

St Alban's Catholic High School



Allergy Safety Policy

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1. Statement of Intent

At St Alban's Catholic High School, we are committed to providing a safe, caring and inclusive environment where every member of our community is valued, respected and supported to flourish. Guided by our Catholic ethos and the Gospel values, we believe that every individual is made in the image and likeness of God and has the right to learn and work in an environment that promotes dignity, wellbeing and safety.

As a school we recognise that allergies, including food allergies and severe allergic reactions (anaphylaxis), can present significant and, in some cases, life-threatening risks. Therefore, the school is committed to taking all reasonably practicable steps to minimise the risk of exposure to known allergens while ensuring that students with allergies are able to participate fully in all aspects of school life, including lessons, educational visits, enrichment activities, sporting events and the wider life of the school.

This policy outlines the school's approach to preventing, identifying, and responding to allergic reactions. It provides clear guidance for staff, students, parents/carers, governors and visitors to ensure that effective systems are in place to safeguard those with allergies and that appropriate action is taken in the event of an emergency.

The school will work in close partnership with parents/carers, healthcare professionals and external agencies to ensure that students with allergies receive appropriate support through effective communication, Individual Healthcare Plans and Allergy Action Plans where required. We recognise that managing allergies is a shared responsibility and that successful partnership working is essential in creating a safe and inclusive environment.

St Alban's Catholic High School is committed to:

- promoting awareness and understanding of allergies across the whole school community;
- ensuring all staff receive appropriate allergy awareness and emergency response training;
- maintaining accurate and up-to-date records of students with allergies and their individual healthcare needs;
- reducing, wherever reasonably practicable, the risk of exposure to known allergens;
- ensuring emergency medication is readily available, and staff are confident in its use;

- responding promptly and effectively to allergic reactions and medical emergencies;
- supporting the emotional wellbeing of students living with allergies and promoting a culture of kindness, inclusion and respect;
- regularly reviewing our procedures to ensure they reflect current legislation, national guidance and best practice.

This policy should be read alongside the school's Medical Needs in School Policy, First Aid Policy, Health and Safety Policy, Safeguarding and Child Protection Policy, Educational Visits Policy, Behaviour Policy, and Data Protection Policy.

This policy has been developed in accordance with the Children's Wellbeing and Schools Act 2026, the Department for Education's statutory guidance on Allergy Safety, the Equality Act 2010, and all other relevant legislation and guidance relating to the health, safety and wellbeing of children and young people.

2. Responsibility

The safety and wellbeing of students with allergies is a shared responsibility. Effective allergy management relies on close collaboration between school leaders, governors, staff, parents/carers, students and healthcare professionals. Every member of the school community has a role to play in creating a safe, inclusive and supportive environment where the risks associated with allergies are minimised and appropriate support is readily available.

2.1 Governing Body

The Governing Body has overall responsibility for ensuring that the school meets its statutory duties in relation to allergy safety. The Governing Body will:

- ensure that the school has an effective Allergy Safety Policy which is reviewed annually, or sooner where required;
- monitor the implementation and effectiveness of this policy;
- ensure sufficient resources are available to support effective allergy management, including staff training and emergency medication where appropriate;
- receive reports on significant allergy incidents and ensure lessons learned are incorporated into future practice;
- ensure the school complies with relevant legislation and national guidance relating to allergy safety.

2.2 Headteacher

The Headteacher has overall operational responsibility for implementing this policy and ensuring that appropriate systems are in place to safeguard students with allergies.

The Headteacher will:

- promote a culture where allergy safety is understood as everyone's responsibility;
- ensure appropriate arrangements are in place to identify and support students with allergies;
- allocate staffing, resources and training to enable the effective implementation of this policy;
- ensure appropriate emergency procedures are in place and regularly reviewed;
- ensure compliance with statutory guidance and associated school policies.

2.3 Named Senior Leader for Allergy Safety

Our Assistant Headteacher with responsibility for Engagement and Conduct has a strategic responsibility for leading allergy safety across the school and will act as the school's named Allergy Lead. Our Student Services Assistant (Medical) will support the coordinating and administration for allergy safety.

The Allergy Lead will:

- oversee the implementation and annual review of this policy;
- maintain oversight of the school's Allergy Register and Individual Healthcare Plans (IHPs);
- ensure appropriate systems are in place for recording, monitoring and reviewing allergy-related incidents and near misses;
- coordinate annual allergy awareness and emergency response training;
- ensure appropriate emergency medication is available, accessible and regularly checked;
- work closely with parents/carers, healthcare professionals and relevant staff to ensure appropriate support arrangements are implemented;
- monitor compliance with this policy and recommend improvements where necessary.

2.4 First Aiders

The school's First Aid Team plays a key role in supporting students with allergies and responding to medical emergencies.

First Aiders will:

- respond promptly to allergic reactions and suspected anaphylaxis;
- administer emergency medication in accordance with training and the student's Individual Healthcare Plan or Allergy Action Plan;
- ensure emergency services are contacted without delay where appropriate;
- accurately record all incidents and treatment provided;
- support the review of incidents to identify opportunities for improvement.

2.5 All Staff

Every member of staff has a duty of care to safeguard students and must contribute to maintaining a safe environment for those with allergies.

All staff will:

- complete annual allergy awareness and emergency response training;
- familiarise themselves with students' Individual Healthcare Plans where relevant to their role;
- understand how to recognise the signs and symptoms of allergic reactions and anaphylaxis;
- know how to access emergency medication and summon appropriate assistance;
- take reasonable steps to minimise students' exposure to known allergens;
- consider allergy risks when planning lessons, practical activities, educational visits and enrichment opportunities;
- promote an inclusive environment where students with allergies are treated with dignity and respect;
- report all allergy incidents and near misses in accordance with school procedures.

This responsibility applies to all employees, including teaching staff, support staff, pastoral staff, office staff, catering staff, site staff, technicians, temporary staff, agency staff, supply teachers and regular volunteers.

2.6 Catering Team

The Catering Team will work closely with school leaders to minimise the risk of allergen exposure by:

- complying with all current food safety and food information legislation;
- providing accurate allergen information for food prepared on site;
- implementing appropriate procedures to reduce the risk of cross-contamination where reasonably practicable;
- working with parents/carers and school staff to support students with medically diagnosed food allergies.

2.7 Educational Visit Leaders

Staff leading educational visits are responsible for ensuring that students with allergies are able to participate safely and fully in off-site activities.

Visit leaders will:

- review Individual Healthcare Plans before each visit;
- complete appropriate allergy risk assessments;
- ensure emergency medication accompanies the student throughout the visit;
- ensure appropriately trained staff are present;
- liaise with venues and catering providers where necessary.

2.8 Parents and Carers

Parents and carers play an essential role in supporting the school to meet the medical needs of their child.

They are responsible for:

- informing the school of any diagnosed allergies and providing appropriate medical evidence where required;
- providing up-to-date Allergy Action Plans and any other relevant medical information;
- ensuring prescribed medication is supplied, clearly labelled and remains within its expiry date;
- notifying the school promptly of any changes to their child's medical condition or treatment;

- working in partnership with the school to review Individual Healthcare Plans and support appropriate risk management.

2.9 Students

Where age and understanding allow, students are encouraged to take an active role in managing their allergies and keeping themselves safe.

Students should:

- inform a member of staff immediately if they feel unwell or believe they have been exposed to an allergen;
- carry their prescribed medication where this has been agreed within their Individual Healthcare Plan;
- avoid sharing food, drinks or medication with others;
- follow agreed strategies for managing their allergy;
- treat the medical needs of others with kindness, respect and consideration.

3. Identification and Records

Effective allergy management begins with the accurate identification of students with allergies and the maintenance of clear, up-to-date records. St Alban's Catholic High School is committed to ensuring that relevant information is gathered, reviewed and communicated appropriately so that students with allergies receive the support they need and risks are minimised throughout the school day and during all school activities.

The school recognises that allergies may change over time. Accurate record keeping, regular communication with parents/carers and timely review of medical information are therefore essential to ensuring that appropriate support arrangements remain in place.

3.1 Identification of Students with Allergies

The school will take reasonable steps to identify students with known allergies as early as possible.

Information regarding allergies may be obtained through:

- admission and enrolment documentation;
- annual data collection and parental updates;

- medical information provided by parents/carers;
- Individual Healthcare Plans from previous educational settings;
- Allergy Action Plans or other documentation provided by healthcare professionals;
- discussions with parents/carers, the student and relevant medical professionals;
- information received following a diagnosis made during a student's time at the school.

Parents and carers are expected to inform the school immediately of any new allergy diagnosis or any significant change to an existing allergy, medication or treatment plan.

Where a student joins the school with a known allergy, appropriate arrangements will be made before or as soon as reasonably practicable after the student begins attending St Alban's Catholic High School.

3.2 Allergy Register

The school will maintain a confidential and regularly updated Allergy Register containing details of all students with known allergies.

The register will include, where appropriate:

- the student's name and tutor group;
- the nature and severity of the allergy;
- known allergens or triggers;
- prescribed medication, including adrenaline auto-injectors (AAIs) where applicable;
- whether medication is carried by the student or stored by the school;
- confirmation of an Individual Healthcare Plan (IHP);
- confirmation of an Allergy Action Plan where provided;
- any additional reasonable adjustments or support arrangements.

The Allergy Register will be maintained by the Named Allergy Lead and reviewed regularly to ensure information remains accurate and current.

3.3 Individual Healthcare Plans (IHPs)

In accordance with statutory guidance, students whose allergy has a functional impact on their education, presents a risk of harm or requires arrangements that are additional to or different from those provided generally will have an Individual Healthcare Plan (IHP).

The purpose of the IHP is to ensure that staff understand the student's medical needs and are able to provide appropriate support in both routine and emergency situations.

An Individual Healthcare Plan may include:

- details of the student's allergy or allergies;
- known allergens and triggers;
- typical symptoms and early warning signs;
- prescribed medication and its location;
- emergency procedures;
- arrangements for educational visits, practical lessons and extracurricular activities;
- reasonable adjustments required to enable full participation in school life;
- responsibilities of staff, parents/carers and the student;
- review dates and emergency contact information.

Where an Allergy Action Plan or Asthma Action Plan has been provided by a healthcare professional, this will be attached to or referenced within the Individual Healthcare Plan.

Individual Healthcare Plans will be reviewed:

- at least annually;
- whenever medical advice changes;
- following any allergic reaction or medical emergency;
- whenever requested by parents/carers or healthcare professionals.

3.4 Emergency Medication Records

The school will maintain an accurate record of all students who have been prescribed emergency medication, including adrenaline auto-injectors.

Records will include:

- the type and dosage of medication prescribed;
- the number of devices supplied to school;
- storage location(s);
- expiry dates;
- confirmation that parents/carers have been reminded to replace medication before expiry;

- details of any spare emergency medication held by the school in accordance with current legislation.

Regular audits of emergency medication will be undertaken to ensure medication remains available, appropriately stored and within its expiry date.

3.5 Information Sharing

Relevant information regarding students with allergies will be shared only with those members of staff who require it to fulfil their safeguarding and duty of care responsibilities.

This may include:

- teaching staff;
- pastoral staff;
- first aiders;
- lunchtime supervisors;
- catering staff;
- educational visit leaders;
- examination invigilators;
- supply staff and temporary staff where appropriate.

All personal and medical information will be processed in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. Information will be shared on a strictly need-to-know basis, ensuring that confidentiality is respected whilst enabling staff to safeguard students effectively.

3.6 Monitoring and Reviewing Records

The Named Allergy Lead will ensure that allergy records remain accurate, complete, and up to date.

This will include:

- regular review of the Allergy Register;
- annual review of Individual Healthcare Plans;
- monitoring the expiry dates of prescribed medication;
- updating records following changes in medical advice;
- reviewing records after any allergy-related incident or near miss;

- ensuring that relevant staff are informed promptly of any significant changes affecting individual students.

Through accurate record keeping and effective communication, St Alban's Catholic High School aims to ensure that every student with an allergy is supported safely, consistently and compassionately, enabling them to participate fully in all aspects of school life while promoting their health, wellbeing and educational success.

4. Training

St Alban's Catholic High School is committed to ensuring that all staff have the knowledge, confidence and skills required to support students with allergies and to respond effectively in the event of an allergic reaction or medical emergency. We recognise that timely recognition and appropriate intervention are critical in reducing the risk of serious harm and that effective training is fundamental to creating a safe and inclusive school environment.

The school will ensure that all staff receive appropriate allergy awareness and emergency response training, enabling them to understand their responsibilities under this policy and to contribute to a culture where the health, safety and wellbeing of students with allergies is a shared responsibility.

4.1 Annual Allergy Awareness Training

All members of staff who may be responsible for, or come into contact with, students during the school day will receive allergy awareness and emergency response training at least annually.

This includes:

- teaching staff;
- teaching assistants and support staff;
- pastoral staff;
- first aiders;
- office and reception staff;
- catering staff;
- site staff;

- lunchtime supervisors;
- examination invigilators where appropriate;
- regular volunteers;
- agency staff and temporary staff working within the school.

Training records will be maintained by the Named Allergy Lead and monitored to ensure all relevant staff remain up to date.

4.2 Induction and Temporary Staff

All newly appointed staff will receive allergy awareness information as part of their induction programme before taking responsibility for students.

This will include:

- familiarisation with the school's Allergy Safety Policy;
- understanding emergency procedures;
- the location of emergency medication;
- how to access Individual Healthcare Plans where relevant to their role;

Supply teachers, agency staff and other temporary staff will be provided with essential allergy information and emergency procedures prior to commencing work with students.

4.3 Training Content

Annual training will be appropriate to the needs of the school and reflect current legislation and national guidance.

Training will include:

- understanding what an allergy is and how allergic reactions occur;
- recognising that allergies may include food allergies, insect stings, medication, latex and environmental allergens;
- understanding the relationship between allergies, asthma, eczema and other allergic conditions;
- recognising the difference between food allergy, food intolerance and coeliac disease;
- identifying the signs and symptoms of mild, moderate and severe allergic reactions;

- recognising the symptoms of anaphylaxis and understanding that it is a life-threatening medical emergency;
- understanding how to respond promptly and appropriately to an allergic reaction;
- knowing when and how to call emergency services;
- the safe administration of adrenaline auto-injectors (AAIs), including any spare emergency devices held by the school;
- understanding the school's emergency response procedures;
- reducing the risk of allergen exposure within classrooms, practical lessons, educational visits and other school activities;
- understanding Individual Healthcare Plans and Allergy Action Plans;
- procedures for recording and reporting allergy-related incidents and near misses;
- understanding the emotional and psychological impact allergies may have on students and the importance of promoting an inclusive and supportive environment.

4.4 Specialist Training

Where a student has complex medical needs or requires specific support arrangements beyond those provided through whole-school allergy awareness training, additional training will be arranged for relevant members of staff.

This may be delivered by:

- healthcare professionals;
- specialist nursing teams;
- other appropriately qualified professionals.

Specialist training will be provided whenever there is a significant change to a student's medical needs or when additional expertise is required to ensure safe practice.

4.5 Maintaining Competence

The Named Allergy Lead will monitor staff training to ensure competency is maintained across the school.

This will include:

- maintaining an up-to-date training record;
- ensuring refresher training is completed annually;

- providing additional training following significant incidents or changes in national guidance;
- supporting staff through regular reminders, briefings and updates where appropriate;
- reviewing training needs as part of the school's annual policy review.

Where an allergy-related incident or near miss occurs, the school will review whether additional training or amendments to procedures are required to further strengthen allergy safety arrangements.

4.6 Promoting Awareness

Beyond formal training, the school will promote ongoing awareness of allergy safety throughout the school community.

This may include:

- staff briefings, staff bulletin and safeguarding updates;
- reminders during educational visit planning;
- information shared through staff briefing notes/updates and induction materials;
- appropriate awareness activities for students through assemblies, tutor time or the PSHE curriculum;
- guidance for parents/carers where appropriate.

The school recognises that developing a knowledgeable and vigilant school community is essential in reducing risk, promoting inclusion and ensuring that students with allergies feel safe, supported and able to participate fully in every aspect of school life.

5. Promoting Wellbeing and Inclusion

At St Alban's Catholic High School, we recognise that living with an allergy can affect far more than a student's physical health. Concerns about accidental exposure to allergens, the need to carry medication and the possibility of experiencing an allergic reaction can have a significant impact on a student's confidence, emotional wellbeing and sense of belonging.

In keeping with our Catholic ethos, we are committed to fostering a school community where every individual is treated with dignity, compassion and respect. We strive to create an

environment in which students with allergies feel safe, valued, and fully included in all aspects of school life, without fear of discrimination or unnecessary restriction.

The school acknowledges that effective allergy management extends beyond medical procedures and requires a culture of understanding, empathy and shared responsibility across the whole school community.

5.1 Supporting Students' Wellbeing

The school will work proactively to promote the emotional wellbeing of students with allergies by:

- fostering a culture of understanding, respect and inclusion;
- encouraging students to develop confidence and independence in managing their allergies, where appropriate to their age and level of understanding;
- ensuring students know who they can approach if they have concerns regarding their allergy or wellbeing;
- working collaboratively with parents/carers and healthcare professionals to ensure appropriate support is in place;
- making reasonable adjustments, where necessary, to enable students to participate fully in school life;
- ensuring students are not unnecessarily excluded from lessons, educational visits, enrichment activities, sporting events or other aspects of school life because of their allergy.

Where a student's allergy has a significant impact on their emotional wellbeing, additional pastoral support may be provided through the school's pastoral team or other appropriate services.

5.2 Promoting Inclusion

The school believes that students with allergies should be able to participate fully and confidently in all aspects of school life.

Staff will consider the needs of students with allergies when planning:

- classroom activities;
- practical lessons;
- food-related activities;
- educational visits and residential experiences;

- sporting events;
- extracurricular clubs and enrichment activities;
- school celebrations and events.

Where adjustments are required, these will be proportionate, reasonable, and based upon the student's Individual Healthcare Plan and any advice provided by healthcare professionals.

5.3 Preventing Bullying and Discrimination

The school has a zero-tolerance approach to bullying, discrimination or inappropriate behaviour relating to a student's medical condition or allergy.

This includes, but is not limited to:

- teasing or mocking a student because of their allergy;
- deliberately exposing or threatening to expose a student to a known allergen;
- tampering with or hiding emergency medication;
- excluding a student from activities because of misconceptions surrounding allergies;
- making inappropriate comments or jokes regarding allergies or medical conditions.

Any behaviour of this nature will be treated as a serious breach of the school's Behaviour Policy and may also be managed under the Anti-Bullying Policy and Safeguarding and Child Protection Policy where appropriate.

Students will be encouraged to report any concerns immediately, knowing they will be taken seriously and dealt with promptly.

5.4 Raising Awareness

The school recognises that developing understanding among the wider school community helps to create a safer and more supportive environment for students with allergies.

Age-appropriate allergy awareness may be promoted through various means including:

- assemblies;
- tutor time activities;
- the PSHE curriculum;

- health and wellbeing initiatives;

5.5 Partnership with Parents and Healthcare Professionals

The school values the important contribution parents/carers and healthcare professionals make in supporting students with allergies.

We will maintain open and effective communication to ensure that:

- Individual Healthcare Plans remain accurate and up to date;
- changes to medical advice are implemented promptly;
- concerns regarding a student's wellbeing or inclusion are addressed collaboratively;
- students receive consistent support both at home and at school.

By working together, we aim to ensure that every student with an allergy is able to achieve their full potential within a safe, supportive and inclusive learning environment.

6. Minimising Risk

St Alban's Catholic High School is committed to taking all reasonably practicable steps to minimise the risk of students, staff and visitors with known allergies coming into contact with allergens whilst recognising that it is not possible to guarantee a completely allergen-free environment.

Effective allergy management relies upon awareness, sensible precautions, careful planning and shared responsibility. Through proactive risk assessment, clear communication and collaboration with students, parents/carers, catering providers and healthcare professionals, the school aims to reduce the likelihood of allergic reactions whilst ensuring that students with allergies are able to participate fully in all aspects of school life.

All members of staff are expected to remain vigilant and to consider allergy risks when planning activities or supervising students throughout the school day.

6.1 General Risk Management

The school will seek to minimise the risk of allergen exposure by:

- maintaining accurate and up-to-date records of students with known allergies;
- ensuring relevant staff are aware of students' allergies and understand their responsibilities;
- promoting good hygiene practices, including regular hand washing before and after eating where appropriate;
- encouraging students not to share food, drinks, eating utensils or medication;
- ensuring staff consider allergy risks during curriculum planning and extracurricular activities;
- carrying out appropriate risk assessments where an identified allergy presents a foreseeable risk;
- reviewing control measures following any allergy-related incident or near miss.

Reasonable adjustments will be implemented where necessary to support individual students, taking account of their Individual Healthcare Plan and advice provided by healthcare professionals.

6.2 Food Provided by the School

The school works closely with its catering provider to ensure that appropriate procedures are in place to support students with food allergies.

The Catering Team will:

- comply with all current food safety legislation and food information regulations;
- provide accurate allergen information for food prepared and served on site;
- respond to requests for allergen information from students, parents/carers and staff;
- implement procedures to minimise the risk of cross-contamination where reasonably practicable;
- liaise with the school regarding students with diagnosed food allergies and any agreed dietary requirements.

Students with food allergies will be encouraged to discuss menu options with catering staff where appropriate.

6.3 Food Brought into School

Whilst recognising that it is not possible to control all food brought onto the school site, the school will take reasonable measures to reduce unnecessary risks.

The school expects that:

- students do not share food or drinks with others;
- food brought into school for personal consumption remains with the individual student;
- parents/carers inform the school before providing food intended for wider distribution during school events or celebrations;
- staff planning activities involving food consider the needs of students with allergies before the activity takes place.

6.4 Curriculum Activities

Many curriculum areas include activities that may involve potential allergens. Staff must consider allergy risks when planning lessons and make reasonable adjustments where appropriate.

This includes, but is not limited to:

- Food Preparation and Nutrition;
- Science practical activities;
- Art and Design activities using natural materials;
- Design and Technology;
- Music activities involving shared mouthpieces or natural products;
- Geography fieldwork;
- activities involving plants, seeds or insects.

Where allergens may be present, staff will:

- review relevant Individual Healthcare Plans;
- identify suitable alternative resources or activities where necessary;
- ensure emergency medication is readily accessible;
- consult with parents/carers where appropriate.

6.5 Animals and Environmental Allergens

The school recognises that some students may have allergies to animals, insect stings, pollen, mould, dust or other environmental allergens.

Where appropriate, staff will:

- consider allergy risks before activities involving animals;
- undertake suitable risk assessments for educational visits and outdoor learning;
- minimise unnecessary exposure to known environmental allergens where reasonably practicable;
- make reasonable adjustments to activities where required to enable students to participate safely.

6.6 Educational Visits and Off-Site Activities

All educational visits, residential experiences, and extracurricular activities will be planned to ensure that students with allergies are able to participate safely and fully.

Visit leaders will:

- review Individual Healthcare Plans before the visit;
- complete appropriate allergy risk assessments;
- ensure emergency medication accompanies the student throughout the visit;
- identify appropriately trained members of staff;
- consider catering arrangements, accommodation and venue-specific risks;
- establish emergency procedures appropriate to the location being visited.

No student will be excluded from participating solely because they have an allergy where reasonable adjustments can be made to ensure their safety.

6.7 School Events and Lettings

When organising school events, performances, fundraising activities, hospitality or community events, staff will consider the needs of students with allergies and take reasonable steps to reduce foreseeable risks.

Where external organisations hire or use school facilities during times when students may be present, they will be expected to comply with relevant health and safety requirements and cooperate with the school's allergy safety procedures where appropriate.

6.8 Risk Assessments

Where a student's allergy presents a foreseeable risk beyond normal school arrangements, an individual risk assessment will be completed alongside their Individual Healthcare Plan.

Risk assessments will consider:

- the student's known allergens;
- the likelihood of exposure;
- the severity of potential reactions;
- the activities being undertaken;
- the availability of emergency medication;
- staff training requirements;
- appropriate control measures;
- emergency procedures.

Risk assessments will be reviewed:

- annually;
- before educational visits where appropriate;
- following any significant change to a student's medical needs;
- after any allergy-related incident or near miss.

6.9 Monitoring and Review

The school recognises that effective risk management is an ongoing process.

The Named Allergy Lead will monitor the effectiveness of risk reduction measures through:

- regular review of Individual Healthcare Plans;
- monitoring allergy-related incidents and near misses;
- periodic audits of emergency medication;
- consultation with students, parents/carers and staff;
- annual review of this policy and associated procedures.

Where improvements are identified, appropriate action will be taken to strengthen arrangements and further reduce the risk of allergen exposure.

7. Medication

St Alban's Catholic High School is committed to ensuring that students with allergies have timely access to the medication they require to manage their condition safely and effectively. The school recognises that, in the event of anaphylaxis, the prompt administration of adrenaline is critical and can be life-saving. Medication must therefore be readily accessible whenever and wherever it may be needed.

The school will work in partnership with parents/carers, healthcare professionals and students to ensure that appropriate medication is available, safely managed and administered in accordance with medical advice, Individual Healthcare Plans (IHPs) and Allergy Action Plans.

7.1 Prescribed Medication

Parents/carers are responsible for providing all prescribed medication required by their child during the school day.

Where a student has been prescribed emergency medication, parents/carers must ensure that:

- medication is supplied to the school in its original packaging, clearly labelled with the student's name and prescribing information;
- medication is in date and suitable for use;
- at least two prescribed adrenaline auto-injectors (AAIs) are provided where recommended by the student's healthcare professional;
- replacement medication is provided before the expiry date or immediately following use;
- the school is informed promptly of any changes to medication, dosage or treatment.

The school will maintain a record of all prescribed emergency medications held on site.

7.2 Student Access to Medication

Students prescribed emergency medication must be able to access it without delay.

Where appropriate and following discussion with parents/carers and healthcare professionals, students may be permitted to carry their own prescribed medication if they are considered competent to do so and this is reflected within their Individual Healthcare Plan.

Where medication is not carried by the student, it will be stored in an agreed, clearly identified location that is readily accessible to authorised staff at all times.

Medication must never be locked away or stored in a manner that could delay access during an emergency.

The school aims to ensure that emergency medication can be accessed and administered within five minutes of the onset of anaphylaxis, in line with national guidance.

7.3 Storage of Medication

Emergency medication stored by the school will be:

- kept in accordance with the manufacturer's storage instructions;
- clearly labelled and easily identifiable;
- stored securely whilst remaining readily accessible in an emergency;
- protected from excessive heat, cold and direct sunlight;
- checked regularly to ensure it remains in date and fit for use.

The Named Allergy Lead will oversee routine audits of medication and maintain records of expiry dates.

Parents/carers will be notified in sufficient time to replace medication approaching its expiry date.

7.4 Administration of Medication

Where a student experiences an allergic reaction, staff will respond in accordance with the student's Individual Healthcare Plan, Allergy Action Plan, and the school's Emergency Response Procedures.

In the event of suspected anaphylaxis:

- adrenaline will be administered without delay by a suitably trained member of staff;
- emergency services will be contacted immediately by calling **999**;
- parents/carers will be informed as soon as practicable;
- the student will remain under continuous supervision until transferred to the care of healthcare professionals.

Where symptoms persist and a second prescribed adrenaline auto-injector is available, it will be administered in accordance with medical guidance and staff training.

Following the administration of adrenaline, the student **must** be taken to hospital for further assessment, even if symptoms appear to have been resolved.

7.5 Spare Adrenaline Auto-Injectors

The [Human Medicines \(Amendment\) Regulations 2017](#) permit 'spare' adrenaline auto-injectors (AAIs) to be used for emergency use. This might be, for example, a child presenting for the first time with anaphylaxis due to an undiagnosed allergy.

St Alban's Catholic High School holds spare adrenaline devices, provided through its Kitt Medical Anaphylaxis Kitt, for use in emergency situations. These are not a replacement for a student's own adrenaline device. Students prescribed adrenaline are expected to have their own adrenaline devices with them at school for use in an emergency. Emergency use of a 'spare' device may include:

- a student at risk of anaphylaxis whose own devices are not available or not working (for example because they are out of date, or multiple doses are needed before emergency services arrive)
- used on someone experiencing anaphylaxis for the first time who does not have their own prescribed AAI.

A person's own prescribed AAI should never be used on another person, as this leaves them vulnerable.

Where a 'spare' AAI is used on a person without a known allergy, staff should feel confident to administer it. Under [Human Medicines Regulations 2012, Regulation 238](#), there is a legal exemption to administer a 'spare' or back-up AAI to any pupil or person (including staff and visitors) experiencing an unexpected, life-threatening anaphylactic emergency, even if that individual is not formally known to have a prescription or prior allergy diagnosis.

Spare AAIs will:

- be clearly labelled as emergency school medication;
- be stored in pairs;
- be located in readily accessible areas of the school;
- be checked regularly to ensure they remain in date;
- be replaced immediately following use or expiry.

The location of spare AAIs will be known to all relevant staff and included within staff training.

7.6 Medication During Educational Visits and Off-Site Activities

Students prescribed emergency medication must have immediate access to it during all off-site activities, including educational visits, sporting fixtures, enrichment activities and residential visits.

Visit leaders will ensure that:

- prescribed medication accompanies the student throughout the visit;
- emergency medication is never left unattended or inaccessible;
- appropriately trained members of staff are present;
- emergency procedures are understood before departure.

Where appropriate, spare emergency medication will also accompany the visit.

7.7 Monitoring and Auditing Medication

The Named Allergy Lead will ensure that robust systems are in place for monitoring medication held within the school.

This will include:

- maintaining an accurate medication register;
- recording the location of all prescribed and spare medication;
- conducting routine checks of expiry dates;
- recording any medication administered;
- ensuring medication used during an emergency is replaced promptly;
- reviewing medication arrangements following any allergy-related incident.

Any concerns regarding medication availability or storage will be addressed immediately to ensure student safety is not compromised.

7.8 Disposal of Medication

Expired, damaged or used medication will be disposed of safely and in accordance with current healthcare guidance.

8. Emergency Procedures

St Alban's Catholic High School is committed to ensuring that all allergic reactions are managed promptly, safely and effectively. The school recognises that anaphylaxis is a life-threatening medical emergency requiring immediate action and that delays in treatment can have serious consequences.

All members of staff are expected to act without hesitation if a student is suspected of experiencing an allergic reaction. Staff should always follow the student's Individual Healthcare Plan (IHP), Allergy Action Plan and the school's Emergency Response Procedures.

The welfare of the student will always be the school's overriding priority.

8.1 Recognising an Allergic Reaction

Staff will receive annual training to enable them to recognise the signs and symptoms of allergic reactions, which may range from mild to severe.

Symptoms of a mild or moderate allergic reaction may include:

- itching or tingling of the mouth;
- an itchy rash or hives (urticaria);
- redness or swelling of the skin;
- swelling of the lips, face or eyes;
- abdominal pain, nausea or vomiting;
- sneezing or a runny nose.

Symptoms of **anaphylaxis** may include:

- difficulty breathing or shortness of breath;
- wheezing or persistent coughing;
- swelling of the tongue or throat;
- difficulty swallowing or speaking;
- a hoarse voice;
- dizziness, collapse or loss of consciousness;

- pale, clammy skin or signs of shock.

Staff should not delay treatment if anaphylaxis is suspected. If in doubt, they should treat the situation as anaphylaxis and follow emergency procedures.

8.2 Responding to an Allergic Reaction

Where an allergic reaction is suspected, staff will:

- remain calm and reassure the student;
- send for a trained First Aider immediately;
- follow the student's Individual Healthcare Plan and Allergy Action Plan;
- closely monitor the student's condition at all times;
- ensure the student is not left unattended.

If symptoms suggest anaphylaxis, staff will:

- administer an adrenaline auto-injector (AAI) immediately, in accordance with their training and the student's Allergy Action Plan;
- call **999** without delay, stating clearly that anaphylaxis is suspected and that adrenaline has been administered;
- arrange for another member of staff to inform the student's parents or carers as soon as practicable;
- continue to monitor the student's airway, breathing and circulation until emergency services arrive;
- administer a second adrenaline auto-injector after approximately five minutes if symptoms persist or worsen and a second device is available.

Following the administration of adrenaline, the student must always be transferred to hospital by ambulance for further assessment, even if symptoms appear to have been resolved.

8.3 Emergency Medication

Emergency medication will be administered only by members of staff who have received appropriate training or, where circumstances require, by any member of staff acting in good faith to preserve life.

Where available, the student's prescribed medication should be used in the first instance. If this is unavailable, inaccessible, out of date or has already been administered, the school's spare adrenaline auto-injector may be used in accordance with current legislation and the student's Individual Healthcare Plan.

The school recognises that prompt administration of adrenaline is critical, and that treatment should not be delayed whilst attempting to contact parents or awaiting emergency services.

8.4 Contacting Emergency Services

In all cases of suspected anaphylaxis:

- emergency services will be contacted immediately by dialling **999**;
- clear information will be provided regarding the student's condition, the symptoms observed and any medication administered;
- a member of staff will be designated to meet the ambulance and escort paramedics to the student without delay.

Parents or carers will be informed as soon as it is practical to do so, but this must never delay the administration of emergency medication or the calling of emergency services.

8.5 Supervision and Aftercare

The student will remain under the supervision of an appropriately trained member of staff until responsibility is transferred to the attending healthcare professionals.

Where possible:

- another member of staff will supervise the remainder of the class or activity;
- the student's dignity and privacy will be respected throughout the incident;
- reassurance and emotional support will be provided to the student and, where appropriate, to other students who may have witnessed the incident.

Following the incident, the school will offer appropriate pastoral support to the student, their family and any members of the school community affected by the event.

8.6 Recording and Reviewing Incidents

All allergic reactions, whether mild, moderate or severe, together with any near misses, will be recorded using the school's allergy incident reporting procedures.

Following any significant incident, the Named Allergy Lead will ensure that:

- the incident is reviewed promptly;
- the student's Individual Healthcare Plan is updated where necessary;
- parents/carers are consulted;
- staff involved have the opportunity to debrief;
- any lessons learned are identified and appropriate improvements implemented.

Where appropriate, additional staff training or amendments to school procedures will be introduced to reduce the likelihood of similar incidents occurring in the future.

9. Educational Visits and Off-Site Activities

St Alban's Catholic High School is committed to ensuring that all students, including those with allergies, have the opportunity to participate fully in educational visits, residential experiences, sporting fixtures, enrichment activities and all other off-site learning opportunities.

The school recognises the significant educational, social and personal benefits that educational visits provide and is committed to making reasonable adjustments, wherever practicable, to enable students with allergies to access these experiences safely and confidently.

Effective planning, clear communication and appropriate risk assessment are essential in ensuring that allergy-related risks are identified and managed appropriately without unnecessarily restricting participation

9.1 Inclusion

No student will be excluded from an educational visit solely because they have an allergy.

The school will work collaboratively with parents/carers, healthcare professionals and visit providers to ensure that suitable arrangements are in place to enable participation wherever it is safe and reasonably practicable to do so.

Where necessary, reasonable adjustments will be made in accordance with the student's Individual Healthcare Plan (IHP), Allergy Action Plan and the requirements of the Equality Act 2010.

9.2 Planning and Risk Assessment

All educational visits will be planned in accordance with the school's Educational Visits Policy and Health and Safety procedures.

Where a student with a known allergy is participating, the Visit Leader will complete an individual allergy risk assessment as part of the overall visit planning process.

The risk assessment will consider, where appropriate:

- the student's known allergens and potential triggers;
- the severity of previous allergic reactions;
- advice contained within the student's Individual Healthcare Plan and Allergy Action Plan;
- food provision and catering arrangements;
- travel arrangements;
- accommodation (where applicable);
- access to emergency medical services;
- environmental or seasonal allergens, including insects, pollen and animals;
- curriculum activities planned during the visit;
- the location and accessibility of emergency medication;
- staff training requirements;
- emergency communication procedures.

Risk assessments will be reviewed whenever there are significant changes to the visit, venue, or the student's medical needs.

9.3 Consultation with Parents and Carers

Where a student with an allergy is participating in an educational visit, the Visit Leader may consult with parents/carers before the visit to ensure that appropriate arrangements are in place.

This may include discussion regarding:

- current medical advice;
- any recent allergic reactions;

- medication requirements;
- food arrangements;
- overnight accommodation where applicable;
- emergency procedures;
- any additional support or reasonable adjustments required.

Parents/carers **remain responsible** for ensuring that all prescribed medication provided for the visit is still in date, clearly labelled and supplied in accordance with the student's Individual Healthcare Plan.

9.4 Emergency Medication

Students prescribed emergency medication must have immediate access to it throughout the educational visit.

Visit Leaders will ensure that:

- prescribed medication accompanies the student at all times;
- emergency medication is never stored separately from the student or left on transport where it cannot be accessed immediately;
- medication remains within its expiry date;
- additional medication is carried where required by the student's Individual Healthcare Plan;
- staff know the location of the medication throughout the visit.

Where appropriate and in accordance with legislation, spare school adrenaline auto-injectors may also accompany the visit.

9.5 Staff Responsibilities

The Visit Leader is responsible for ensuring that allergy arrangements are fully incorporated into the planning and delivery of the visit.

This includes ensuring that:

- all accompanying staff are aware of students with allergies;
- relevant staff have access to the student's Individual Healthcare Plan and Allergy Action Plan where appropriate;
- suitably trained staff are present throughout the visit;
- emergency procedures are understood by accompanying staff before departure;

- communication systems are in place should an emergency arise.

Where external providers are involved in delivering activities, the Visit Leader will ensure that relevant allergy information is shared appropriately to support the safe participation of the student.

9.6 Food and Catering Arrangements

Where food is provided during an educational visit, reasonable steps will be taken to reduce the risk of allergen exposure.

This may include:

- obtaining allergen information from catering providers;
- liaising with venues regarding dietary requirements;
- supporting students to make informed food choices;
- arranging suitable alternatives where appropriate;
- ensuring students understand the importance of avoiding food sharing.

The school recognises that it cannot guarantee an allergen-free environment during off-site activities but will take all reasonably practicable steps to minimise foreseeable risks.

9.7 Residential Visits

Residential visits require additional planning due to the increased duration of supervision and greater exposure to unfamiliar environments.

Where appropriate, planning will include consideration of:

- accommodation arrangements;
- overnight supervision;
- access to emergency medical services;
- storage and accessibility of medication overnight;
- meal planning and catering;
- activities involving animals or environmental allergens;
- communication with residential staff regarding the student's allergy.

Where necessary, meetings may be held with parents/carers before residential visits to review arrangements and ensure that appropriate control measures are in place.

9.8 Emergency Procedures During Visits

Should a student experience an allergic reaction during an educational visit, staff will follow the school's Emergency Procedures, Individual Healthcare Plan and Allergy Action Plan.

Where anaphylaxis is suspected:

- adrenaline will be administered immediately;
- emergency services will be contacted without delay;
- parents/carers will be informed as soon as practicable;
- the Visit Leader will ensure that appropriate supervision is maintained for the remainder of the group;
- the Headteacher or designated senior leader will be informed at the earliest appropriate opportunity.

Following any serious incident, the visit risk assessment and Individual Healthcare Plan will be reviewed to identify any lessons learned.

9.9 Review and Evaluation

Following any educational visit involving an allergy-related incident or near miss, the Visit Leader and Named Allergy Lead will review the effectiveness of the arrangements that were in place.

This review will consider:

- the effectiveness of the risk assessment;
- communication between staff, parents/carers and external providers;
- the accessibility of emergency medication;
- staff training and preparedness;
- any improvements required to strengthen future practice.

Lessons learned will be incorporated into future educational visit planning and, where appropriate, into the annual review of this policy.

10. Recording, Reporting and Learning from Incidents

St Alban's Catholic High School is committed to promoting a culture of openness, learning and continuous improvement in relation to allergy safety. The school recognises that the prompt

recording, reporting and review of allergy-related incidents and near misses are essential to safeguarding students, reducing future risks and strengthening our procedures. See Appendix 1 for the school's Allergy Incident Form template.

All allergy-related incidents, regardless of their severity, will be taken seriously and managed in accordance with this policy, the Health and Safety Policy, and Safeguarding and Child Protection Policy.

The school encourages staff, students and parents/carers to report all allergy-related concerns, including near misses, so that appropriate action can be taken and lessons learned.

10.1 Recording Allergy-Related Incidents

All allergic reactions and allergy-related incidents occurring on the school site or during school-led activities will be recorded promptly and accurately (see appendix 1).

This includes:

- mild, moderate and severe allergic reactions;
- suspected cases of anaphylaxis;
- administration of emergency medication, including adrenaline auto-injectors (AAIs);
- use of spare emergency medication;
- accidental exposure to known allergens;
- incidents occurring during educational visits or off-site activities;
- any other event that may indicate a weakness in existing procedures.

Incident records will include, where appropriate:

- the student's name;
- the date, time and location of the incident;
- the circumstances leading to the reaction;
- the suspected allergen, where known;
- signs and symptoms observed;
- medication administered and by whom;
- whether emergency services were contacted;
- whether parents/carers were informed;
- the outcome of the incident;
- any immediate actions taken to reduce future risk.

All records will be maintained securely in accordance with the school's record management procedures and UK GDPR.

10.2 Reporting Near Misses

The school recognises that valuable learning can be gained from events where no allergic reaction occurred but where there was potential for harm.

Examples of a near miss may include:

- accidental exposure to a known allergen that was identified before contact occurred;
- incorrect food being provided but not consumed;
- emergency medication being unavailable or difficult to access;
- failures in communication regarding a student's allergy;
- procedural errors identified before resulting in harm.

Near misses will be reported promptly to the Named Allergy Lead and recorded using the school's reporting procedures.

The purpose of reporting near misses is to improve systems and reduce future risk rather than to apportion blame.

10.3 Responding to an Incident

Following any significant allergy-related incident, the school will:

- ensure the student's immediate medical needs have been met;
- inform parents/carers as soon as reasonably practicable;
- complete all relevant records and documentation;
- secure and preserve any information that may assist in reviewing the incident;
- notify the Headteacher and Named Allergy Lead;
- report the incident through any statutory or local authority reporting processes where required.

Where appropriate, external agencies or healthcare professionals may be consulted to support the review of the incident.

10.4 Review and Learning

The school is committed to learning from all allergy-related incidents and near misses.

Following a significant incident, the Named Allergy Lead will coordinate a review to consider:

- the effectiveness of the student's Individual Healthcare Plan (IHP);
- whether the Allergy Action Plan was followed appropriately;
- the effectiveness of communication between staff, parents/carers and healthcare professionals;
- whether emergency medication was readily available and administered promptly;
- whether existing risk assessments remained appropriate;
- any additional training needs for staff;
- whether changes to school procedures are required.

Where improvements are identified, these will be implemented without unnecessary delay.

10.5 Supporting Students and Staff Following an Incident

The school recognises that an allergy-related incident may have an emotional impact on the student involved, their family, staff, and other students who witnessed the event.

Following a significant incident, appropriate support may include:

- pastoral support for the student;
- communication with parents/carers;
- reassurance for classmates where appropriate;
- staff debriefing following the incident;
- access to further support where required.

The school will ensure that any support provided respects the dignity, privacy and confidentiality of those involved.

10.6 Monitoring Trends

The Named Allergy Lead will regularly review allergy-related records to identify patterns or recurring issues.

This monitoring may include:

- repeated exposure to particular allergens;
- trends relating to specific activities or locations;
- recurring communication issues;
- medication availability or storage concerns;

- training needs identified through incidents or near misses.

This information will inform future staff training, risk assessments and policy development.

10.7 Confidentiality and Information Governance

Information relating to allergy incidents will be managed sensitively and in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Records will be shared only with those who require the information to fulfil their professional responsibilities and to safeguard the health and wellbeing of students.

10.8 Monitoring and Policy Review

The Governing Body and Headteacher will receive appropriate assurance that allergy incidents are monitored effectively and that lessons learned contribute to continuous improvement.

The Named Allergy Lead will use information gathered through incident reporting to:

- review the effectiveness of this policy;
- identify opportunities to strengthen allergy safety arrangements;
- inform future staff training;
- update Individual Healthcare Plans and risk assessments where necessary;
- support the school's annual review of allergy management procedures

11. Information Sharing, Confidentiality and Data Protection

St Alban's Catholic High School recognises that effective communication is fundamental to ensuring the safety and wellbeing of students with allergies. Appropriate information sharing enables staff to respond quickly and effectively in both routine and emergency situations, whilst ensuring that students receive the support they need to participate safely and fully in school life.

The school also recognises that information relating to an individual's health is classified as special category personal data under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Such information will therefore be collected, stored, used and shared lawfully, fairly and securely, with due regard for the individual's privacy, dignity, and confidentiality.

The school will always seek to achieve an appropriate balance between protecting personal information and ensuring that those responsible for a student's care have access to the information necessary to safeguard their health and wellbeing.

11.1 Sharing Information to Safeguard Students

Relevant allergy information will be shared only with those members of staff who require it to fulfil their safeguarding, educational, or supervisory responsibilities.

This may include, where appropriate:

- members of the Senior Leadership Team;
- Link Governing Body members with responsibility for sanctioning overnight educational visits;
- teaching staff;
- pastoral staff;
- first aiders;
- catering staff;
- educational visit leaders;
- examination invigilators;
- supply teachers, agency staff and temporary staff;
- relevant external professionals supporting the student.

Information shared will be proportionate to the individual's role and responsibilities and will normally include only the details necessary to keep the student safe.

11.2 Individual Healthcare Plans and Allergy Action Plans

Students who require an Individual Healthcare Plan (IHP) will have relevant information shared with staff responsible for their care.

This may include:

- the student's allergy or allergies;
- known allergens or triggers;
- signs and symptoms of an allergic reaction;
- emergency medication prescribed;
- emergency procedures;
- reasonable adjustments required to support the student;
- contact details required in an emergency.

Where an Allergy Action Plan or Asthma Action Plan has been provided by a healthcare professional, staff responsible for the student will be made aware of its contents and how it should be implemented.

11.3 Confidentiality

All staff have a professional responsibility to respect the confidentiality of students' medical information.

Medical information will:

- be treated sensitively and respectfully;
- only be discussed where there is a legitimate educational, safeguarding or medical need;
- be stored securely in accordance with the school's record management procedures;
- not be disclosed unnecessarily to other students, parents/carers or members of the public.

The school recognises that students, particularly older students, may have concerns about their medical information being shared. Wherever appropriate, students will be involved in discussions regarding how information about their allergy is shared, whilst recognising that the school has a duty of care to ensure appropriate staff are informed.

11.4 Communication with Parents and Carers

The school values open and effective communication with parents and carers as an essential part of allergy management.

Parents and carers will be expected to:

- notify the school promptly of any new allergy diagnosis or changes to existing medical information;
- provide updated Individual Healthcare Plans, Allergy Action Plans or medical advice where appropriate;
- inform the school of changes to prescribed medication;
- respond promptly to requests regarding replacement medication approaching its expiry date.

The school will ensure that parents and carers are informed following any allergy-related incident occurring during the school day or whilst participating in school activities.

11.5 Communication with Healthcare Professionals

Where appropriate, and with due regard to data protection legislation, the school will work collaboratively with healthcare professionals to ensure that students receive appropriate support.

This may include communication with:

- General Practitioners (GPs);
- specialist allergy clinics;
- school nursing services;
- paediatric consultants;
- other healthcare professionals involved in the student's care.

Information will be shared only where it is necessary to support the student's health, safety or educational provision.

11.6 Educational Visits and External Providers

Where students with allergies participate in educational visits, residential experiences or activities delivered by external organisations, relevant allergy information may be shared with external providers where this is necessary to safeguard the student.

Only the information required to ensure the student's safety will be shared, and wherever possible this will be done in consultation with the student and their parents or carers.

11.7 Storage and Security of Information

The school will maintain secure systems for storing allergy-related information.

Records will be:

- stored securely using approved school information management systems and secure paper records where necessary;
- accessible only to authorised members of staff;
- reviewed regularly to ensure they remain accurate and up to date;
- retained and disposed of in accordance with the school's Data Protection Policy and Records Management procedures.

11.8 Raising Awareness While Respecting Privacy

The school recognises the importance of promoting allergy awareness across the school community whilst respecting the privacy of individual students.

Where appropriate, and with the agreement of the student and their parents or carers, age-appropriate information may be shared with classmates or friendship groups to:

- encourage understanding and inclusion;
- support students in recognising when someone may require help;
- reinforce the importance of not sharing food or interfering with emergency medication.

Any awareness activities will complement, and never replace, the school's established emergency procedures and staff training.

12. Monitoring, Review and Policy Awareness

St Alban's Catholic High School is committed to maintaining the highest standards of allergy safety through effective monitoring, regular review and a culture of continuous improvement. The school recognises that allergy management is an evolving area of practice and will ensure that this policy remains responsive to changes in legislation, national guidance, medical advice and the needs of our school community.

The effectiveness of this policy will be monitored throughout the academic year to ensure that arrangements continue to safeguard students, promote inclusion and support the wellbeing of all members of the school community.

12.1 Monitoring Compliance

The Named Allergy Lead will have day-to-day responsibility for monitoring the implementation of this policy and ensuring that allergy safety arrangements remain effective across the school.

Monitoring activities will include:

- maintaining and reviewing the school's Allergy Register;
- ensuring Individual Healthcare Plans (IHPs) and Allergy Action Plans remain accurate and up to date;
- monitoring the availability, storage and expiry dates of emergency medication, including spare adrenaline auto-injectors;
- reviewing allergy-related incidents and near misses to identify trends and opportunities for improvement;
- monitoring the completion of staff allergy awareness and emergency response training;

- reviewing educational visit risk assessments involving students with allergies;
- ensuring that reasonable adjustments continue to meet the needs of individual students.

Where concerns are identified, appropriate action will be taken without delay to strengthen procedures and reduce future risk.

12.2 Policy Review

This policy will be reviewed **annually** by the Named Allergy Lead in consultation with the Headteacher and Governing Body.

The policy will also be reviewed sooner where necessary, including following:

- a significant allergy-related incident or medical emergency;
- a serious near miss;
- changes to legislation or statutory guidance;
- changes to Department for Education or NHS guidance;
- recommendations arising from internal reviews, audits or external inspections;
- significant changes to the needs of students with allergies within the school.

The review process will consider feedback from staff, students, parents/carers, governors and, where appropriate, healthcare professionals to ensure that the policy continues to reflect current best practice.

12.4 Raising Awareness of the Policy

To ensure that allergy safety remains a shared responsibility, the school will promote awareness of this policy across the wider school community.

The school will ensure that:

- this policy is published on the school website and is available on request;
- all staff are made aware of the policy as part of their induction and annual allergy awareness training;
- relevant information is shared with temporary staff, supply teachers and regular volunteers as appropriate;
- students are supported to develop an age-appropriate understanding of allergy safety through assemblies, tutor time or the Personal Development curriculum, where appropriate;

- parents/carers are informed of the school's allergy management arrangements and their responsibilities in supporting their child's medical needs.

The school will continue to promote a culture in which allergy awareness is understood as an important aspect of safeguarding, health, and wellbeing.

12.5 Related Policies

This policy should be read alongside the following school policies and procedures:

- Medical Needs in School Policy https://www.st-albans.suffolk.sch.uk/_site/data/files/documents/policy%20documents/school%20policies/E9F387E8426ED5F6E0E6D5433E1C8956.pdf
- Health and Safety Policy https://www.ourladyofwalsingham.co.uk/_site/data/files/users/843C427A016F41DFA71F47E87C0EF83E.pdf
- Safeguarding and Child Protection Policy https://www.st-albans.suffolk.sch.uk/_site/data/files/documents/policy%20documents/school%20policies/97F24AB381F7B68D304450FD3C461067.pdf
- Educational Visits Policy https://www.st-albans.suffolk.sch.uk/_site/data/files/documents/policy%20documents/school%20policies/1992F5F9A6695C374FB07731BC30135C.pdf
- Behaviour Policy https://www.st-albans.suffolk.sch.uk/_site/data/files/documents/policy%20documents/school%20policies/7F476733214D013C5845F0D23041A893.pdf
- Anti-Bullying Policy https://www.st-albans.suffolk.sch.uk/_site/data/files/documents/policy%20documents/5D6A852C68858CC675752ED1D41DAAF9.pdf
- Data Protection Policy https://www.ourladyofwalsingham.co.uk/_site/data/files/users/53E0B06B467253CEA25FE80E1F14184B.pdf
- Accessibility Plan https://www.st-albans.suffolk.sch.uk/_site/data/files/documents/policy%20documents/CCADF049410B65D4998B8BCAE652FBDF.pdf
- Equality and Diversity Policy https://www.ourladyofwalsingham.co.uk/_site/data/files/users/A8A82EC0E6ADBD3CAC220118700381E0.pdf

These policies collectively support the school's commitment to safeguarding, inclusion, and the effective management of students' medical needs.

Appendix 1

Allergy Incident form

Following a near miss, reaction or anaphylaxis a thorough review needs to be undertaken to understand why the incident happened and to identify the measures needed to prevent future occurrences.

Completed by		Role		Date	
Student Name				Year	
Date of incident		Type of incident	Near miss/reaction/anaphylaxis		

Location of incident		Person affected	Student/employee/visitor
What happened – the cause? Including suspected allergen, where known.			
Signs and symptoms observed			
Were AAls administered?	Yes No		
What action was taken? Including any medication given and by whom, whether emergency services were contacted, and parents contact?			
Outcome of incident			
What were the contributory factors?			
What needs to happen in future to avoid a recurrence?			

Are there any training needs?	Yes No		
Does the policy need reviewing?	Yes No		
Have staff (and students) involved been debriefed?	Yes No	Have staff (and students) involved been offered support?	Yes No
Does the student have an allergy action plan?	Yes No	Has the allergy action plan been updated if needed?	Yes No
Does the student have an IHP?	Yes No	Has the IHP been updated?	Yes No
Has replacement medication been obtained?	Yes No		
Is this RIDDOR reportable?	Yes No		
Parent/staff comments			
Date reported to Allergy Lead			
Allergy Lead's comments			
Allergy Lead's signature			
Form completer's signature			

