Plans are developed to document the arrangements needed to support the individual safely and effectively. These documents are reviewed regularly and whenever there is a significant change in need, a serious incident or a near miss.

At all schools across the Trust, Individual Healthcare Plans, individual pupil risk assessments and Allergy Alert Cards are held centrally within the staff Microsoft Teams environment and recorded on Edukey Provision Map, enabling staff to access up-to-date information and implement agreed support arrangements. Information is shared on a need-to-know basis with staff, catering providers and other relevant professionals in accordance with UK GDPR and data protection requirements.

The Trust will ensure that effective systems are in place to support transitions between classes, schools and phases of education, including the timely transfer and review of allergy-related information. Arrangements for pupils with allergies will be established as early as possible and reviewed regularly to ensure that support remains effective, appropriate and responsive to changing needs.

Individual Healthcare Plans, Allergy Action Plans and Individual Risk Assessments

The Trust recognises that Individual Healthcare Plans (IHPs) are an essential communication tool that ensure pupils with allergies receive the support they need to remain safe, included and fully able to participate in all aspects of school life. IHPs will be used to record the individual arrangements, reasonable adjustments and risk reduction measures required to meet a pupil's needs and will be developed in partnership with parents/carers, the pupil (where appropriate) and relevant healthcare professionals.

An IHP will be developed where a pupil's allergy has an impact on their education, wellbeing or safety and where arrangements are required that are additional to or different from those ordinarily available to all pupils. This will usually include any pupil who requires the school to hold allergy medication for them and support them to actively avoid their allergens. The Trust will also put interim arrangements in place in the form of a draft IHP where an allergy is suspected

or where a diagnosis is still being investigated, to ensure that pupils remain safe and supported whilst further advice is sought.

All pupils who have an allergy reported by their parents will be seen by the school commissioned school nurse to review their allergy and to create an Allergy Action Plan if required. The school nurse will also support parents to complete the form required by the catering provider to ensure a special diet is planned for the pupil. The Allergy Alert Card will be shared with the catering provider as the required medical evidence. Where provided by a healthcare professional, an Allergy Action Plan and/or Asthma Action Plan will be attached to the pupil's IHP and will form part of the school's emergency response arrangements. The Trust will ensure that IHPs reflect the most current medical advice available and clearly identify emergency procedures, medication requirements, known allergens and measures required to minimise risk.

In addition to an IHP, individual pupil risk assessments will be completed where necessary to identify and manage specific risks associated with curriculum activities, educational visits, catering provision, extracurricular activities or other aspects of school life. Individual risk assessments will be completed where a pupil's allergy presents risks that require additional assessment and control measures beyond those recorded within the Individual Healthcare Plan. Risk assessments may be required for pupils with severe allergies, complex needs, specific environmental triggers, participation in higher-risk activities, or where circumstances indicate that a more detailed assessment of risk is necessary. The Trust is committed to making reasonable adjustments wherever necessary to enable pupils with allergies to access the full curriculum and participate alongside their peers safely and inclusively.

At all Trust schools, Individual Healthcare Plans, Allergy Action Plans, individual risk assessments and Allergy Alert Cards will be stored electronically within the school's agreed systems, including the school MIS, staff Microsoft Teams environment and Edukey Provision Map, and will be shared with relevant staff on a need-to-know basis in accordance with data protection requirements.

Individual Healthcare Plans and associated risk assessments will be reviewed at least annually and sooner where there is a change in need, updated medical advice, a significant incident or a near miss. Parents/carers and pupils will be involved in the review process to ensure arrangements remain appropriate, effective and responsive to changing needs.

Minimising Risk and Exposure to Allergens

The Trust is committed to creating an allergy-aware environment and taking reasonable, proportionate steps to minimise the risk of exposure to known allergens while ensuring that pupils with allergies are able to participate fully and safely in all aspects of school life. Risk reduction measures will be embedded within everyday practice, educational activities, enrichment opportunities and the wider school environment.

Each school will undertake a whole-school approach to allergy safety and will ensure that allergy considerations are incorporated into relevant risk assessments, including curriculum activities, educational visits, extracurricular activities, catering provision and other school events. Staff planning activities involving food, animals, craft materials, science experiments or any other potential allergens are expected to consider and manage risks appropriately to enable safe participation.

The Trust recognises that allergens may be present in food, curriculum resources, the wider environment and items brought into school by pupils, staff or visitors. Schools will implement reasonable control measures to reduce the risk of exposure to known allergens and will work collaboratively with pupils, parents/carers, staff, catering providers and healthcare professionals to identify and manage individual risks. Specific arrangements and adjustments for individual pupils will be recorded within their Individual Healthcare Plan and, where appropriate, an individual risk assessment.

The Trust promotes an allergy-aware approach rather than blanket allergen bans. Whilst schools may take targeted action where a risk assessment identifies a specific need, reliance on whole-school allergen bans can create a false sense of security. Instead, schools will focus on raising awareness, implementing effective risk management measures, promoting good hygiene practices, and maintaining robust emergency response arrangements.

All members of the school community are expected to contribute to a safe environment by following agreed allergy safety procedures, maintaining high standards of hygiene, avoiding the sharing of food and drink, and reporting any concerns relating to allergen exposure. The Trust will regularly review its arrangements to ensure that risk reduction measures remain effective, proportionate and responsive to the needs of individuals with allergies.

Food Provision and Catering

The Trust is committed to ensuring that pupils with food allergies can access food provision safely, confidently and inclusively. All schools will work in partnership with catering providers, pupils, parents/carers and relevant professionals to identify, minimise and manage risks associated with food allergens, while ensuring that pupils with allergies are able to participate in mealtimes alongside their peers.

All catering providers operating within Trust schools must comply with relevant food safety and allergen legislation and provide clear, accurate and accessible information regarding allergens present in food and drink. The catering provider will ensure that allergen information is made available to pupils, parents/carers and staff, and arrangements will be in place for parents/carers to discuss individual dietary requirements and food allergies with the school and catering provider where necessary. The school commissioned school nurse will support parents to complete allergy forms required by the catering provider.

Each school will maintain robust systems to identify pupils with food allergies and ensure that pupils' allergen information is provided to the catering provider in a timely manner so that pupils can eat safely. Individual Healthcare Plans and Allergy Action Plans will be shared with catering staff. Trust schools will identify pupils with allergies at the point of service through the use of allergy badges at primary schools and information linked to fingerprints at secondary schools. In addition, pupils' photos will be displayed in the kitchen alongside their allergies. Where possible, school staff will double check that a pupil with an allergy has been provided with a safe meal.

Schools will take reasonable steps to reduce the risk of allergen exposure through food provided by the school and food brought onto site by pupils, staff, visitors or external providers. Staff involved in food preparation, handling or serving will receive appropriate training in allergen awareness, food labelling and the prevention of cross-contamination. Pupils will be educated about the importance of not sharing food, drinks, utensils or food containers.

Food used as part of the curriculum, enrichment activities, school events and celebrations will be carefully considered to ensure that pupils with allergies can participate safely. The school will ensure that food is clearly labelled, as unlabelled food poses a potentially greater risk of allergen exposure than packaged food with precautionary ("may contain") labelling that indicates a risk of contamination with allergens. This applies to food used within the classroom curriculum, such as cooking, as well as food from the school kitchen or canteen. Where food is brought into school by parents, carers or other third parties, schools will implement arrangements to support inclusion and minimise risk, including ensuring that it is packaged and labelled and seeking further information where necessary.

The Trust promotes an allergy-aware approach rather than blanket allergen bans. Whilst specific restrictions may be implemented following an individual risk assessment and medical advice, schools will focus on raising awareness, reducing risk through effective systems and maintaining robust emergency response arrangements.

The provisions of this policy apply equally to breakfast clubs, after-school provision, educational visits and any other activities where food is provided. Where these services are delivered by external providers, schools will ensure that the provider is made aware of, and operates in accordance with, the Trust's allergy safety expectations and procedures.

The Trust will ensure that pupils entitled to Free School Meals are able to access their entitlement safely and will work with catering providers, families and relevant professionals to agree any reasonable adjustments required to support this.

Medication and Adrenaline Devices

The Trust recognises that rapid access to prescribed medication is essential in maintaining the safety of individuals with allergies and reducing the risk of serious harm. Pupils who have been prescribed medication for the management of an allergy, including adrenaline devices, must have access to their medication at all times whilst attending school, travelling to and from school, participating in educational visits and engaging in extracurricular activities. Arrangements for the storage, access and administration of medication will be clearly recorded within the pupil's Individual Healthcare Plan. People at risk of anaphylaxis are prescribed two adrenaline devices which they should carry with them at all times. Serious anaphylaxis is a time critical situation; delays in administering adrenaline have been associated with fatal reactions. An adrenaline device needs to be administered within 5 minutes so if the adrenaline device cannot be with them in the classroom, the adrenaline device should be stored in an appropriate central location that is unlocked and accessible at all times (including during wrap around care). Adrenaline devices must be stored at room temperature (in line with manufacturer's guidelines) and not be exposed to extremes of heat. They should not be refrigerated or left in direct sunlight.

Spare Adrenaline Devices

The [Human Medicines \(Amendment\) Regulations 2017](#) permit "spare" adrenaline devices to be used for the purpose of saving a life. This might be, for example, a child presenting for the first time with anaphylaxis due to an undiagnosed allergy.

All Trust schools hold spare adrenaline devices for use in emergency situations. These are not a replacement for a pupil's own adrenaline device. Pupils who are prescribed adrenaline are expected to have their own adrenaline devices with them at school for use in an emergency. All schools within the Trust will maintain appropriate arrangements for the procurement, storage and management of spare adrenaline devices in accordance with current legislation and statutory guidance. Spare adrenaline devices are intended for emergency use where a prescribed device is unavailable, has misfired, or where an individual experiences anaphylaxis without a previous diagnosis.

In line with current legislation and statutory guidance all primary schools will hold at least one pair of spare injectors for both 150 Microgram and 300 Microgram doses. All secondary schools will hold at least two pairs of spare 300 Microgram dose injectors. In larger sites, more spare injectors may be needed to ensure that there is one available within 5 minutes of all locations.

Spare adrenaline devices will be stored in clearly identified locations that are accessible at all times and sufficiently close to ensure that adrenaline can be administered without delay in an emergency. Schools will ensure that spare devices are checked regularly, stored in accordance with manufacturer guidance, and replaced before their expiry date. Appropriate records will be maintained regarding the storage, checking, use and disposal of all adrenaline devices.

Each school will display a poster stating the location of the spare adrenaline injectors including the brand and strength.

The Trust will also hold a pair of spare injectors suitable for adults in all central team bases.

Adrenaline devices that are used will be given to the paramedic. Adrenaline devices that are out of date or where the adrenaline has degraded will be returned to parents or taken to a pharmacy for disposal.

In the event of suspected anaphylaxis, staff must follow the individual's Allergy Action Plan where available and administer adrenaline without delay. Emergency services must be contacted immediately and the school's emergency procedures followed. The Trust recognises that anaphylaxis is a medical emergency and expects staff to act reasonably and promptly in accordance with their training and the school's emergency response procedures.

In the event of anaphylactic reaction:

- Adrenaline should be administered as soon as possible, within five minutes. **Do not wait** to contact the emergency services before administering adrenaline.
- The child, young person or individual should not be moved. Adrenaline devices should be brought to them (whether their own prescribed ADs or "spare" ADs).
- If the child, young person or individual **has their own prescribed adrenaline devices**, these should be used in the first instance.
- If the child, young person or individual **does not have prescribed adrenaline devices**, "spare" adrenaline devices can be used.
- If the child, young person or individual's **prescribed adrenaline devices are not available or misfire**, "spare" adrenaline devices can be used.
- If the individual has serious allergy and asthma and there is any doubt if they are presenting with anaphylaxis or having an asthma attack always administer the adrenaline first.

The [Human Medicines \(Amendment\) Regulations 2017](#) do not require consent to have been obtained for "spare" adrenaline devices to be used. Trust schools will routinely obtain advance consent from parents or the young person for "spare" adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place. However, in an emergency situation anyone may take reasonable action to save a life without checking whether prior consent has been given.

Trust schools will also maintain emergency asthma inhalers and associated equipment in accordance with national guidance. Arrangements relating to prescribed medication, spare emergency medication and emergency response procedures will be communicated to relevant staff through training, Individual Healthcare Plans and Allergy Alert Cards.

Pupil self-management

Where appropriate, at Trust secondary schools, pupils will be encouraged to take responsibility for and to always carry their own two adrenaline devices on them in a suitable bag/container. This responsibility remains under the guidance of their parents. All Trust schools should be aware that the symptoms of anaphylaxis can come on very suddenly so school staff should be prepared to administer medication if the young person cannot.

Staff Training and Emergency Response

The Trust recognises that effective allergy safety depends upon a well-informed and confident workforce. All Trust staff, including central support team, teaching staff, support staff, pastoral staff, catering staff, lunchtime staff, temporary staff, supply staff, agency staff, peripatetic staff and regular volunteers, will receive appropriate allergy awareness and emergency response training. Training will be provided on induction and refreshed at least annually to ensure that staff understand their responsibilities and are able to respond effectively to allergy-related incidents and emergencies. Training will be provided by the school nurse via the BCHC+ service and will be co-ordinated by the Trust Welfare Team.

Training will include allergy awareness, the identification of known allergens and triggers, recognition of the signs and symptoms of allergic reactions and anaphylaxis, access to and administration of emergency medication, the use of Allergy Action Plans and Individual Healthcare Plans, risk reduction strategies, reporting procedures, and the impact that allergies may have on a pupil's wellbeing and inclusion. Staff will also be made aware of their responsibilities in supporting pupils with allergies and minimising the risk of exposure to known allergens.

The Trust will ensure that all schools maintain clear and robust emergency response procedures for managing allergic reactions and anaphylaxis. Staff must act immediately if anaphylaxis is suspected and follow the individual's Allergy Action Plan where available. In line with national guidance, adrenaline should be administered without delay, emergency services should be contacted immediately, and the school's emergency procedures followed. Staff will be reminded that, in an emergency, prompt action can be lifesaving and that individuals experiencing anaphylaxis should not be left unattended.

Each school will ensure that information relating to pupils with allergies, including Individual Healthcare Plans, Allergy Action Plans, Allergy Alert Cards and emergency medication arrangements, is readily accessible to staff who require it. Schools will also ensure that emergency medication can be located quickly and that staff know how to access support during an emergency.

As part of the Trust's commitment to continual improvement, schools will periodically review emergency procedures and may undertake drills, scenario-based training or other activities to test preparedness and strengthen staff confidence in responding to allergic reactions and anaphylaxis. Learning from incidents, near misses and training exercises will be used to inform ongoing improvements to practice and policy implementation.

Emergency Treatment and Management of Anaphylaxis

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting
- mild throat tightness
- sudden change in behaviour

These symptoms are treated with antihistamines.

More serious symptoms are often referred to as the ABC symptoms and can include:

AIRWAY - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).

BREATHING - sudden onset wheezing, breathing difficulty, noisy breathing, persistent cough.

CIRCULATION - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more serious reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

Action:

- Keep the individual where they are, call for help and do not leave them unattended.

- **LIE individual FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- **USE ADRENALINE DEVICE WITHOUT DELAY** and note the time given. AAls should be given into the muscle in the outer thigh or nasal into the nostril. Specific instructions vary by brand – always follow the instructions on the device.
- **CALL 999** and state **ANAPHYLAXIS** (ana-fil-axis).
- If no improvement after 5 minutes, administer second adrenaline device
- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the individual where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

All individuals must go to hospital for observation after anaphylaxis, even if they appear to have recovered, as a reaction can recur after treatment.

Educational Visits, Trips and Extracurricular Activities

A risk assessment addressing allergen exposure, emergency medication, transport and proximity to local emergency care will be undertaken for each activity, with appropriate control measures identified. Where necessary, reasonable adjustments or alternative arrangements will be planned to ensure that the pupil is safe and included. This will include the safe storage of adrenaline for the duration of the school trip.

Schools will ensure that allergy considerations form part of the planning process for all visits, trips and extracurricular activities. Where a pupil has a known allergy, the visit leader will work in partnership with the Allergy Lead, parents/carers and relevant staff to assess potential risks and identify appropriate control measures. Arrangements will take account of known allergens, food provision, travel arrangements, emergency procedures, access to medication and the availability of emergency medical support where required.

Specific arrangements relating to educational visits and extracurricular activities will be recorded within the pupil's Individual Healthcare Plan and, where appropriate, supported through an individual risk assessment. Planning will seek to balance risk management with inclusion, ensuring that pupils with allergies can access the same opportunities as their peers wherever reasonably possible.

Pupils prescribed adrenaline devices must have access to their medication at all times during visits and activities. Trip leaders will ensure that relevant emergency medication accompanies the pupil and that nominated staff are aware of the pupil's needs, emergency procedures and the location of medication. Consideration will be given to whether spare adrenaline devices should also accompany the visit, taking into account the nature of the activity, the level of risk and the availability of emergency medical assistance. Schools will ensure that the removal of spare devices from site does not compromise emergency arrangements for those remaining in school.

Where visits involve food provision, overnight stays, sporting fixtures, residential experiences or external venues, schools will take reasonable steps to communicate relevant allergy information to providers and seek assurance that appropriate arrangements are in place. This may include sharing information regarding allergens, dietary requirements, emergency medication and agreed support arrangements.

Serious Incidents, Near Misses and Learning Lessons

The Trust is committed to maintaining a proactive culture of safety and continuous improvement in allergy management. Whilst robust measures are in place to minimise risk, the Trust recognises that allergic reactions, serious incidents and near misses may still occur. All schools will adopt a **'no blame' approach**, focusing on understanding what happened, learning lessons and strengthening procedures to reduce the likelihood of future incidents.

All allergy-related serious incidents and near misses involving pupils, staff or visitors must be reported, recorded and investigated in accordance with Trust procedures. A serious incident may include any event that results in significant harm or requires emergency intervention, including the administration of emergency medication or attendance by emergency services. A near miss is an event that did not result in harm but had the potential to do so. Schools will ensure that allergy-related concerns can be reported not only by staff but also by pupils, parents/carers and other relevant professionals where appropriate.

Following a serious incident or near miss, the school will review the circumstances, identify any learning points and determine whether amendments are required to individual arrangements, risk assessments, staff training, procedures

or this policy. Where appropriate, Individual Healthcare Plans, Allergy Action Plans and individual risk assessments will be reviewed and updated to reflect identified learning and changes in need.

Parents/carers and, where appropriate, pupils will be informed of incidents and given the opportunity to contribute to reviews and any resulting actions. Where incidents relate to food provision, healthcare plans or other specialist areas, schools will work collaboratively with catering providers, healthcare professionals and relevant agencies to ensure that lessons are identified and acted upon. Statutory reporting requirements, including those relating to food safety or health and safety legislation, will be followed where applicable.

The Allergy Lead will maintain oversight of allergy-related incidents and near misses and will ensure that patterns, trends and emerging risks are monitored. Significant incidents, outcomes of investigations and identified themes will be reported through the Trust's governance arrangements to support effective oversight, challenge and continuous improvement. The Trust Welfare Team will review incident trends across schools where appropriate to identify opportunities for shared learning and the development of consistent practice.

Learning from incidents, near misses, audits, training activities and emergency preparedness exercises will be used to inform policy reviews, staff development and ongoing improvements to allergy safety arrangements across the Trust.

Wellbeing, Inclusion and Anti-Bullying

The Trust is committed to creating a safe, inclusive and supportive environment in which pupils with allergies can participate fully in all aspects of school life. The Trust recognises that living with an allergy can have a significant impact on a pupil's physical health, emotional wellbeing and sense of belonging, particularly where there is anxiety about accidental exposure to allergens or the risk of an allergic reaction. Schools will take proactive steps to ensure that pupils with allergies feel safe, valued and included within the school community.

Allergy safety will be promoted through a culture of awareness, understanding and shared responsibility. Schools will provide age-appropriate opportunities to increase awareness of allergies amongst pupils and staff, helping to develop understanding of the risks associated with allergies and the importance of supporting individuals who live with them. Schools will work closely with pupils and families to provide reassurance that appropriate risk reduction measures and emergency response arrangements are in place.

The Trust recognises that pupils with allergies may be vulnerable to bullying, discrimination, exclusion or behaviour that places them at risk. Allergy-related bullying, including teasing, intimidation, deliberate exposure to allergens, threats involving allergens, or exclusion from activities, will be treated seriously and addressed in accordance with the school's Behaviour Policy, Anti-Bullying Policy and safeguarding procedures. Schools will take appropriate action to prevent, identify and respond to any behaviour that compromises the safety, wellbeing or dignity of individuals with allergies.

Schools will seek to ensure that pupils with allergies are not unnecessarily excluded from activities, educational visits, social events, mealtimes or enrichment opportunities. Reasonable adjustments will be considered and implemented where required to enable participation whilst maintaining safety. In accordance with the Equality Act 2010, the Trust is committed to promoting equality of opportunity and preventing discrimination for individuals whose allergies meet the definition of a disability

The Trust values the views and experiences of pupils and families and will involve them, where appropriate, in the development and review of support arrangements, Individual Healthcare Plans and allergy safety procedures. Schools will ensure that pupils with allergies know who they can approach for support and that concerns relating to safety, wellbeing or inclusion are listened to and acted upon promptly

The Trust will continue to review its allergy safety arrangements to ensure that they promote not only physical safety but also the wellbeing, confidence, independence and full inclusion of all individuals with allergies.

Unacceptable Practice

The Trust is committed to ensuring that pupils with allergies are supported safely, consistently and with dignity. The Trust is clear about what constitutes unacceptable practice and is committed to ensuring that only good practice occurs. All staff must understand what constitutes unacceptable practice and take steps to ensure that such practice does not occur. Should unacceptable practice occur, the Trust will follow its own procedures to identify and address this through staff conduct policies.

Examples of unacceptable practice include (but are not limited to):

- preventing children and young people from easily accessing and administering their medication in line with what is agreed in their Individual Healthcare Plan (for example prescribed adrenaline devices and asthma reliever inhalers) when and where necessary;
- assuming that every child with the same condition requires the same support;

- assuming that older children and young people do not require support related to their allergy, even if they are able to take increasing responsibility for its management;
- ignoring the views of the child or young person or their parents or carer;
- ignoring medical evidence or the opinion and advice of healthcare professionals;
- assuming that a child or young person does not have an allergy because they do not yet have a diagnosis, for example while medical investigation is under way;
- sending a child or young person who becomes unwell to a school office or medical room without suitable supervision. In the case of an emergency or suspected emergency (for example anaphylaxis) help should come to the child or young person;
- penalising children or young people for their attendance record if their absences are related to their medical condition, e.g. hospital appointments and health management. This includes excluding children and young people from rewards for 100% attendance where their non-attendance is the result of a medical condition. This should be reflected in attendance policies;
- requiring parents / carers (or otherwise making them feel obliged) to attend the school, college or setting to administer medication or provide medical support to their child; or
- preventing children and young people from participating or creating unnecessary barriers to them participating in any aspect of school, college or setting life, including external visits and trips, e.g. by requiring parents to accompany the child.

The Trust expects all staff to promote an inclusive, allergy-aware culture and to act in accordance with this policy, relevant healthcare plans and their professional responsibilities at all times. Concerns regarding unsafe practice will be reviewed and addressed promptly to ensure the continued safety, wellbeing and inclusion of individuals with allergies.

Information Sharing and Data Protection

The Trust recognises that effective allergy management relies upon the timely sharing of accurate information whilst ensuring that personal and medical information is handled lawfully, securely and respectfully. Information relating to an individual's allergy, medical needs, prescribed medication and support arrangements will be shared with those staff who require it to fulfil their responsibilities and safeguard the individual's health, safety and wellbeing.

The Trust maintains consistent systems across all schools to ensure that relevant allergy information is accessible to staff who need it. Medical information is recorded on the school's Management Information System (MIS), with Individual Healthcare Plans, individual pupil risk assessments and Allergy Alert Cards maintained centrally within the staff Microsoft Teams environment and Edukey Provision Map. These systems support effective communication, continuity of provision and the consistent implementation of agreed support arrangements across the Trust.

Information will be shared on a need-to-know basis with relevant staff, including teaching staff, support staff, pastoral teams, catering providers, trip leaders and supply staff where appropriate. Schools will ensure that staff have access to the information necessary to support pupils safely, respond effectively in an emergency and implement agreed risk reduction measures.

The Trust will process and manage personal and medical information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and Trust data protection procedures. Information will be collected, stored, shared and retained only where necessary and proportionate to support the safety, wellbeing and inclusion of the individual concerned. This information sharing will be under the legal basis of public task. Confidential information will be treated sensitively and access restricted to authorised personnel.

Parents/carers and, where appropriate, pupils will be involved in decisions regarding the sharing of allergy-related information. Schools will ensure that relevant information is transferred appropriately during transitions between classes, schools and phases of education to support continuity of provision and minimise risk.

The Trust recognises that clear information sharing is essential to effective allergy management and emergency preparedness. Schools will therefore ensure that staff know how to access relevant allergy information quickly and understand their responsibilities for maintaining confidentiality whilst keeping individuals safe.

Monitoring, Review and Publication

The Trust Board will approve this policy and ensure that effective arrangements are in place across the Trust to support the safety, wellbeing and inclusion of individuals with allergies. The implementation and effectiveness of this policy will be monitored through school-level oversight, Local Academy Committee scrutiny, Trust leadership review, incident reporting, audits and quality assurance activities.

This policy will be reviewed at least annually and sooner where there are significant changes to legislation, statutory guidance, local procedures, organisational arrangements, or following a serious incident or near miss where review is considered necessary. Policy reviews will take account of learning from incidents, feedback from pupils, parents/carers and staff, and any updated national guidance or legal requirements.

In line with statutory requirements, this policy will be published on the Trust and school websites and made available to staff, pupils, parents/carers and other stakeholders. Schools will take reasonable steps to ensure that allergy safety arrangements are communicated effectively and that relevant staff understand their responsibilities under this policy.