Aspire and Shine
Education Trust

Allergy Safety Policy

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1. Aims

This policy aims to ensure that:

- pupils with allergies are supported to participate fully and safely in all aspects of academy life;
- effective arrangements are in place to reduce the risk of pupils coming into contact with known allergens;
- staff understand their responsibilities for preventing, recognising and responding to allergic reactions, including anaphylaxis;
- appropriate arrangements are in place for the storage, accessibility and use of prescribed and spare adrenaline auto-injectors (AAIs);
- allergy-related incidents and near misses are appropriately recorded, reviewed and used to improve practice;
- the Trust complies with its statutory duties and Department for Education guidance relating to allergy safety.

2. Legislation and statutory responsibilities

This policy reflects the requirements of:

- Section 34 of the Children's Wellbeing and Schools Act 2026;
- the Department for Education statutory guidance *Allergy safety in schools*;
- Section 100 of the Children and Families Act 2014;
- the Department for Education statutory guidance *Supporting pupils at school with medical conditions*;
- the Equality Act 2010;
- the Human Medicines (Amendment) Regulations 2017, which permit schools and academies to obtain and hold spare adrenaline auto-injectors (AAIs) for use in emergencies.

Under Section 34 of the Children's Wellbeing and Schools Act 2026, academy trusts are required to have an Allergy Safety Policy setting out the arrangements to reduce the risk of individuals coming into contact with known allergens and the procedures to be followed in the event of an allergic reaction or anaphylaxis. Academy trusts must have regard to the Department for Education's statutory guidance when exercising these duties.

This policy should be read alongside the DfE Statutory Guidance for Allergy Safety in Schools (July 2026).

This policy should be read alongside the Trust's Medical Conditions Policy, which sets out the wider arrangements for supporting pupils with medical conditions, including the development of Individual Healthcare Plans (IHPs), administration of medicines and emergency medical procedures.

3. Roles and responsibilities

3.1 Trust Board

The Trust Board is responsible for:

- approving and reviewing this policy;
- seeking assurance that academies comply with statutory requirements relating to allergy safety;
- monitoring significant allergy-related incidents and lessons learned where appropriate.

3.2 Local Governing Body

The Local Governing Body will:

- seek assurance that the policy is implemented within the academy;
- monitor allergy safety through its safeguarding and health and safety responsibilities.

3.3 Headteacher

The Headteacher will:

- implement this policy;
- appoint a named Allergy Safety Lead;
- ensure appropriate arrangements are in place to safeguard pupils with allergies.

3.4 Staff

All staff will:

- complete allergy awareness training;
- follow this policy, Individual Healthcare Plans and Allergy Action Plans;
- respond appropriately to allergic reactions and report incidents.

3.5 Parents

Parents will:

- provide accurate and up-to-date allergy information;
- supply prescribed medication where required;
- notify the academy of any changes to their child's allergy.

3.6 Pupils

Pupils will be encouraged to:

- understand their allergy;
- follow agreed arrangements;
- report concerns to a member of staff.

4. Allergy Safety Lead

The Department for Education's statutory guidance *Allergy safety in schools* states that a ***named member of the senior leadership team in each school should have responsibility for allergy safety***. For the purposes of this policy, this requirement applies to each academy within Aspire & Shine Education Trust. The purpose of the role is to provide clear leadership and accountability for the implementation of the academy's allergy safety arrangements.

For academy trusts, this responsibility operates at individual academy level. Aspire & Shine Education Trust will therefore require each academy to appoint a named Allergy Safety Lead, whilst retaining Trust-wide oversight through this policy and the Trust's governance arrangements.

The role is important because allergy safety is not limited to the administration of medication. Effective management requires coordination across a number of areas, including the identification of pupils with allergies, Individual Healthcare Plans, staff awareness and training, food and catering arrangements, educational activities, emergency medication, incident reporting and learning from near misses. These are all areas addressed by the DfE statutory guidance.

The Allergy Safety Lead should be a member of the senior leadership team and will be responsible for driving the implementation of this policy within the academy and contributing to its review.

The Allergy Safety Lead will:

- maintain oversight of pupils with known allergies and the academy's allergy register;
- support the development and review of Individual Healthcare Plans (IHPs) for pupils with allergies, where required;
- ensure relevant allergy information is appropriately communicated to staff;
- coordinate allergy awareness training and maintain oversight of training completion;
- ensure appropriate arrangements are in place for prescribed and spare adrenaline auto-injectors (AAIs);
- support the implementation of measures to reduce exposure to known allergens;
- review allergy-related incidents and near misses and identify any actions or learning required;
- liaise with parents, healthcare professionals, catering providers and other relevant parties, where appropriate;

- provide assurance to the Headteacher that the academy's arrangements remain consistent with this policy and the statutory guidance.

The Headteacher will determine which member of the senior leadership team undertakes the role.

5. Identifying Pupils with Allergies

Early identification of pupils with allergies is essential to ensure appropriate arrangements are in place before a pupil attends the academy or as soon as reasonably practicable following notification of a new or changed allergy.

Each academy will maintain appropriate procedures for identifying pupils with allergies and ensuring relevant information is obtained, recorded, reviewed and communicated to those members of staff who need to know in order to safeguard the pupil.

The academy will:

- obtain information regarding a pupil's allergies during the admissions process and whenever a new medical need is identified;
- work in partnership with parents, pupils and relevant healthcare professionals to obtain accurate and up-to-date information regarding the pupil's allergy, treatment and emergency arrangements;
- ensure information relating to pupils with allergies is reviewed whenever a pupil's needs change and as part of the academy's routine review arrangements;
- maintain an up-to-date allergy register identifying pupils with known allergies, those prescribed emergency medication and those requiring an Individual Healthcare Plan (IHP);
- ensure allergy information is communicated appropriately to relevant staff whilst maintaining appropriate standards of confidentiality in accordance with UK GDPR and data protection legislation.

Parents are responsible for informing the academy promptly of any changes to their child's allergy, prescribed medication or healthcare arrangements.

Where a pupil joins the academy with a known allergy, every reasonable effort will be made to ensure appropriate arrangements are in place before the pupil starts. Where a pupil develops an allergy or is diagnosed during the school year, arrangements will be implemented as soon as reasonably practicable following notification.

6. Individual Healthcare Plans

Individual Healthcare Plans (IHPs) remain the primary document for recording the arrangements required to support pupils with medical conditions, including allergies.
The development, implementation and review of Individual Healthcare Plans will be undertaken in accordance with the Trust's Medical Conditions Policy.

An Individual Healthcare Plan will normally be required where a pupil:

- has been prescribed an adrenaline auto-injector (AAI);
- is assessed by an appropriate healthcare professional as being at risk of anaphylaxis;
- requires specific arrangements beyond the academy's normal procedures to enable them to participate safely in academy life; or
- would benefit from a coordinated plan to manage their allergy whilst attending the academy.

The Individual Healthcare Plan should be developed in partnership with the pupil, parents, the academy and the appropriate healthcare professional and will be reviewed at least annually, or sooner where the pupil's needs change or following a significant allergy-related incident.

The Individual Healthcare Plan should clearly identify:

- the pupil's known allergens and triggers;
- signs and symptoms of an allergic reaction;
- prescribed medication and its location;
- emergency procedures;
- any reasonable adjustments required to enable the pupil to participate fully in academy life;
- the roles and responsibilities of those involved in supporting the pupil.

7. Reducing the Risk of Allergen Exposure

Each academy will take reasonable and proportionate steps to reduce the risk of pupils being exposed to known allergens. Measures will be based on the individual needs of pupils, informed by Individual Healthcare Plans (IHPs), advice from healthcare professionals and appropriate risk assessments.

The Trust does not support blanket bans on specific foods or allergens as a means of managing allergy risk unless there is clear evidence that this is necessary following an individual risk assessment. Instead, academies will implement practical control measures appropriate to the circumstances and needs of individual pupils.

7.1 Food provided by the academy

Where food is prepared or provided by the academy or its catering provider, appropriate arrangements will be in place to:

- identify and communicate food allergens in accordance with food information legislation;
- reduce the risk of cross-contamination during food preparation and service;
- ensure catering staff are aware of pupils with food allergies where appropriate;
- provide suitable alternatives where reasonably practicable and agreed with parents.

7.2 Food brought into the academy

Academies will take reasonable steps to reduce risks associated with food brought from home.
Parents and pupils will be encouraged not to share food or drinks with others.
Where a pupil has a significant allergy, the academy may implement additional arrangements following an individual risk assessment and in consultation with parents.

7.3 Curriculum activities

Staff will consider allergy risks when planning activities involving food or other known allergens.
This includes, but is not limited to:

- food technology;
- cooking and baking activities;
- science;
- art and craft activities;
- sensory play;
- gardening;
- animal handling.

Reasonable adjustments will be made where necessary to enable pupils with allergies to participate safely.

7.4 Academy events

Academies will consider allergy risks when planning:

- celebrations;
- fundraising events;
- food tasting activities;
- cultural events;
- external visitors providing food;
- breakfast, pre/after-school and holiday clubs.

Suitable control measures will be implemented where required.

7.5 Environmental allergens
Where a pupil has a known allergy to environmental allergens, reasonable measures will be implemented in accordance with their Individual Healthcare Plan and any advice provided by healthcare professionals.
Examples may include pollen, insect stings, latex, animals or other identified allergens.

8. Inclusion and Reasonable Adjustments

The Trust is committed to ensuring that pupils with allergies are able to participate fully in all aspects of academy life.

Academies will make reasonable adjustments, where required, to enable pupils with allergies to access education, educational visits, extra-curricular activities, enrichment opportunities and wider academy life safely and without unnecessary barriers.

Pupils will not be excluded from activities solely because they have an allergy. Where an activity presents a potential allergy risk, the academy will undertake an appropriate risk assessment and implement reasonable control measures to enable the pupil to participate safely wherever reasonably practicable.

When determining appropriate arrangements, academies will consider:

- the pupil's Individual Healthcare Plan (IHP), where one is in place;
- advice from parents and relevant healthcare professionals;
- the nature of the activity;
- the known allergens and level of risk;
- appropriate control measures to reduce identified risks.

The Trust recognises that severe allergies may constitute a disability under the Equality Act 2010. Academies will ensure that pupils with allergies are not placed at a substantial disadvantage compared with their peers and will make reasonable adjustments where required to meet their statutory duties.

The Trust recognises that living with an allergy may affect a pupil's confidence, wellbeing and participation in academy life. Academies will promote awareness and understanding of allergy safety and foster an inclusive environment in which pupils feel safe and supported. Bullying, discrimination or inappropriate behaviour relating to a pupil's allergy will not be tolerated and will be managed in accordance with the Trust's Behaviour Policy and Safeguarding and Child Protection Policy.

9. Educational Visits and Off-site Activities

The Trust is committed to ensuring that pupils with allergies are able to participate fully in educational visits, residential visits, sporting activities and other off-site activities.

The visit leader will ensure that allergy risks are considered as part of the planning and risk assessment process.

Where a pupil has a known allergy, consideration will be given to:

- the pupil's Individual Healthcare Plan (IHP) and Allergy Action Plan, where applicable;
- the nature of the visit and any potential exposure to known allergens;
- arrangements for carrying and accessing prescribed medication, including adrenaline auto-injectors (AAIs);
- ensuring that accompanying staff understand the pupil's allergy, emergency procedures and their responsibilities;

- food provision, catering arrangements and opportunities for cross-contamination;
- access to emergency medical assistance throughout the visit.

Emergency medication must accompany the pupil at all times during educational visits and must be readily accessible.

Where appropriate, parents will be consulted during the planning of educational visits to ensure suitable arrangements are in place.

The academy will not require a parent or carer to accompany a pupil solely because they have an allergy, unless this has been identified as necessary following an individual risk assessment.

10. Managing Medicines and Adrenaline Auto-Injectors (AAIs)

The arrangements for administering medicines are set out in the Trust's Medical Conditions Policy. This section provides the additional arrangements relating specifically to allergy medication and adrenaline auto-injectors (AAIs).

10.1 Prescribed medication

Pupils prescribed allergy medication should have prompt access to it at all times whilst under the academy's care.

Where a pupil has been prescribed an adrenaline auto-injector (AAI), two in-date devices should normally be provided by parents in accordance with healthcare advice and the pupil's Individual Healthcare Plan.

The academy will ensure that:

- prescribed medication is stored safely whilst remaining readily accessible in an emergency;
- medication accompanies the pupil during educational visits and off-site activities;
- expiry dates are monitored and parents are informed when replacement medication is required;
- arrangements for pupils carrying and administering their own medication are determined through the Individual Healthcare Plan.

10.2 Spare adrenaline auto-injectors (AAIs)

Each academy will maintain spare adrenaline auto-injectors (AAIs) in accordance with the Human Medicines Regulations and Department for Education guidance.

Spare AAIs are intended to be used where:

- a pupil has been diagnosed as being at risk of anaphylaxis;
- written parental consent has been obtained;
- the pupil's own prescribed AAI is unavailable, unusable or additional doses are required.

In exceptional circumstances, and where necessary to preserve life, a spare AAI may be administered to an individual who has not previously been identified as being at risk of anaphylaxis, in accordance with current legislation and national guidance.

The academy will ensure that spare AAIs:

- are stored securely but are not locked away;
- remain readily accessible during the academy day;
- are checked regularly to ensure they remain in date;
- are replaced promptly following use or expiry.

The location of spare AAIs will be known to all relevant staff. The number and location of spare AAIs will be determined by the Headteacher, having regard to the size, layout and operational needs of the academy.

11. Emergency Procedures

All staff should be familiar with the academy's emergency procedures for responding to an allergic reaction or suspected anaphylaxis.

Where a pupil has an Individual Healthcare Plan or Allergy Action Plan, staff will follow the procedures set out within that plan.

Where anaphylaxis is suspected:

- adrenaline should be administered immediately using an adrenaline auto-injector (AAI) where available and appropriate to do so;
- emergency services (999) must be contacted immediately and the operator informed that anaphylaxis is suspected;
- the pupil should be monitored continuously until emergency services arrive;
- a second AAI should be administered if symptoms do not improve and healthcare guidance indicates this is appropriate;
- parents or carers must be informed as soon as reasonably practicable.

All cases of suspected anaphylaxis will be treated as a medical emergency, even where symptoms appear to improve following the administration of adrenaline.

Following any allergy-related emergency, the academy will review the circumstances of the incident to identify any learning, amendments to Individual Healthcare Plans or improvements to local procedures.

12. Training

The Trust will ensure that staff receive appropriate training to enable them to recognise, prevent and respond to allergic reactions and anaphylaxis.

All staff will receive allergy awareness training appropriate to their role, with additional training provided where a member of staff has specific responsibilities for supporting a pupil with allergies.

Training will include, where appropriate:

- understanding allergies and anaphylaxis;
- recognising the signs and symptoms of an allergic reaction and anaphylaxis;
- reducing the risk of exposure to known allergens;
- the use of prescribed and spare adrenaline auto-injectors (AAIs);
- emergency procedures;
- the requirements of this policy and Individual Healthcare Plans (IHPs).

New staff will receive appropriate allergy awareness information as part of their induction.

The Headteacher will ensure that appropriate records of allergy awareness training are maintained and that refresher training is undertaken where required.

The Allergy Safety Lead will maintain oversight of allergy training arrangements and report any concerns regarding compliance to the Headteacher.

13. Recording, Reporting and Learning from Incidents

Each academy will maintain accurate and up-to-date records relating to allergy safety.

This will include, where applicable:

- an up-to-date allergy register;
- Individual Healthcare Plans (IHPs);

- records of allergy awareness training;
- parental consent for the use of spare adrenaline auto-injectors (AAIs), where required;
- records of prescribed and spare AAIs, including checks and replacements;
- records of allergy-related incidents, including the administration of medication;
- records of allergy-related near misses.

Allergy-related information will be stored securely and managed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Trust's Data Protection Policy.

Information will be shared with staff who need it in order to safeguard and support the pupil appropriately.

13.1 Reporting allergy-related incidents

The academy will record and report allergy-related incidents in accordance with its established health and safety and safeguarding arrangements.

This will include, where relevant:

- allergic reactions;
- suspected or confirmed anaphylaxis;
- administration of a prescribed AAI;
- administration of a spare AAI;
- emergency medical treatment;
- hospital attendance;
- near misses where a pupil was placed at risk of exposure to a known allergen.

Parents or carers will be informed of incidents involving their child as soon as reasonably practicable.

13.2 Review and learning

Following a significant allergy-related incident or near miss, the academy will undertake a proportionate review.

The review will consider:

- what happened and the circumstances leading to the incident;
- whether existing control measures were followed and were effective;
- whether the pupil's Individual Healthcare Plan or other arrangements need to be updated;
- whether any additional staff training or awareness is required;
- whether changes are required to catering, classroom, educational visit or other operational arrangements;
- whether there are wider lessons that should be shared within the academy or across the Trust.

The Allergy Safety Lead will support the Headteacher in ensuring that actions identified through the review are completed and monitored.

14. Monitoring Arrangements

The Trust Board will ensure that this policy is reviewed annually and in response to changes in legislation, statutory guidance or following a significant allergy-related incident where appropriate.

The Headteacher is responsible for ensuring that this policy is implemented within their academy and that appropriate local procedures are maintained.

The Allergy Safety Lead will support the Headteacher by monitoring the implementation of this policy and reporting any significant concerns or recommendations for improvement.

The Trust will seek assurance that each academy has implemented the requirements of this policy through its established governance, safeguarding and health and safety arrangements.

15. Links to Other Policies

This policy should be read alongside the following Trust policies:

- Medical Conditions Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy

16. Supporting Documentation

This policy should be read alongside the Department for Education's statutory guidance **Allergy Safety in Schools** and any subsequent updates issued by the Department for Education.

Academies should ensure they are using the most up-to-date versions of the statutory guidance and associated supporting documents when implementing this policy.

A. Department for Education Statutory Guidance

The Department for Education's **Allergy Safety in Schools** statutory guidance provides detailed information to support the implementation of this policy, including:

- the identification and management of pupils with allergies;
- the roles and responsibilities of academies;
- reducing the risk of exposure to allergens;
- emergency response arrangements;
- the use of prescribed and spare adrenaline auto-injectors (AAIs);
- educational visits and wider academy activities.

B. Department for Education Supporting Documents

Academies should make use of the supporting documents published alongside the statutory guidance, where appropriate. These include:

- Model Individual Healthcare Plan (IHP);
- Model Allergy Action Plans;
- Emergency response guidance and flowcharts;
- Guidance relating to the procurement, storage and use of spare adrenaline auto-injectors (AAIs);
- Any other supporting documents published or updated by the Department for Education in relation to allergy safety.

Academies should ensure that the most current versions of these documents are used and should not rely on locally stored or outdated copies where updated versions have been published.

17. Appendix A - Academy Implementation and Local Arrangements

This appendix supports the implementation of the Aspire & Shine Education Trust Allergy Safety Policy during its first year of introduction. It enables each academy to record its local arrangements without the need to develop a separate academy allergy policy.

The completed appendix should be retained by the academy and a copy submitted to the Trust Head of Operations.

Area	Academy Local Arrangements
Allergy Safety Lead	Name and role: **Lisa Bowler (Acting Headteacher)**
Review of Existing Arrangements	√ Existing arrangements reviewed against the Trust Policy.
Pupil Records	Allergy information, Individual Healthcare Plans (IHPs) and Allergy Action Plans are maintained within: **Pupil Files during the admissions process and whenever a new medical need is identified; Allergy and Medical Register.**
Medication	Location of prescribed medication: **Asthma medication kept in child's classroom or medicines kept in administrator's office or refrigerator to be administered by trained staff only.**
	Location of spare AAIs (where held): **In central cupboard, in the main reception, clearly labelled.**
	Responsibility for checking medication and expiry dates: **Lisa Bowler (Acting Headteacher) and Rebecca Moore (Administrator)**
Staff Awareness	How staff are informed of pupils with allergies and emergency procedures: **Identified on pupil information on Arbor, Shared 'Allergy and Medical Register' at the back of all class registers and IHPs involve staff who work with named children and stored in separate Green Medical file in the administrator's office.**
Catering & Food	Local arrangements for communicating allergy information to catering staff and managing food-related risks: Email to DCC county catering to identify specific child needs for adaptations to menus, shared **'Allergy and Medical Register'.**
Educational Visits & Activities	Local arrangements for educational visits, clubs and other academy activities: **Part of the Evolve paperwork – Specific Children Risk Assessment.**
Incident Reporting	Allergy-related incidents and near misses are recorded using: **Allergy Incident and Near-Misses Reporting Log**
Academy-Specific Arrangements	Record any local arrangements staff should be aware of (e.g. split site, nursery, wraparound care, external providers): **'Go Beyond' Residential staff to be informed via Evolve paperwork and Specific Children Risk Assessment and a medication handover with school administrator**

Headteacher Confirmation

I confirm that this academy has reviewed its arrangements against the Aspire & Shine Education Trust Allergy Safety Policy and has established appropriate local arrangements to support its implementation.

Academy: Ironville and Codnor Park Primary School

Headteacher: Jane Grundy (Headteacher), Lisa Bowler (Acting Headteacher)

Date: 08/09/2026