

Allergy Safety Policy

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Responsible Committee:	Education Committee

Allergy Safety Policy

The Governing Body is committed to providing a safe and inclusive environment for all students, staff and visitors with allergies. In accordance with Section 34 of the Children's Wellbeing and Schools Act 2026, the school maintains a comprehensive Allergy Safety Policy to minimise risks and support the effective management of allergies across the school community. The Senior Vice Principal (Maxine Goodes) has overall responsibility for allergy safety, including overseeing the implementation of this policy, coordinating staff awareness and training, and leading its review.

The policy will be reviewed at least annually, and more frequently where necessary following any allergy-related incident or near miss, to ensure continuous improvement and the highest standards of safety. Lessons learned from incidents and near misses will be used to strengthen procedures and reduce future risks. The Allergy Safety Policy is readily accessible to parents, carers and staff, is published on the school website, and is available in hard copy upon request.

Culture

Awareness training

All Haileybury Turnford all staff will be **trained** in allergy awareness and emergency response, at least annually.

All staff present during times when students are scheduled to be on site should receive allergy awareness training. This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It includes catering staff and others who may oversee children and young people at breakfast or after school clubs. It is not intended to include contractors carrying out work with no student-facing role such as builders, electricians or other ad hoc maintenance personnel.

New staff joining the school will receive allergy awareness training as part of their induction. Supply and cover staff will receive relevant information about allergy awareness training and what to do as an emergency response.

Allergy awareness training should ensure 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;
 - how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
 - training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);
- Understand the **impact** allergy can have on a child or young person'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").

Training under this guidance should be understood as allergy awareness and emergency response training. It should not be read as replacing any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

Wellbeing

The school recognises that allergies, particularly those involving a risk of anaphylaxis, can cause anxiety for children, young people and their families. We are committed to providing a safe, inclusive and supportive environment where students with allergies can participate fully in all aspects of school life. Staff will be trained to manage allergies appropriately, individual healthcare plans will be implemented where required, and pastoral support will be available for students who may experience anxiety or emotional distress related to their condition.

The school will not tolerate bullying, teasing or discrimination related to allergies. Through education and awareness, students will be encouraged to understand and respect the needs of others. Any incidents of bullying or the deliberate exposure of a student to an allergen will be taken seriously, investigated promptly and addressed in line with the school's Behaviour and Anti-Bullying Policies. The school will work with students, staff and parents/carers to ensure all children with allergies feel safe, respected and included.

Minimising risk

Haileybury Turnford is committed to minimising the risk of individuals encountering known allergens, while recognising that it cannot guarantee an allergen-free environment.

The school will:

- Ensure allergen information is available for food provided by the school and promote good hygiene practices to reduce the risk of cross-contamination.
- Ask parents, carers, students and staff to be mindful of allergy risks when bringing food into school and discourage food sharing.
- Implement reasonable adjustments and control measures for students with allergies to airborne or contact allergens, based on individual risk assessments.
- Require staff planning lessons, enrichment activities or events (including cooking, science, crafts and activities involving animals) to consider potential allergen risks and make appropriate adjustments.
- Complete specific risk assessments for educational visits, trips and residential to minimise allergen exposure and ensure emergency medication and procedures are in place.

These measures aim to enable all students with allergies to participate safely and fully in school life.

Food allergy

Haileybury Turnford is committed to minimising the risk of individuals coming into contact with known allergens, while recognising that it cannot guarantee an allergen-free environment.

- The school will:
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- Ask parents, carers, students and staff to be mindful of allergy risks when bringing food into school and discourage food sharing.
- Implement reasonable adjustments and control measures for students with allergies to airborne or contact allergens, based on individual risk assessments.
- Require staff planning lessons, enrichment activities or events (including cooking, science, crafts and activities involving animals) to consider potential allergen risks and make appropriate adjustments.
- Complete specific risk assessments for educational visits, trips and residential to minimise allergen exposure and ensure emergency medication and procedures are in place.

These measures aim to enable all students with allergies to participate safely and fully in school life

Individual children and young people

Identification

Haileybury Turnford will take reasonable steps to identify children, young people, staff and visitors with known allergies and ensure appropriate information is recorded and shared with relevant staff.

Information about a student's allergy will be obtained from parents/carers at admission, through medical information forms, discussions with the student and family, healthcare professionals where appropriate, and information transferred from previous educational settings. Parents/carers are responsible for informing the school promptly of any new diagnosis, changes to an allergy, or changes to prescribed medication.

The school will maintain a register of students with allergies, including:

- Known allergens and identified triggers.
- Details of prescribed medication, including adrenaline auto-injectors (AAIs).
- The location of emergency medication.
- Whether the student has an Individual Healthcare Plan (IHP) and/or an Allergy Action Plan.
- Any reasonable adjustments or risk control measures required.

Relevant allergy information will be shared with staff who have responsibility for the student, while complying with data protection requirements.

Staff are encouraged to inform the school of any significant allergies and any emergency medication they may carry. Visitors with severe allergies are encouraged to make the school aware of their needs when attending the site.

Records relating to allergies and emergency care arrangements will be reviewed regularly and updated whenever the school is notified of a change in an individual's medical needs.

Individual Healthcare Plans

Children and young people should have an Individual Healthcare Plan (IHP) if:

- they have an allergy which has a functional impact on them in their school, college or setting;
- they are at risk of harm as a result of their allergy **and**
- they require arrangements which are additional to or different from those made generally.

The IHP will set out the additional and/or different arrangements that will be in place in the school, college or early years setting for supporting the child or young person with their medical condition or allergy, including in emergency situations.

Where a child or young person with an allergy requires specific support arrangements, Haileybury Turnford will develop and maintain an Individual Healthcare Plan (IHP) in partnership with the student, parents/carers and, where appropriate, healthcare professionals.

An IHP will be considered for any student whose allergy requires medication, emergency treatment, risk management measures, or reasonable adjustments to enable them to participate safely and fully in school life.

The IHP will set out:

- The student's allergy and known allergens.
- Signs and symptoms of an allergic reaction.
- Prescribed medication, including any adrenaline auto-injector (AAI) devices and their location.
- Procedures for responding to an allergic reaction or emergency.
- Any reasonable adjustments or risk reduction measures required.
- Staff responsibilities and arrangements for educational visits, trips, and extracurricular activities where appropriate.

Where a student has an Allergy Action Plan and/or Asthma Action Plan provided by a healthcare professional, this will be attached to, or referenced within, the IHP and will form part of the student's healthcare arrangements.

Parents/carers are responsible for providing the school with the most up-to-date Action Plans and medical information. When an updated Allergy Action Plan or Asthma Action Plan is received, the student's IHP will be reviewed and amended as necessary to ensure it reflects current medical advice and support needs.

Prescribed adrenaline

Haileybury Turnford recognises that anaphylaxis is a medical emergency and that adrenaline should be administered without delay. Students prescribed adrenaline auto-injectors (AAIs) must have rapid access to their devices at all times, including during lessons, breaktimes, lunchtimes, sporting activities, educational visits, and residential trips.

Where appropriate and in accordance with their age, understanding and healthcare needs, students will be encouraged to carry their own prescribed AAIs. Where this is not appropriate, AAIs will be stored in an agreed, readily accessible location in Medical, known to relevant staff. AAIs must never be locked away or stored in locations that could delay access in an emergency.

Parents/carers are responsible for providing the school with prescribed, in-date AAls and any associated Allergy Action Plan. The school will maintain records of:

- Students prescribed AAls.
- The location of their medication.
- Expiry dates of devices.
- Current Allergy Action Plans and Individual Healthcare Plans (where applicable).

The school will have procedures in place to monitor expiry dates and remind parents/carers when replacement devices are required. Arrangements will also be made to ensure students can take their prescribed AAls home at the end of the school day, where necessary, and that devices accompany students on journeys to and from school if required.

For educational visits, trips and off-site activities, staff will ensure that prescribed AAls and Allergy Action Plans are readily available and that those supervising the activity know how to recognise and respond to anaphylaxis.

These arrangements are intended to ensure that students prescribed AAls have immediate access to life-saving medication whenever and wherever it may be needed.

“Spare” adrenaline devices

Haileybury Turnford will maintain a supply of "spare" adrenaline auto-injectors (AAls) for emergency use in accordance with current guidance. Spare AAls are intended for use where a student is known to be at risk of anaphylaxis, has been prescribed an AAI, and their own device is not immediately available, or an additional dose is required while waiting for emergency services.

Spare AAls will be:

- Stored securely but in locations that are readily accessible to trained staff and known to all relevant personnel.
- Kept with clear instructions for use and emergency contact procedures.
- Stocked and stored in pairs, with appropriate dosages available for the age range of students on site.
- Located so that no student is more than five minutes away from an adrenaline device.

The school will maintain a record of all spare AAls, including their location, dosage and expiry date. Designated staff will carry out regular checks to ensure that spare AAls remain in date, are stored correctly and are fit for use.

Any spare AAI that is used, damaged or reaches its expiry date will be replaced as soon as possible. Expired or used devices will be disposed of safely in accordance with healthcare waste guidance, recognising that AAIs contain a needle.

Information about the location and use of spare AAIs will be included in staff training and emergency response procedures to ensure that medication can be accessed and administered without delay in the event of anaphylaxis.

Visits and trips

Students with allergies will be fully included in all school visits, trips, and off-site activities through appropriate planning and reasonable adjustments. Individual needs will be considered in advance, and arrangements will be put in place to ensure safe participation, including ensuring immediate access to their prescribed adrenaline auto-injector where required. For any student at risk of anaphylaxis, a specific risk assessment will be completed prior to the trip, detailing triggers, supervision requirements, emergency procedures, and the location of medication. Students must carry their own adrenaline device, and the trip leader will ensure that at least one trained member of staff is present who is competent to administer adrenaline in an emergency. Risk assessments will be reviewed with parents/carers and relevant health professionals where appropriate, and all staff involved in the visit will be briefed on the child's needs and the emergency response plan.

Serious incidents and “near misses”

The school will record and report all serious allergy incidents and “near misses” using the established reporting procedures. Any concerns raised after a student has returned home will also be logged and reviewed, including reports from parents, carers, or healthcare professionals. All incidents will be investigated, with follow-up actions taken as needed, such as updating individual healthcare plans or adjusting risk management arrangements. These procedures operate alongside the wider expectations set out in the school's medical conditions policy and medication policy.

Information sharing

The school will share information about students with allergies only when necessary to support their safety and wellbeing, and always in a controlled and respectful manner. Allergy-related health information is *special category data* under UK GDPR and will therefore be handled with additional safeguards, with access limited to staff who have a legitimate need to know. Information will not be shared more widely than required, to protect the student's dignity and avoid singling them out. All sharing of allergy information will follow the principles set out in the school's data protection policy.

Awareness of the allergy safety policy

The school will raise awareness of this Allergy Safety Policy by publishing it on the school website and ensuring all staff understand its requirements as part of annual allergy awareness training. Key information will be shared with students in an age-appropriate way to support safe inclusion, and where a student is prescribed an adrenaline device, close friends may be advised on how to seek help in an emergency. Any wider awareness or peer training will be carefully considered with the student and their parents and will not replace staff responsibility for emergency response. These arrangements operate alongside the principles set out in the school's data protection policy.