



One Community Trust

Allergy Policy

Author	Tracy Robinson/Jane Hill
Approved by	BRA (Chairs Action)
Approval Date	10 th September 2026
Version Number	Version 1
Status	Approved
Review Date	January 2027

CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
1	10/09/2026	10/09/2026	TR/JH	Benedicts Law

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 Trust supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school communities

Roles and responsibilities

The board of trustees

The board of trustees is responsible 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
- Ensuring the allergy safety policy is reviewed at least annually, updated when needed, and is published

The board of trustees delegates the day-to-day implementation of this policy to the allergy safety lead in each school.

Headteacher

The Headteacher is responsible for:

- Ensuring their school has a nominated allergy safety lead.
- Implementing this allergy safety policy alongside this lead
- Ensuring All staff receive regular allergy awareness training
- Promoting and maintaining allergy awareness across the school communities

School Allergy Lead

School Allergy Leads are responsible for:

- Implementing this allergy safety policy alongside the Headteacher
- Ensuring the School allergy register is reviewed and updated half termly
- 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 issued by a medical professional

- Auditing emergency medication on a half termly basis and making sure that replacement AAI's are obtained when expiry dates approach
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (AAI)
- Making sure relevant staff are aware of which pupils need an allergy risk assessment for visits/events/clubs/activities and any other such arrangements.
- 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

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

Parents/carers

Parents/carers are responsible for:

- Being aware of the allergy safety policy, published on the school website
- 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
- Provide school with an Allergy Action Plan for the child. This must be completed by a health care professional and kept with the Individual Health Plan.

Pupils with allergies

If age-appropriate, these pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Carrying their AAI on their person and only using it for its intended purpose
- Understanding how and when to use their AAI

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.

Identifying individuals at risk

Identifying pupils at risk

Schools will audit all pupils with allergies half-termly and update the school allergy register. The register will contain the details of those pupils who :

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

For those pupils that are added to the allergies register, school will also create an IHP and if appropriate attach an allergy action plan. An allergy action plan can only be provided by a health care professional for pupils that are prescribed adrenaline devices or medication.

Identifying staff and visitors at risk

We will ask:

- new staff to provide details of their allergies in advance of their start date.
- visitors to provide details of their allergies in advance of their visit

School Allergy register

The school maintains a register of pupils who have a known allergy. The register includes:

- Name, Year group,
- Allergy, Medication,
- Action plan and IHP,
- Risk assessment,
- Spare pen – consent to administer,

- AAI / medication expiry dates.

Copies of the school allergy register can be found throughout the school e.g. classrooms and next to spare AAIs. The register will be updated half termly.

Individual healthcare plans (IHP)

Pupils on the school allergy register should have an IHP.

IHPs will be reviewed annually and more frequently if the pupil's needs have changed.

Allergy action plans

All pupils who have a known allergy and, that are prescribed adrenaline devices or medication, must have an allergy action plan provided by a healthcare professional.

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

Assessing risk

Pupils / staff with life threatening allergies must also have a risk assessment in place for various activities and lessons, such as food technology, lunch service, breakfast club, classroom cooking activities, school trips, events and celebrations.

Minimising risk

Hygiene procedures

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 should be clearly labelled with the name of the child for whom they are intended

Catering

Our schools are committed to providing safe food options to meet the dietary needs of pupils with allergies.

Catering contracts and catering provision will be reviewed on regular basis

The Trust 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

Visits and trips

Our pupils with allergies will NOT be excluded from taking part in a visit or trip.

The school will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training

The pupils individual risk assessment will be reviewed prior to the pupil taking part in a school trip. The risk trip assessment will updated accordingly.

Pupils at risk of anaphylaxis should carry their own AAI when appropriate.

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 AAI protocols for off-site events and school trips

Procedures for handling an allergic reaction

As part of the whole-school awareness approach to allergies, all staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately

Staff are trained in the administration of adrenaline to minimise delays in an emergency

If the pupil has an allergy action plan, this must be followed in the event of an allergic reaction.

A spare school AAI devices will only be used if:

- The pupil does not have a prescribed AAI
- The pupil's prescribed AAI are not available or misfire

Schools will follow their own individual arrangements for responding to an allergic reaction.

Adrenaline devices (AAIs)

Prescribed AAIs

Schools will have their own individual procedures for pupils who are prescribed AAIs, whilst adopting the following Trust principles, where practical.

- Pupils are encouraged, where appropriate, to keep their AAI 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 AAIs 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 AAIs with them in the classroom (due to age or other considerations), then the devices will be stored in an appropriate central location – unlocked but out of reach of children and **no more than** 5 minutes away from where they may be needed.

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

Spare AAls and inhalers

Please note: current regulations only allow schools to purchase adrenaline auto-injectors (AAls) 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 AAls 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 lead is responsible for sourcing spare AAls and an emergency asthma reliever inhaler and ensuring they are stored according to the guidance.

Schools must purchase at least 2 AAls of each dosage per building. Anyone 0-6 years old or under 30kg – 150mcg. Anyone over 6 years old or over 30kg – 300mcg.

The Trust recommends our schools purchase Jext AAls as they are more freely available and have a longer expiry date, but if these are unavailable or a lower cost option is available, they may purchase other brands e.g. Epipen.

Additional AAI spares must be made available for trip (a pair of each dose).

Spare AAls will be stored in an appropriate central location – unlocked but out of reach of children and **no more than** 5 minutes away from where they may be needed (larger schools may require AAls to be stored in multiple locations, such as near the dining area and playground).

Spare AAls will be kept in pairs, in case a second one is necessary AND separate from any pupils' prescribed AAls and clearly labelled to avoid confusion.

Disposal

AAls can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions.

Using spare AAls 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 school 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.

Use of AAls off school premises

Pupils at risk of anaphylaxis who are able to administer their own adrenaline should carry their own AAls with them on school trips and off-site events (refer to visits and trips section) .

Serious incidents and 'near misses'

Schools must report an incident as per existing Trust incident and near miss reporting procedures on IAC (iAM Compliant).

An incident can be defined as:

- Allergic reactions.
- Anaphylaxis events.
- Catering errors.
- Near misses involving allergens.

Allergy awareness

Staff training

Our schools will :

Implement annual allergy awareness training for ALL staff including :

- Teaching staff
- Support staff including TA, office and site staff
- Midday supervisors
- Catering staff
- Before/after school club staff
- Site staff

Training will cover:

- Recognising anaphylaxis.
- Emergency response.
- Use of adrenaline auto-injectors.
- Asthma and allergy links.
- Reporting incidents and near misses

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.