

Allergy Policy

Know the Allergy. Follow the Plan. Act Immediately. Learn from Every Incident.

Thomas Alleyne's High School is committed to ensuring every pupil with an allergy is safe, supported able to participate fully in all aspects of school life through proactive planning, effective partnership with families and healthcare professionals, and a prompt, confident response to allergic reactions.

Document History

Version	Version Date	Author	Summary of Changes
V0.1	Aug 2026	Jack Biggs	Updated with new legislation

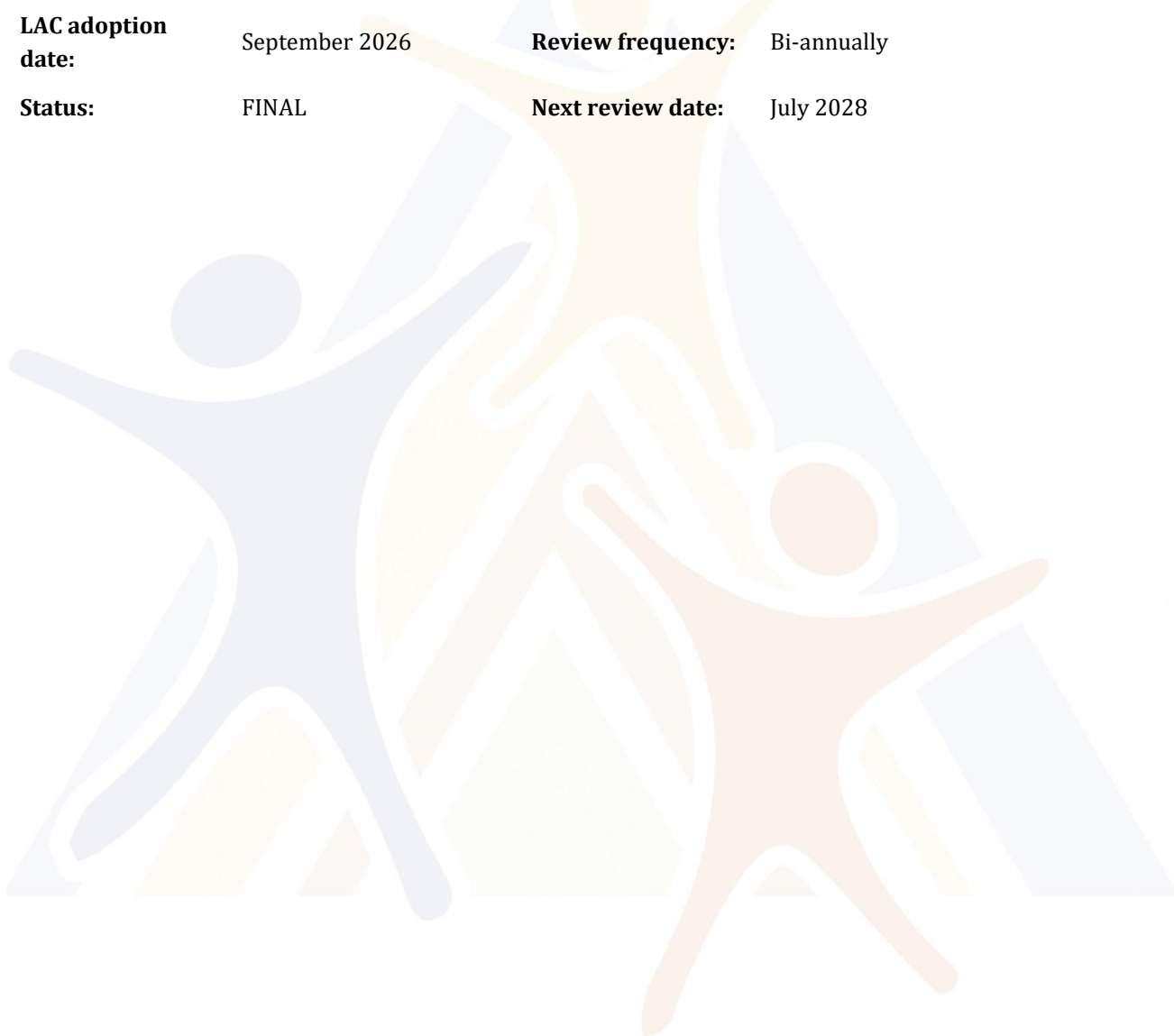
This policy was approved as follows:

Approver:	LAC	Date:	August 2026
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Owner:	Jack Biggs	Version:	1
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LAC adoption date:	September 2026	Review frequency:	Bi-annually
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Status:	FINAL	Next review date:	July 2028
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1. Introduction

Thomas Alleyne's High School is committed to providing a safe, inclusive and supportive environment for all pupils with allergies.

The school recognises that allergies are common and can have a significant impact on a child's health, wellbeing and participation in education. Allergic reactions can occur rapidly and, in some cases, progress to life-threatening anaphylaxis requiring immediate treatment.

No pupil should be disadvantaged, excluded or prevented from participating fully in school life because of an allergy. Through effective planning, staff training, partnership with families and robust emergency procedures, the school will minimise foreseeable risks whilst ensuring pupils remain fully included in all aspects of school life.

This policy has been developed in accordance with:

- Children's Wellbeing and Schools Act 2026
- Statutory Allergy Safety Guidance
- Supporting Pupils at School with Medical Conditions (DfE)
- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice
- Keeping Children Safe in Education
- Health and Safety at Work etc. Act 1974
- UK GDPR and Data Protection Act 2018

2. Aims of the Policy

- Protect pupils with allergies from avoidable harm
- Create a positive culture where allergy safety is everyone's responsibility
- Minimise exposure to known allergens wherever reasonably practicable
- Ensure prompt recognition and effective emergency response
- Provide appropriate reasonable adjustments
- Promote pupils' wellbeing and inclusion
- Ensure staff understand their responsibilities
- Comply with statutory guidance

3. Scope

This policy applies to:

- All pupils
- All employees
- Supply teachers
- Agency staff
- Peripatetic staff
- Regular volunteers
- Catering staff
- Contractors working directly with pupils
- Visitors involved in school activities
- All commissioned external providers

It applies to allergies including:

- Food allergy
- Medication allergy
- Insect sting allergy
- Latex allergy
- Airborne allergy
- Contact allergy
- Pupils prescribed adrenaline auto-injectors (AAI's)
- Pupils at risk of anaphylaxis

4. Allergy Safety Culture

Thomas Alleyne's High School is committed to developing a culture where allergy safety is understood and promoted by the whole school community.

The school will:

- Promote awareness of allergies and anaphylaxis
- Encourage pupils to seek help immediately if symptoms develop
- Reduce stigma and anxiety associated with allergies
- Support pupils to participate fully in school life
- Review all significant incidents and near misses to improve practice
- Foster open communication with pupils, families and healthcare professionals

5. Roles and Responsibilities

5.1 Governing Body

The Governing Body will:

- Approve and review this policy annually
- Monitor implementation
- Ensure appropriate resources are available
- Receive reports on significant allergy incidents and policy compliance where appropriate

5.2 Headteacher

The Headteacher has overall responsibility for ensuring this policy is implemented.

5.3 Allergy Safety Lead

The Assistant Headteacher (SENDCO, DDSL & Designated Teacher) is the named Senior Leadership Team Allergy Safety Lead.

Responsibilities include:

- Leading implementation of this policy
- Overseeing Individual Healthcare Plans (IHCP's)
- Coordinating staff training
- Monitoring incidents and near misses
- Reviewing procedures following incidents
- Reporting themes and trends to governors
- Leading the annual review of this policy

5.4 All Staff

All staff are expected to:

- Understand allergy risks
- Know which pupils have allergies where relevant to their role
- Know how to access an IHCP
- Recognise allergic reactions and anaphylaxis
- Act immediately in an emergency
- Administer emergency medication where appropriate
- Request an Arbor 'On Call' immediately when an emergency arises
- Contribute to maintaining a safe and inclusive environment

6. Allergy Awareness Training

All in-house staff and volunteers present whilst pupils are on site will receive annual allergy awareness and emergency response training.

External staff such as Catering, Supply/Agency, Peripatetic teachers receive training through their employer and this is checked as part of existing processes.

New staff will receive allergy awareness training as part of their induction.

Supply/Agency staff will receive information regarding emergency procedures and pupils with allergies before commencing duties.

National College Training covers:

- Understanding allergies
- Recognising allergic reactions
- Recognising anaphylaxis
- Understanding asthma, eczema and hay fever alongside allergy
- Understanding the features of food allergy and intolerance
- Administering AAI's
- Reducing allergen exposure

Local training covers:

- Accessing IHCPs
- Emergency procedures (posters in classrooms)
- Locating emergency medication
- Reporting incidents

In-house training records will be maintained and monitored.

7. Wellbeing

The school recognises that allergies can significantly affect emotional wellbeing.

Thomas Alleyne's High School will:

- Support pupils to feel safe and included
- Encourage increasing independence appropriate to age
- Work with families where allergy-related anxiety affects attendance or participation
- Ensure pupils are not disadvantaged because of their allergy
- Provide appropriate emotional support where required

Bullying or discrimination relating to allergies will not be tolerated and will be addressed through the Behaviour and Anti-Bullying Policies.

8. Identification of Pupils with Allergies

Information regarding allergies will be gathered:

- During admission
- From parents and carers
- From healthcare professionals
- From previous schools
- Following diagnosis
- Through annual review of IHCP
- Whenever updated medical information is received

Our medical register contains all allergy details and the medical team uses it to create and review IHCPs for pupils requiring additional arrangements including known allergens.

9. Individual Healthcare Plans (IHCPs)

An IHCP will normally be developed where a pupil:

- Has an allergy that has a functional impact within school
- Is at risk of harm because of their allergy
- Requires arrangements additional to or different from those provided generally

The IHCP will include:

- Allergens
- Symptoms
- Emergency signs
- Prescribed medication
- Location of medication
- Emergency procedures
- Reasonable adjustments
- Dining arrangements
- PE arrangements
- Educational visit arrangements
- Examination arrangements
- Allergy Action Plan (attached where available)
- Asthma Action Plan (where applicable)
- Emergency contacts
- Review date

IHCP's will be reviewed:

- Annually
- Following an allergic reaction
- Following updated medical advice
- Following hospital admission
- Whenever requested by parents or healthcare professionals

Ensure you have read IHCPs relating to the pupils you teach and are aware of pupils who carry AAI's.

10. Minimising Risk

Whilst an allergen-free environment cannot be guaranteed, the school will take all reasonable steps to minimise foreseeable risks.

This includes:

- Maintaining accurate allergy records
- Sharing information appropriately
- Promoting effective hand hygiene
- Cleaning eating areas appropriately
- Checking ingredients where food is provided by school
- Considering allergy risks during curriculum planning
- Considering allergens within science, food technology, art, music and practical lessons
- Considering allergy risks where activities involve animals
- Ensuring educational visits include allergy risk assessments

Staff must never knowingly provide food or materials that conflict with a pupil's IHCP.

11. Food Allergy

Where food is provided by the school, allergen information will be available.

The school will work with its catering provider to:

- Provide allergen information
- Support safe food choices
- Minimise cross-contamination where reasonably practicable

Where food is brought into school by pupils, parents or staff, the school cannot guarantee it is free from allergens.

Food should never be shared with a pupil unless allergy risks have been considered.

12. Medication

Pupils prescribed AAI's must have rapid access to them at all times.

This includes in/on:

- Classrooms
- Dining areas
- Playgrounds
- Sports facilities
- Educational visits
- Extracurricular activities

Where appropriate, pupils may carry their own prescribed medication in accordance with their IHCP.

Parents are responsible for ensuring prescribed medication remains in date and replacing medication before expiry.

13. Spare Adrenaline Auto Injectors

Thomas Alleyne's High School maintains spare AAI's in accordance with national guidance.

The school will ensure:

- Spare devices are stored in pairs
- Devices are clearly labelled
- Devices are readily accessible
- Devices can be accessed within five minutes wherever reasonably practicable
- Expiry dates are checked regularly
- Expired or used devices are replaced promptly and disposed of safely

Spare AAIs are located in First Aid Kits:

- Reception
- J Block Office (between J6 and J7)
- Farm Office

These locations will be reviewed regularly to ensure rapid access across the school site.

14. Emergency Response

Anaphylaxis is a medical emergency. Ensure you have read your IHCPs and are aware of pupils who carry AAI's. If an allergic reaction is suspected:

Step 1 – Recognise

Remain with the pupil and summon assistance immediately.

Step 2 – Emergency On Call

Request an Arbor On Call so that appropriate staff can coordinate the school's emergency response.

Step 3 – Administer Adrenaline

- Do not delay treatment
- Locate the pupil's prescribed AAI or the nearest spare AAI if required
- Administer adrenaline immediately

Adrenaline should be administered as soon as possible and, wherever practicable, within five minutes of the onset of anaphylaxis.

Step 4 – Call 999

Inform the emergency operator: **“Child with suspected anaphylaxis.”**

Step 5 – Continue Care

- Remain with the pupil
- Monitor airway, breathing and circulation
- Administer a second AAI if clinically indicated and available
- Send a member of staff to meet the ambulance
- Contact parents or carers as soon as practicable
- Provide used AAI's to Ambulance staff

Step 6 – Post-Incident Actions

- Ensure appropriate handover to emergency services
- Review the IHCP
- Follow schools First Aid/Accident reporting procedures
- Inform the Senior Leadership Team
- Re-procure AAI's

Any pupil who receives adrenaline must be assessed by emergency medical services, even if symptoms improve.

15. Educational Visits

Thomas Alleyne's High School is committed to ensuring that pupils with allergies participate fully in educational visits wherever it is safe to do so.

When visits are planned:

- Pupils with allergies will be identified during the planning stage
- Visit Leader will liaise directly with parents or carers to discuss individual needs
- Reasonable adjustments will be agreed with families before the visit where required
- Emergency medication arrangements will be confirmed
- Trained staff will accompany pupils where necessary
- Prescribed AAI's will accompany the pupil throughout the visit
- Emergency procedures will be reviewed before departure

All allergy arrangements, reasonable adjustments and emergency procedures will be incorporated into the Entrust Educational Visits planning documentation and the visit-specific risk assessment.

No pupil will be excluded from an educational visit solely because of an allergy where reasonable adjustments can enable safe participation.

16. First Aid and Accident Reporting

Thomas Alleyne's High School uses 'My Health and Safety Portal' to log all near misses and any incidents leading to hospitalisation.

This is run by Staffordshire County Council who will assess and report any incidents to RI-ODDOR as required.

Data from the system can be used to report to SLT and Governors.

Self-evaluation is completed after every incident, seeking to improve processes and procedures where appropriate.

17. Information Sharing

The school will share allergy information only where necessary to safeguard pupils.

Information may be shared with:

- Relevant teaching and support staff
- First Aiders
- Educational visit leaders
- Catering staff
- Emergency services
- Healthcare professionals where appropriate.

Health information will be managed in accordance with UK GDPR and the Data Protection Act 2018.

18. Raising Awareness

This policy will:

- Be published on the school's website
- Be available in hard copy on request
- Form part of staff induction
- Be reinforced through annual allergy awareness training

Age-appropriate allergy awareness will be promoted with pupils to encourage understanding, reduce stigma and support a safe and inclusive environment.

19. Monitoring and Review

The Assistant Headteacher (SEND/CO) will monitor:

- Completion and review of IHCPs
- Staff training compliance
- Medication expiry dates

- Incident reporting
- Educational visit arrangements
- Parental feedback
- Policy implementation

This policy will be reviewed bi-annually and following:

- Changes to legislation or national guidance
- Significant allergy incidents
- Anaphylaxis
- Identified trends
- Serious near misses

Where appropriate lessons learned will inform future policy development and staff training. This can lead to an earlier revision of the policy where appropriate.

