Allergy Safety Policy

Policy Owner:	**Director of Inclusion**
Approved by:	**Executive Team**
Last reviewed:	**September 2026**
Next review due by:	**September 2027**

Due to the evolving nature of The CAM Academy Trust, procedures behind this policy will be reviewed and amended accordingly to reflect changes.

At the heart of our work lie the six core principles of The CAM Academy Trust. These drive everything that we do.



1. Policy Statement

The Trust is committed to providing a safe, inclusive and supportive environment for all pupils, employees, visitors and contractors with allergies. We recognise that allergies can have a significant impact on health, wellbeing, attendance, participation in learning and quality of life.

This policy establishes a consistent Trust-wide approach for managing allergies, reducing exposure to allergens, responding to allergic reactions and ensuring that pupils with allergies can fully participate in school life.

This policy has been developed in accordance with statutory allergy safety guidance and supports the Trust's duties under:

- The Children's Wellbeing and Schools Act 2026.
- The Equality Act 2010.
- The Health and Safety at Work etc. Act 1974.
- The Children and Families Act 2014.
- Supporting Pupils at School with Medical Conditions statutory guidance.
- UK GDPR and Data Protection Act 2018 requirements relating to health information.

2. Scope

This policy applies to:

- All Trust schools and settings.
- All pupils.
- Employees.
- Trustees and Local Advisory Board Members.
- Volunteers.
- Agency and temporary workers.
- Contractors working directly with pupils.
- Visitors.

3. Roles and Responsibilities

3.1 Trustees

The Board of Trustees will:

- Ensure the Trust has an effective allergy safety policy.
- Monitor implementation through governance and assurance arrangements.
- Ensure sufficient resources are available to support allergy management.

3.2 The trust executive team

The trust executive team will:

- Monitor compliance within CAM academy trust schools.
- Review allergy-related incidents and learning outcomes.

3.3 Principals

Principals will:

- Ensure implementation of this policy.
- Designate a Senior Leadership Team member responsible for allergy safety.
- Ensure adequate training and resources are in place.
- Ensure allergy information is maintained accurately.

3.4 Named Allergy Lead

Each school will appoint a Senior Leader responsible for:

- Leading implementation of this policy.
- Maintaining oversight of allergy records.
- Coordinating staff training.
- Reviewing incidents and near misses.
- Promoting allergy awareness throughout the school community.

3.5 Staff

All staff must:

- Complete required allergy awareness training.
- Follow pupil healthcare plans.
- Take reasonable steps to minimise allergy risks.
- Respond appropriately to allergic reactions.
- Report incidents and near misses immediately.

3.6 Parents and Carers

Parents and carers are expected to:

- Inform the school of any known allergies their children have.
- Provide up-to-date medical information and action plans.
- Supply prescribed medication where required.
- Notify the school of any changes to medical needs.

3.7 Pupils

Pupils are encouraged, where age and understanding allow, to:

- Inform staff if they feel unwell.
- Carry prescribed medication where agreed.
- Avoid sharing food or drinks.

4. Creating an Allergy-Aware Culture

The Trust is committed to promoting a culture that:

- Recognises allergy as a serious medical condition.
- Promotes inclusion and reduces stigma.
- Encourages awareness and empathy.
- Supports open communication between home and school.
- Balances risk reduction with the avoidance of unnecessary restrictions.

The Trust does not describe any site as "allergen-free", as complete elimination of allergens cannot be guaranteed.

5. Training and Awareness

All staff present when pupils are on site will receive annual allergy awareness and emergency response training.

Training will include:

- Understanding allergies and allergic conditions.
- Food allergy, asthma, eczema and hay fever awareness.
- Differences between allergy, intolerance and coeliac disease.
- Recognising signs and symptoms of allergic reactions.
- Recognition of anaphylaxis.
- Emergency response procedures.
- Use of adrenaline auto-injectors (AAIs).
- Use of emergency asthma inhalers.
- Location of emergency medication.
- Accessing healthcare plans and action plans.
- Procedures for reporting incidents and near misses.
- Understanding the emotional impact of allergies.

Induction Training

New staff, agency staff, supply teachers and regular volunteers will receive appropriate allergy information before undertaking pupil-facing responsibilities.

6. Wellbeing and Inclusion

The Trust recognises that allergies can create anxiety for pupils and families.

Schools will:

- Foster supportive environments.
- Promote inclusion in all activities.

- Address bullying related to medical conditions through behaviour and anti-bullying procedures.
- Encourage pupils to seek support if concerned about allergy-related issues.
- Ensure pupils are not excluded from educational opportunities because of their allergy wherever reasonable adjustments can be made.

7. Identification of Allergies

Schools will establish clear systems to identify individuals with allergies.

Information may be obtained through:

- Admission forms.
- Healthcare professionals.
- Previous educational settings.
- Annual medical updates.
- Parent and carer communications.

A register of pupils with allergies will be maintained and reviewed regularly.

The register will include:

- Known allergens.
- Severity of reactions.
- Prescribed medication.
- Emergency contacts.
- Individual Healthcare Plan status.
- Allergy Action Plan status.

8. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed where a pupil:

- Has an allergy with a functional impact on school life.
- Is at risk of harm due to an allergy.
- Requires arrangements beyond those ordinarily available to all pupils.

The plan may include:

- Known allergens.
- Symptoms.
- Daily management arrangements.
- Risk reduction measures.
- Medication requirements.
- Emergency procedures.
- Trip and activity considerations.
- Roles and responsibilities.

Allergy Action Plans and Asthma Action Plans provided by healthcare professionals will be attached to, or referenced within, the IHP.

9. Minimising Exposure to Allergens

Schools will take reasonable measures to minimise exposure to known allergens.

This may include:

- Risk-based seating arrangements.
- Enhanced cleaning practices.
- Handwashing routines.
- Careful supervision of meal times.
- Staff awareness of known allergens.
- Consideration of allergens during curriculum activities.

Activities such as cooking, science experiments, arts and crafts, animal encounters, enterprise events and celebrations will include consideration of allergy risks during planning.

10. Food Allergy Management

Each school will ensure that:

- Catering providers are informed of relevant pupil allergies.
- Food allergen information is available in accordance with legal requirements.
- Pupils with food allergies can access appropriate meal options where reasonably practicable.
- Staff supervise arrangements for pupils with significant food allergies where required.

Food Brought onto Site

Schools may implement reasonable risk control measures regarding food brought onto site, depending on identified risks.

These may include:

- Restrictions on specific allergens in particular classrooms or the whole school site.
- Alternative arrangements for celebrations and events.
- Communication with parents where particular risks have been identified.

11. Prescribed Adrenaline Auto-Injectors (AAIs)

Pupils prescribed AAIs must have rapid access to them at all times.

Schools will:

- Maintain records of pupils prescribed AAIs.

- Ensure AAIs accompany pupils during activities, breaks, PE and educational visits.
- Work with parents to ensure devices remain in date.
- Ensure staff know where medication is located.

Given anaphylaxis can become life-threatening quickly, adrenaline should be administered as soon as possible when required.

12. Spare Adrenaline Auto-Injectors

The Trust supports the holding of spare AAIs in accordance with current regulations.

Each school will:

- Maintain appropriate stocks of spare AAIs.
- Store devices in accessible, clearly identified locations.
- Ensure spare devices are not locked away.
- Store AAIs in pairs.
- Conduct regular expiry date checks.
- Replace used or expired devices promptly.
- Maintain records of all use
- Undertake regular allergy response drills.

Schools will aim to ensure no pupil is more than five minutes from an adrenaline device, taking account of site size and layout.

13. Educational Visits, Residentials and Off-Site Activities

Pupils with allergies will be enabled to participate in educational visits wherever possible.

Schools will:

- Undertake appropriate risk assessments.
- Consider allergen risks at venues.
- Ensure required medication accompanies pupils.
- Ensure suitably trained staff attend visits.
- Include allergy arrangements within trip planning documentation.
- Liaise with parents and providers as appropriate.

14. Emergency Response

In the event of a suspected allergic reaction:

1. Follow the pupil's Healthcare Plan or Allergy Action Plan.
2. Administer medication as required.
3. Call emergency services where symptoms indicate a severe allergic reaction or anaphylaxis.
4. Contact parents or carers.

5. Monitor the individual continuously until medical assistance arrives.
6. Record the incident in accordance with school procedures.

15. Incident and Near Miss Reporting

All allergy-related incidents and near misses must be reported promptly.

Schools will:

- Maintain records of incidents.
- Investigate causes.
- Identify learning and improvement actions.
- Review risk assessments and healthcare plans where required.
- Share learning appropriately across the Trust.

16. Information Sharing and Data Protection

Health information relating to allergies will be treated as special category personal data.

Schools will:

- Hold information securely.
- Share information only where necessary.
- Ensure staff have access to information required to keep children safe.
- Comply with UK GDPR and data protection legislation.
- Respect the dignity and privacy of pupils.

17. Communication and Awareness

The Trust will ensure this policy is:

- Available on school websites.
- Available in alternative formats on request.
- Communicated to staff through training and induction.
- Shared with parents and carers as appropriate.

Schools may also promote age-appropriate allergy awareness among pupils to help create safer and more inclusive environments

18. Monitoring and Review

This policy will be reviewed by the Director of Inclusion at least annually and following:

- Serious incidents.
- Significant near misses.
- Legislative changes.
- Updated national guidance.

Reviews will consider incident data, stakeholder feedback and lessons learned across the Trust. The policy will be approved by the executive team.

Appendices

Appendix A: Allergy Risk Assessment Template
Appendix B: Individual Healthcare Plan Template
Appendix C: Allergy Emergency Procedure Flowchart
Appendix D: Educational Visits Allergy Checklist
Appendix E: Allergy Incident and Near Miss Reporting Form

Appendix A: Allergy Risk Assessment Template

Allergy Risk Assessment

Pupil Name	
Date of Birth	
School	
Year Group	
Allergy/Allergen	
Date Completed	
Review Date	

Nature of Allergy

Describe the allergy and known triggers:

Potential Areas of Exposure

Activity/Location	Risk Identified	Control Measures	Responsible Staff
Classroom			
Dining Hall			
Playground			
School Trips			
Breakfast/After School Club			
PE/Sports			

Emergency Preparedness

- Location of medication:
- Staff trained to administer medication:
- Emergency contact details verified: Yes / No

Risk Assessment Outcome

☐ Low Risk
☐ Medium Risk
☐ High Risk

Completed by:

Name: _____

Role: _____

Signature: _____

Date: _____

Appendix B: Individual Healthcare Plan (IHP)

Individual Healthcare Plan

Pupil Details

Information	Details
Name	
Date of Birth	
School	
Year Group	
NHS Number (if provided)	

Medical Information

Diagnosis:

Known Allergens:

Typical Symptoms:

Medication

Medication	Dose	Storage Location

Daily Management

What arrangements are required on a normal school day?

Reasonable Adjustments Required

Examples:

- Seating arrangements
- Dining arrangements
- Curriculum adjustments
- Educational visit requirements

Emergency Response Plan

If exposure occurs:

1. _____
2. _____
3. Call 999 if symptoms indicate anaphylaxis.
4. Administer adrenaline auto-injector if indicated.
5. Contact parents/carers.

Staff Informed

Name	Role

Review

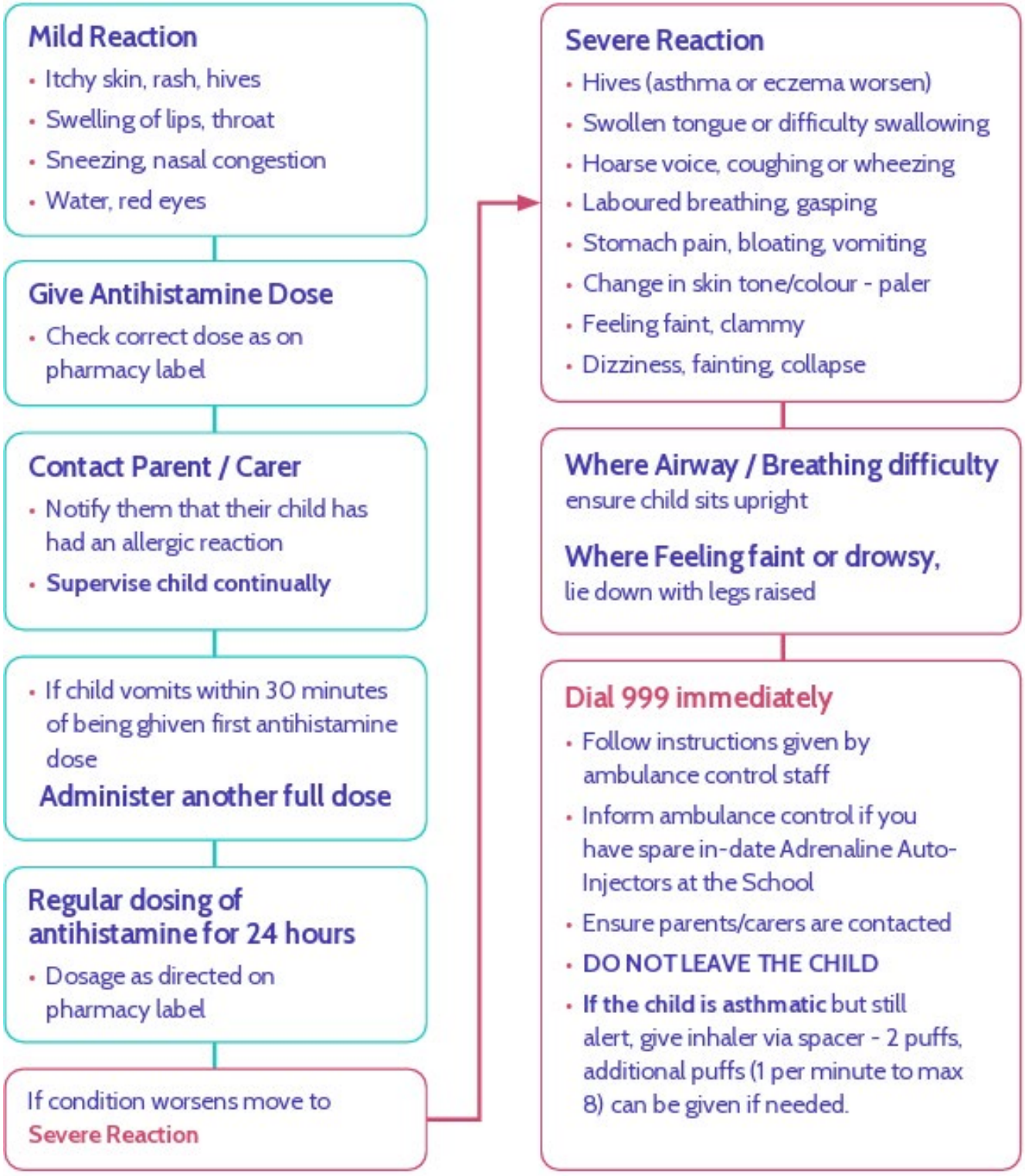
Review Date: _____

Parent Signature: _____

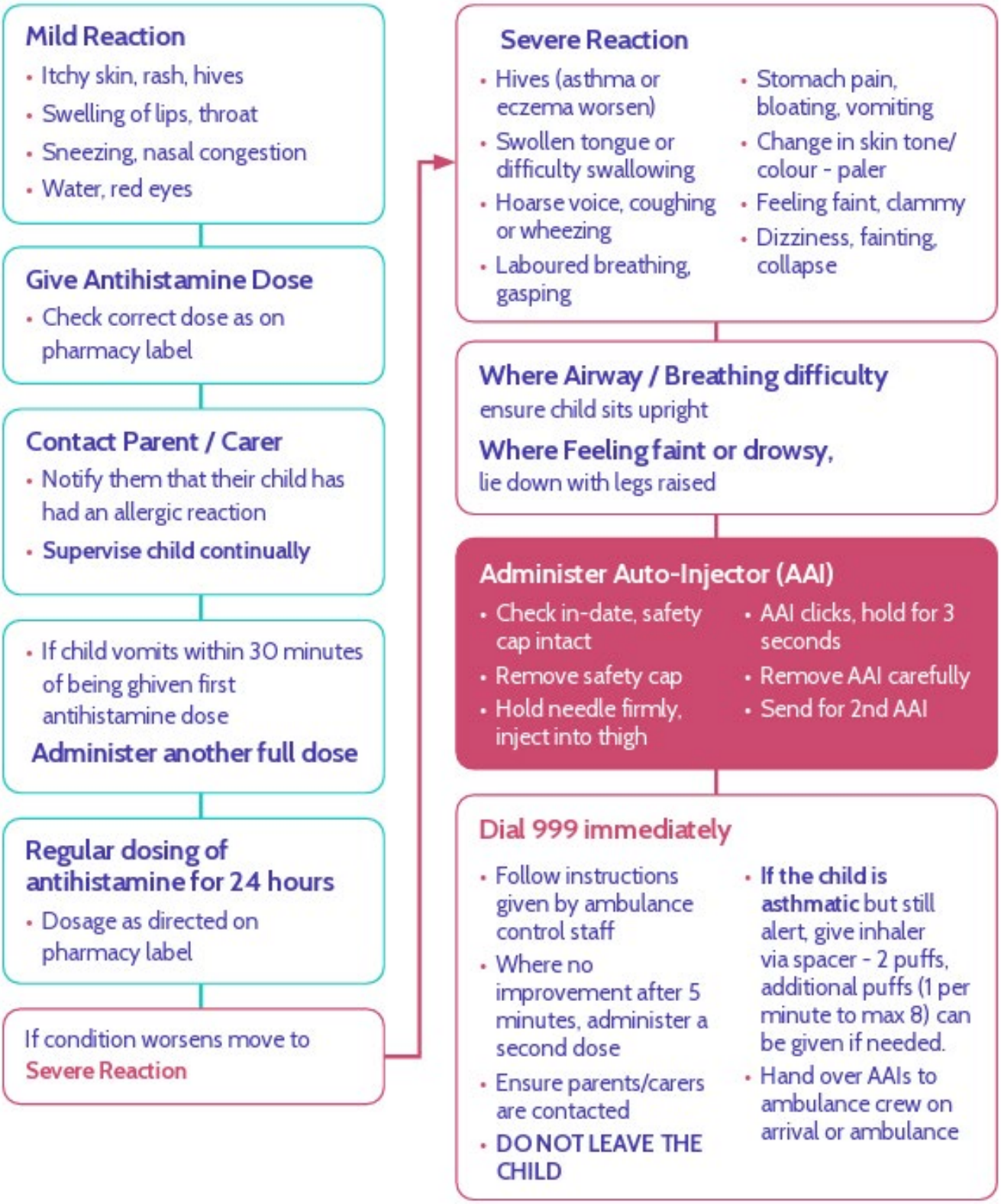
Headteacher/Delegate: _____

Appendix C: Allergy Emergency Procedure Flowcharts

Adrenaline auto injector not required



Adrenaline auto injector required



Appendix D: Educational Visits Allergy Checklist

Educational Visit Allergy Checklist

Visit Venue: _____

Date: _____

Visit Lead: _____

Pre-Visit Planning

Check	Yes/No
Allergy register reviewed	
Parents consulted	
Individual Healthcare Plan reviewed	
Venue informed of allergy needs	
Catering arrangements checked	
Emergency medical facilities identified	
Staff trained in AAI use	
Medication carried by pupil or designated adult	
Spare AAI available	
Emergency contact details confirmed	

During Visit

- Medication remains accessible at all times.
- Relevant staff know allergy risks.
- Regular welfare checks undertaken.
- Emergency procedures understood.

Visit Lead Signature:

Date:

Appendix E: Allergy Incident/Near Miss Reporting Form

Allergy Incident or Near Miss Report

Incident Details

	Details
Date	
Time	
Location	
Person Involved	
Year Group/Class	

Type of Event

☐ Allergic Reaction

☐ Anaphylaxis

☐ Near Miss

☐ Medication Issue

☐ Exposure to Allergen

☐ Other

Description of Incident

Provide factual details:

Known Allergen Involved

Actions Taken

Medication Administered

Medication	Time Given	By Whom

Emergency Services Called?

☐ Yes

☐ No

If yes, Incident Number:

Parent/Carer Informed?

☐ Yes

☐ No

Investigation Findings

Root cause identified:

Recommended Actions

Completed By

Name:

Role:

Date:

Appendix F: Annual Allergy Audit Checklist

Purpose

This annual audit enables the school to evaluate the effectiveness of its allergy management arrangements, identify areas for improvement, and ensure compliance with statutory responsibilities relating to safeguarding, health and safety, equality, and supporting pupils with medical conditions.

Audit Period: _____

Completed By: _____

Role: _____

Date of Audit: _____

Date for Next Review: _____

Section 1: Leadership and Policy

Audit Item	Yes	No	Action Required
The school has a current Allergy Management Policy.	☐	☐	
The policy has been reviewed within the last 12 months.	☐	☐	
Responsibilities for allergy management are clearly assigned.	☐	☐	
Allergy management arrangements are communicated to staff.	☐	☐	
Allergy procedures are included within safeguarding arrangements.	☐	☐	
Allergy considerations are included in risk management processes.	☐	☐	

Comments:

Section 2: Allergy Register and Records

Audit Item	Yes	No	Action Required
The school maintains an up-to-date Allergy Register.	☐	☐	
All pupils with diagnosed allergies are recorded.	☐	☐	
Individual Healthcare Plans are in place where required.	☐	☐	
Parent/carer consent forms are current.	☐	☐	
Emergency contact details have been verified within the last year.	☐	☐	
Medication expiry dates are monitored and recorded.	☐	☐	
Confidentiality and data protection arrangements are followed.	☐	☐	

Comments:

Section 3: Medication Management

Audit Item	Yes	No	Action Required
Adrenaline Auto-Injectors (AAIs) are available where prescribed.	☐	☐	
Spare emergency AAIs are available where applicable.	☐	☐	
Medication is clearly labelled.	☐	☐	
Medication is easily accessible in an emergency.	☐	☐	
Staff know the location of emergency medication.	☐	☐	
Medication storage arrangements are appropriate.	☐	☐	
A system is in place for checking expiry dates.	☐	☐	

Comments:

Section 4: Staff Training and Awareness

Audit Item	Yes	No	Action Required
Relevant staff have received allergy awareness training.	☐	☐	
Relevant staff have received anaphylaxis training.	☐	☐	
Staff understand emergency response procedures.	☐	☐	
New staff receive allergy-related information during induction.	☐	☐	
Temporary and supply staff are informed of significant allergy risks.	☐	☐	
Attendance records for training are maintained.	☐	☐	

Comments:

Section 5: Risk Assessment and Prevention

Audit Item	Yes	No	Action Required
Allergy risks are considered in classroom activities.	☐	☐	
Allergy risks are considered in food technology activities.	☐	☐	
Allergy risks are assessed for educational visits.	☐	☐	
Allergy risks are assessed for residential visits.	☐	☐	
Allergy risks are considered during clubs and enrichment activities.	☐	☐	
Individual risk assessments are completed where required.	☐	☐	

Comments:

Section 6: Catering and Food Management

Audit Item	Yes	No	Action Required
Catering staff are aware of registered allergies.	☐	☐	
Allergen information is available and accessible.	☐	☐	
Food preparation procedures minimise cross-contamination risks.	☐	☐	
Arrangements are in place for special dietary requirements.	☐	☐	
Procedures exist for school events involving food.	☐	☐	
Procedures are communicated to staff and families as appropriate.	☐	☐	

Comments:

Section 7: Emergency Response

Audit Item	Yes	No	Action Required
Emergency allergy response procedures are documented.	☐	☐	
Staff know when and how to administer emergency medication.	☐	☐	
Emergency contact procedures are understood.	☐	☐	
Emergency services contact arrangements are clear.	☐	☐	
Allergic incidents are recorded and reviewed.	☐	☐	
Lessons learned from incidents are shared and acted upon.	☐	☐	

Comments:

Section 8: Pupil and Parent Engagement

Audit Item	Yes	No	Action Required
Parents/carers are regularly consulted about allergy management.	☐	☐	
Pupils are supported to understand and manage their allergies appropriately.	☐	☐	
Allergy information is shared with families where necessary.	☐	☐	
Parents are reminded to provide updated medical information annually.	☐	☐	

Comments:

Audit Summary

Areas of Good Practice

Areas Requiring Improvement

Priority Actions

Action	Responsible Person	Target Date	Completed
			☐
			☐
			☐
			☐

Audit Sign-Off

Audit Completed By: _____

Position: _____

Signature: _____

Date: _____