



SPWS ALLERGY SAFETY

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0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change

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1. Definitions

The “Trust” refers to the company known as the University Schools Trust, East London and all Trustees, Governors and Staff who work within it.

A “School” refers to an individual academy within the Trust, as denoted by their Unique Reference Number. As such a ‘school’ may span one or several phases of education to the individual academies within the Trust. Depending on the context the term “School” may refer to a singular academy or to all of the academies within the Trust but as separate entities.

The “Staff” refers to any individual who is employed by the Trust or who operates on the Trust’s behalf, e.g. Trustees and Governors.

A “Parent” includes the natural or adoptive parent of a pupil as well as any non-parent / carer who has parental responsibility including being involved in the day to day care of a pupil.

A “Pupil” includes any incoming or current pupil at any School within the Trust. It also includes any individual who was previously a pupil at any School within the Trust and who has left within the appropriate timeframe for consideration as necessary, e.g. complaints. The term pupil is used as standard by the UST in its policy documents but can be replaced with the term “student” or “child” with no change of definition.

The “Headteacher” is defined as the individual who has ultimate responsibility for a school in line with UST strategy, approach, ethos and values. Individual schools may have alternative titles for this position such as Executive Headteacher or Principal.

Allergy is a long-term condition where the immune system reacts to a normally harmless substance (allergen), including foods, insect venom, medication or latex.

Allergic reaction is the body’s reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

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Anaphylaxis is a severe and potentially life-threatening allergic reaction requiring immediate emergency treatment, often with an Adrenaline Auto-Injector (AAI). This kind of reaction may include the following symptoms:

- Persistent cough
- Throat tightness
- Change in voice, e.g. hoarse or croaky sounds
- Wheeze (whistling noise due to a narrowed airway)
- Difficulty swallowing/speaking
- Swollen tongue
- Difficult or noisy breathing
- Chest tightness
- Feeling dizzy or faint
- Suddenly becoming sleepy, unconscious or collapsing.

Adrenaline Auto-Injector (AAI) is emergency medication prescribed to individuals at risk of anaphylaxis.

Allergy Action Plan is a healthcare professional-issued plan detailing allergy symptoms, triggers and emergency response procedures.

The “Allergy Lead” is a nominated member of the Senior Leadership Team responsible for overseeing allergy safety arrangements within the school.

Individual Healthcare Plan (IHP) is a document detailing additional support, risk controls, medication arrangements and emergency responses required for a pupil's medical needs created in partnership with parents and relevant healthcare professionals.

2. Scope of the Policy

This policy applies to:

- All pupils attending schools within the University Schools Trust.
- All employees, agency staff, volunteers, governors and trustees.
- Catering providers and other contractors working directly with pupils.
- Visitors participating in pupil activities where allergies may present a risk.

The policy applies during the school day, educational visits, extracurricular activities, breakfast clubs, after-school clubs and any Trust-sponsored activity.

3. Policy Aims and Ethos

This policy aims to:

- Provide a safe and inclusive environment for pupils with allergies.
- Reduce the risk of allergic reactions and anaphylaxis.
- Ensure effective prevention, identification and management of allergy-related risks.
- Enable all pupils with allergies to fully participate in school life.
- Establish clear responsibilities for staff, parents and pupils.

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- Ensure rapid and effective emergency responses.
- Promote awareness, understanding and support of individuals living with allergies.

The Trust recognises that allergies can be serious and potentially life-threatening but can be managed effectively through appropriate planning, awareness and communication.

4. Links to Legislation and Guidance Documents

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions (excepting those who are “young children” from birth until the 1st September following their fifth birthday and subject to the requirements of the EYFS). In meeting the duty, the governing body, proprietor or management committee must have regard to statutory guidance on Supporting pupils with medical conditions at school issued by the Secretary of State for Education under this section.

Section 34 of the Children’s Wellbeing and Schools Act 2026 amends this by placing a further requirement on LA-maintained schools, academies and PRUs to have allergy safety policies, publish them and keep them under review. Schools must also have regard to statutory guidance on allergy safety. Regulations will permit the Secretary of State to make further allergy safety requirements, including to require schools to stock “spare” adrenaline devices and to require allergy safety training.

This policy is concerned with the allergy safety requirements introduced by section 34 only. It sits alongside the statutory guidance on Supporting pupils with medical conditions at school. References to wider medical conditions or wider statutory duties should be read only to the extent that they are relevant to allergy safety and to the arrangements schools should make to identify, reduce and respond to allergy-related risks.

This policy does not establish a framework for the delegation of healthcare activities from regulated healthcare professionals to education staff. Where support for a child or young person requires healthcare activity that falls under NHS responsibility, this should be arranged through appropriate legal, clinical governance, training, competency and accountability arrangements.

4.1. Relevant Internal Policies

This policy should be read alongside:

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

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- Anti-Bullying Policy

4.2. Relevant External Documents

- Children's Wellbeing and Schools Act 2026
- Allergy Safety in Schools Statutory Guidance (2026)
- Equality Act 2010
- Supporting Pupils at School with Medical Conditions Guidance
- UK GDPR
- Data Protection Act 2018
- Natasha's Law (PPDS Regulations)

5. Roles and Responsibilities

5.1. Trust Board

The Trust Board will:

- Ensure Ensuring that policies, plans, and procedures are in place to support pupils with allergies and those who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities and minimise risks.
- Ensuring that the school's approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual pupil.
- Ensuring that risks relating to pupils with allergies are included on the school risk register and are actively managed.
- Ensuring that staff are properly trained to provide the support that pupils need, and that they receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it on an annual basis, and following any serious allergy incident or near miss.

5.2. Headteacher

The Headteacher will:

- Ensuring that there is a named senior leader responsible for allergy safety and the implementation of this policy.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented.
- Ensuring that all designated first aiders are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- Ensuring that all staff members are provided with information regarding allergic reactions and anaphylaxis, including the necessary precautions and how to respond.
- Ensuring that catering staff are aware of pupils' allergies and act in accordance with the school's policies regarding food and hygiene, including this policy.

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5.3. Designated Policy Lead

The Allergy Lead will:

- Maintain the allergy register.
- Oversee implementation of allergy procedures.
- Coordinate annual reviews.
- Ensure emergency kits are maintained.
- Review incidents and near misses.
- Liaise with parents, healthcare professionals and staff.

5.4. HR Lead

The HR Lead will:

- Ensure allergy awareness forms part of staff induction.
- Maintain training records.

Support staff with workplace allergy needs.

5.5. All Staff

All staff must:

- Receive allergy awareness training as part of induction and refresher training at least annually. Training records will be maintained by the school.
- Read and follow this policy.
- Understand symptoms of allergic reactions and anaphylaxis.
- Know emergency procedures and medication locations.
- Report incidents and near misses promptly.
- Follow Individual Healthcare Plans and Allergy Action Plans.

5.6. Kitchen Manager

The Kitchen Manager will:

- Monitoring the food allergen log and allergen tracking information for completeness.
- Reporting any non-conforming food labelling to the supplier, where necessary.
- Ensuring the practices of kitchen staff comply with food allergen labelling laws and that training is regularly reviewed and updated.
- Recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe staff practice, in an allergen incident log.
- Acting on entries to the allergen incident log and ensuring the risks of recurrence are minimised.

5.7. Kitchen Staff

The Kitchen Staff will:

- Ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation in line with this policy, and the processes for identifying pupils with specific dietary requirements.

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- Ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens, as is a legal obligation, and making sure this information is readily available for those who may need it.
- Ensuring that the required food labelling is complete, correct, clearly legible, and is either printed on the food packaging or attached via a secure label.
- Reporting to the kitchen manager if food labelling fails to comply with the law.

5.8. Parents

All parents are responsible for:

- Notifying the school of their child's allergens, the nature of the allergic reaction, what medication to administer, specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- Keeping the school up to date with their child's medical information.
- Providing advance consent for the use of a spare adrenaline device, where requested by the school as part of the arrangements for managing their child's allergy.
- Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Raising any concerns they may have about the management of their child's allergies with the school.
- Ensuring their child is carrying an AAI on their person at all times, if they have been prescribed one.
- Checking their child AAI is valid and in date, provide a replacements before they expire

5.9. Pupils

All pupils are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown, or have come into contact with an allergen.
- Carrying their AAI on their person at all times, if they have been prescribed one

6. Identifying Individuals with Allergies

The school will keep a record of all individuals with allergies, including whether they have an IHP or an allergy action plan.

Where a pupil requires an IHP, the school will capture key information about their allergy within the IHP. A formal diagnosis will not be required before appropriate arrangements are put in place. This will include the following:

- Emergency contact details for the pupil's parents or family
- An up-to-date photograph of the pupil
- What the pupil's known allergens are and whether the allergen is ingested, inhaled or absorbed

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- Whether the pupil has an allergy action plan attached to their IHP
- Whether the pupil has been prescribed adrenaline devices and, if so, what make and dosage it is
- Whether there is prior medical and parental consent for a spare adrenaline device or emergency asthma reliever inhaler to be used – notwithstanding that in an emergency situation that could not be foreseen, a spare adrenaline device can be used without prior parental consent
- Whether the pupil also has asthma, and if so, an asthma plan will be attached to the IHP which includes whether there is parental consent to use an emergency asthma reliever inhaler in an emergency.

The school will use its best endeavours to gather information about known allergies, e.g. by asking a pupil's previous setting for relevant information and by asking the pupil and their parents to provide information.

Where pupils with allergies are starting at the school, arrangements will be put in place for the start of the relevant school term. In other cases, e.g. pupils moving to the school mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

For staff members with allergies, arrangements will be put in place when they commence work.

For visitors with allergies, information will be sought in advance of their visit wherever possible.

7. Prevention and Management of Allergy Risks

The school will take reasonable steps to manage the risk of individuals with known allergies coming in to contact with allergens while on the school site or during school activities.

This includes considering potential exposure to allergens through food, environmental factors, classroom activities, animals, and external visits. Measures will focus on awareness, risk assessment, and appropriate control measures, while ensuring that pupils with allergies are able to participate fully in school life.

Pupils will not be prevented from participating in activities alongside their peers simply because of a risk of exposure to allergens. Where necessary, reasonable adjustments will be made to ensure activities can be carried out safely and inclusively.

Food allergies

The school will ensure that catering staff have effective systems in place to identify pupils with dietary requirements at mealtimes. At least two methods of identification will be used where appropriate. These may include staff awareness, allergy registers, photographs in food preparation areas or visible identifiers such as coloured lanyards.

The school and its catering provider will take reasonable steps to minimise the risk of allergen exposure in food provided on site.

This includes:

- Ensuring allergen information is available for food served in accordance with food allergen legislation.
- Ensuring catering staff are aware of pupils with dietary requirements and understand the controls in place to provide allergen-safe meals.

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- Checking ingredients and product information when menus or suppliers change.
- Implementing procedures to minimise the risk of cross-contamination during the preparation, handling and serving of food.
- Working with parents and pupils to provide suitable meal options for those with allergies, intolerances or coeliac disease wherever possible.

Pupils with food allergies will not be segregated from their peers at mealtimes.

Food brought into the school environment by pupils, parents or staff may present a risk to individuals with allergies. To reduce this risk the school will:

- Encourage clear labelling of lunch boxes, drinks bottles and food containers belonging to pupils with allergies.
- Set expectations that pupils do not share or trade food, food utensils or containers.
- Seek parental engagement where food is brought in for celebrations or special events to ensure inclusion and safety for pupils with allergies.
- Ensure staff are aware that unlabelled foods may present a greater risk of allergen exposure than packaged foods with allergen information.

The school may discourage certain allergens from being brought onto site where appropriate. The school, however, recognises that it cannot guarantee an allergen-free environment and will adopt an allergy-aware approach supported by strong emergency procedures.

Environmental and contact allergens

Where pupils have known allergies to airborne or contact allergens, e.g. pollen, dust mites, animals or insect stings, the school will take reasonable steps to reduce the risk of exposure where possible.

This may include:

- Monitoring environmental conditions where appropriate.
- Ensuring staff are aware of pupils with known allergies.
- Implementing appropriate control measures as identified in the pupil's IHP.

Classroom activities and curriculum activities

Staff planning activities will consider the potential risk of exposure to allergens.

This includes activities such as:

- Craft activities.
- Science experiments.
- Cooking activities.
- Cultural or celebration events.
- Activities involving animals.

Where materials used in activities may contain allergens, staff will consider whether suitable alternatives should be used.

Where necessary, alternative materials or approaches will be used so that pupils with allergies are not excluded from activities.

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8. Food allergen labelling

The school will adhere to allergen labelling rules for pre-packed food goods, in line with the Food Information (Amendment) (England) Regulations 2019, also known as Natasha's Law.

The school will ensure that all food is labelled accurately, that food is never labelled as being 'free from' an ingredient unless staff are certain that there are no traces of that ingredient in the product, and that all labelling is checked before being offered for consumption.

The relevant staff, e.g. kitchen staff, will be trained prior to storing, handling, preparing, cooking and/or serving food to ensure they are aware of their legal obligations. Training will be reviewed on an annual basis, or as soon as there are any revisions to related guidance or legislation.

Food labelling

Food goods classed as 'pre-packed for direct sale' (PPDS) will clearly display the following information on the packaging:

- The name of the food
- The full ingredients list, with ingredients that are allergens emphasised, e.g. in bold, italics, or a different colour

The school will ensure that allergen traceability information is readily available. Allergens will be tracked using the following method:

- Allergen information will be obtained from the supplier and recorded, upon delivery, in a food allergen log stored in the kitchen
- Allergen tracking will continue throughout the school's handling of allergen-containing food goods, including during storage, preparation, handling, cooking and serving
- The food allergen log will be monitored for completeness on a weekly basis by the kitchen manager
- Allergen incidents and near misses, including incorrect practices and incorrect and/or incomplete packaging, will be recorded in an incident log, reviewed by the kitchen manager and acted upon to minimise the risk of recurrence. Where required, incidents involving unsafe food will be reported to the relevant competent authority.

Declared allergens

The following allergens will be declared and listed on all PPDS foods in a clearly legible format:

- Cereals containing gluten and wheat, e.g. spelt, rye and barley
- Crustaceans, e.g. crabs, prawns, lobsters
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts and pistachio nuts
- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard

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- Sesame seeds
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide
- Lupin
- Molluscs, e.g. mussels, oysters, squid, snails.

The above list will apply to foods prepared on site, e.g. sandwiches, salad pots and cakes, that have been pre-packed prior to them being offered for consumption.

Kitchen staff will be vigilant when ensuring that all PPDS foods have the correct labelling in a clearly legible format, and that this is either printed on the packaging itself or on an attached label. Food goods with incorrect or incomplete labelling will be removed from the product line, disposed of safely and no longer offered for consumption.

Any abnormalities in labelling will be reported to the kitchen manager immediately, who will then contact the relevant supplier where necessary.

The kitchen manager will be responsible for monitoring food ingredients, packaging and labelling on a weekly basis and will contact the supplier immediately in the event of any anomalies.

Changes to ingredients and food packaging

The school will ensure that communication with suppliers is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff.

Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

9. Medication

The school will:

- Ensure pupils have immediate access to prescribed medication.
- Maintain emergency spare AAls where appropriate.
- Ensure AAls are stored safely but remain quickly accessible.
- Ensure no pupil prescribed an AAI is more than five minutes from emergency medication.

Parents will:

Parents will provide the school with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.

- Ensure that their child is always carrying an AAI on their person, if they have been prescribed one.
- Provide an emergency AAI to be stored in the first aid room
- Checking their child's AAls are valid and in date
- Provide a replacement for any medication due to expire before the expiration date

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10. Emergency Response & Incident Management

All medical attention, including that in relation to administering medication, will be conducted in accordance with the Administering Medication Policy and the Supporting Pupils with Medical Conditions Policy.

Pupils who require life-saving medication, such as prescribed adrenaline devices, will be expected to have their medication available on their person, at school and on educational visits.

All members of staff involved with a pupil with a known allergy are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction. Any specified support which the pupil may require will be outlined in their IHP.

All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's IHP.

The school operates a mobile phone-free environment in line with national guidance; however, where a pupil requires access to a mobile phone to support the management of their allergy, reasonable adjustments may be made in accordance with the Equality Act 2010. In such cases, pupils may be permitted to use their mobile phone for specific medical purposes related to their allergy management at agreed times and locations, as set out in their IHP.

The Inclusion Coordinator is responsible for working alongside relevant staff members and parents in order to develop IHPs for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken. They are responsible for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community.

10.1. Managing anaphylaxis

All staff will be aware of the 'ABC' (Airway, Breathing, Circulation) principle when recognising anaphylaxis.

Staff members will be able to recognise the following signs of anaphylaxis:

Airways:

Tightening of the throat

Hoarse voice

Difficulty swallowing

Swollen tongue

Breathing:

Sudden wheezing

Difficult or noisy breathing

Persistent cough

Circulation:

Persistent dizziness

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Pale or floppy
Suddenly sleepy
Collapse/unconscious.

Where a pupil with asthma and a food allergy develops sudden breathing difficulties, staff will consider anaphylaxis and administer adrenaline without delay rather than an asthma reliever inhaler.

If one or more of the signs above are present, the nearest trained staff member will follow the below procedure:

Lay the pupil flat with their legs raised. If breathing is difficult, allow them to sit upright.

Administer adrenaline without delay, using the pupil's prescribed adrenaline device or a spare AAI if necessary.

Call 999 immediately and request an ambulance, stating that the person is experiencing anaphylaxis.

After administering adrenaline, the staff member(s) handling the situation will stay with the pupil until the ambulance arrives and will keep them lying down, even if the situation appears to be improving. They will then phone the pupil's parent or emergency contact.

If there is no improvement after five minutes, an additional dose of adrenaline will be administered using a second device. CPR will be commenced at any time if there are no signs of life.

If necessary, other staff members may assist the designated staff members with administering AAIs. The headteacher will be contacted immediately, as well as a suitably trained individual, such as a first aider.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers a suspected severe allergic reaction, the nearest trained member of staff will administer a spare AAI without delay if anaphylaxis is suspected. Emergency services will be contacted immediately after AAI administration. Staff will be made aware that the risks associated with delaying adrenaline are greater than those associated with administering it unnecessarily.

Upon arrival of the emergency services, the following information will be provided:

Any known allergens the pupil has

The possible causes of the reaction, e.g. certain food

The time the AAI was administered – including the time of the second dose, if this was administered.

Any used AAIs will be given to paramedics.

Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.

Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.

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A member of staff will accompany the pupil to hospital in the absence of their parents.
If a pupil is taken to hospital by ambulance, one member of staff will accompany them.
AAI users will be pinned on Arbor our for easy identification and access in the event of an allergic reaction.

Following the occurrence of an allergic reaction, the SLT, in conjunction with the school nurse, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

The school will maintain documented procedures for:

- Serious incidents.
- Near misses.
- Root cause analysis.
- Corrective actions.
- Review of Individual Healthcare Plans.

All incidents will be reviewed by the Allergy Lead.

11. Wellbeing of pupils with allergies

The school recognises that allergies can have a significant impact on a pupil's emotional wellbeing, confidence and sense of safety. Some pupils with allergies may experience anxiety because of the risk of exposure to allergens and the possibility of anaphylaxis. This may be further affected by related conditions such as asthma or eczema.

The school will take active steps to support the wellbeing of pupils with allergies by providing reassurance that reasonable measures are being taken to reduce the risk of allergen exposure and that robust emergency arrangements are in place.

The school will promote a culture of awareness, inclusion and respect in relation to allergies. This will include regular communication with pupils, parents and staff so that the school community understands the risks associated with allergies and the importance of following control measures.

The school will take appropriate steps to prevent bullying, teasing or social exclusion related to allergies, dietary needs, medication or medical conditions. Any concerns of this nature will be addressed promptly in line with the school's Behaviour Policy and Anti-bullying Policy.

To support pupils with allergies, the school will:

- Provide proactive support for new pupils with known allergies as they join the school.
- Explain to pupils and parents the arrangements the school will put in place to support safety and inclusion.
- Offer opportunities, where appropriate, for pupils with allergies and their families to become familiar with the dining environment and key staff.
- Identify appropriate staff members who can act as a point of contact for pupils with allergies and their parents.

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- Encourage pupils with allergies, where appropriate, to share concerns and contribute to discussions about how they can be supported safely in school.

The school will, where appropriate, involve pupils with allergies and their parents in the development and review of support arrangements. The school will also consider feedback from staff and, where relevant, from other members of the school community in order to improve practice.

12. Appendix 1 – Key Members of Staff Referenced

Role	Post Holder
Headteacher	Firdusi Uddin
Designated Policy Lead	Madelienne Fisher
School Nurse	Tiffany McKenzie-Curtis
First Aid Lead	Aisha Uddin
Allergy Champion	Hena Begum / Aisha Uddin
Policy Compliance Lead	Madeleine Fisher / Sultana Jeasmin

13. Appendix 2 – Links to Legislation and Guidance Documents

- [Children's Wellbeing and Schools Act 2026](#)
- [Allergy Safety in Schools Statutory Guidance 2026](#)
- [Equality Act 2010](#)
- [Supporting Pupils at School with Medical Conditions](#)
- [UK GDPR](#)
- [Data Protection Act 2018](#)
- [Natasha's Law Guidance](#)

14. Appendix 3 – Procedures and Processes

The school shall maintain operational procedures covering:

- Allergy register management
- Identification of pupils with allergies
- Creation and review of IHPs
- Emergency medication management
- Educational visits and off-site activities
- Catering and food allergen controls
- Incident reporting and investigation
- Staff training and induction
- Communication with parents and healthcare professionals.

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15. School Specific Arrangements

As a school, we recognise that asthma and allergy are widespread, serious but controllable conditions. Our school welcomes all pupils with asthma and allergy and aims to support these children in participating fully in school life. We endeavour to do this by ensuring we have:

- 1) An Allergy Safety **policy**
 - 2) **A register** of all pupils with asthma and allergies.
 - 3) The ability for children to **easily access their medication**.
 - 4) **Individual Healthcare Plans** for all children with asthma or allergy.
 - 5) **An emergency kit** including salbutamol inhalers, spacers, antihistamines and adrenaline auto-injectors.
 - 6) **All staff training** on awareness, correct use of medical devices and emergency policies.
 - 7) At least one named **Allergy Champion** responsible for adherence to asthma and allergy friendly school standards in the school.
- Named Allergy Lead
Assistant Head for AEN - Madeliene Fisher
Inclusion Coordinator – Inclusion Coordinator
Student Welfare Lead – Aisha Uddin.
 - Emergency kits
 - Emergency Kit Required Contents
 - A salbutamol metered dose inhaler (MDI)
 - At least two spacers compatible with this inhaler
 - Two adrenaline-autoinjectors at each available strength
 - Instructions on using the inhaler with spacer
 - Instructions on using the adrenaline auto-injector are on the side of the device and on the allergy management plan
 - Instructions on cleaning and storing the inhaler
 - Manufacturers' information for inhalers and adrenaline auto-injectors
 - A checklist of inhalers and adrenaline auto-injectors, identified by their batch number and expiry date, with monthly checks recorded;
 - A note of the arrangements for replacing the inhalers, spacers and adrenaline auto-injectors;
 - The names of the pupils permitted to use the emergency kit
 - A record of any medication administration.
 - Maintaining Emergency Kit
 - Check termly that the inhalers, spacers and adrenaline pens are present and in working order, and that the inhaler has sufficient doses available and has greater than 3 months until expiry
 - Obtain replacement inhalers and adrenaline pens if the expiry date is within 3 months
 - Empty inhaler canisters will be [returned to the pharmacy](#) to be recycled.
 - Before using a salbutamol inhaler for the first time, shake and release 2 puffs of medicine into the air

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- The AAls devices should be stored at room temperature (in line with manufacturer guidance), protected from direct sunlight and temperature extremes
- Once an adrenaline pen has been used it cannot be reused and must be disposed of according to manufacturer's guidance as it contains a needle
- Used adrenaline pens can be given to ambulance paramedics on arrival or disposed of in a sharps bin (available from pharmacies or online) for collection by the local council.
- Emergency kit locations
There is an emergency kit located on every floor
 - Ground Floor - First Aid Room
 - First Floor – AEN Office
 - 2nd Floor - Staff Room
 - 3rd Floor Art Office
 - 1 x SFC
 - 1 x SRC
- Using the Kit
For pupils with an allergy, an adrenaline pen can be administered to a pupil without the consent of parent/carer/guardian if emergency medical services (e.g., 999) or other suitably qualified person advises this. However, where doubt exists with regards to the child's mild to moderate symptoms, then the adrenaline pen should be used, as unnecessary delays have been associated with fatal outcomes and death.
- Communication arrangements with parents.
Schools are responsible for requesting parents/guardians of new pupils complete a medical declaration form when joining school and at the start of each new school year. This should request information for:
 - Any physician diagnoses of allergy.
 - Any previous severe allergic reactions, including any associated acute triggers/allergens.
 - Any prescription of an adrenaline pen in the preceding 24 months.
 - Consent for use of the emergency kit is on the Allergy Plan and the Emergency Asthma Plan.
 - Schools are responsible for informing parents/guardians that they need to update the school when there is a change in a pupil's healthcare needs, including medication changes, changes in the severity of the condition, etc.
 - Schools are responsible for reminding parents about these responsibilities to parents at appropriate intervals.
 - The school Health team can support with contacting GP Practices about obtaining/reviewing a pupil's allergy plan. School Nurses are not trained in prescribing and so cannot review a student's medication. This means that normally it is best for their GP Practice to review an allergy plan.

As part of our whole-school approach, our staff are responsible for reminding parents/guardians that they need to update the school if there is a change in a pupil's

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healthcare needs, including medication changes and any changes in the severity of the condition or diagnosis. Schools are responsible for reminding parents about these responsibilities at appropriate intervals.

- Educational visit procedures

When planning school trips, excursions, residential visits or sporting events, staff will consider the risk of allergen exposure and ensure appropriate risk assessments are carried out.

Planning will include consideration of:

- Catering arrangements and allergen risks.
- Access to emergency medication and prescribed adrenaline devices.
- Staff awareness of pupils' allergies and emergency procedures.

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a trip off the premises. All activities on the school trip will be risk assessed to see if they pose a threat to any pupils with allergies and alternative activities will be planned where necessary to ensure the pupils are included.

Staff should ensure pupils have their medication before departing for the trip and enough for the whole trip. Staff should bring a copy of each pupil's asthma/allergy/wheeze plan. Parents to sign a medication administration form so staff know what medication to give and when.

On residential trips, some pupils may need to take preventer inhalers (brown top) and all normal medication - these are normally used once a day- outside of school hours. The pupil's allergy plan should be reviewed before the trip to identify the need.

- Site-specific risk controls

The school does all that it can to ensure the school environment is favourable to pupils with an allergy. The school has a definitive no-smoking/vaping policy. The school will ensure that, wherever possible, pupils will not encounter/reduce exposure to their asthma triggers and allergens.

The school will maintain records of:

- Staff allergy training
- Emergency medication checks
- Administration of AAIs
- Allergy incidents and near misses
- Reviews of Individual Healthcare Plans.

16. Monitoring and Review

This policy will be reviewed at least annually by the named senior leader and named member of the governing board.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the headteacher immediately.

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Following each occurrence of an allergic reaction, this policy and pupils' IHPs will be updated and amended as necessary.

Approval Signature

Signature of (enter position e.g. Chair) _____ **Chair of Governors**

Print name _____ **Dr Joe Hall**

Date _____ **September 2026**

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