

ALLERGY SAFETY POLICY

CALDEW SCHOOL



Name:	Lisa Hollywood
Position:	Business Manager
Signed:	
Date:	
Proposed review date:	September 2027

REVIEW SHEET

Each entry in the table below summarises the changes to this Policy and procedures made since the last review (if any).

Version Number	Version Description	Date of Revision
1	Original	September 2026

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ALLERGY SAFETY POLICY

1. Policy Statement

Caldew School is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors. We recognise that allergies can have a significant impact on a student's health, wellbeing and ability to participate fully in school life. Severe allergic reactions (anaphylaxis) are medical emergencies and require an immediate, effective response.

The school aims to minimise the risk of exposure to known allergens whilst recognising that it is not possible to provide a completely allergen-free environment. We will work closely with students, parents, healthcare professionals, staff and visitors to identify those with allergies, implement appropriate support arrangements and ensure they can participate safely in all aspects of school life. This policy should be read alongside the Medical Conditions Policy, First Aid Policy, Health and Safety Policy, Educational Visits Policy, Behaviour Policy and Safeguarding Policy.

This policy will be published on the school's website and made available to on request. Staff will be made aware of the policy through annual training and induction.

2. Legal Framework

This policy has been developed in accordance with:

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

3. Scope

This policy applies to;

- Students
- Staff
- Parents
- Volunteers
- Supply staff

4. Roles and Responsibilities

Governing Body

The Governing Body is responsible for ensuring suitable arrangements are in place to support students with allergies. Governors will:

- approve and review this policy annually;
- ensure appropriate resources are available;
- receive an annual report on allergy management, training and incidents.

Headteacher

The Headteacher has overall responsibility for implementing this policy and ensuring effective allergy management throughout the school. The Headteacher will ensure:

- a Named Allergy Lead is appointed;
- staff receive appropriate training;
- emergency medication is available where required;
- appropriate procedures are followed following any allergy-related incident.

Named Allergy Lead

The Named Allergy Lead is **Lisa Hollywood (Business Manager)**.

The Allergy Lead is responsible for coordinating allergy management across the school. This includes:

- maintaining the Allergy Register;
- ensuring Individual Healthcare Plans/Medical Needs Plan are written;
- ensuring staff receive annual allergy awareness training;
- ensuring monitoring of emergency medication and expiry dates;
- ensuring liaison with parents and healthcare professionals takes place;
- reviewing allergy-related incidents and identifying improvements;
- reporting annually to the Headteacher and Governing Body.

Pastoral Managers

Pastoral Managers are responsible for:

- completing the allergy register for their year group
- writing and reviewing Individual Healthcare Plans/Medical Needs Plan
- monitoring of emergency medication and expiry dates
- supporting students
- liaising with parents and healthcare professionals;
- reporting allergy-related incidents and identifying improvements;

Staff

All staff share responsibility for allergy safety and are expected to:

- complete annual allergy awareness training;
- familiarise themselves with pupils they teach who have significant allergies;
- follow Individual Healthcare Plans/Medical Needs Plan;
- consider allergy risks when planning lessons and activities;
- respond appropriately to allergic reactions;
- report any concerns or incidents immediately.
- Inform the school of any allergies they have
- Ensure they carry any required medication

Staff supervising educational visits, extra-curricular activities or practical lessons must ensure appropriate arrangements are in place before the activity begins.

Parents

Parents are responsible for:

- informing the school of any diagnosed allergy;
- providing up-to-date medical information;
- supplying prescribed medication in date;
- replacing expired medication promptly;
- providing updated Allergy Action Plans where applicable;

- informing the school immediately of any changes to their child's medical condition.

Students

Where appropriate, pupils are encouraged to take increasing responsibility for managing their allergies. Pupils should:

- carry prescribed medication where agreed;
- inform staff immediately if they feel unwell or believe they have been exposed to an allergen;
- never share food, drinks or medication;
- treat the medical needs of others respectfully.

Any deliberate behaviour that places another pupil at risk because of their allergy will be treated as a serious breach of the school's Behaviour Policy.

4. Identification and Support Identification of Students with Allergies

Identification of Students with Allergies

The school will identify students with allergies through:

- annual data collection form;
- information provided by parents;
- healthcare professionals;
- previous schools;
- ongoing communication with families.

Parents must notify the school as soon as possible following a diagnosis or any significant change to their child's allergy or treatment.

Allergy Register

The Named Allergy Lead will ensure an up-to-date Allergy Register is maintained containing details of students with diagnosed allergies. The register will include:

- known allergens;
- severity of reaction;
- prescribed medication;
- location of medication;
- Individual Healthcare Plan (where required);
- emergency contacts.

The register will be reviewed annually and updated whenever medical information changes. Relevant information will be shared with staff who need it to keep students safe.

Individual Healthcare Plans/Medical Needs Plans

An Individual Healthcare Plan (IHP)/Medical Needs Plan will be written where a student requires support that is additional to or different from the arrangements normally available within school. Plans will normally be required where:

- emergency medication has been prescribed;
- there is a risk of anaphylaxis;
- adjustments to learning or supervision are required.

Healthcare Plans/Medical Needs Plan will be written with parents and, where appropriate, healthcare professionals. They will include:

- the pupil's allergies;
- signs and symptoms;
- medication requirements;
- emergency procedures;
- reasonable adjustments;
- arrangements for educational visits and extra-curricular activities.

Plans will be reviewed annually or sooner if medical advice changes or following a significant allergic reaction.

Communication

Effective communication is essential to keeping students safe. The Named Allergy Lead will ensure that relevant information is shared with:

- teaching and support staff;
- first aiders;
- Heads of Year;
- catering staff;
- educational visit leaders;
- supply staff where appropriate.

Information will be shared on a need-to-know basis in accordance with UK GDPR. Parents will be informed promptly following any significant allergy-related incident and involved in reviewing support arrangements. Supply staff will be briefed on students with significant allergies by the Cover Manager.

Identification of Staff with Allergies

The school will identify staff with allergies through:

- annual data collection form;
- information provided by staff;
- occupational health

Staff must notify the school as soon as possible following a diagnosis or any significant change to their allergy or treatment.

This information will be kept in staff medical histories in staff files. This will be reviewed annually through data collection and updated whenever medical information changes. Relevant information will be shared with first aiders. A risk assessment will be completed where appropriate.

Identification of Supply Staff, Volunteers and Other Visitors with Allergies

The school will identify allergies through:

- asking at reception for any significant allergies to be reported
- supply agencies

Relevant information will be shared with first aiders.

5. Managing Allergy Risks

The school recognises that it is not possible to eliminate all allergens from the school environment. Instead, Caldew School will take reasonable and proportionate steps to reduce the risk of accidental exposure while ensuring students and others with allergies are able to participate fully in school life. Risk assessments will be proportionate to the level of risk presented and will be based on the individual needs of the pupil rather than applying blanket restrictions across the school.

Staff Training

All staff who work with students, including teaching staff, support staff, catering staff, office staff, lunchtime supervisors, agency staff, supply teachers and regular volunteers, will receive annual allergy awareness and emergency response training. New staff will receive allergy training as part of their induction and supply staff will receive a briefing on emergency procedures before taking responsibility for students.

Curriculum Activities

Staff are responsible for considering allergy risks when planning lessons or activities involving food, animals, plants, chemicals, food items or other potential allergens. Before practical activities take place, staff will:

- review the needs of students with allergies using the Allergy Register and IHP/Medical Needs Plans;
- make reasonable adjustments where necessary;
- use alternative materials or ingredients where appropriate;
- complete an individual risk assessment if an activity presents a significant risk.

Heads of Department are responsible for ensuring staff within their departments understand any allergy-related risks associated with their curriculum area. Where activities involve food preparation, students will be encouraged not to share ingredients, utensils or finished products.

Catering and Dining

The Catering Manager will ensure:

- allergen information is available for all school meals;
- catering staff receive appropriate allergy awareness training;
- reasonable steps are taken to minimise cross-contamination during food preparation and service.

The school cannot guarantee that meals or packed lunches are free from allergens. Students will therefore be reminded not to share food, drinks or eating utensils. Where a student requires specific dining arrangements because of a severe allergy, these will be identified within their Individual Healthcare Plan/Medical Needs Plan. The Catering manager will contact parents to discuss the child needs.

Staff and other adults should inform the Catering Manager of their allergies and discuss their needs.

School Events

Staff organising events involving food, including reward events, fundraising activities and celebrations, primary visits etc must consider the needs of students with allergies during the planning stage. This includes where sweets, chocolate and other food items are used as rewards. Where refreshments are provided, staff should:

- make allergen information available where reasonably practicable;

- provide suitable alternatives where required;
- ensure no pupil is excluded unnecessarily because of their allergy.

Parents, staff and students are discouraged from sending homemade food into school for distribution due to the presence of unknown allergens and people with allergies that they are not aware of.

Educational Visits

The school is committed to ensuring students with allergies are able to participate safely in educational visits and residential experiences. Before a visit takes place, the Visit Leader will:

- review the Allergy Register;
- identify pupils requiring additional arrangements;
- complete individual risk assessments where appropriate;
- ensure emergency medication accompanies the pupil;
- ensure staff attending the visit understand emergency procedures;
- liaise with parents where additional arrangements are required.

For residential visits, consideration will also be given to catering arrangements, medication storage and access to emergency medical services.

No student will be excluded from an educational visit solely because they have an allergy where appropriate control measures can be implemented safely.

Visitors and External Providers

Visitors delivering activities involving food, animals or practical resources will be informed of relevant allergy arrangements before activities begin. External providers running clubs or activities on behalf of the school will be expected to comply with this policy and any relevant Individual Healthcare Plans/ Medical needs Plan.

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6. Medication

Parents are responsible for providing prescribed medication and ensuring it remains in date. Where a student has been prescribed an adrenaline auto-injector (AAI), parents should provide two in-date devices together with an up-to-date Allergy Action Plan.

Storage

Medication will either be:

- carried by the pupil, where agreed through their Individual Healthcare Plan; or
- stored in an agreed location that is readily accessible in an emergency.

Medication must never be locked away or stored in a location that could delay treatment. The school will maintain spare AAIs in pairs accordance with current legislation. These will be located at: KIT:

1. Main Reception
2. Student Reception
3. PE Office
4. Marketing/Careers Office (proximity to dining hall)

The Named Allergy Lead will ensure school medication is checked monthly to ensure it remains in date. Medication managed by the student and stored in student reception, will be reviewed by the pastoral team linked to the year group of the student, contact will be made by the pastoral team with parents when replacement medication is required.

Missing or Expired Medication

Where a student attends school without essential emergency medication, the school will contact parents and agree appropriate arrangements based on an assessment of risk. Repeated failure to provide required medication will result in a meeting with parents to review support arrangements.

7. Emergency Procedures

All staff receive training to recognise the signs of an allergic reaction and understand the school's emergency procedures. Where anaphylaxis is suspected:

1. Stay with the person and send for a first aider and emergency medication.
2. Administer an adrenaline auto-injector immediately in accordance with the student's Allergy Action Plan and adult's advice.
3. Call **999** and state that a person is experiencing suspected anaphylaxis.
4. Inform Reception, who will contact parents and adult's emergency contact and direct the ambulance to the school.
5. Continue to monitor the person and administer a second AAI after five minutes if symptoms persist and emergency services have not arrived.
6. Ensure the person is taken to hospital by ambulance, even if symptoms improve.

8. Following an Incident

Following any use of adrenaline, a serious incident or a near miss staff should complete an Allergy Incident form. This form should be sent to Lisa Hollywood so the incident can be reviewed to identify any lessons learned.

A serious incident is any event relating directly to a medical condition (including allergy) in which a child, young person, member of staff or visitor 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. "Near misses" are as important as actual incidents, since they may highlight weaknesses in policies, procedures, training or communication and arrangements which can be learned from.

Following the use of any adrenaline or a serious incident parents/emergency contacts should be informed immediately.

Pastoral managers should ensure any medication is replaced;

9. Wellbeing

The school recognises that living with an allergy can cause anxiety and affect wellbeing. Pastoral staff will provide appropriate support to students where required. Staff will be supported by their line

manager. Any bullying, teasing or intimidation relating to an allergy will be managed in accordance with the schools Behaviour Policy and Bullying and Harassment Policy.

10. Monitoring and Review

The Named Allergy Lead will monitor implementation of this policy through regular reviews of the Allergy Register, Individual Healthcare Plans, medication checks, staff training and allergy-related incidents. This policy will be reviewed annually or sooner where changes to legislation, statutory guidance or school practice require.