The Discovery School

Allergy Safety Policy

Approved by: The Governing Body
Date approved: 28th September 2026
Review date: September 2027

1. Rationale

The Discovery School is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors living with allergies.

Section 34 of the Children's Wellbeing and Schools Act 2026 requires all Local Authority maintained schools to have an Allergy Safety Policy. This policy sets out the arrangements in place at The Discovery School to reduce the risk of allergic reactions, support individuals with known allergies and ensure an appropriate and timely response to an allergic emergency.

This policy should be read alongside the School's relevant Supporting Children with Medical Needs Policy, Food Policy, Child Protection, Educational Visits and Health and Safety policies.

A named member of the Senior Leadership Team will have responsibility for allergy safety.

Allergy Safety Lead: Miss T Gobell – Head Teacher and Designated Safeguarding Lead

The Allergy Safety Lead will oversee implementation of this policy, promote good allergy awareness across the school and contribute to, or lead, regular reviews of the policy.

2. Policy Aims

The aims of this policy are to:

- Reduce the risk of exposure to known allergens wherever reasonably practicable.
- Ensure that pupils with allergies are identified and appropriately supported.
- Ensure pupils prescribed adrenaline have rapid access to their medication at all times.
- Ensure staff are appropriately trained to recognise and respond to allergic reactions and anaphylaxis.
- Ensure an accurate allergy register is maintained and accessible to staff
- Provide clear procedures for the use and management of spare adrenaline auto-injectors (AAIs).
- Promote the wellbeing and inclusion of pupils with allergies.
- Ensure appropriate arrangements are in place for educational visits, trips and activities.
- Ensure allergic reactions and near misses are recorded, reported and reviewed.
- Ensure allergy-related information is shared appropriately and confidentially.
- Promote a whole-school culture of allergy awareness and safety.

3. Responsibilities

The Governing Body

The Governing Body will:

- ensure the School has an Allergy Safety Policy;
- ensure the policy is reviewed at least annually;
- ensure the policy is accessible to parents, carers and staff; and
- provide appropriate oversight of allergy safety arrangements.
- The Governing Body will receive periodic reports on allergy incidents, near misses and policy compliance.

Named Allergy Safety Lead

The named member of the Senior Leadership Team will:

- oversee implementation of this policy;
- coordinate allergy safety arrangements;
- ensure staff receive appropriate training;
- oversee the management and checking of spare AAIs;
- ensure appropriate records are maintained;
- ensure an accurate allergy register is maintained;
- review incidents and near misses;
- coordinate policy reviews; and
- promote a positive culture of allergy awareness.

All Staff

All staff have a responsibility to:

- understand and follow this policy;
- attend required allergy awareness training;
- familiarise themselves with relevant pupil allergy information;
- follow IHPs and Allergy Action Plans;
- take reasonable steps to minimise allergen exposure;
- know how to access emergency medication;
- respond appropriately to suspected anaphylaxis; and
- report incidents and near misses promptly.

Parents and Carers

Parents/carers are expected to:

- provide the school with accurate and up-to-date information about their child's allergy;
- provide prescribed medication where required;
- provide updated Allergy Action Plans and medical information;
- inform the School of changes to their child's allergy or medication;
- work with the School to develop and review IHPs where required; and
- ensure medication supplied to school remains in date.

Pupils

Pupils will be encouraged, where age and developmentally appropriate, to:

- understand their own allergy and how to reduce risk;
- follow their agreed allergy management arrangements;
- avoid sharing food or medication; and
- tell an adult if they feel unwell or believe they have been exposed to an allergen.

4. Allergy Awareness and Staff Training

The Discovery School will provide allergy awareness and emergency response training to staff at least annually.

Training will be provided to staff who are present during times when pupils are scheduled to be on site, including, where applicable:

- teaching and support staff;
- peripatetic staff;
- regular volunteers;
- catering staff; and
- staff supervising breakfast clubs, after-school clubs and other pupil activities.

Contractors who have no pupil-facing role, such as builders, electricians or occasional maintenance personnel, are not routinely required to undertake allergy awareness training.

4.1 New Staff and Temporary Staff

All new staff will receive appropriate information about allergy safety as part of their induction.

The School will ensure that supply, temporary and cover staff are made aware of relevant allergy procedures and know:

- where allergy information is held;
- how to identify pupils with known allergies;
- where emergency medication is located;
- how to summon emergency assistance; and
- their responsibilities under this policy.

4.2 Training Content

Allergy awareness and emergency response training will ensure staff:

- understand this Allergy Safety Policy;
- understand what an allergy is and the risks it can present;
- understand how allergic reactions can occur;

- understand that allergy can include food allergy, asthma, eczema, hay fever and other conditions, which may co-exist;
- understand the difference between food allergy, coeliac disease and food intolerance;
- know where to find information about individual allergy triggers;
- can recognise the symptoms of an allergic reaction;
- understand and recognise anaphylaxis;
- know how to respond appropriately in an emergency;
- know how and when to contact the emergency services and parents/carers;
- know where emergency medication is located;
- know how to administer adrenaline using an appropriate auto-injector in an emergency;
- understand the use of the School's spare adrenaline devices;
- understand the impact that living with an allergy may have on a pupil's wellbeing;
- know how to check whether a pupil is recorded as having a known allergy;
- know how to access and follow an Allergy Action Plan or Individual Healthcare Plan;
- understand their responsibilities in reducing the risk of exposure to known allergens;
- know how to report an allergic reaction, anaphylactic emergency or near miss.

This training does not replace any separate clinical, competency or delegation arrangements required for an individual pupil who has healthcare needs requiring support beyond the school's general allergy safety arrangements.

5. Wellbeing, Inclusion and Bullying

The Discovery School recognises that living with an allergy, particularly an allergy that carries a risk of anaphylaxis, can cause anxiety for children and their families.

The Discovery School will promote the wellbeing of pupils with allergies by:

- providing appropriate support and reassurance;
- ensuring pupils are not unnecessarily singled out because of their allergy;
- encouraging pupils to participate fully in school life wherever it is safe and reasonably practicable;
- ensuring reasonable adjustments are considered where required;
- listening to pupils and parents or carers regarding concerns about allergy management; and
- providing appropriate pastoral support where allergy-related anxiety affects wellbeing or participation.

Allergy-related bullying, teasing, intimidation or deliberate exposure to an allergen will not be tolerated and will be addressed in accordance with the School's Behaviour Management and Anti-bullying Policies.

Where appropriate, pupils may be provided with age-appropriate information about allergies and how to seek help in an emergency. This will be discussed with the pupil and their parents/carers where appropriate.

6. Identification and Recording of Allergies

The School will make reasonable arrangements to identify individuals with known allergies, including:

- pupils;
- members of staff; and
- visitors where relevant to their safety while on school premises.

Information will be gathered from appropriate sources, including:

- parents/carers;
- previous educational settings;
- healthcare professionals; and
- relevant medical documentation.

The School will maintain an up-to-date record of pupils with known allergies, including:

- the known allergen(s);
- the nature of the allergic reaction where known;
- whether the pupil is at risk of anaphylaxis;
- whether the pupil has an Allergy Action Plan;
- whether the pupil has an Individual Healthcare Plan (IHP);
- prescribed emergency medication;
- the location of prescribed medication; and
- any relevant additional arrangements or reasonable adjustments.

Records will be reviewed regularly and updated when new or revised medical information is received.

Pupils with known allergies will be registered on the School's allergy register, which will be kept updated by the Allergy Lead and located in the Medical Room, where staff can access this.

7. Individual Healthcare Plans

A pupil should have an Individual Healthcare Plan (IHP) where:

- their allergy has a functional impact on them at school;
- they are at risk of harm as a result of their allergy; and
- they require arrangements that are additional to, or different from, the School's general arrangements.

An IHP will set out the additional or different arrangements required to support the pupil, including arrangements for emergency situations.

Where a pupil has an Allergy Action Plan and/or Asthma Action Plan issued by a healthcare professional, the IHP will refer to or include the relevant plan.

When an updated Allergy Action Plan or other relevant medical information is received, the pupil's IHP will be reviewed and updated as necessary.

Staff who have responsibility for the pupil will be made aware of the relevant arrangements and know where the plan can be accessed.

8. Prescribed Adrenaline Auto-Injectors

Pupils who are prescribed adrenaline auto-injectors (AAIs) must have rapid access to their prescribed medication at all times.

This includes during:

- lessons;
- break and lunchtime;
- playground activities;
- PE and sports activities;
- clubs and activities;
- educational visits and trips; and
- travel associated with school activities.

Adrenaline should be administered as soon as possible in a suspected anaphylactic emergency and, in accordance with the guidance underpinning this policy, within five minutes.

The School will work with parents/carers to ensure that two prescribed AAIs are:

- supplied to the School where required;
- appropriately labelled;
- stored in an agreed and accessible location;
- available when required;
- checked regularly to ensure they remain in date; and
- replaced when used or expired.

Where pupils take their prescribed AAI home at the end of the school day, arrangements will be agreed with parents/carers to ensure that the device is available for the journey home and returned to school as required.

The School will maintain records of pupils who have been prescribed adrenaline devices and, where applicable, an Allergy Action Plan.

9. Spare Adrenaline Auto-Injectors

The Discovery School will maintain a supply of spare adrenaline auto-injectors for use in accordance with applicable statutory guidance and the School's emergency procedures.

9.1 Location

Spare adrenaline auto-injectors will be kept in the **Medical Room**, which is located within the **school administrative area** and in the First Aid Room located by the playground.

The spare AAI emergency boxes will be:

- kept in an unlocked cupboard with clear signage;
- clearly labelled;
- readily accessible to trained staff; and
- not locked away in a way that would prevent rapid access during an emergency.

The emergency box will contain the School's relevant procedural reminders and recording forms to support staff in responding to and documenting an allergic emergency.

9.2 Storage

Spare AAIs will:

- be stored in accordance with the manufacturer's storage requirements;
- be kept readily accessible;
- be clearly identified as spare/emergency adrenaline auto-injectors;
- be stored in pairs; and
- be kept separate from medication prescribed to an individual pupil.

The School will ensure that the location of the spare AAIs is known to all staff.

9.3 Use of Spare AAIs

Spare AAIs may be used in an emergency where a pupil or other individual is experiencing suspected anaphylaxis and the circumstances meet the requirements for use under the School's emergency procedures and applicable guidance.

Staff must follow the emergency procedure and the individual's Allergy Action Plan or IHP where available.

Emergency services must be contacted immediately in the event of suspected anaphylaxis.

9.4 Checking and Replacement

Spare and prescribed AAIs will be checked at least termly and before any residential trip to ensure that:

- they remain within their expiry date;
- they are stored appropriately;
- packaging is intact;
- the devices are readily accessible; and
- the required number of devices are available.

A record of checks will be maintained.

A spare AAI that has been used, damaged or has expired will be replaced as soon as possible.

Used AAIs must be disposed of safely in the medical room sharps bin, because they contain a needle. Appropriate arrangements will be made for safe disposal in accordance with the School's healthcare waste procedures.

10. Minimising the Risk of Allergen Exposure

The Discovery School will take reasonable and proportionate steps to minimise the risk of pupils, staff and visitors coming into contact with known allergens.

Staff planning activities will consider potential allergen exposure, including during:

- food preparation and cooking;
- science activities;
- arts and crafts;
- musical activities;
- activities involving animals;
- use of specialist materials; and
- other practical or enrichment activities.

Where a pupil has a known contact or airborne allergen, reasonable measures will be considered to reduce the risk of exposure.

Activity-specific risk assessments will be completed where necessary.

Staff must follow the information contained within individual pupils' IHPs and Allergy Action Plans.

11. Food Allergy

The Discovery School recognises the particular risks associated with food allergies. The School seeks to minimise the presence of nuts and nut-containing products on site but cannot guarantee a nut-free environment.

The Discovery School will take reasonable steps to minimise the risk of exposure to known food allergens through food:

- provided by the School;
- provided by catering contractors;
- brought into school by pupils;
- brought into school by parents/carers; or
- brought into school by staff or visitors.

Information about pupils' known food allergies will be communicated to relevant staff.

The School's catering provider, Caterlink will:

- maintain allergen information;
- communicate menu changes;
- support risk assessments for pupils with allergies.

Food preparation, handling and serving arrangements will take account of known allergies and relevant food safety requirements.

Where food is provided as part of school activities, staff responsible for the activity must consider allergen information before food is offered to pupils.

Pupils must not be encouraged or permitted to share food where doing so could create an allergy risk.

12. Activities, Visits and Educational Trips

The Discovery School is committed to ensuring that pupils with allergies are able to participate fully in educational visits and trips wherever it is safe and reasonably practicable to do so.

Before a visit involving a pupil at risk of anaphylaxis, the visit risk assessment will consider:

- the pupil's known allergens;
- access to prescribed adrenaline;
- access to spare emergency medication where appropriate;
- staff training and responsibilities;
- catering arrangements;
- potential allergen exposure;
- transport arrangements;
- the location of medical assistance;
- emergency contact arrangements; and
- any additional requirements identified in the pupil's IHP or Allergy Action Plan.

A pupil at risk of anaphylaxis must have their prescribed adrenaline device with them when off the school premises.

At least one member of staff accompanying the pupil must be appropriately trained to recognise anaphylaxis and administer adrenaline in an emergency.

Emergency medication must remain readily accessible and must not be left in a location where it cannot be obtained quickly.

13. Emergency Response

If a pupil or other individual is suspected of experiencing anaphylaxis:

1. **Follow the individual's Allergy Action Plan/IHP where available.**
2. **Administer adrenaline immediately** using the prescribed or appropriate emergency AAI.
3. **Call 999 and request an ambulance** – state clearly at the outset of the call that the person is experiencing **anaphylaxis.**
4. Inform the school office/senior member of staff and the pupil's parent/carer as soon as practicable.
5. If there is no improvement after the initial dose, or symptoms return, a second adrenaline device should be administered where available and appropriate.
6. The individual should remain under appropriate supervision while awaiting emergency medical assistance.
7. Staff should follow instructions provided by the emergency services.
8. The incident must be recorded and reported in accordance with the school's incident procedures.

Staff must never delay administration of adrenaline where anaphylaxis is suspected. Administering adrenaline which is subsequently not required will not harm an individual – not administering adrenaline can be life-threatening.

14. Serious Incidents and Near Misses

All allergic reactions, suspected anaphylactic reactions and relevant near misses will be recorded and reported in accordance with school procedures.

A near miss may include an incident where:

- a pupil was exposed to an allergen but did not develop symptoms;
- an allergen was provided or brought into contact with a pupil in error;
- emergency medication was unavailable or inaccessible;
- a prescribed AAI was found to be out of date; or
- another failure in allergy safety procedures was identified.

Parents/carers and pupils should be encouraged to report incidents that may only become apparent after the pupil has left school.

Following a significant incident or near miss, the School will:

- ensure the pupil receives appropriate medical attention;
- inform parents/carers;
- complete the relevant incident records;
- review the circumstances;
- identify any lessons learned;
- consider whether the pupil's IHP or Allergy Action Plan requires review;
- consider whether staff training or procedures need to be amended; and
- review this policy where appropriate.

15. Information Sharing and Confidentiality

Information about a pupil's allergy is health information and is treated as sensitive personal information.

The School will ensure that allergy information is shared appropriately with staff who need the information to keep the pupil safe.

Information will be:

- accurate and kept up to date;
- stored securely;
- handled respectfully; and
- used only for appropriate purposes.

The School recognises that unnecessary disclosure of health information may cause embarrassment or anxiety and may result in a pupil feeling singled out.

Relevant information will nevertheless be made available to staff who require it to respond appropriately to an emergency.

The School will handle health information in accordance with applicable UK data protection requirements and the school's data protection and privacy procedures.

16. Awareness of the Allergy Safety Policy

The Discovery School will raise awareness of this policy through:

- publication on the school website;
- staff induction;
- annual allergy awareness training;
- information provided to relevant staff;
- appropriate communication with parents/carers; and
- age-appropriate allergy awareness for pupils where appropriate.

All staff are expected to understand and follow this policy.

17. Equality and Inclusion

The Discovery School recognises that, in some cases, a pupil's allergy may meet the definition of a disability under the Equality Act 2010. In such circumstances, the school will consider and implement reasonable adjustments to ensure the pupil is not placed at a substantial disadvantage.

The Discovery School is committed to ensuring that pupils with allergies are not disadvantaged or unnecessarily excluded from school activities.

Reasonable adjustments will be considered where necessary to enable pupils with allergies to access education and school activities safely.

Allergy management will be undertaken in a way that balances individual safety with the pupil's right to participate fully in school life.

18. Related Policies and Documents

This policy should be read alongside relevant school policies and procedures, including:

- Supporting Children with Medical Needs Policy;
- First Aid Policy;
- Health and Safety Policy;
- Educational Visits Policy;
- Food Policy;
- Child Protection Policy;
- Managing Behaviour Policy;
- Anti-Bullying Policy;
- Data Protection and Privacy Policy; and
- Individual Healthcare Plans and Allergy Action Plans.

19. Policy Review

This policy will be reviewed at least annually and following any significant allergic reaction, anaphylactic emergency, near miss, legislative change or relevant change in statutory guidance.

This Allergy Safety Policy will be reviewed where:

- there has been an allergic reaction or anaphylactic emergency;
- a near miss has occurred;
- there has been a significant change to a pupil's allergy or healthcare arrangements;
- guidance or legislation changes; or
- a review identifies that existing procedures could be improved.

Reviews will consider any incidents and near misses and will seek to identify learning and improvements. Particular attention will be given to any incident that suggests that existing arrangements may have left an individual at unnecessary risk.

The Governing Body will ensure that this policy is readily accessible to parents, carers and staff.

The policy will be:

- published on the school website; and
- available in hard copy upon request.

Appendix 1

Pupil Allergy Declaration Form

Please complete this form for your child even if he/she does not have a diagnosed or suspected allergy. This information helps us provide a safe environment and comply with the requirements of Benedict's Law.

Section 1 – Pupil Details

Child's Name: ……

Date of Birth: ……

Year Group/Current Class: ……..

Teacher: ……

Section 2 – Parent/Carer Details

Parent/Carer Name: ……

Relationship to Child: ……..

Telephone (Home): ……..

Telephone (Mobile):……

Email Address: ……..

Emergency Contact (if different): ……..

Telephone Number: ……..

Section 3 – Allergy Information

Please tick all that apply.

☐ Peanuts
☐ Tree Nuts
☐ Milk
☐ Eggs
☐ Fish
☐ Shellfish
☐ Wheat
☐ Sesame
☐ Soya
☐ Kiwi
☐ Latex
☐ Insect Sting
☐ Medication
☐ Other (please specify)
_____

☐ My child does not have a diagnosed or suspected allergy

Parent signature: _____

Print Name: _____

Has your child been diagnosed by a healthcare professional?

☐ Yes ☐ No Date of diagnosis (if known): _____

Section 4 – Reaction Information

Please describe your child's usual allergic reaction.

☐ Mild rash
☐ Hives
☐ Swelling
☐ Vomiting
☐ Difficulty breathing
☐ Wheezing
☐ Collapse
☐ Anaphylaxis

Other: ……..

Known triggers: ……

Section 5 – Medication

Has your child been prescribed an Adrenaline Auto-Injector (AAI)?

☐ Yes ☐ No

Brand prescribed:

☐ EpiPen®
☐ Emerade®
☐ Jext®
☐ Other ……..

Expiry Date(s): ……..

Other medication required: ……

Section 6 – Healthcare Plan

Please tick.

☐ I have provided an up-to-date Individual Healthcare Plan/Allergy Action Plan.

☐ I will provide an updated plan as soon as it becomes available.

Section 7 – Parent Declaration

I confirm that the information provided is accurate and complete.

I agree to notify the school immediately of any changes to my child's allergy, medication or healthcare needs.

Parent/Carer Name:

Signature:

Date:

Appendix 2

Consent for Administration of a Spare Adrenaline Auto-Injector (AAI)

Benedict's Law

This form seeks parental consent for trained members of staff to administer a spare school Adrenaline Auto-Injector (AAI) in an emergency if your child's own prescribed device is unavailable, inaccessible or has failed to work, in line with national guidance.

Child's Details

Child's Name:

Date of Birth:

Class:

Parent/Carer Details

Name:

Telephone:

Alternative Contact:

Medical Information

My child has been prescribed an Adrenaline Auto-Injector.

☐ Yes ☐ No

My child carries:

☐ EpiPen®

☐ Jext®

☐ Emerade®

☐ Other _____

My child has an Individual Healthcare Plan.

☐ Yes

☐ No

Consent

Please tick each statement.

☐ I consent to trained school staff administering my child's own prescribed Adrenaline Auto-Injector during an allergic emergency.

☐ I consent to trained school staff administering the school's spare Adrenaline Auto-Injector if my child's own prescribed device is unavailable, inaccessible, damaged or has already been administered and a second dose is required, where appropriate.

☐ I understand that staff will always call 999 immediately if an Adrenaline Auto-Injector is administered.

☐ I agree to provide my child with in-date prescribed medication and replace it before it expires.

☐ I agree to inform the school immediately of any changes to my child's allergy diagnosis or treatment.

Parent Declaration

I understand that every reasonable effort will be made to contact me as soon as possible following any emergency treatment.

I confirm that the information provided is accurate.

Parent/Carer Name:

Signature:

Date:

School Use Only

Date Received

Checked By:

Healthcare Plan Received:

☐ Yes ☐ No

Medication Received:

☐ Yes ☐ No Review Date: