September 2026

Next Review date: September 2027

Allergy Safety Policy

This policy applies to all academies managed by Wootton Academy Trust (WAT).

Person responsible: Head of School and Head of College

Approved by: Executive Headteacher

Contents

1. 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 and college support students with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the Trust's community.

2. Legislation & Guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting students 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:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. Roles & Responsibilities

3.1 The Trust Board

The Trust board is responsible for ensuring:

- Risks relating to students 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

The Trust 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 the deputy head in charge of Inclusion.

They're responsible for:

- Implementing this allergy safety policy
- Reviewing the allergy safety policy at least annually, updating it when needed, and making sure it is published
- Promoting and maintaining allergy awareness across the Trust
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (AD)
- Maintaining the Trust's allergy register

Ensuring:

- All allergy information is up to date and readily available
- All students who require support with allergies have an up-to-date individual healthcare plan (IHP)
- All students with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional
- Staff allergy awareness training is routinely scheduled
- All staff are aware of the Trust'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, 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 student's IHP

3.3 Headteachers

The Head of School and Head of College are responsible for:

- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a student's allergy can be managed through the adjustments made under the Trust's medical conditions policy or whether an IHP is required to specify arrangements that reflect the student's circumstances. This responsibility is delegated to the deputy head in charge of Inclusion
- Monitoring the day-to-day implementation of this policy to ensure compliance
- Ensuring that all staff receive appropriate training

3.4 Lead first aider & attendance co-ordinator

The lead first aider and attendance co-ordinator is responsible for:

- Checking spare ADs are present and in date on a monthly basis
- Making sure that replacement ADs are obtained when expiry dates approach

3.5 Teaching & support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among students
- 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 students with allergies in their care
- Reducing the risk to students with known allergies coming into contact with known allergens
- Ensuring the wellbeing and inclusion of students with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead
- Following the guidance outlined in IHPs for students in their care

3.6 Parents/Carers

Parents/carers are responsible for:

- Being aware of our Trust's allergy safety policy
- Providing the Trust 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 at least 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 Trust's guidance on food brought in to be shared
- Updating the Trust on any changes to their child's condition

3.7 Students with allergies

If age-appropriate, these students are responsible for:

- Being aware of their allergens and the risks they pose
- Carrying their AD on their person, if appropriate, and only using it for its intended purpose
- Understanding how and when to use their AD
- Informing staff if the use if their AD was administered without additional support from a member of staff

3.8 Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Supporting their peers and staff in the case of an emergency, if age-appropriate

4. Identifying individuals at risk

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis
- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

4.1 Identifying students at risk

We will:

- For new starters, send a form to all parent/carers of students after their place at the Trust has been confirmed, but before their first Trust year starts, to confirm any allergy the student has and whether they carry medication. Where a student has a new diagnosis and/or has moved to the Trust mid-term, we will send a form and put arrangements in place within 2 weeks
- Send a reminder to parents/carers at the start of each year asking them to update their child's medical information as necessary

We ask that parents/carers proactively inform us by email if their child's medical needs change during the academic year.

4.2 Identifying staff and visitors at risk

The Trust will ensure:

- New staff provide details of their allergies in advance of their start date; it remains the responsibility of the member of staff to update the Trust if their circumstances change
- Visitors provide details of their allergies in advance of their visit, where necessary.

4.3 Individual healthcare plans (IHPs)

Students should have an IHP if they:

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

It is not necessary for a student to have a formal diagnosis of allergy for them to have an IHP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the student. The Trust will make every effort to make sure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for students who are new to our Trust.

Not all children with an allergy will require an IHP. Some allergies will have little or no impact on the student while they are at Trust, or pose no risk to the student. Some allergies will not require arrangements which are additional to or different from those made generally.

The deputy head in charge of Inclusion is responsible for deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a student's allergy can be managed through the adjustments made under the Trust's medical conditions policy or whether an IHP is required to specify arrangements that reflect the student's circumstances.

The Trust will consider the following principles:

- If the arrangements or support which a student requires would be available to any student as part of normal policies, an IHP may not be required
- If the student only needs non-prescription medication and the Trust's medical conditions policy would permit them to carry and administer it, an IHP may not be required

IHPs will be reviewed at least annually and more frequently if the student's needs have changed. Where a student moves on to a new school or college, their IHP will be shared as part of the transition.

4.4 Allergy & asthma action plans

All students 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 students 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.

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

4.5 Register of students with known allergies

The Trust maintains a register of students who have a known allergy. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a student has been prescribed ADs (and if so, the type and dose will be outlined in their IHP)
- Where a student has been prescribed an AD, whether parental consent has been given to administer emergency medication will be included in their IHP
- A photograph of each student to allow a visual check to be made

The physical register is kept in central locations throughout the school and college, such as in reception, the canteen, staff room, attendance and pastoral offices where relevant. The electronic register will be saved centrally on the shared staff drive where it can be checked quickly by any member of staff as part of initiating an emergency response.

5. Assessing risk

The Trust will conduct a risk assessment for any student at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and Trust trips
- Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any student at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

6. Minimising risk

The Trust will take all reasonable steps to minimise the risk of exposure to allergens through effective risk assessment, staff training, clear communication, appropriate healthcare planning and the implementation of robust control measures across all aspects of school and college life.

6.1 Hygiene procedures

- Students are reminded to wash their hands before and after eating
- Sharing of food, food containers, water bottles and food utensils is discouraged
- Where food is not directly provided by the Trust, parental engagement and permission will be sought in advance

6.2 Catering

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

- Catering staff receive appropriate training and are able to identify students with allergies
- The Trust will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements
- Trust menus are available for parents/carers and students to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers
- Where changes are made to Trust menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of students
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing students and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Where food is provided by the Trust, staff will understand how to read labels for food allergens
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

6.3 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered, where necessary

6.4 Animals

- All students will always wash hands after interacting with animals to avoid putting students with allergies at risk through later contact
- Students with animal allergies will not interact with animals

6.5 Visits & trips

- No students with allergies will be excluded from taking part
- The Trust will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of students' allergies and to have received appropriate training
- The Trust will conduct a risk assessment for any student at risk of anaphylaxis taking part in a rust trip
- Students at risk of anaphylaxis should have their own ADs with them
- Staff trained to administer adrenaline in an emergency will be present on the Trust trip
- Appropriate measures will be taken in line with the Trust's AD protocols for off-site events and Trust trips (see section 8.5)

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 student has an allergy action plan, this must be followed
- A spare school AD device will only be used if:
    - The student does not have a prescribed AD
    - The student's prescribed AD is not available or misfire

8. Adrenaline devices (ADs)

8.1 Prescribed ADs

Students who are prescribed ADs are encouraged to keep them near or on their person at all times including when travelling to or from school/ college and on Trust trips. It is recommended that two devices are carried at all times. Students with prescribed ADs should take them home with them at the end of each day, where necessary, and parents are responsible for ensuring that they are in date.

If a student cannot keep their ADs with them in the classroom (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
- **No more than** 5 minutes away from where they may be needed
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- A named member of staff will carry the student's AD whilst on trips

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

- If the administration of a prescribed adrenaline is required, this will be logged on the student's record and parents will be notified.

9.1 Spare ADs & inhalers

At Wootton Academy these are stored in the staffroom

Current regulations only allow schools to purchase adrenaline auto-injectors (AAIs) 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 AAIs may be used in an emergency. Schools can purchase an emergency asthma reliever inhaler which can only be used if the student's prescribed inhaler is not available and where written consent has been obtained.

The allergy safety lead is responsible for sourcing spare ADs and an emergency asthma reliver inhaler and ensuring they are stored according to the guidance.

- Spare ADs will typically be sourced from the local pharmacy
- The school will have four spare ADs
- A single brand of AD will be purchased to avoid confusion, each AD will be an Epipen
- The dosage of each pen will be 0.3mg (based on Resuscitation Council UK's age-based criteria, see page 11 of the AAI guidance)

Spare ADs will be stored:

- In an appropriate central location that is unlocked and accessible to **staff only** at all times
- **No more than** 5 minutes away from where they may be needed

- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

Spare AAIs will be kept:

- In pairs, in case a second one is necessary
- Separate from any students' prescribed ADs and clearly labelled to avoid confusion

The lead first aider and attendance co-ordinator are responsible for:

- Checking monthly that spare ADs and the emergency asthma reliver inhaler are present and in date
- Obtaining replacement ADs when the expiry date is near

8.2 Disposal

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

8.3 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.

The Trust will obtain advance consent from parents/carers or students 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.

8.4 Use of ADs off Trust premises

Students at risk of anaphylaxis who are able to administer their own adrenaline should carry their own ADs with them on trips and off-site events

Staff trained to administer adrenaline in an emergency will be present on the Trust trip.

9. Serious incidents and 'near misses'

Staff A **serious incident** is any event relating directly to a medical condition (including allergy) in which a student, 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.

9.1 Incident recording

The Trust will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded in the accident book, including the following information:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and students responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded

- If the incident was in relation to a student, this should also be recorded on CPOMS

The Trust will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

9.2 Incident reporting

The parents/carers of a student aged up to 16 should be notified of the incident or 'near miss' as soon as possible. In the case of a student aged 16 and over, the Trust will confirm that the student agrees that their parents/carers should be informed.

The Trust will share the report with the student's parents, the student or the individual involved.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The Trust will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

In some cases, the impact of exposure to an allergen may be delayed and not recognised until the student is at home. This means that incident reporting is not limited to staff – the student, parents/carers or others (such as healthcare professionals) will need to report to the Trust if there has been an incident with a delayed reaction.

Staff will always share the incident report with the deputy head in charge of Inclusion. The allergy safety lead will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the student's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The Trust will also share the report with other agencies in the following circumstances:

- With the Health and Safety Executive (HSE): incidents which arise directly out of the way the Trust carried out a work activity which results in death or immediate hospitalization. For example, where a student has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff.

In the event that the incident or 'near miss' was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

10. Allergy Awareness

10.1 Staff training

The Trust ensures that all staff expected to be present during times when students are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction.

This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It also includes catering staff and others who may oversee students at breakfast or after-school clubs. It does not include contractors carrying out work with no student-facing role such as builders, electricians or other ad hoc maintenance personnel.

The Trust has purchased 'training pens' from EpiPen and Jext so staff can practise safely and be familiar with the differences.

The Trust will conduct allergy safety drills annually. This is a simulated case of anaphylaxis to test out how staff respond, without risk to any individual. The results of the drill will be recorded and used to inform the ongoing review of this policy.

Allergy awareness training will ensure that all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Understand the difference between food allergy, coeliac disease and food intolerance
- Know where to find information on allergy triggers
- Can identify the range of symptoms of allergic reactions

- Understand and can recognise anaphylaxis
- Know how to respond in an emergency, including:
    - Calling emergency services and informing parents/carers
    - How to locate and administer emergency medication
    - How to use the medication/device in an emergency
- Understand the impact allergy can have on a student's wellbeing
- Understand the Trust's allergy safety policy
- Know how to check whether an individual is on the record of those with known allergy, and how to use an allergy or asthma action plan
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss')
- All staff will complete an e-learning allergy module at least annually, new staff will complete as a part of the induction programme.

10.2 Awareness of allergy safety policy

This allergy safety policy will be published on the Trust's website and shared with parents/carers at the start of the academic year.

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

Students will receive relevant information about allergies through assemblies and tutor sessions.

11. Wellbeing

Students with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their form tutor
- Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis

The Trust will respond to any instance of bullying in line with its behavior policy.

11.1 Wellbeing & support following an incident or 'near miss'

The Trust recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the student but their family, those involved in responding and any witnesses. The trust will provide support to those involved.

The Trust will support staff involved in any incident or 'near miss'.

See section 9 of the policy for more detail on incidents and 'near misses'.

12. 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.

13. Monitoring arrangements

This policy will be monitored by the allergy safety lead.

It will be reviewed and approved annually by the allergy safety lead, or more frequently if a serious incident or 'near miss' identifies an area for improvement.

14. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting students with medical conditions policy
- Trust food policy
- Data protection policy
- Behavior policy
- Child protection and safeguarding policy
- SEND policy