

# FST Allergy Safety Policy



|                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                  |                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Author/Contact                                                                                                                                                                                                                                                                                                                                            | Jill Chantry - Trust Compliance and Governance Lead<br>Carol Clubb – Deputy Head Teacher NLL                                                     |                |
| Version                                                                                                                                                                                                                                                                                                                                                   | 01                                                                                                                                               |                |
| Status                                                                                                                                                                                                                                                                                                                                                    | Approved                                                                                                                                         |                |
| Publication Date                                                                                                                                                                                                                                                                                                                                          | September 2026                                                                                                                                   |                |
| Related Policies                                                                                                                                                                                                                                                                                                                                          | Supporting Children with Medical Conditions Policy<br>Health and Safety Policy<br>First Aid Policy<br>Data Protection Policy<br>Behaviour Policy |                |
| Review Date                                                                                                                                                                                                                                                                                                                                               | September 2027                                                                                                                                   |                |
| Approved/Ratified by                                                                                                                                                                                                                                                                                                                                      | Trust Board                                                                                                                                      | September 2026 |
| <b>Distribution:</b><br>Future Schools Trust Staff Website: Yes<br><b>Please note that the version of this document contained within Sharepoint/School Website is the only version that is maintained.</b><br>Any printed copies should therefore be viewed as “uncontrolled” and as such, may not necessarily contain the latest updates and amendments. |                                                                                                                                                  |                |

## Contents

|                                                      |    |
|------------------------------------------------------|----|
| 1. Aims .....                                        | 4  |
| 2. Legislation and guidance .....                    | 4  |
| 3. Roles and responsibilities .....                  | 4  |
| 4. Identifying individuals at risk .....             | 7  |
| 5. Assessing risk .....                              | 8  |
| 6. Minimising risk.....                              | 9  |
| 7. Procedures for handling an allergic reaction..... | 10 |
| 8. Adrenaline devices (ADs).....                     | 10 |
| 9. Serious incidents and 'near misses' .....         | 12 |
| 10. Allergy awareness.....                           | 13 |
| 11. Wellbeing.....                                   | 14 |
| 12. Information sharing .....                        | 15 |
| 13. Monitoring arrangements .....                    | 15 |
| 14. Appendix .....                                   | 15 |

---

## **Introduction and Core Principles**

In line with section 34 of the Children's Wellbeing and Schools Act 2026 (often referred to as Benedict's Law), Future Schools Trust is committed to providing a safe, inclusive and welcoming environment for children, young people, staff and visitors with allergies. Recognising the serious and potentially life-threatening risk posed by anaphylaxis, this policy establishes risk-mitigation measures and emergency response protocols.

Future Schools Trust have a whole school awareness approach, because it ensures all staff and students from each school are aware of what allergies are, the importance of avoiding the individuals' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure procedures are in place to minimise 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 intolerance is managed through dietary avoidance, but these conditions do not pose a risk of anaphylaxis and so they are not within this allergy safety policy.

Future Schools Trust recognises that a severe allergy can amount to a disability under the Equality Act 2010 where it has a substantial and long-term adverse effect on normal day-to-day activities. The Trust will consider and make reasonable adjustments where the Act applies. Seasonal rhinitis (such as hay fever) is excluded from the definition of disability unless it aggravates the effect of another health condition.

### **1. Aims**

This policy aims to:

- Set out our Trust's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction
  - Make clear how our schools support pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the Trust community

### **2. Legislation and guidance**

This policy has been prepared with particular regard to the Department for Education's statutory guidance Allergy safety in schools and Supporting pupils with medical conditions at school, together with the Department of Health and Social Care guidance on using emergency adrenaline auto-injectors in schools. It also reflects the following legislation:

- The Food Information Regulations 2014
- Section 34 of the Children's Wellbeing and Schools Act 2026
- The Food Information (Amendment) (England) Regulations 2019
- Allergy safety in schools
- Supporting pupils with medical conditions at school
- Using emergency adrenaline auto-injectors in schools

The statutory allergy policy duty applies directly to the Trust's academies and relevant school/nursery provisions. The Trust applies the same standards as good practice to its early years and other provisions, alongside the applicable Early Years Foundation Stage and wider medical conditions requirements.

### **3. Roles and responsibilities**

#### **3.1 The governing board**

The Board of Trustees, as proprietor of the academies, retains accountability for ensuring:

- Risks relating to pupils with allergy are included in the risk register and actively managed
- The Trust has an allergy safety policy which sets out:
  - Arrangements to reduce the risk of individuals coming into contact with their known allergens
  - Emergency response plans for cases of anaphylaxis

The Board delegates day-to-day implementation to a named senior allergy safety lead in each setting, while retaining oversight, monitoring and challenge. The Board, or a committee acting under the Trust's scheme of delegation, will review and approve this policy at least annually and consider recent incidents and near misses when doing so.

At least annually, the Trust will bring this policy to the attention of all pupils, all parents and carers, and everyone working in each setting, whether paid or unpaid. It will remain published on the Trust and school websites, and a hard copy will be available on request.

### **3.2 Allergy safety leads**

Each setting will designate a named member of the senior leadership team as its allergy safety lead. Current names, deputies and contact details will be maintained in the setting's local allergy safety arrangements, published or communicated to staff and parents, and updated promptly following any personnel change.

They're responsible for:

- Implementing this allergy safety policy
- Reviewing the allergy safety policy at least annually, updating it when needed, and making sure it is published
- Promoting and maintaining allergy awareness across our school community
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (AD)
- Ensuring:
  - All allergy information is up to date and readily available to relevant members of staff
  - All pupils who require support with allergies have an up-to-date individual healthcare plan (IHP)
  - All pupils with a known food or insect sting allergy have up-to-date allergy action plans
  - All staff receive regular allergy awareness training
  - All staff are aware of the school's policy and procedures regarding allergies
  - Relevant staff are aware of what activities need an allergy risk assessment
  - Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff:
    - What lessons there are to learn
    - Any potential changes to the medical conditions and/or allergy safety policies and/or to any pupil's IHP

### **3.3 Headteacher**

The headteacher, in conjunction with the admissions team and the allergy safety lead, is responsible for:

- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances

### **3.4 Allergy Safety Lead, Lead First Aider or Senior Support Staff**

Each setting will identify a member of the senior leadership team who has pastoral responsibility and who will be the named Allergy Safety Lead and at least two staff members (see appendix) who are responsible for:

- Checking spare AAls are present and in date on a monthly basis
- Making sure that replacement AAls are obtained when expiry dates approach

### **3.5 Teaching and support staff**

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy safety policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific pupils with allergies in their care
- Reducing the risk to pupils with known allergies coming into contact with known allergens
- Ensuring the wellbeing and inclusion of pupils with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead

### **3.6 Parents/carers**

Parents/carers are responsible for:

- Being aware of our school's allergy safety policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

### **3.7 Pupils with allergies**

If age-appropriate, these pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Carrying their AD on their person and only using it for its intended purpose
- Understanding how and when to use their AD
- In early years provision, staff will assist with identifying allergens, avoiding exposure, accessing emergency medication and responding to an allergic reaction with appropriately informed and trained adults. Any participation by the child in managing their own allergy will be developmentally appropriate and reflected in their Individual Healthcare Plan and risk assessment.

### **3.8 Pupils without allergies**

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers

Older pupils might also be expected to support their peers and staff in the case of an emergency.

#### **4. Identifying individuals at risk**

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an “allergen”) they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis
- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

##### **4.1 Identifying pupils at risk**

We will:

- For new starters, ensure the application process includes a form for all parent/carers of pupils to complete after their place at the school/nursery has been confirmed, but before their first school year starts, to confirm any allergy the pupil has and whether they carry medication. Where a pupil has a new diagnosis and/or has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks
- Send a reminder to parents/carers at the start of each year asking them to update their child’s medical information as necessary

We ask that parents/carers proactively inform us by either phone call to the specific school office or an email to the school/nursery office if their child’s medical needs change during the school year.

##### **4.2 Identifying staff and visitors at risk**

- New staff are asked to provide details of their allergies in advance of their start date
- Visitors can provide details of their allergies in advance of their visit

##### **4.3 Individual healthcare plans (IHP)**

Pupils should have an IHP if they:

- Have an allergy which has a functional impact on them in the school environment
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally

It is not necessary for a pupil to have a formal diagnosis of allergy for them to have an IHP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the pupil. The Trust will make every effort to make sure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our Trust.

Not all children with an allergy will require an IHP. Some allergies will have little or no impact on the pupil while they are at school, or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

The headteacher is responsible for deciding (in discussion with the parents/carers and any relevant staff and healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances.

The Trust will consider the following principles:

- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, an IHP may not be required
- If the pupil only needs non-prescription medication and the school's medical conditions policy would permit them to carry and administer it, an IHP may not be required

IHPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school or college, their IHP will be shared as part of the transition.

#### **4.4 Allergy and asthma action plans**

All pupils who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

All pupils who have asthma should be issued with an asthma action plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

The allergy action plan and/or asthma action plan should be attached to the pupil's IHP. Whenever the allergy action plan is updated, the pupil's IHP should be reviewed to incorporate it.

#### **4.5 Register of pupils with known allergies**

- The school maintains a register of pupils who have a known allergy. The register includes:
  - Known allergens and risk factors for anaphylaxis
  - Whether a pupil has been prescribed ADs (and if so, what type and dose)
  - Where a pupil has been prescribed an AD, whether parental consent has been given to administer emergency medication
  - A photograph of each pupil to allow a visual check to be made
- The register is kept in each MIS system and can be checked quickly by any member of staff as part of initiating an emergency response

Allowing pupils who do not need support to keep their ADs with them will reduce delays and allows for confirmation of consent without the need to check the register.

### **5. Assessing risk**

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food or food packaging
- Off-site events and school trips

- Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

## **6. Minimising risk**

### **6.1 Hygiene procedures**

The following measures will operate in the relevant FST setting, adapted where a pupil's Individual Healthcare Plan or local risk assessment requires additional controls:

- Pupils are reminded to wash their hands before and after eating
- Sharing of food, food containers, and food utensils is not allowed
- Pupils have their own named water bottles, and lunch boxes provided to pupils with food allergies will be clearly labelled with the name of the child for whom they are intended
- Where food is not directly provided by the school, parental engagement and permission will be sought in advance

### **6.2 Catering**

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering and school staff receive appropriate training and in the case of younger children can identify pupils with allergies
- The school will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements
- School menus are available for parents/carers and pupils to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers
- Where changes are made to school menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of pupils
- Allergen information will be provided in accordance with food law. Prepacked for direct sale food will display the name of the food and a full ingredients list with any of the 14 regulated allergens emphasised. For non-prepacked food, allergen information will be available for every item in writing or orally with clear signposting. Precautionary allergen statements will be based on a documented risk assessment and will not replace cross-contact controls.
- Where food is provided by the school, staff will understand how to read labels for food allergens
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

### **6.3 Insect bites/stings**

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

### **6.4 Animals**

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals

### **6.5 Visits and trips**

- No pupils with allergies will be excluded from taking part
- The school will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training
- The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip
- Pupils at risk of anaphylaxis should have their own ADs with them
- Staff trained to administer adrenaline in an emergency will be present on the school trip
- Appropriate measures will be taken in line with the school's AD protocols for off-site events and school trips (see section 8.5)

## **7. Procedures for handling an allergic reaction**

- All staff will be trained to recognise mild and moderate allergic reactions and anaphylaxis. If a pupil has an Allergy Action Plan, staff must follow it, but the absence of a plan must never delay emergency treatment.
- If there is any involvement of Airway, Breathing or Circulation, or if staff are in doubt whether a reaction is anaphylaxis, treat it as anaphylaxis and give adrenaline immediately. Do not wait to contact emergency services before administering adrenaline.
- Administer the individual's prescribed adrenaline device first if it is immediately available. If it is not available, has misfired, or the individual has no prescribed device, use an age-appropriate school spare adrenaline auto-injector.
- Immediately call 999, state 'anaphylaxis' and request an ambulance. Give the setting's full address and postcode, send someone to meet the ambulance, and notify the pupil's parents or carers without delaying treatment.
- Keep the individual lying flat with their legs raised. If breathing is difficult, allow them to sit with legs extended. If unconscious, place them in the recovery position. A pregnant person should lie on their left side. Never allow a person experiencing anaphylaxis to stand, walk or move unnecessarily; bring medication and help to them.
- Stay with and continuously monitor the individual. If there is no improvement after five minutes, administer a second dose of adrenaline using a new device and update the emergency services. Begin CPR if the individual becomes unresponsive and is not breathing normally.
- Anyone who receives adrenaline must be transferred to hospital for medical assessment, even if they appear to recover. Record the treatment, device used, dose and time, retain or safely dispose of used devices as directed by ambulance staff, and complete the Trust's incident-reporting process.
- For a mild or moderate reaction without Airway, Breathing or Circulation symptoms, follow the individual's plan, give authorised medication where indicated, keep the pupil under direct adult observation for at least 60 minutes, and escalate immediately if symptoms progress.
- In early years provision, this information will be kept up to date through ongoing communication with parents/carers. A clear and accessible protocol will ensure that all relevant practitioners are aware of each child's allergy, dietary requirements, known symptoms and emergency arrangements. In the case of a reaction, local emergency procedures will be followed: one appropriately trained adult responds immediately to the child and another adult calls 999 and contacts parents/carers.

## **8. Adrenaline devices (ADs)**

The Trust follows the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools.

### **8.1 Prescribed ADs**

Pupils who are prescribed ADs are encouraged to keep them near or on their person at all times including when travelling to or from the school and on school trips. It is recommended that two devices are carried at all times. Pupils with prescribed ADs should take them home with them at the end of each school day, and parents are responsible for ensuring that they are in date.

If a pupil cannot keep their ADs with them in the classroom (due to age or other considerations), then the devices will be stored in an appropriate place which is:

- In a central location that is unlocked and accessible at all times
- **No more than** 5 minutes away from where they may be needed
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

A copy of the pupil's allergy action plan is kept on the MIS system in each setting, and if possible alongside their medication, as it includes instructions on how it should be used in an emergency.

- Pupils and parents/carers will take individually prescribed ADs home (for example, at the end of the day for the journey home) and are responsible for checking that they remain in date
- Records will be kept of which pupils have been provided with prescribed adrenaline (and an allergy action plan) in each setting's MIS

## 8.2 Spare ADs and inhalers

Current regulations only allow schools to purchase adrenaline auto-injectors (AAIs) as spare devices. Non-injectable adrenaline devices (nasal spray) may be prescribed to individuals but cannot currently be stocked as a spare device. If an individual who is prescribed nasal adrenaline suffers anaphylaxis, a school's spare AAIs may be used in an emergency. Schools can purchase an emergency asthma reliever inhaler which can only be used if the pupil's prescribed inhaler is not available and where written consent has been obtained.

The allergy safety leads are responsible for sourcing spare ADs and an emergency asthma reliever inhaler and ensuring they are stored according to the guidance.

- The ADs will be stored in a place known by all staff
- Each setting will document the number, dose and exact location of spare devices in its local allergy safety arrangements. Devices will be stocked in pairs and in sufficient locations to reach any person on site within five minutes; multi-site or large settings will maintain additional pairs where required by risk assessment.
- The same brand(s) of ADs are purchased
- The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of [the AAI guidance](#))

Spare ADs will be stored:

- In a clearly identified location that is unlocked, readily accessible to staff at all times and protected from unauthorised use
- **No more than** 5 minutes away from where they may be needed
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

Spare AAIs will be kept:

- In pairs, in case a second one is necessary
- Separate from any pupils' prescribed ADs and clearly labelled to avoid confusion

The allergy leads are responsible for:

- Checking monthly that spare ADs and the emergency asthma reliever inhaler are present and in date
- Obtaining replacement ADs when the expiry date is near

### 8.3 Disposal

ADs can only be used once. Once an AD has been used, it will be disposed of in line with the manufacturer's instructions. Used ADs will be handed to ambulance personnel

### 8.4 Using spare ADs in an emergency situation without prior consent

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

The Trust will obtain advance consent from parents/carers or pupils 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. This avoids potentially fatal delays in treatment.

### 8.5 Use of ADs off school premises

Pupils at risk of anaphylaxis who are able to administer their own adrenaline should carry their own ADs with them on school trips and off-site events.

Younger pupils will be supported and their AD's carried for them.

## 9. Serious incidents and 'near misses'

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a pupil, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A '**near miss**' is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

### 9.1 Incident recording

The school will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded as directed in each setting, including the following information:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and pupils responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded

The school will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

### 9.2 Incident reporting

The parents/carers of a pupil aged up to 16 should be notified of the incident or 'near miss' as soon as possible. In the case of a pupil aged 16 and over, the Trust will confirm that the pupil agrees that their parents/carers should be informed.

The Trust will share the report with the pupil's parents, the pupil or the individual involved.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The school will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the pupil is at home. This means that incident reporting is not limited to staff – the pupil, parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.

The incident report will be shared with the year team/relevant staff who support children with medical conditions in school. The allergy safety lead will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The Trust will also share the report with other agencies in the following circumstances:

- With the Health and Safety Executive under RIDDOR where the legal reporting criteria are met. For a pupil or visitor, this generally requires a work-related accident causing injury and the person being taken directly from the scene to hospital for treatment; precautionary attendance or examination alone is not sufficient. Incidents involving employees will be assessed against the separate RIDDOR criteria for workers. The Trust's competent health and safety adviser will determine reportability.
- To the local authority if relevant: any allergen-related food safety incidents.

In the event that the incident or 'near miss' was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

Serious incidents will be reported promptly to the Board of Trustees or its delegated committee. The Board will receive periodic reports on serious incidents and near misses, review trends and actions, and consider them during the annual policy review.

Complaints about allergy arrangements, including delay or failure to implement this policy or an Individual Healthcare Plan, may be raised and investigated through the Trust's published complaints procedure.

## **10. Allergy awareness**

### **10.1 Staff training**

The Trust ensures that all staff expected to be present during times when pupils are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction.

This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It also includes catering staff and others who may oversee pupils at breakfast or after-school clubs. It does not include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

The school has purchased 'training pens' so staff can practice safely and be familiar with the differences.

Each school will conduct allergy safety training drills. This is a simulated case of anaphylaxis to test out how staff respond, without risk to any individual. The results of the drill will be recorded and used to inform the ongoing review of this policy.

Allergy awareness training will ensure that all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it

- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Understand the difference between food allergy, coeliac disease and food intolerance
- Know where to find information on allergy triggers
- Can identify the range of symptoms of allergic reactions
- Understand and can recognise anaphylaxis
- Know how to respond in an emergency, including:
  - Calling emergency services and informing parents/carers
  - How to locate and administer emergency medication
  - How to use the medication/device in an emergency
- Understand the impact allergy can have on a pupil's wellbeing
- Understand the school's allergy safety policy
- Know how to check whether an individual is on the record of those with known allergy, and how to use an allergy or asthma action plan
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss')

## **10.2 Awareness of allergy safety policy**

This policy will be published on the Trust and each relevant school website and made available in hard copy on request. At least once each year, the Trust will actively bring it to the attention of all pupils, parents and carers, staff, agency and supply workers, regular volunteers and other people who work in the settings. Each setting will retain a record of the communication and training completed.

All staff should be aware of and understand the policy as part of annual allergy awareness training. All pupils will also be made aware of allergies.

## **11. Wellbeing**

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Some or all of the following procedures may be put in place to support pupils' mental health and wellbeing, in line with each school's behaviour policy and other measures in place to prevent bullying.

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher/form tutor/key person/Head of Year/Pastoral lead
- Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis

The school will respond to any instance of bullying in line with its behavior policy.

### **11.1 Wellbeing support following an incident or 'near miss'**

The Trust recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the pupil but their family, those involved in responding, and any witnesses. The Trust will provide support to those involved.

The Trust will support staff involved in any incident or 'near miss'.

See section 9 of the policy for more detail on incidents and 'near misses'.

## **12. Information sharing**

Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

## **13. Monitoring arrangements**

Implementation will be monitored by each setting's allergy safety lead and overseen by the Trust's executive leadership, with assurance provided to the Board of Trustees.

The Board of Trustees, or a committee acting within the Trust's scheme of delegation, will review and approve this policy at least annually and sooner where a serious incident, near miss, change in guidance or operational learning indicates that revision may be required. Each review will consider incident reports, near misses, training records, local risk assessments and feedback from pupils, parents and staff with allergies.

## **14. Appendix**

Staff and AD storage information for each setting.

Templates: The appendix templates are provided to support implementation. Settings may use equivalent forms, provided they capture all relevant information and meet the requirements of this policy.

**Tiger Cubs Nursery** holds:

Epipen 0.15mg x 2

These are located in:

The Nursery office and labelled 'Emergency Anaphylaxis Kit'.

Allergy Safety Lead: Hayley Oliver

2 x First Aiders: Hayley Oliver, Samantha Dale

---

**Tiger Primary School** holds:

1x KITT Medical autoinjector kit that contains 2 x autoinjectors

These are located in:

The Heartspace.

They are stored in a clearly signed wall mounted box in and labelled 'Emergency Anaphylaxis Kit'.

Allergy Safety Lead: Mrs Emma Warburton

2 x First Aiders: Alison Notley and Kirsty Mullett

---

**New Line Learning Academy** holds:

6 x EpiPens 0.3ml

These are located in:

Student services, Attendance office and Careers office

They are stored in Red zipped pouches and labelled 'Emergency Anaphylaxis Kit'.

Allergy Safety Lead: Carol Clubb

2 x First Aider: John Walters and Emily Walters

---

**Cornwallis Academy** holds:

Two EpiPen Auto- Injectors 0.3mg

These are located in:

One in the Office/reception and one in the First Aid hub.

They are stored in Green containers with white wording labelled 'Emergency Anaphylaxis Kit'.

Allergy Safety Lead: Jacyln Endicott

First Aiders: Martyn Davis HCPC registered Paramedic

---

**The Gateway** holds:

2 x EpiPen 300 micrograms

These are located in:

Mr L Smith's office, cupboard with clear sign.

They are stored in AAI labelled pouches and labelled 'Emergency Anaphylaxis Kit'.

Allergy Safety Lead: Mr L Smith

2 x senior support staff : Ms C.Dennis and Mr M.Hart

| NAME – Individual Healthcare Plan for allergy                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Date of birth:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Current photo |
| Year / class:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |               |
| Emergency contacts:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |
| Staff who need to be aware:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |
| <b>Allergy:</b><br><i>Note what allergy the child or young person has.</i><br><i>Note any known allergens.</i><br><i>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.</i>                                                                                                                                                                                                                                                     |               |
| <b>How the allergy is managed:</b><br><i>Note any care or action plans or prescribed medication issued by healthcare professionals.</i><br><i>If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.</i><br><i>Note the extent to which the child or young person is able to take responsibility for managing their allergy.</i>                                                                                                          |               |
| <b>Impact on education:</b><br><i>Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.</i><br><i>Indicate how the allergy may impact on the child or young person's learning.</i><br><i>Indicate how the allergy may impact on the child or young person's emotional wellbeing.</i><br><i>If relevant, note any interaction between allergy and SEN.</i>                                                                                                |               |
| <b>Arrangements for support:</b><br><i>Give details of the specific support or adaptations which the school, college or early years setting will put in place, within its educational remit.</i><br><i>Outline measures to reduce the risk of contact with known allergens.</i><br><i>Give details of the specific support or adaptations to manage food allergy at meal and snack times.</i><br><i>Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.</i> |               |
| <b>Visits and trips:</b><br><i>Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.</i><br><i>Note any requirement for a risk assessment and prompts for specific issues which should be considered.</i>                                                                                                                                                                              |               |

**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.*

|                                     |              |
|-------------------------------------|--------------|
| <b>Last discussed with parents:</b> | <b>Date</b>  |
| <b>Issued by:</b>                   | <b>Date:</b> |
| <b>Next planned review:</b>         | <b>Date:</b> |

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

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

| NAME – Individual Healthcare Plan for allergy for Tiger Cubs Nursery                                                                                                                                                                                                                                                                                                                                          |               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Date of birth:                                                                                                                                                                                                                                                                                                                                                                                                | Current photo |
| Year / class:                                                                                                                                                                                                                                                                                                                                                                                                 |               |
| Emergency contacts:                                                                                                                                                                                                                                                                                                                                                                                           |               |
| Key Person:                                                                                                                                                                                                                                                                                                                                                                                                   |               |
| <b>Allergy:</b><br><i>Note what allergy the child or baby has.</i><br><i>Note any known allergens.</i>                                                                                                                                                                                                                                                                                                        |               |
| <b>How the allergy is managed:</b><br><i>Note any care or action plans or prescribed medication issued by healthcare professionals.</i><br><i>If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.</i><br><i>Note the extent to which the child or young person is able to take responsibility for managing their allergy.</i> |               |
| <b>Child's developmental ability to recognise symptoms or communicate distress:</b><br><br><i>Note whether the child or is likely to be aware that they are having an allergic reaction and whether they can alert others.</i>                                                                                                                                                                                |               |
| <b>Meal and snack checking arrangements:</b><br><br><i>Outline measures to reduce the risk of contact with known allergens.</i><br><i>Give details of the specific support or adaptations to manage food allergy at meal and snack times.</i>                                                                                                                                                                 |               |
| <b>Visits and trips:</b><br><br><i>Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.</i><br><i>Note any requirement for a risk assessment and prompts for specific issues which should be considered.</i>                                                                 |               |
| <b>Sleeping/rest arrangements, where relevant:</b>                                                                                                                                                                                                                                                                                                                                                            |               |

|                                                                                                                                                                                                                                                                                                                                                                                                           |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Nappy changing/personal care products containing potential allergens, where relevant:</b>                                                                                                                                                                                                                                                                                                              |              |
| <b>Sensory, messy and food-based play arrangements:</b>                                                                                                                                                                                                                                                                                                                                                   |              |
| <b>Staffing and emergency deployment arrangements:</b>                                                                                                                                                                                                                                                                                                                                                    |              |
| <b>Arrangements for handover between rooms, sessions and staff:</b>                                                                                                                                                                                                                                                                                                                                       |              |
| <b>How the child will be included in all routine activities:</b>                                                                                                                                                                                                                                                                                                                                          |              |
| <b>Emergency response:</b><br><i>Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.</i><br><i>Otherwise summarise the signs or symptoms which would indicate an emergency.</i><br><i>Set out what to do in an emergency, including whom to contact.</i><br><i>If relevant, note where "spare" adrenaline devices are located.</i> |              |
| <b>Last discussed with parents:</b>                                                                                                                                                                                                                                                                                                                                                                       | <b>Date</b>  |
| <b>Issued by:</b>                                                                                                                                                                                                                                                                                                                                                                                         | <b>Date:</b> |
| <b>Next planned review:</b>                                                                                                                                                                                                                                                                                                                                                                               | <b>Date:</b> |