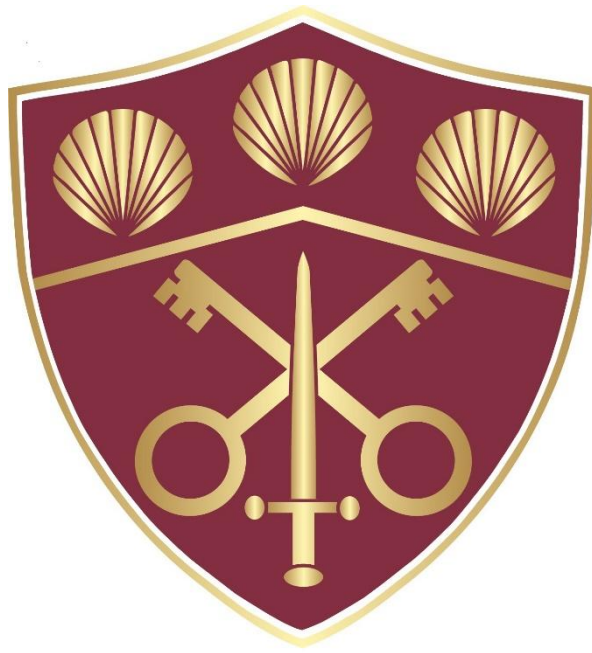


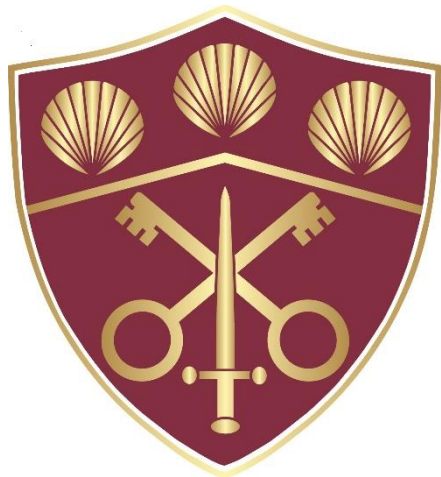


Ad Gloriam Dei et Servitium Omnium

Allergy Safety Policy

The Palmer Catholic Academy

MISSION STATEMENT



Ad Gloriam Dei et Servitium Omnium

We, as a Catholic academy, believe all have a divine origin and an eternal destiny. We promote the development and care of each individual, both student and staff, serving Christ in each one of them.

We follow the example of our founder, Canon Patrick Palmer, to do all things to the glory of God and the service of all.



Adoption by Governing Body of The Palmer Catholic Academy:

Date of Implementation: ...**September 2026**

Signature of Chair of Governors:

Signature of Headteacher:

Review Date:**September 2027**.....

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1. Aim

The academy is committed to providing a safe and inclusive environment for all students, staff, visitors, and contractors with allergies. We recognise that allergies can range from mild reactions to severe and potentially life-threatening anaphylaxis. The academy will take all reasonable steps to minimise risks, ensure appropriate care is provided, and promote awareness throughout the academy community.

This policy applies to all students, employees, volunteers, contractors, visitors, and anyone participating in academy activities both on and off-site.

The aims of this policy are to:

- Protect students and staff with known allergies
- Reduce the risk of exposure to known allergens
- Ensure staff understand their responsibilities in managing allergies
- Provide clear guidance on recognising and responding to allergic reactions and anaphylaxis
- Promote a culture of awareness, inclusion, and safety

2. Policy Statement

The academy is committed to ensuring the safety, wellbeing and inclusion of all students with allergies and medical conditions. We recognise that students with medical conditions should be properly supported so they can play a full and active role in school life, remain healthy, and achieve their academic potential.

This policy sets out our approach to:

- Identifying students with allergies and minimising risks of exposure to known allergens
- Training staff in allergy awareness and emergency response
- Ensuring students at risk of anaphylaxis can access their prescribed adrenaline devices and spare adrenaline devices
- Supporting students with allergies to participate fully in school visits and trips
- Recording specific arrangements through Individual Healthcare Plans (IHPs)
- Promoting the wellbeing and inclusion of children with allergies and medical conditions

3. 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:

- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

4. Definitions

Allergy

An immune system response to a substance (allergen) that is normally harmless to most people.

Common Allergens

Examples include:

- Peanuts
- Tree nuts
- Milk
- Eggs
- Fish
- Shellfish
- Wheat
- Soya
- Sesame
- Insect stings
- Latex
- Certain medications

Anaphylaxis

A severe allergic reaction that can be life-threatening and requires immediate medical treatment.

5. Roles and responsibilities

5.1 The Governing Board

The Governing Board is responsible for ensuring:

- Risks relating to students with allergy are included in the risk register and actively managed
- The academy has an allergy safety policy which sets out:
 - Arrangements to reduce the risk of individuals encountering their known allergens
 - Emergency response plans for cases of anaphylaxis

The Governing Board delegates the day-to-day implementation of this policy to the allergy safety lead.

5.2 Allergy Safety Lead

The nominated allergy safety lead is Mrs Miah, Head of Business Operations. The lead is 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 our academy 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 students who require support with allergies have an up-to-date IHP
 - All students with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional
 - All staff receive regular allergy awareness training
 - All staff are aware of the academy'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 students' IHP

5.3 Headteacher

The Headteacher 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 academy's Medical Conditions Policy or whether an IHP is required to specify arrangements that reflect the student's circumstances

5.4 The Welfare Officer

The Welfare Officer is responsible for:

- Checking spare adrenaline devices (ADs) are present and in date monthly
- Making sure that replacement adrenaline devices are obtained when expiry dates approach
- Ensure children with IHPs are accurate, updated and shared when required.

5.5 All Staff

All staff are responsible for:

- Promoting and maintaining allergy awareness among students
- Maintaining awareness of our Allergy Safety Policy and procedures, via training and reading updates
- 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 encountering known allergens
- Ensuring the wellbeing and inclusion of students with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead

5.6 Parents/carers

Parents/carers are responsible for:

- Being aware of our academy's Allergy Safety Policy
- Providing the academy 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 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 academy's guidance on food brought in to be shared
- Updating the academy on any changes to their child's condition

5.7 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 and only using it for its intended purpose
- Understanding how and when to use their AD
- Inform staff if they feel unwell

5.8 Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Older students might also be expected to support their peers and staff in the case of an emergency.

6. Identifying individuals at risk

Allergies are 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 mold
- 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

6.1 Identifying students with allergies

On admission:

- All parents/carers complete a medical information form as part of admissions stating any allergies or medical conditions
- Parents/carers of students with allergies are contacted to arrange a meeting via the academy’s Welfare Officer and tailor a care plan with a school nurse
- An IHP or Care plan is developed before the student starts (or within the first two weeks)
- The Admissions Officer will share these details with the Welfare Officer to organise a dedicated Care Plan
- In some cases, a risk assessment may be required for other medical conditions. This will be prepared by the Head of Business Operations in conjunction with parents, students and doctors advising on needs and reasonable adjustments will be made.

During the school year:

- Parents/carers must inform us immediately of any new allergies or changes to existing conditions
- Staff report any concerns about potential allergic reactions
- Annual review of all medical information

Information sharing:

- Staff are informed about students with allergies through medical alerts displayed in staffrooms, Central staff hub, Welfare room and on the academy’s MIS system, Arbor.
- More detailed Care plans are available from the Welfare office.
- Allergies input / data via admissions will be synced via Arbor on canteen tills.
- These will be displayed on student profiles on canteen tills when purchasing any food.
- Photographs and key information are displayed in the staffroom and welfare room.

6.2 Identifying staff and visitors at risk

The academy will follow the below to identify staff and visitors with known allergies, such as:

- Asking new staff to provide details of their allergies in advance of their start date or part of recruitment/ onboarding
- Staff may need a risk assessment if they have severe allergies – this will be undertaken by the allergy safety lead; a plan will be made and shared with relevant staff.
- Asking visitors to provide details of their allergies in advance of their visit, especially if catering is involved whilst on site.

6.3 Individual healthcare plans (IHP)

Students should have an IHP if they:

- Have an allergy which has a functional impact on them in the academy environment
- They are at risk of harm because 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 allergies 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 additional and/or different arrangements that will be in place for supporting the student. The academy 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 academy.

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 the academy or pose no risk to the student. Some allergies will not require arrangements which are additional to or different from those made generally.

The Headteacher 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 academy's Medical Conditions Policy or whether an IHP is required to specify arrangements that reflect the student's circumstances.

The academy 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 academy'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 students' needs have changed. Where a student moves to a new school or college, their IHP will be shared as part of the transition upon the permission of the parent/carer (GDPR rules apply).

6.4 Allergy and 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.

6.5 Register of students with known allergies

- The academy 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, what type and dose)
 - Where a student has been prescribed an AD, whether parental consent has been given to administer emergency medication
 - A photograph of each student to allow a visual check to be made
- The register is kept:
 - In a folder located in the Welfare Room
 - In poster form with relevant details within the Canteen. Allergies information is also pulled through via the MIS system and synced with the canteen tills. Any child with a known allergy is displayed on their profile (via the till)
 - there are also student posters/poster alerts displayed in the staffroom with relevant details (it also includes other children with medical conditions)
- A register/list of children with IHPs is also accessible by staff via a shared folder, called the 'Central hub'
- These registers can be checked quickly by any member of staff.

7. Assessing risk

The academy 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 academy 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.

8. Minimising risk

The academy recognises that it cannot guarantee an allergen-free environment. However, reasonable controls will be implemented, including:

8.1 Hygiene procedures

- Students are reminded to wash their hands before and after eating
- Sharing of food, food containers, and food utensils is not allowed
- Students have their own water bottles, and lunch boxes provided to students with food allergies will be clearly labelled with the name of the child for whom they are intended
- Where food is not directly provided by the academy, parental engagement and permission will be sought in advance

- Regular cleaning schedules for dining areas and classrooms
- Clear procedures for managing food in classrooms – food is not allowed unless permission sought by SLT prior to sharing. Teachers must take into account any allergy sufferers within their classroom.
- Advance consideration of known allergies.
- Use of alternative materials where appropriate.

8.2 Catering

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

- Catering staff receive appropriate training and can identify students with allergies
- The academy will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements
- 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 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 academy, staff will understand how to read labels for food allergens
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination
- Supervision during mealtimes. We have staff on duty at lunchtime
- Allergen information displayed in the dining hall
- Allergen information on all tills – any children with allergies will be flagged up before payment.
- Catering staff are trained in allergen management and cross-contamination. They have their own training via their contractors. Catering staff are shown the location of the AD and Defib kit in case needed in an emergency
- Cleaning staff are also shown the locations of the kit/devices should they be needed while on duty.

8.3 Insect bites/stings

A risk assessment will be carried out for activities outside the academy where insect bites or stings would/may occur. When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- Risk assessment understood and implemented by supervising staff
- We follow the recommended first aid procedures for any insect bite to any staff or child
- Where a parent/carer would like the academy to administer Piriton or other allergy medication, this will be done after telephone consultation and recorded on medical logs (if we have this medication stored under their IHP or risk assessment in the academy)

8.4 Animals

The academy would not have any animals on site. We do not have academy pets.

- A risk assessment will be carried out if the academy participates in an internal visit or external visit such as an academy trip

- 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

8.5 Visits and trips

- No students with allergies will be excluded from taking part
- The academy 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 academy will conduct a risk assessment for any student at risk of anaphylaxis taking part in a 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 school trips
- Appropriate measures will be taken in line with the academy's AD protocols for off-site events and trips (see section 8.5)
- A thorough risk assessment will take place for abroad trips where a child has known allergies and medication.

8.6 Food Technology

- Allergy information available for ingredients used.
- Separate preparation methods were reasonably practicable.
- Enhanced supervision of students with allergies.

8.7 Academy Events

- Allergy considerations included in event planning.
- Food suppliers requested to provide allergen information.
- Staff supervising trips and activities informed of relevant allergies.

8.8 Students with severe allergies

- Specific risk assessments completed for individual students
- We are an allergy aware academy, we have annual training and have measures to reduce contact with allergens
- Peer awareness education (with parental consent), such as assembly to highlight awareness, or bring in external companies to educate such as the London Ambulance Service
- Additional supervision during high-risk activities, such as trips abroad and general academy trips.

9. 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

Mild to Moderate Symptoms may include:

- Itching
- Rash or hives
- Swelling of lips or face
- Stomach pain
- Nausea or vomiting

Staff should follow the students' healthcare plan and seek assistance from a qualified first aider.

Severe Symptoms (Anaphylaxis) may include:

- Difficulty breathing
- Wheezing
- Swelling of tongue or throat
- Hoarse voice
- Persistent coughing
- Collapse or loss of consciousness
- Dizziness or confusion

10. Emergency Response Procedure

If anaphylaxis is suspected:

- Administer the prescribed AD / adrenaline auto-injector immediately.
- Call 999 and request an ambulance, stating "anaphylaxis".
- Inform the designated first aider and senior member of staff.
- Contact parents/carers.
- If symptoms do not improve and a second AD is available, administer it according to medical guidance.
- Remain with the student until emergency services arrive.
- Complete an incident report following the event.

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

11. Adrenaline devices (ADs/ Auto Injector Pens)

11.1 Prescribed ADs

Students who are prescribed ADs are encouraged to always keep them near or in school bags, including when travelling to or from the academy and on academy 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 academy day, and parents/carers 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:

- The AD will be stored in named trays in the Welfare room.
- The AD device will be in an unlocked tray.
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- A copy of the students' allergy action plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.
- The child will be asked to take home their AD at the end of the day
- If the AD is used, this will be logged on the academy's medical logs

11.2 Spare ADs and inhalers

Please note: current regulations only allow schools to purchase adrenaline auto-injectors (AIs) 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 ADs 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 Welfare Officer is responsible for sourcing spare ADs and an emergency asthma reliever inhaler and ensuring they are stored according to the guidance.

- The spare AD is sourced from a local pharmacy. The AD is stored in the Welfare room in a tray labelled 'Spare Emergency Epi Pen'
- The brand of the AD is dependent on what the Pharmacy stocks, currently we have 'Epi-Pens'
- We will follow the recommended first aid procedure for administering the AD
- The use or administering will be logged accordingly if used
- The AD will be disposed of accordingly (or passed to any medical / paramedics taking over care)
- The AD will be replaced as soon as possible

Spare ADs will be stored:

- The Emergency Auto Injector kits are located: outside Bede Office and another located by the PE corridor (by the Defib machine)
- Both kits are placed intended no more than 5 minutes away from where it may be needed
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- The kits are routinely checked by the Welfare Officer or when prompted by the contractor supplying; Kitt Medical
- The medication is replaced when expiry has reached or when it has been used
- Only used when a student's own device is not available or not working or in an emergency. These kits can be used on anyone within the academy site, including contractors and external visitors
- The plastic glass must be broken to retrieve key to unlock the wall kit. A key is also available in the Bede Office.
 - The 'kit' has clear instructions, designed so anyone could use the kit in an emergency.

11.3 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.

- We will dispose in the academy's sharps bin – this is collected routinely by the council
- We will dispose if the medication has expired or medication looks cloudy (Kitt medical devices and organise replacements)

11.4 Using spare ADs in an emergency 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. In an emergency, anyone – including staff, volunteers or bystanders – can take reasonable action to save a student's or anyone's life. The law recognises that rescuers act under extreme pressure, and mistakes, hesitation, or imperfect technique do not amount to serious and willful misconduct.

To save someone's life, we may administer without checking whether prior consent was given. This would avoid potentially fatal delays in treatment

11.5 Use of ADs off academy premises

Students at risk of anaphylaxis who can administer their own adrenaline should carry their own ADs with them on academy trips and off-site events.

A risk assessment is carried out for any child with a medical condition including allergies. The teacher will understand the procedure if an allergy reaction occurs.

- Observing the child administering their own Autoinjector pen
- Administer the auto injector pen themselves if the child is unable to do it themselves
- Call the emergency services if required
- Record the incident and let the academy know immediately

12. Serious incidents and 'near misses'

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.

12.1 Incident recording

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

- All incidents will be recorded on the academy's medical log
- An Incident needing hospital or ambulance call will have a H&S form filled in
- An additional detailed report for any near misses – reported by the Head of Business Operations to Governors and other agencies if required.
- Record includes date, time, location, students involved, what happened, actions taken, staff involved
- Incident form completed within 24 hours

12.2 Incident reporting

Reporting:

- Parents/carers are informed immediately by phone and will be notified of the incident or 'near miss' as soon as possible.
- The incident will be followed by a written report and a follow-up call by SLT/ Head of House
- Governing Board informed at next meeting (or immediately if very serious)
- RIDDOR reporting completed if applicable
- Local authority informed as per safeguarding procedures if applicable

Learning from incidents:

- All serious incidents and near misses reviewed by a senior member of staff and DSL
- Root cause analysis conducted

- Action plan developed to prevent recurrence
- Policy and procedures reviewed and updated if needed
- Staff briefed on lessons learned
- Governing Board receives summary report termly

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

Parent/Carers will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The academy 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 at the academy 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 academy if there has been an incident with a delayed reaction.

Staff will always share the incident report with the Headteacher or SLT managing Welfare.

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 academy 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 academy carried out a work activity which results in death or immediate hospitalisation. For example, where a student has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff.
- The academy will also report and consult with the local borough overseeing H&S in the academy for advice.
- If 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.

13. Allergy awareness & Training

13.1 Staff training

Allergy awareness training will ensure that all staff:

- Have an awareness of allergies, the risks they pose, how allergic reactions can occur and how to manage them
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Understand the difference between food allergies, 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:
 - o Calling emergency services and informing parents/carers
 - o How to locate and administer emergency medication
 - o How to use the medication/device in an emergency

- Understand the impact allergies can have on a student's wellbeing
- Understand the academy's Allergy Safety Policy
- Know how to check whether an individual is on the record of those with known allergies, and how to use an allergy or asthma action plan
- Understand their responsibilities in reducing the risk of individuals with known allergies encountering their known allergens
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss')

Relevant staff will receive training on:

- Allergy awareness.
- Recognising allergic reactions.
- Use of adrenaline auto-injectors.
- Emergency response procedures.

Training records will be maintained by the academy.

All permanent staff receive:

- Annual allergy awareness training covering:
 - o Common allergens and symptoms of allergic reactions
 - o Recognising anaphylaxis
 - o How to administer an AAI (using training pens)
 - o Emergency procedures
 - o Location of medication and IHPs
 - o Legal protection for staff acting in emergencies

Additional training:

- Specific staff receive detailed training on individual students' needs such as designated First Aiders, Heads of Houses
- Training records are maintained by the Head of Business Operations and stored digitally
- Refresher training is provided annually, usually in September, beginning of an academic year
- New staff receive training during induction

Training providers: the specific training is accessed via The National College portal.

The link is as follows: [Annual Refresher in Allergy & Anaphylaxis Awareness](#)

The training is valid for 2 years. The academy has this as a refresher, annual mandatory training for all staff and any new who start mid-year.

Training logs can be accessed via the portal once completed or saved by the Allergy Safety Lead.

In addition, we have also the following medical courses all staff must complete – as these are some medical conditions presented by our students:

[Certificate in Diabetes Awareness](#)

[Epilepsy Awareness Training Course for Schools](#)

[Certificate in Asthma Awareness](#)

And an optional AED course

[Certificate in Automated External Defibrillator Awareness](#)

Training pens: We organise a school nurse to run a workshop to show how EpiPens work to staff – where there is availability for a nurse.

Training other staff:

Catering staff have their own training, in-house. They will have basic first aid training via their contractors. They will be shown the location of the AD kit nearest to them; PE corridor

External third parties such as agency staff, peripatetic staff, supply teachers and or regular volunteers will not be expected to do the allergy awareness training.

Training does not include contractors carrying out work with no student-facing role such as builders, electricians or other ad hoc maintenance personnel.

13.2 Awareness of allergy safety policy

This Allergy Safety Policy will be published on the academy'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.

14. Promoting Wellbeing and Inclusion

We are committed to ensuring students with allergies:

- Feel safe and supported
- Can participate fully in all academy activities
- Are not stigmatised or isolated
- Develop independence in managing their condition (age-appropriate)
- Have their dignity and privacy respected

Specific measures:

- Anti-bullying policy includes specific reference to medical conditions
- PSHE curriculum includes age-appropriate education about allergies and supporting peers
- Students with allergies involved in developing their IHP where appropriate
- Reasonable adjustments made to ensure full participation
- Regular communication with parents/carers about their child's wellbeing

Students with allergies will have additional support through:

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

The academy will respond to any instance of bullying in line with its Behavior & Discipline Policy.

14.1 Wellbeing support following an incident or 'near miss'

The academy 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 academy will provide support to those involved. The academy will support staff involved in any incident or 'near miss'. See section 9 of the policy for more details on incidents and 'near misses'.

15. 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.

16. 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.

17. Links to other policies

This policy links to the following policies and procedures:

- Health and Safety Policy
- Supporting Students with Medical Conditions Policy
- First Aid Policy
- Data Protection Policy
- Behavior & Discipline Policy
- Educational Visits Policy

18. Appendices

Quick References to Anaphylaxis information sites:

[Anaphylaxis - NHS](#)

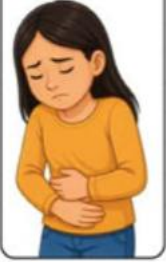
Anaphylaxis.org.uk

Emergency Anaphylaxis kit (x2 on school site)

[Anaphylaxis Kits + Adrenaline Pens + CPD Training for UK Schools & Businesses](#)

Appendix A: Recognising Allergic Reactions

REMEMBER: STIR

S	T	I	R
Swelling	Tummy ache	Itchy	Rash
			

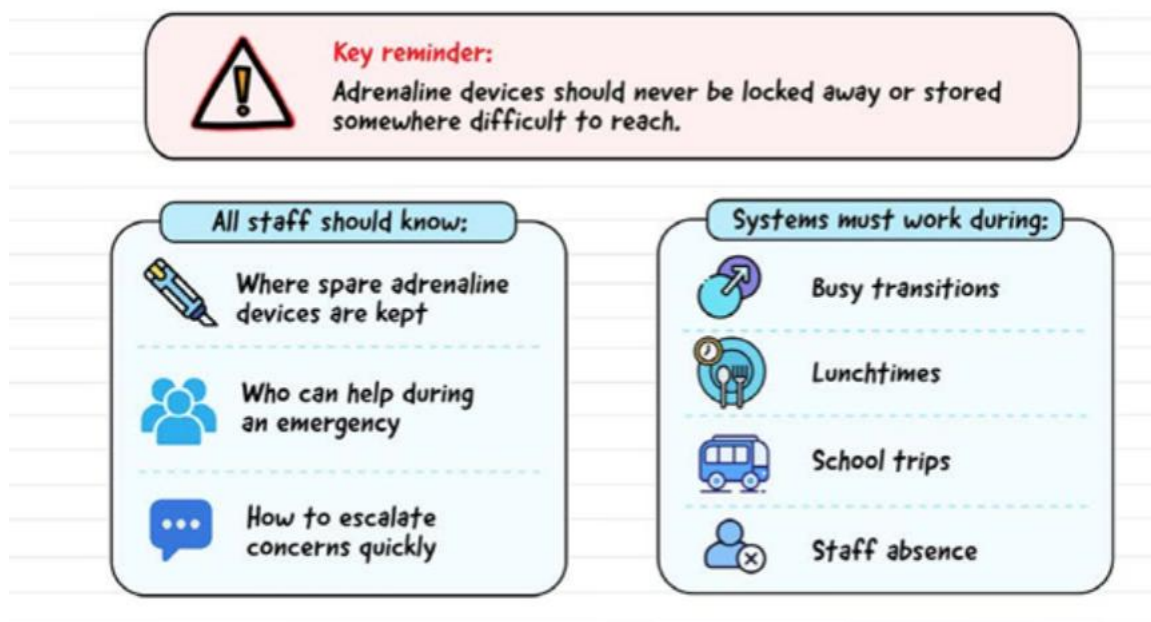
Signs of an allergic reaction:

- Swelling of the lips, face, or eyes
- Itching, hives, or rash
- Stomach pain, nausea, or vomiting

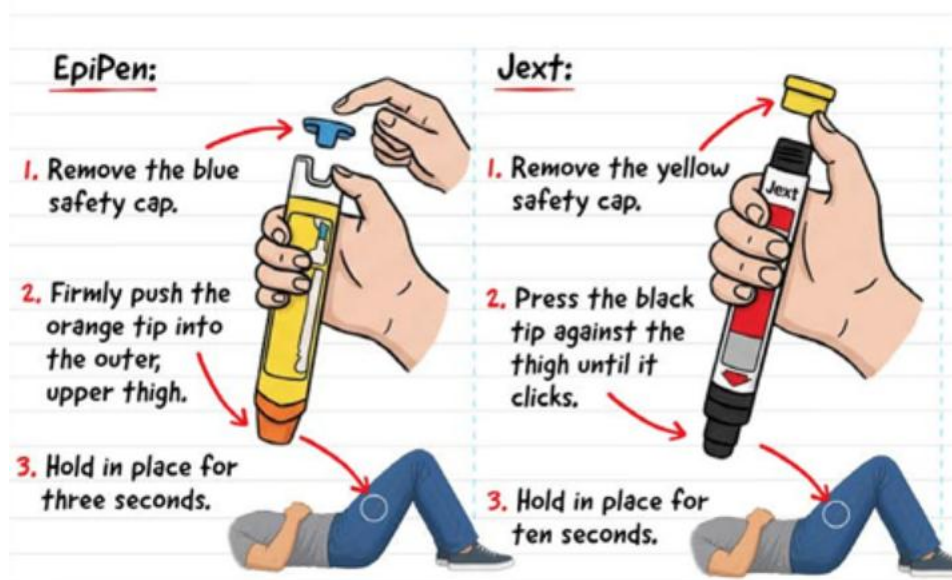
Appendix B: Signs of Anaphylaxis

Throat tightness or difficulty swallowing	Wheezing, persistent coughing, or breathing difficulties	Pale, clammy skin	Confusion, drowsiness, or collapse
			

Appendix C: AD device accessibility



Appendix D: AAls quick Guide



Appendix E: Allergy Inclusion



Key reminder:

Students with allergies may carry worries and responsibilities that other children do not experience.

ASK YOURSELF:

- Would a child with allergies feel safe in your setting?
- Would they feel included in activities and celebrations?
- Would they feel separated because of their allergy?



Common barriers to inclusion:

- Separate snacks or treats 
- Food-based rewards 
- Trips without proper allergy planning 
- Activities that are not adapted for allergy needs



REMEMBER: Inclusion is not an inconvenience.