Elm Tree Multi Academy Trust

Allergy Safety Policy

October 2026

Approval and Review

This Policy is reviewed in discussion with staff and governors.

Effective from: October 2026

Approved by: ETMAT Board

Review Date: October 2027

Review Leader: CEO

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1. Aims

This policy aims to:

- Set out our school'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 school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

- Children's Wellbeing and Schools Act 2026
- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Ensuring the school 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
- Reviewing and approving the allergy safety policy at least annually
- Taking steps to ensure the allergy safety policy is:
    - Generally known within the school and to parents of pupils at the school
    - At least once a year, brought to the attention of all pupils, parents/carers, staff and volunteers

- Published on the school's website

- Ensuring risks relating to pupils with allergies are included in the risk register and actively managed

The governing board delegates the day-to-day implementation of this policy to the allergy safety lead.

3.2 Allergy safety lead

The nominated allergy safety lead is Julie McBride (NLS) and Richard Siviter (TJS).

They're responsible for:

- Implementing this allergy safety policy
- Contributing to the review of the allergy safety policy
- 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-do-date individual healthcare plan (IHP)
    - 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.

3.3 Headteacher

The headteacher is responsible for:

- Ensuring 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 The Health and Safety Lead are responsible for:

- Checking spare AAIs are present and in date on a monthly basis
- Making sure that replacement AAIs are obtained when expiry dates approach
- Ensuring staff have regular CPD to support awareness of allergy safety
- Ensuring sufficient first aid provision in instances of emergencies to support anaphylaxis

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
- Completing CPD as required

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
- Updating the school on any changes to their child's condition
- Sharing HCP's with school if relevant
- 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
- Parents and carers of children with allergies or specific dietary requirements are asked to remind their child not to purchase food that may pose a risk to them

3.7 Pupils with allergies

If age-appropriate, these pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Pupils to seek guidance if require before making food choices in school
- Carrying their AD on their person and only using it for its intended purpose
- Understanding how and when to use their AD

3.8 Pupils without allergies

These pupils are responsible for:

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

4. Identifying pupils at risk

We will:

- Review student admission forms to identify students with medical or allergy needs
- Regularly review medical needs with parents/carers
- Share relevant information and documentation with staff

4.1 Identifying staff and visitors at risk

We will:

Ask new staff to provide details of their allergies in advance of their start date

Ask visitors to declare any allergies on entry to site

4.2 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

4.3 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.

Relevant documentation to support awareness and actions should be shared with staff.

4.4 Record of individuals with known allergies

The school maintains a record of all individuals who have a known allergy. The record includes:

- Known allergens
- Whether a pupil has an Individual Healthcare Plan and/or an Allergy Action Plan
- Staff are made aware of pupils with allergies

5. Assessing risk

- Staff will access the risk of any pupil with allergies taking part in their lessons
- Staff will access the risk of any pupil with allergies attending off-site events and school trips

6. Minimising risk

6.1 Catering

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

- Catering staff receive appropriate training and are aware of pupils with allergies
- Our catering provider operates robust allergen management procedures
- All food served by our catering provider is accompanied by allergen information, and pupils are able to access guidance on ingredients and allergens before making their food choices

6.2 Visits and trips

The decision to take a school-held spare AAIs will be determined through the visit-specific risk assessment, taking account of the medical needs of participating students, the nature and location of the activity, access to emergency medical assistance, and the availability of prescribed AAIs.

- No pupils with allergies will be excluded from taking part in visits or trips
- 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 where necessary
- 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

7. Procedures for handling an allergic reaction

- 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
- A spare school AD device will only be used if:
    - The pupil does not have a prescribed AD
    - The pupil's prescribed AD are not available or misfire

8. Adrenaline devices (ADs)

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. 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 (due to age or other considerations), then the devices will be stored:

- In an appropriate central location that is unlocked and accessible at all times

8.2 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.

8.3 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

The decision to take a school-held spare AAI will be determined through the visit-specific risk assessment, taking account of the medical needs of participating students, the nature and location of the activity, access to emergency medical assistance, and the availability of prescribed AAIs.

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.

10. Allergy awareness

10.2 Awareness of allergy safety policy

This allergy safety policy will be published on the school's website.

All staff should be aware of and understand the policy as part of annual allergy awareness training.

11. Monitoring arrangements

The arrangements set out in this policy will be monitored by the allergy safety lead.

The governing board will review and approve this policy annually, or more frequently if a serious incident or 'near miss' identifies an area for improvement.

12. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Data protection policy
- Behaviour policy
- Safeguarding policy