

ALLERGY SAFETY POLICY

APPROVING BODY	TRUST EXECUTIVE BOARD
DATE APPROVED	June 2026
VERSION	1
SUPERSEDES VERSION	
REVIEW DATE	June 2027
FURTHER INFORMATION / GUIDANCE	

CONTENTS

1. SCOPE AND PURPOSE	2
2. ROLES AND RESPONSIBILITIES	3
3. INDIVIDUAL HEALTHCARE PLANS (IHPS)	4
4. RISK MANAGEMENT AND PREVENTION	4
5. CATERING AND ALLERGEN CONTROL	5
6. EMERGENCY MEDICATION AND ADRENALINE AUTO-INJECTORS	5
7. TRAINING AND AWARENESS	5
8. EMERGENCY RESPONSE	6
9. EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES	6
10. INCIDENT REPORTING AND REVIEW	6
11. MONITORING AND REVIEW	7

This policy establishes the minimum standards for the identification, support and safeguarding of pupils with allergies, including those at risk of anaphylaxis.

This policy should be read alongside each school's local arrangements for:

- Supporting pupils with medical conditions
- First aid provision
- Educational visits
- Safeguarding
- Catering and allergen management

Redhill Academy Trust is committed to ensuring that pupils with allergies are kept safe, appropriately supported, and able to participate fully in school life.

1. SCOPE AND PURPOSE

This policy sets out the minimum expectations with which all Trust schools must comply in relation to:

- Identifying and recording allergies
- Supporting pupils with medical needs
- Managing allergen risks
- Responding to emergencies
- Monitoring and reviewing arrangements

2. ROLES AND RESPONSIBILITIES

The Trust, its schools, and all relevant individuals share responsibility for ensuring the safe and effective management of pupils with allergies. The following outlines the minimum expectations for each role.

- a. **The Trust** is responsible for:
 - Providing strategic oversight
 - Gaining assurance that appropriate arrangements are in place across all schools
- b. **Headteachers** are responsible for:
 - Implementing this policy at school level
 - Ensuring appropriate staffing, training and communication
 - Establishing local procedures
 - Monitoring compliance
- c. **Schools** are responsible for:
 - Coordinating allergy management arrangements
 - Maintaining an up-to-date Allergy Register
 - Overseeing Individual Healthcare Plans (IHPs)
 - Liaising with parents, carers, catering teams and healthcare professionals
 - Ensuring emergency medication arrangements are effective
- d. **Catering Teams and Food Providers** must:
 - Provide accurate allergen information
 - Operate safe food handling procedures
 - Minimise the risk of cross-contamination
 - Support pupils with specific dietary needs
- e. **Staff** must:
 - Understand the needs of the pupils they support
 - Follow Individual Healthcare Plans
 - Know how to seek assistance in an emergency
 - Act without delay where anaphylaxis is suspected
- f. **Parents and Carers** are responsible for:
 - Informing the school of any allergies
 - Providing up-to-date medical information and care plans
 - Supplying in-date prescribed medication where required
 - Notifying the school promptly of any changes

3. INDIVIDUAL HEALTHCARE PLANS (IHPS)

An Individual Healthcare Plan must be in place for:

- Pupils with serious allergies
- Pupils at risk of anaphylaxis
- Any pupil requiring specific support, medication, dietary control or adjustments

Plans must be developed in partnership with:

- Parents or carers
- The pupil (where appropriate)
- Relevant healthcare professionals

Schools should ensure the allergy register includes:

- Known allergens and triggers
- Prescribed medication and AAI type/dosage
- Parental consent for emergency treatment
- Photo identification (where consent is provided)

4. RISK MANAGEMENT AND PREVENTION

Schools must take proportionate steps to reduce the risk of exposure to allergens while maintaining inclusion.

This includes:

- Maintaining accurate allergy records
- Ensuring access to food and ingredient information
- Communicating effectively with catering teams
- Supervising food-related activities where necessary
- Considering allergy risks in classrooms, practical lessons and events

Non-food allergens such as latex, animal contact, insect stings, medication and environmental triggers must also be considered where relevant.

Blanket restrictions should only be implemented where supported by an appropriate risk assessment.

Practical controls measures may include:

- Handwashing before and after eating
- No sharing of food between pupils
- Named water bottles to avoid cross-contact

5. CATERING AND ALLERGEN CONTROL

Catering arrangements must:

- Comply with allergen information requirements
- Provide clear and accurate ingredient information
- Maintain effective communication with schools
- Implement product change controls
- Minimise cross-contamination risks

Schools should consider risk-based restrictions, particularly for high-risk allergens such as nuts and sesame. Any restrictions must be proportionate and informed by risk assessment.

6. EMERGENCY MEDICATION AND ADRENALINE AUTO-INJECTORS

All schools must hold spare, in-date adrenaline auto-injectors in line with national expectations from September 2026.

Requirements include:

- Stored securely but readily accessible
- Known to relevant staff
- Retrievable within 5 minutes from anywhere in the school

Schools must have arrangements for:

- Purchasing and recording devices
- Checking expiry dates
- Replacing used or expired devices
- Identifying appropriate storage locations

Prescribed pupil medication must:

- Be stored in line with the Individual Healthcare Plan
- Remain accessible at all times, including during trip

7. TRAINING AND AWARENESS

All staff must receive allergy awareness training, including:

- Recognition of symptoms
- Emergency response procedures
- Use of adrenaline auto-injectors

Training must be:

- Refreshed annually as a minimum
- Provided more frequently where required

8. EMERGENCY RESPONSE

Where anaphylaxis is suspected:

- Recognise signs of allergic reactions / anaphylaxis
- Adrenaline must be administered immediately
- Emergency services must be contacted via 999
- The pupil must be closely monitored
- Arrangements must be made for transfer to hospital where required

9. EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

Schools must ensure:

- Allergy risks are appropriately assessed
- Relevant staff are informed of pupil needs
- Medication is available and accessible at all times

This applies to:

- Trips
- Clubs
- All off-site activities

10. INCIDENT REPORTING AND REVIEW

All allergy-related incidents and near misses must be recorded promptly, reviewed at school level, and used to inform improvements. Parents or carers must be informed without undue delay.

Incidents relating to food safety, incorrect allergen information, cross-contamination, or catering failures must be escalated appropriately and investigated in conjunction with the relevant provider.

Schools must consider and document any safeguarding implications, whether escalation to the Trust is required, and the need for external reporting, where appropriate.

Following any serious incident, schools must review:

- Individual Healthcare Plans
- Local procedures

- Staff training
- Existing control measures

11. MONITORING AND REVIEW

This policy will be monitored through:

- School assurance processes
- Trust audit activity
- Training records
- Spot checks of allergy registers and medication
- Incident reviews

Schools must ensure:

- Procedures are implemented effectively in practice
- Staff remain aware of individual pupil needs

This policy will be reviewed:

- At least annually
- Or sooner where required by legislation, guidance, Trust requirements or incident learning