Christchurch Learning Centre

Allergy Safety Policy

Approved by:	P. Gavin	**Date:**	Autumn 2026
Board Approval:	30.09.2026		
Next review due by:	Autumn 2027		

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1. Aims

This policy aims to:

- Set out our school's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

2. Legislation and guidance

This policy has regard to the Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting pupils with medical conditions at school, and the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools,.

It also takes into account of relevant legislation, including:

- Children and Families Act 2014 as amended by the Children's Wellbeing and Schools Act 2026
- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. Roles and responsibilities

3.1 The Management Committee

The Management Committee is responsible for ensuring:

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

The Management Committee delegates the day-to-day implementation of this policy to the Headteacher and Senior Leadership .

3.3 Headteacher and Senior Leadership Team

The Headteacher and Senior Leadership Team are responsible for ensuring that appropriate arrangements are in place to implement this policy, including:

- Maintaining appropriate systems for identifying and supporting pupils with allergies
- Ensuring relevant individual healthcare plans and allergy action plans are in place and kept up to date
- Ensuring staff receive appropriate allergy awareness and training
- Ensuring appropriate arrangements are in place for the storage, checking and disposal of adrenaline devices
- Ensuring allergy related risks are appropriately managed
- Ensuring serious incidents and near misses are recorded, reviewed and acted upon
- Reviewing this policy at least annually and ensuring it is published and publicised.
- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances

3.4 First aiders are responsible for:

- Checking spare AAIs are present and in date on a monthly basis
- Making sure that replacement AAIs are obtained when expiry dates approach – in reality this will be the Teaching Assistant allocated to each site as they also conduct checks for the Defibs

3.5 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy safety policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific pupils with allergies in their care
- Reducing the risk to pupils with known allergies coming into contact with known allergens
- Ensuring the wellbeing and inclusion of pupils with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead

3.6 Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy safety policy
- Providing the school with up-to-date details of their child's medical needs (BSACI Allergy Action Plan from their health care provider), dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

3.7 Pupils with allergies

If age-appropriate, these pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Carrying their AD on their person and only using it for its intended purpose
- Understanding how and when to use their AD

3.8 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers

4. Identifying individuals at risk

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis

- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

4.1 Identifying pupils at risk

We will:

- Obtain information about pupils' allergies and medical conditions as part of the admissions process, through Christchurch Learning Centre admissions form
- Review the information provided and, where an allergy is identified, seek further information from parents/carers, the pupil's previous school or current school and relevant health care professionals as appropriate.
- Put appropriate arrangements in place to manage any identified allergy before, or as soon as reasonably practicable after, the pupil begins attending the Centre
- Ask parents/carers to inform the Centre promptly of any new allergy, diagnosis or change to their child's medical needs.

4.2 Identifying staff and visitors at risk

New staff are asked to provide relevant medical information including details of known allergies, through the Occupational Health pre – placement health questionnaire.

Visitors are asked, through signage displayed at the Centre, to make a member of staff aware of any known allergy that may require additional arrangements or emergency support during their visit.

4.3 Individual healthcare plans (IHP)

Pupils should have an IHP if they:

- Have an allergy which has a functional impact on them in the school environment
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally

It is not necessary for a pupil to have a formal diagnosis of allergy for them to have an IHP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the pupil. The school will make every effort to make sure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Not all children with an allergy will require an IHP. Some allergies will have little or no impact on the pupil while they are at school, or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

The Headteacher or a member of the Senior Leadership Team, in consultation with parents/carers and any relevant healthcare professionals, will determine whether a pupil's allergy can be managed through the arrangements made under the Centre's medical conditions policy or whether an IHP is required to reflect the pupil's individual circumstances.

The school will consider the following principles:

- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, an IHP may not be required
- If the pupil only needs non-prescription medication and the school's Supporting Pupils with Medical Conditions policy would permit them to carry and administer it, an IHP may not be required

IHPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school or college, their IHP will be shared as part of the transition.

4.4 Allergy and asthma action plans

All pupils who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

All pupils who have asthma should be issued with an asthma action plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

The allergy action plan and/or asthma action plan should be attached to the pupil's IHP. Whenever the allergy action plan is updated, the pupil's IHP should be reviewed to incorporate it.

4.5 Register of pupils with known allergies

- The Centre maintains a register of pupils who have a known allergy through Arbor. The register includes:
    - Known allergens and risk factors for anaphylaxis
    - Whether a pupil has been prescribed ADs (and if so, what type and dose)
    - Where a pupil has been prescribed an AD, whether parental consent has been given to administer emergency medication
- Information about pupils with known allergies is recorded on Arbor and pinned to the top of the individual pupil's profile so that it is readily accessible to relevant staff.

5. Assessing risk

The Centre will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking. This also includes the Centre therapy dog

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

6. Minimising risk

6.1 Hygiene procedures

The Centre takes reasonable steps to minimise the risk of allergen exposure and cross-contamination.

- Pupils are reminded to wash their hands where appropriate, particularly before and after food preparation activities.
- Pupils use individually identified cups for drinks.
- Lunches are provided by the Centre and known allergy information is taken into account when food is provided.
- Staff involved in the preparation or handling of food complete appropriate food safety and hygiene training.
- Staff follow any additional hygiene or risk- reduction measures identified in an individual pupil's IHP or allergy action plan.

6.2 Catering

The Centre is committed to providing safe food options that take into account of the dietary and allergy needs of pupils.

- Relevant allergy information recorded on Arbor will be checked when food is provided or prepared for pupils. This also includes food related rewards.
- Staff involved in preparing or handling food complete appropriate food safety and hygiene training.
- Staff will check food labels and allergen information, as appropriate, before providing food to a pupil with a known food allergy.
- Reasonable steps will be taken during food preparation and service to minimise the risk of cross-contamination.
- Any specific dietary or allergy arrangements identified in a pupil's IHP or allergy action plan will be followed.

6.3 Insect bites/stings

Where a pupil has a known allergy to insect bites or stings, appropriate measures will be identified through their individual risk assessment, IHP and / or allergy action plan.

Staff will take reasonable precautions to reduce the risk of exposure and will ensure that any required emergency medication is readily accessible.

6.4 Animals

- Pupils will be encouraged to wash their hands after handling animals. Pupils with a known animal allergy will not be required to have direct contact with the relevant animal. Any additional precautions identified in a pupil's IHP, allergy action plan or risk assessment will be followed.

6.5 Visits and trips

- No pupils with allergies will be excluded from taking part
- The Centre will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training
- The Centre will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip
- Pupils at risk of anaphylaxis should have their own ADs with them
- Staff trained to administer adrenaline in an emergency will be present on the school trip
- Appropriate measures will be taken in line with the Centre's Adrenaline Devices protocols for off-site events and school trips (see section 8.5)

7. Procedures for handling an allergic reaction

- All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately
- Staff are trained in the administration of adrenaline to minimise delays in an emergency
- If the pupil has an allergy action plan, this must be followed
- A spare school AD device will only be used if:
    - The pupil does not have a prescribed AD
    - The pupil's prescribed AD are not available, misfire or an additional dose is required as directed by emergency services

8. Adrenaline devices (ADs)

8.1 Prescribed ADs

Pupils who are prescribed ADs will keep them on or near their person so that they are readily accessible at all times while attending the Centre and off-site activities.

Where an individual pupil is unable to safely carry their own ADs, alternative arrangements will be agreed with the pupil, their parents/ carers and, where appropriate, relevant healthcare professionals. The devices will be stored in an accessible location that allows rapid access in an emergency.

A copy of the pupil's allergy action plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

Pupils will take their prescribed ADs home with them at the end of each day. Parents/ carers are responsible for ensuring that prescribed ADs remain in date and are replaced when necessary.

Details of pupils who have been prescribed an AD together with relevant allergy information will be recorded on Arbor and pinned to the top of the pupil's profile. A current allergy action plan will be obtained and kept with the pupil's allergy information.

8.2 Spare ADs and inhalers

Please note: current regulations only allow schools to purchase adrenaline auto-injectors (AAIs) as spare devices. Non-injectable adrenaline devices (nasal spray) may be prescribed to individuals but cannot currently be stocked as a spare device. If an individual who is prescribed nasal adrenaline suffers anaphylaxis, a school's spare AAIs may be used in an emergency. Schools can purchase an emergency asthma reliever inhaler which can only be used if the pupil's prescribed inhaler is not available and where written consent has been obtained.

- The Headteacher and Senior Leadership Team are responsible for ensuring that appropriate arrangements are in place for the provision and storage of spare AAIs.
- Spare AAIs will be sourced from "Eureka Direct". The Centre will hold one spare AAI at each site at the appropriate dosage(s), taking into account of the age and needs of the pupils attending the Centre.

Spare ADs will be stored next to the first boxes at each site. They will be kept in an appropriate central location that is unlocked and readily accessible to staff at all times. They will be stored at room temperature, protected from direct sunlight and extremes of temperature, and located so that they can be accessed rapidly in an emergency.

Spare AAIs will be kept separate from the pupil's individually prescribed AD and clearly labelled to avoid confusion.

At least two designated members of staff Allocated Teaching Assistant at each site) are responsible for

- Checking monthly that spare AAIs are present and in date
- Ensuring replacement AAIs are obtained when expiry dates approach.

8.3 Disposal

ADs can only be used once. Once an AD has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

8.4 Using spare ADs in an emergency situation without prior consent

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

The school will obtain advance consent from parents/carers or pupils for spare adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place.

However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

8.5 Use of ADs off school premises

Pupils at risk of anaphylaxis who are able to administer their own adrenaline should carry their own ADs with them on Centre trips and off-site events

Where a pupil at risk of anaphylaxis is taking part in a Centre trip or off-site activity, their prescribed ADs must accompany them. A Centre's spare AAI will also be taken where appropriate and will remain readily accessible to staff throughout the activity.

Staff accompanying the pupil will be made aware of the pupils allergy action plan and will know how to respond in an emergency.

9. Serious incidents and ‘near misses’

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a pupil, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A **'near miss'** is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

9.1 Incident recording

The Centre will record serious incidents and ‘near misses’ relating to allergy safety as soon as is feasible. The near misses will be recorded in the Centre’s Near Miss book and accidents will be recorded on Arbor, including the following information:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and pupils responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded

The school will approach serious incidents and ‘near misses’ in a ‘no blame’ spirit of seeking to learn lessons.

9.2 Incident reporting

The parents/carers of a pupil aged up to 16 will be notified of the incident or ‘near miss’ as soon as possible. In the case of a pupil aged 16 and over, the school will confirm that the pupil agrees that their parents/carers should be informed.

The school will share the report with the pupil’s parents, the pupil or the individual involved.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The school will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the pupil is at home. This means that incident reporting is not limited to staff – the pupil, parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.

Staff will always share the incident report with the Headteacher or a member of Senior Leadership Team . They will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil’s IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The school will also share the report with other agencies in the following circumstances:

- With the Health and Safety Executive (HSE): incidents which arise directly out of the way the school carried out a work activity which results in death or immediate hospitalization. For example, where a pupil has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff. [See how to make a RIDDOR report]

In the event that the incident or ‘near miss’ was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

10. Allergy awareness

10.1 Staff training

The Centre ensures that all staff expected to be present during times when pupils are scheduled to be on site receive allergy awareness training at least annually. New staff will complete this training as part of their induction.

The Centre has training adrenaline auto injector pens available so that staff can practice their use safely. Staff will undertake practical refresher training in their use at least annually.

Allergy awareness training will ensure that all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Understand the difference between food allergy, coeliac disease and food intolerance
- Know where to find information on allergy triggers
- Can identify the range of symptoms of allergic reactions
- Understand and can recognise anaphylaxis
- Know how to respond in an emergency, including:
    - Calling emergency services and informing parents/carers
    - How to locate and administer emergency medication
    - How to use the medication/device in an emergency
- Understand the impact allergy can have on a pupil's wellbeing
- Understand the school's allergy safety policy
- Know how to check whether an individual is on the record of those with known allergy, and how to use an allergy or asthma action plan
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss')

10.2 Awareness of allergy safety policy

This allergy safety policy will be published on the Centre's website and made available to parents/carers.

All staff will be made aware of and understand the policy as part of their annual allergy awareness and anaphylaxis training.

Pupils will be supported to develop an age-appropriate understanding of allergies, including the importance of taking allergies seriously and following any measures in place to keep themselves and other safe.

11. Wellbeing

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with staff.
- Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis

The Centre will respond to any instance of bullying in line with its Behavior Policy.

11.1 Wellbeing support following an incident or ‘near miss’

The Centre recognises that an incident or a ‘near miss’ is a serious event with a potential impact not only on the pupil but their family, those involved in responding. and any witnesses. The Centre will provide support to those involved.

The Centre will support staff involved in any incident or ‘near miss’.

See section 9 of the policy for more detail on incidents and ‘near misses’.

12. Information sharing

Information about an individual’s health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

13. Monitoring arrangements

This policy will be monitored by the Headteacher and Senior Leadership Team.

It will be reviewed and approved annually, or more frequently if a serious incident or ‘near miss’ identifies an area for improvement, and approved by the Management Committee.

14. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- School food policy from September 2027
- Data protection policy
- Behavior policy