Allergies Policy & Procedure

Academy Transformation Trust

Review Date

July 2026

Ratified

July 2026

Next Review Date

July 2028

Responsible Directorate

Estates

About ATT

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

Belonging & Becoming: we meet each child where they are and refuse to leave them there - giving them both roots and wings.

Integrity & Excellence: we act ethically, celebrate excellence, and pursue high standards in all that we do.

High Trust, High Accountability: decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people - pupils and adults - that we are forming:

Capable: equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.

Competent: possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.

Confident: feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.

Contents

1 Purpose

1.1 This policy sets out Academy Transformation Trust's arrangements for identifying, managing and responding to allergies in children and young people. It applies across all academies and to all activities under the academy's control, including the school day, educational visits, extended provision and externally delivered activities.

1.2 This policy supports the Trust's duty to safeguard and promote the welfare of pupils and aligns with:

- The ATT Medical Conditions Policy
- Safeguarding legislation and statutory guidance
- National guidance on supporting children and young people with medical conditions
- Expectations and legislation arising from Benedict's Law

1.3 A separate, detailed Allergy Management Procedure applies to catering and food provision and must be followed by all catering staff and contractors. This policy has been developed in conjunction with Central Estates to ensure health and safety considerations are embedded throughout.

2 Scope

2.1 This policy applies to all pupils with known or suspected allergies and to all staff, volunteers, contractors and external providers working in or on behalf of Trust academies.

2.2 Important: Procedures apply to all potential allergens and are not limited to food allergens. Not all allergens are food related.

2.3 This policy also applies to off-site provision, alternative provision, managed moves, work experience placements and any education or activities commissioned or arranged by the academy where pupils remain under the academy's duty of care.

3 Types of Allergens

3.1 There are 14 major allergens recognised for legal compliance:

- Celery
- Cereals containing gluten
- Crustaceans
- Eggs
- Fish
- Lupin
- Milk
- Molluscs
- Mustard
- Tree nuts
- Peanuts
- Sesame seeds
- Soya
- Sulphur dioxide and sulphites

3.2 The academy also recognises non-food allergens, which may include (but are not limited to):

- Latex

- Insect stings
- Animal exposure
- Medications
- Environmental triggers

4 Why This Is Important

4.1 Allergies are a significant and increasing health issue affecting children and young people. Exposure to allergens can result in serious allergic reactions, including anaphylaxis, which can be life-threatening.

4.2 The academy has a duty of care to safeguard and promote the welfare of all pupils. Children should not be placed in situations where there is a real or perceived risk to their safety, as assessed by staff or where those responsible for their care do not have the confidence, knowledge or skills to prevent allergic reactions or respond swiftly and effectively when they occur.

4.3 Robust arrangements, clear accountability and appropriately trained staff are essential to ensure pupils with allergies are kept safe during the school day, on visits and during all academy-led activities.

5 Legal and Safeguarding Context

5.1 Allergies, including the risk of anaphylaxis, represent a significant safeguarding risk. Failure to appropriately identify, manage or respond to allergies may place pupils at risk of serious harm or death and may constitute a breach of the academy's duty of care.

5.2 Allergy management forms part of the academy's wider safeguarding responsibilities and must therefore be treated with the same level of rigour, accountability, staff awareness and leadership oversight as other safeguarding risks.

5.3 This policy aligns with national guidance on supporting children and young people with medical conditions and reflects expectations associated with Benedict's Law

6 Role and Responsibilities

Board of Trustees

- Ensure effective oversight of allergy management as a safeguarding priority.
- Seek assurance on systems, training and compliance across the Trust.
- Monitor incidents, data and emerging risks, including Benedict's Law requirements.

Chief Executive Officer

- Ensure this policy is consistently implemented across all academies.
- Provide assurance to Trustees on compliance, incidents and trends.
- Ensure leaders are trained and expectations are clearly applied.

Principal

- Is accountable for effective allergy management in the academy.
- Ensure staff are trained, informed and clear on their responsibilities.
- Ensure risk assessments, plans and emergency arrangements are in place, current and understood.
- Ensure emergency medication is available, accessible and regularly checked.
- Maintain oversight of incidents and required improvements.

- The Principal retains overall accountability for allergy management within the academy. This includes ensuring that catering provision (whether delivered internally or by external providers) complies fully with Trust policies and allergen control requirements.

Staff

- Follow all allergy procedures, plans and risk assessments.
- Know pupils with allergies and associated risks.
- Act immediately in line with emergency procedures, including use of adrenaline auto-injectors.
- Report all incidents, exposures and near misses promptly.
- Minimise risks through safe practice.
- Act on suspected first-time allergic reactions in line with emergency procedures

Parents and Carers

- Inform the academy of allergies and keep information up to date.
- Provide required medication, in date and clearly labelled.
- Engage with the academy to agree and review support arrangements.
- Reinforce safe behaviours with their child.

Provide food responsibly, avoiding known risks to others.

Students

- Follow agreed safety measures.
- Take responsibility for managing their allergy where appropriate.
- Do not share food or create risks for others.
- Report concerns or symptoms immediately

7 Named Allergy / Anaphylaxis Lead

7.1 Each academy must appoint a named Allergy / Anaphylaxis Lead.

7.2 The Allergy / Anaphylaxis Lead is responsible for ensuring that emergency adrenaline auto-injectors are stored appropriately and checked at regular intervals to confirm that they remain in date and fit for use.

7.3 This role will normally be undertaken by a senior member of staff with safeguarding or pastoral responsibility, such as the SENCo, Designated Safeguarding Lead (DSL) or equivalent.

7.4 The Allergy / Anaphylaxis Lead is responsible for:

- Ensuring this procedure is implemented consistently
- Maintaining oversight of pupils with known allergies
- Ensuring Individual Healthcare Plans (IHPs) are in place and reviewed where required
- Coordinating staff training and awareness
- Reviewing allergy related incidents and near misses
- Escalating concerns to senior leaders and, where appropriate, the Trust

8 Notification of Known Allergies

8.1 Parents and carers are responsible for informing the academy of any known or suspected allergies.

8.2 Allergies must be recorded promptly and accurately on the pupil's medical record and medical register. Information may also be received from healthcare professionals.

8.3 When educational visits are planned, parents and carers must be asked to reconfirm allergy information to ensure risk assessments remain current.

9 Procedure Following Notification

9.1 Where allergy information is received:

- Details must be recorded promptly and accurately
- Relevant staff must be informed on a need-to-know basis to ensure pupil safety

9.2 Unless the allergy is straightforward and self-managed, the academy will normally convene a meeting to:

- Discuss the pupil's medical and support needs
- Identify staff responsibilities
- An Individual Healthcare Plan

9.3 Note: An Individual Healthcare Plan is not required for every pupil with an allergy. However, in line with emerging statutory guidance associated with Benedict's Law, an IHCP is expected where a pupil's allergy requires medication, active management, or adjustments to their school provision. All pupils with serious or life-threatening allergies must have an individual plan in place. Further detail is provided in the Medical Conditions Policy.

10 Food Allergies and Catering Arrangements

10.1 Where a pupil has a food allergy:

- Appropriate academy staff must liaise with the catering provider
- Catering teams must be made aware of affected pupils and risks
- Dietary requirements must be accurately recorded on Bromcom

10.2 All ATT academies operate a nut-aware approach with strict controls to minimise risk, recognising that it is not possible to guarantee

10.3 The catering provider will make allergen information available and take reasonable steps to reduce risk, while recognising that the possibility of cross-contamination cannot be entirely eliminated.

10.4 Catering staff play a critical role in preventing allergic reactions and must:

- Ensure all food provided is prepared, handled and served in line with allergen management controls
- Follow clear processes for identifying and communicating allergen information
- Prevent cross-contamination during storage, preparation and service
- Be aware of pupils with known allergies and any specific arrangements in place
- Escalate any uncertainty regarding allergens before food is provided
- Respond immediately to any suspected allergic reaction in line with emergency procedures

10.5 Catering staff must receive appropriate training and understand their responsibilities as part of the school's wider arrangements for managing medical conditions and allergy safety.

10.6 Further catering-specific guidance is set out in the Catering Allergy Policy and Procedures.

10.7 Principals must ensure that catering staff (including any external providers) understand and comply with their defined responsibilities within the allergy policy. This is a key control in preventing allergic reactions and will form part of compliance expectations.

10.8 Parents and carers providing packed lunches are requested to act responsibly and avoid sending foods that could pose a risk to others (for example, nuts). This expectation should be reinforced through academy communications.

10.9 Food must not be brought onto site for events that might be shared with pupils without prior approval and appropriate allergen checks. All events involving food (including celebrations, rewards, external providers and PTA events) must be risk assessed in advance and comply with academy allergen control arrangements

11 Risk Assessment

11.1 The Principal must ensure that documented, allergy specific risk assessments are in place where allergies present a foreseeable risk, the Trust H&S service can provide a template risk assessment.

11.2 Risk assessments must cover relevant areas and activities, including (but not limited to):

- Classrooms and teaching spaces
- Dining areas and food service points
- Practical subjects such as science and design & technology
- Educational visits, clubs and extended day provision
- Events involving external providers or food brought onto site

11.3 Risk assessments must be reviewed regularly and automatically following any allergy related incident or near miss.

12 Staff Training

12.1 Academies are expected to ensure that staff receive regular training (refreshed at appropriate intervals) on the management of common medical conditions, including asthma, anaphylaxis and epilepsy. This may be delivered through the school health service or other suitably qualified training providers.

12.2 Safeguarding is everyone's responsibility. All staff must be alert to pupils with allergies and take immediate action where concerns arise.

12.3 The Principal must ensure that appropriate emergency adrenaline auto-injectors (including spare AAIs) are available, in date and accessible, and that all relevant staff receive training to recognise and respond to allergic reactions and anaphylaxis.

12.4 Epi-pens prescribed for one child should not be used on anyone else (unless you are specifically told to do so on a 999 call by the call handler).

12.5 All staff must receive training that enables them to:

- Understand allergy risks and triggers
- Access information about pupils with known allergies
- Recognise signs of allergic reactions and anaphylaxis
- Respond appropriately and without delay in an emergency
- Use an adrenaline auto-injector.

12.6 **In an emergency, any member of staff may administer an adrenaline auto-injector by following the instructions, even if the pupil does not have a previously known allergy, no prior diagnosis or Individual Healthcare Plan. Staff should follow their training and seek immediate advice from emergency services (999). This is supported by the Human Medicines**

(Amendment) Regulations 2017, which permits the use of emergency adrenaline auto-injectors in schools.

12.7 Training in Anaphylaxis & Allergy will form part of a new starter mandatory training induction.

13 Emergency Preparedness and Review

13.1 Academies should maintain readiness to respond to allergy-related emergencies.

13.2 This should include periodic scenario-based discussion or table-top exercises to ensure staff confidence in:

- Recognising symptoms of allergic reactions
- Locating emergency adrenaline auto-injectors
- Escalating concerns immediately
- Contacting emergency services

13.3 This does not require live drills involving pupils.

13.4 Academies must ensure that appropriate arrangements are in place to respond to allergic reactions on educational visits (off site), including access to emergency medication and trained staff. Taking AAIs on an educational visit should form part of the visit assessment via EVOLVE+

13.5 Decisions regarding the inclusion of spare AAIs on educational visits must be based on risk assessment, taking account of known pupils, potential first-time reactions, and access to emergency services

13.6 For all educational visits, Individual Healthcare Plans, emergency medication (including AAIs where required), and trained staff must accompany the pupil at all times. A named member of staff must take responsibility for allergy management on the visit.

14 Medication

14.1 Parents and carers must provide all required medication, in date and clearly labelled, together with written instructions.

14.2 Pupils should be supported to carry and self-administer medication where appropriate.

14.3 Academies must always hold emergency AAIs (adrenaline auto-injectors) that are in date.

14.4 Medication arrangements must comply with the Medical Conditions Policy.

15 Recording and Reporting Incidents

15.1 For safeguarding purposes, all allergy-related incidents and near misses must be recorded on CPOMS, including:

- Contact with Allergen (Exposure without reaction)
- Allergic reaction
- Ambulance called (Emergency service involvement)
- Near miss
- Use of an adrenaline auto-injector pen

15.2 Records must be reviewed to identify patterns, learning and required risk mitigations.

15.3 RIDDOR: Anaphylaxis may be reportable where a fatality occurs or where a failure in systems or controls is identified.

16 Communication

16.1 The academy must ensure that relevant allergy information and emergency procedures are communicated effectively to all adults on site, including:

- Supply and temporary staff
- Volunteers
- Contractors working in pupil areas
- External providers delivering activities or events

16.2 Communication must be proportionate, timely and sufficient to ensure all adults understand how to identify concerns and respond appropriately.

16.3 Parents and carers must be informed of incidents or near misses involving their child, and communication must be recorded appropriately.

17 Governance and Trust Oversight

17.1 Allergy management arrangements are subject to academy-level and Trust-level oversight.

17.2 Each academy must provide assurance to the Trust at least annually, including:

- Confirmation of staff training compliance
- Review of allergy-related incidents and near misses
- Confirmation that emergency medication checks are current
- Identification of emerging risks, themes or required improvements

17.3 This assurance contributes to Trust-wide safeguarding oversight and continuous improvement.

18 Policy Review

18.1 This procedure will be reviewed at least annually and sooner where required, including:

- Following changes to national guidance, statutory requirements or an allergy-related serious incident

Appendices

Auto Injector Poster (Word version available here Allergies

Spare adrenaline injector pens for use in emergencies are stored: