

Allergy Safety Policy

Policy Lead: Samantha Mackenzie

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1. Policy Statement

At Just Learn, we are committed to ensuring the safety and wellbeing of all pupils, staff, and visitors with allergies. We recognise that allergies can be life-threatening and that it is essential to have clear procedures in place to minimise risks and respond effectively in emergencies.

This policy sets out our approach to:

- Identifying pupils with allergies and minimising their exposure to known allergens
- Training staff in allergy awareness and emergency response
- Ensuring access to prescribed adrenaline devices and spare adrenaline auto-injectors (AAIs)
- Supporting pupils with allergies to participate fully in school life, including trips and visits
- Promoting the wellbeing and inclusion of pupils with allergies

This policy complies with Benedict's Law (Children's Wellbeing and Schools Act 2026) and the Department for Education's statutory guidance on allergy safety.

2. Roles and Responsibilities

The Named Senior Leader (Allergy Lead) will:

- Take overall responsibility for the implementation of this policy
- Ensure all staff receive appropriate allergy awareness training
- Maintain a register of pupils with allergies
- Ensure Individual Healthcare Plans (IHPs) are in place for pupils who need them
- Coordinate the purchase and storage of spare adrenaline devices
- Monitor and review incidents and near misses
- Report serious incidents to parents/carers and the board of trustees
- Review this policy at least annually

The Head of school will:

- Ensure this policy is implemented effectively across the school
- Allocate sufficient resources for allergy safety measures
- Support the Allergy Lead in their role
- Ensure parents/carers, staff, and pupils are aware of the policy

All Staff will:

- Complete allergy awareness training
- Be vigilant about potential allergen exposure
- Know how to recognise the signs and symptoms of an allergic reaction
- Know the location of adrenaline devices and how to use them in an emergency
- Follow Individual Healthcare Plans for pupils with allergies
- Report any incidents or near misses to the Allergy Lead

Parents/Carers will:

- Inform the school of their child's allergies
- Provide up-to-date information about their child's condition
- Work with the school to develop and review their child's Individual Healthcare Plan
- Ensure their child has any prescribed medication (including adrenaline devices) in school
- Replace expired medication promptly

Pupils will:

- (Where age-appropriate) take responsibility for managing their own allergy, with support from staff
- Inform staff immediately if they feel unwell or think they may have been exposed to an allergen
- Not share food with other pupils
- Carry their adrenaline device with them at all times (where appropriate)

The Board of Trustees will:

- Ensure the school complies with Benedict's Law
- Receive reports on serious incidents and near misses
- Monitor the effectiveness of this policy through regular review of data
- Approve this policy and any subsequent revisions

3. Identifying Pupils with Allergies

We will identify pupils with allergies through:

- **Admission forms** - parents/carers are asked to declare any allergies when their child joins the school
- **Regular updates** - parents/carers are asked to inform us immediately of any new allergies or changes to existing conditions
- **Communication with referring schools** - we will request information about allergies from the pupil's previous school or referring authority
- **Healthcare professional input** - we will liaise with healthcare professionals where appropriate

The Allergy Lead will maintain a **central register of pupils with allergies**, which will include:

- The pupil's name and class
- The allergen(s)
- The severity of the allergy
- Whether the pupil has an adrenaline device
- The location of the pupil's Individual Healthcare Plan

This register will be:

- Kept securely and confidentially
- Shared with relevant staff on a need-to-know basis
- Updated regularly
- Reviewed at least termly

4. Individual Healthcare Plans (IHPs)

Any pupil who has an allergy that requires your school to put supportive arrangements in place should have these recorded in an individual healthcare plan.

An IHP will be created for any pupil with:

- A diagnosed allergy that could result in anaphylaxis
- An allergy requiring specific arrangements or support in school
- An allergy action plan from a healthcare professional

Developing IHPs

IHPs should be written in collaboration with the pupil and their parents/carers, taking account of advice from healthcare professionals.

The IHP will include:

- Details of the pupil's allergy/allergies
- Triggers and symptoms to watch for
- Precautions to minimise exposure to allergens
- Location and administration of medication (including adrenaline devices)
- Emergency procedures
- Arrangements for school trips and activities
- Staff training requirements
- Review date

IHPs will be:

- Stored securely but accessible to relevant staff
- Reviewed at least annually, or sooner if the pupil's needs change
- Shared with all staff who work with the pupil

5. Minimising Exposure to Allergens

We will take the following steps to minimise the risk of pupils being exposed to known allergens:

Food Allergies

- We will not operate a 'nut-free' school, but we will take reasonable steps to minimise the risk of exposure for pupils with nut allergies
- Pupils will be supervised during mealtimes
- Tables will be cleaned before and after meals
- Pupils will be encouraged to wash their hands before and after eating
- We will work with our catering provider to ensure allergen information is available for all meals
- Pupils will be taught not to share food
- Parents/carers will be asked not to send in food containing known allergens for pupils with severe allergies in the same class/group

Non-Food Allergies

- We will identify and minimise exposure to non-food allergens (e.g., latex, animals, insect stings) based on individual IHPs
- We will use alternative materials where possible
- We will risk-assess activities that may involve exposure to allergens

School Trips and Visits

- Risk assessments will consider the needs of pupils with allergies
- Staff will carry pupils' adrenaline devices on trips
- Spare adrenaline devices will be taken on trips
- Catering providers/venues will be informed of allergies in advance
- Emergency procedures will be reviewed with all staff before the trip

6. Staff Training

All staff will receive training on:

- Recognising the signs and symptoms of allergic reactions, including anaphylaxis
- Common allergens and how to minimise exposure
- How to access and administer adrenaline auto-injectors (AAIs)
- Emergency procedures
- The location of pupils' IHPs and medication
- The school's allergy safety policy

Training will be:

- Provided to all new staff as part of their induction
- Refreshed annually for all staff
- Delivered by a qualified trainer or through CPD-certified eLearning
- Documented, with records kept by the Allergy Lead

Practical Training with AAIs

We will ensure staff have opportunities to practise using training pens, so they feel confident in an emergency.

7. Adrenaline Auto-Injectors (AAIs)

Prescribed AAIs

- Pupils with a prescription for an adrenaline device must have their device(s) in school at all times
- Parents/carers are responsible for ensuring devices are in date and replacing them when they expire
- The Allergy Lead will check expiry dates regularly and remind parents/carers when replacement is needed
- Devices will be stored in an accessible location known to all staff (not locked away)
- Where age-appropriate, pupils may carry their own device

Spare AAIs

We will keep spare adrenaline devices for use in emergencies, including:

- When a pupil's prescribed device is not available (e.g., lost, broken, or expired)
- When a pupil has a suspected allergic reaction but does not have a known allergy or prescribed device
- On school trips and visits

Spare devices will be:

- Stored securely but accessibly
- Checked regularly for expiry dates
- Replaced promptly when expired
- Accompanied by clear instructions for use

8. Emergency Procedures

Recognising Anaphylaxis

Signs and symptoms of a severe allergic reaction (anaphylaxis) include:

- Difficulty breathing or wheezing
- Swelling of the tongue, throat, or face
- Difficulty swallowing or speaking
- Persistent dizziness or feeling faint
- Pale or clammy skin
- Confusion or anxiety
- Loss of consciousness

Emergency Response

If a pupil is having a severe allergic reaction:

1. **Call for help immediately** - alert the Allergy Lead or another senior member of staff
2. **Call 999** - request an ambulance and state "anaphylaxis"
3. **Administer the adrenaline device** - use the pupil's prescribed device, or a spare device if necessary
 - Follow the instructions on the device
 - Inject into the outer thigh (can be given through clothing)
4. **Lie the pupil down** (unless they are having difficulty breathing, in which case let them sit up)
5. **Stay with the pupil** until the ambulance arrives
6. **If symptoms do not improve after 5 minutes, give a second dose** using another adrenaline device
7. **Contact the pupil's parents/carers**

After the Emergency

- The used adrenaline device(s) should be given to the paramedics
- The pupil will be taken to hospital even if they appear to have recovered
- The incident must be recorded and reported (see section 9 below)

9. Recording and Reporting Incidents

What is a Serious Incident?

A serious incident is any event relating directly to a medical condition (including allergy) in which a child, young person, 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.

What is a Near Miss?

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.

Recording Process

All serious incidents and near misses will be recorded using our incident form, which will include:

- Date, time, and location of the incident
- Details of the pupil involved
- What happened (including suspected allergen)
- Actions taken
- Outcome
- Lessons learned

Reporting Process

The Allergy Lead will:

- Report the incident to the pupil's parents/carers as soon as possible
- Report the incident to the board of trustees
- Report the incident to the referring school/local authority
- Complete any statutory reporting requirements (e.g., RIDDOR if applicable)

Learning from Incidents

Following any serious incident or near miss, we will:

- Conduct a review to identify what went wrong and why
- Identify actions to prevent similar incidents in future
- Update risk assessments, IHPs, and procedures as necessary
- Consider whether this policy needs to be reviewed
- Provide additional training to staff if needed

10. Promoting Wellbeing and Inclusion

We are committed to ensuring that pupils with allergies can participate fully in school life. We will:

- Treat pupils with allergies with the same expectations and opportunities as their peers
- Make reasonable adjustments to enable participation in all activities
- Educate all pupils about allergies to promote understanding and reduce stigma
- Challenge any bullying or discrimination related to allergies
- Involve pupils (where age-appropriate) in managing their own condition
- Celebrate diversity and promote a culture of care and support

11. Communication and Publication

This policy will be:

- Published on the school website
- Shared with all staff
- Shared with parents/carers through newsletters and at admission
- Explained to pupils in an age-appropriate way
- Shared with the board of trustees.

12. Monitoring and Review

This policy will be reviewed:

- At least annually
- Following any serious incident or near miss
- When there are changes to statutory guidance
- When there are significant changes to the school's circumstances

The review will consider:

- Whether the policy is being implemented effectively
- Data on incidents and near misses
- Feedback from staff, pupils, and parents/carers
- Any changes to legislation or guidance

13. Related Policies

This policy should be read in conjunction with:

- First Aid Policy
- Health and Safety Policy
- Safeguarding Policy
- Educational Visits Policy
- Behaviour Policy