East Midlands Education Trust

Allergy Safety Policy

Date Adopted:	
Review Date:	

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1. Allergy Safety Policy Statement

Our Allergy Safety Policy is outlined below and is endorsed by the EMET Board of Trustees, who accept full responsibility and require all employees to help in complying with our legal and moral duties. The Chief Executive Officer accepts the delegated overall responsibility for all operational matters for the Trust. When the Chief Executive Officer is not present, delegated responsibility will be passed down to one of the two Deputy Chief Executive Officers. The EMET Estates Team will support schools in their day-to-day allergy safety responsibilities.

East Midlands Education Trust (EMET) is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors with allergies. We recognise that allergies can range from mild reactions to life-threatening anaphylaxis and that effective management is essential to safeguard health, wellbeing and educational participation.

This policy outlines arrangements for allergy awareness, risk management, emergency response and support for pupils with allergies in accordance with statutory guidance for schools.

Signed:

(Chief Executive Officer)

Date:

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2. Responsibilities of the Trustees and Governors

The Trustees will:

- Ensure the Trust has an effective Allergy Safety Policy.
- Review the policy at least annually.

The Governors will;

- Ensure sufficient resources are available to implement the policy.
- Monitor incidents and lessons learned from allergy-related events.

3. Responsibilities of the Chief Executive Officer (CEO) and East Midlands Education Trust (EMET)

The CEO will:

- Ensure implementation of the Allergy Safety Policy.
- Appoint a Trust Designated Allergy Lead.

EMET central team will:

- Provide the Central Team with appropriate training.
- Ensure schools are supported with appropriate training.
- Identify and standardise Auto Injector Pens throughout the Trust.
- Ensure emergency procedures are maintained and regularly reviewed (at least annually).
- Update the centralised trust system and the Business Continuity Plan accordingly.
- Provide all staff with basic training on the centralised trust system.

4. Roles and Responsibilities

Allergy Lead

Each school will appoint a named member of the Senior Leadership Team (SLT) as the Allergy Lead.

The Allergy Lead is responsible for:

- Driving implementation of this policy
- Promoting allergy awareness across the school
- Maintaining records relating to allergies
- Ensuring relevant pupils have an up-to-date Allergy Action Plan
- Ensuring Individual Healthcare Plans (IHPs) are in place where required
- Organising annual staff training
- Monitoring incidents and near misses
- Maintaining emergency allergy equipment
- Reviewing the policy annually
- Ensuring the policy is available to staff and parents

Medical Officer or nominated person

The Medical Officer or nominated person will:

- Support collection of medical information
- Liaise with families and healthcare professionals

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- Support medication management
- Assist in monitoring medical records and expiry dates of medication

Teaching and Support Staff
All teaching and support staff must:

- Follow this policy
- Attend required allergy training
- Understand emergency procedures
- Be aware of pupils with allergies in their care
- Take reasonable steps to minimise allergen exposure
- Refer to relevant Healthcare Plans and Allergy Action Plans
- Report incidents and near misses

Catering Staff
Catering Staff are responsible for:

- Providing accurate allergen information
- Following food safety and allergen management procedures
- Preventing cross contamination
- Attending relevant allergy training

Parents and Carers
Parents and carers are responsible for:

- Informing the school/academy of any allergies
- Providing medical evidence where appropriate
- Supplying required medication, including prescribed AAIs
- Providing updated Healthcare Plans and Allergy Action Plans
- Ensuring medication remains in date
- Informing the school of any changes in medical circumstances

Pupils with Allergies
Pupils are encouraged, where age and understanding permit, to:

- Understand their allergies
- Avoid known allergens
- Carry prescribed medication when agreed
- Inform an adult immediately if they feel unwell or believe they have been exposed to an allergen

All Pupils
All Pupils are expected to:

- Respect allergy safety measures
- Avoid sharing food
- Follow staff instructions regarding allergen management
- Support classmates with allergies responsibly.

5. Allergy Awareness and Training

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The school will ensure all staff, including support and temporary staff, remain in date with allergy awareness training alongside emergency response training and that training compliance is reviewed annually.

Training will include:

- Understanding allergies
- Recognition of allergic reactions
- Recognition of Anaphylaxis
- Emergency response procedures
- Administration of Autoinjector pens (hereafter referred to as AAIs)
- Use of Healthcare Plans and Action Plans
- Allergy risk reduction strategies
- Reporting incidents and near misses
- The wellbeing impact of allergies

New staff will receive allergy awareness information as part of induction arrangements. Supply staff and temporary staff will be provided with essential allergy information before undertaking duties.

5a. Training Records

The Designated Allergy Lead will maintain a record of all allergy awareness and emergency response training undertaken by staff. Records will include:

- Date of training completed.
- Name of training provider.
- Staff members attended.
- Date refresher training is due.

Training records will be retained and made available for monitoring, audit and inspection purposes.

6. Promoting Wellbeing

The school recognises that living with allergies may cause anxiety for pupils and families. We will:

- Foster an inclusive and supportive environment.
- Encourage pupils to speak openly about concerns.
- Promote understanding of allergies among pupils.
- Take immediate action against bullying or discrimination related to medical conditions or allergies.

7. Identification of Pupils, Staff and Volunteers with Allergies

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The school will maintain clear procedures for identifying and supporting pupils, staff and volunteers with known allergies. Information regarding known allergens, allergy severity, prescribed medication and emergency requirements will be collected, recorded and reviewed regularly.

This will include:

- All individuals with diagnosed allergies
- All individuals with prescribed AAIs
- Known allergens and triggers
- Emergency contact details
- Medication requirements
- Healthcare Plans
- Allergy Action Plans
- Consents relating to emergency medication

Information will be obtained through:

- Admission forms
- Annual updates
- Medical forms
- Parents/carers
- Previous settings
- Healthcare professionals

8. Individual Healthcare (IHPs)

An Individual Healthcare Plan will be developed where a pupil:

- Has an allergy that significantly affects participation in school activities.
- Requires specific arrangements beyond normal school procedures.
- Has prescribed emergency medication.
- Is at risk of anaphylaxis.
- Has a medical condition or allergy requiring additional arrangements
- Is at risk of harm due to their allergy.

Plans will include:

- Known allergens.
- Symptoms and triggers.
- Emergency procedures.
- Medication requirements.
- Roles and responsibilities.
- Details of any reasonable adjustments.
- Educational visits arrangements

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Where available, a healthcare professional's Allergy Action Plan or Asthma Action Plan will be attached to the IHP. These plans will be reviewed at least annually or whenever circumstances change.

A template Individual Healthcare Plan (IHP) is available at: Allergy safety in schools - GOV.UK

9. Minimising Risk and Allergy Management

The school will take proportionate measures to reduce exposure to known allergens. These may include:

Hygiene Procedures

The school encourages:

- Handwashing before and after eating
- Cleaning of eating areas
- Good personal hygiene
- No sharing of food, drinks or eating utensils

Food Management

The school is committed to providing accurate allergen information. The school will:

- Display allergen information where required
- Support pupils with dietary needs
- Work closely with catering providers
- Follow food safety legislation

Food brought into School

The school recognises that creating a completely allergen-free environment is not practical.

However, the school strongly discourages high-risk allergen foods where a known risk exists.

Staff will assess circumstances and implement proportionate risk-reduction measures where necessary.

Airborne and Contact Allergens

Where pupils have allergies to airborne or contact allergens, reasonable measures will be implemented to minimise risk.

Animals

Appropriate risk assessments will be undertaken before animal visits.

Handwashing facilities will be used following animal contact.

Insect Stings

When outdoors:

- Food and drinks should be covered

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- Appropriate footwear should be worn
- Staff will remain vigilant regarding insect activity.

10. Medication and Adrenaline Auto-Injectors (AAIs)

Individuals prescribed with AAIs should always have rapid access to them.

This includes:

- Classrooms
- Dining Areas
- Playgrounds
- Sports Facilities
- School visits and trips.

The school aims to ensure that no pupil is more than five minutes away from adrenaline in an emergency.

11. Spare Adrenaline Auto-Injectors (AAIs)

The school will maintain spare emergency AAIs in accordance with current legislation and guidance from the Department of Health.

Spare AAIs will:

- Be stored securely but not locked away.
- Be kept separate from any pupil's own prescribed AAIs
- Be clearly labelled.
- Be easily accessible within five minutes in an emergency.
- Be checked regularly for expiry dates.
- Be replaced promptly after use or expiry.
- Be disposed of safely after use.

Where necessary, additional emergency kits will be positioned around the school site.

Storage

- Be stored in a room temperature environment.
- Be protected from an overexposure to heat or cold.
- Be accessible to trained staff
- Be checked regularly

Monitoring and Maintenance

The Medical Lead will ensure monthly checks of:

- Expiry dates

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- Physical condition
- Stock levels
- Replacement arrangements

Emergency Anaphylaxis Kit

- The school will maintain an emergency anaphylaxis kit containing:
- Spare AAIs
- Instructions for use
- Expiry date records
- Incident recording forms
- Emergency contact information

Disposal

Used or expired AAIs will be disposed of safely in accordance with local guidance and manufacturer instructions.

12. Educational Visits, Trips and Off-Site Activities

No pupil with allergies will be excluded from educational visits solely due to their allergy.

Risk assessments will consider:

- Allergen exposure risks
- Food arrangements
- Emergency treatment arrangements
- Travel arrangements
- Availability of medication
- Staff training requirements

Pupils prescribed AAIs should have access to their medication throughout the visit. Trained staff will accompany visits where required.

13. Procedures for Allergic Reactions and Anaphylaxis

All staff must respond immediately to concerns that a pupil may be experiencing an allergic reaction.

Signs may include:

- Swelling of lips, tongue or throat
- Difficulty breathing
- Wheezing
- Persistent cough
- Sudden collapse
- Severe rash or hives
- Dizziness
- Loss of consciousness

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In an emergency:

1. Follow the pupil's Allergy Action Plan
2. Administer an AAI immediately if anaphylaxis is suspected
3. Call 999 and state 'anaphylaxis suspected'
4. Contact parents/carers
5. Monitor the pupil continuously
6. Administer a second AAI after 5 minutes if symptoms persist and another device is available.
7. Ensure the pupil is assessed by medical professionals.

No pupil who receives adrenaline should remain in school without assessment by healthcare professionals.

All incidents must be recorded.

14. Recording and Reporting Incidents

The school will record:

- Allergic reactions.
- Use of emergency medication.
- Hospital admissions.
- Near misses.
- Identified risks and corrective actions.

Incidents will be reviewed to identify improvements to procedures and reduce future risks.

15. Information Sharing, Data Protection and Confidentially

Information relating to allergies will be managed in accordance with UK GDPR and Data Protection legislation.

The school will:

- Share information only on a need-to-know basis
- Ensure relevant staff have access to essential medical information
- Store all records securely
- Respect the dignity and privacy of both pupils and staff

Information necessary to protect health and safety may be shared appropriately with staff and emergency services.

16. Communication and Awareness

This policy will be:

- Published on the school website.
- Available on request from the school office.

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- Shared with staff during training.
- Referenced during induction for new staff.

The school will actively promote allergy awareness among pupils in an age-appropriate manner to support understanding, inclusion and safety.

17. Related Policies and Further Information

This policy should be read alongside:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Off Visits Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy
- Behaviour and Anti-Bullying Policy

This policy has been completed in conjunction with the DfE Allergy Safety in Schools Guidance and accompanying documents, and with the Department of Health Guidance on the use of autoinjectors in schools available at: Allergy safety in schools - GOV.UK and Guidance on the use of adrenaline auto-injectors in schools

18. Policy Review

This policy will be reviewed annually, or sooner following any significant allergy-related incident, near miss, legislative change or updated guidance. It will be published on the school website and made available to parents on request.

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19. Appendix 1

All schools to complete the form below and return a copy to Estates Team

EMET Schools delegated Allergy Safety Policy management responsibility list		
EMET School		Oak Grange Nursery & Primary School
Head Teacher		Mrs Sarah Coleman
Health & Safety Manager/Representative		Mrs Sarah Coleman
Areas of risk and control		
Senior Leadership Team Staff	**Duty Holder**	**Position**
Maintain clear procedures for identifying and supporting pupils, staff and volunteers with known allergies	Sarah Coleman	Headteacher
Correct maintenance of AAI storage	Elizabeth Mills	SBM
Correct disposal of AAIs	Elizabeth Mills	SBM
Confirm AAIs are at an accessible distance and location	Elizabeth Mills	SBM
Monthly checkups on AAI expiry dates	Elizabeth Mills	SBM
Maintaining frequently reviewed and updated records relating to allergies	Sarah Coleman	Headteacher
Monitoring and recording incidents and near misses	Sarah Coleman	Headteacher
Ensuring relevant pupils have an up-to-date Allergy Action Policy	Sarah Coleman	Headteacher
Ensuring Individual Healthcare Plans (IHPs) are in place where required	Sarah Coleman	Headteacher
Organising annual staff training	Sarah Coleman/Elizabeth Mills	HT/SBM
Confirming that ALL staff have undertaken allergy awareness training	Sarah Coleman/Elizabeth Mills	HT/SBM
Ensure that new staff will receive allergy awareness information as part of their induction arrangements	Sarah Coleman/Elizabeth Mills	HT/SBM
Maintain a record of all allergy awareness and emergency response training being undertaken by staff	Sarah Coleman/Elizabeth Mills	HT/SBM
Ensure all records are kept securely	Sarah Coleman/Elizabeth Mills	HT/SBM
Maintaining emergency allergy equipment	Elizabeth Mills	SBM
Carry out risk assessments before animal visits	Sarah Coleman	Headteacher

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Carry out risk assessments before off-site school trips	Sarah Coleman	Headteacher
Medical Staff	**Duty Holder**	**Position**
Support medication management	Sarah Coleman	Headteacher
Liaise with families and healthcare professionals	Sarah Coleman	Headteacher
Assist in monitoring medical records and expiry dates of medication	Sarah Coleman	Headteacher
Monitor stock levels of medication and AAIs	Elizabeth Mills	SBM
Catering Staff	**Duty Holder**	**Position**
Provide accurate allergen information	Harry Barker	Head Cook
Follow food safety and allergen management procedures	Harry Barker	Head Cook
Preventing cross contamination	Harry Barker	Head Cook
Attending relevant allergy training	Harry Barker	Head Cook
Display allergen information where required	Harry Barker	Head Cook
Support pupils with dietary needs	Harry Barker	Head Cook

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