



POLICY	Allergy Safety Policy
STATUS/DATE OF THIS VERSION	August 2026
APPROVED BY	Board of Trustees
RATIFIED BY	Board of Trustees –August 2026
REVIEW	July 2027

This policy is operated by all the schools in Unity Education Trust (as listed below).

Any queries about the policy should be directed, in the first instance, to the Headteacher/Head of School:

- **Beeston Primary**
- **Garvestone Primary**
- **Grove House Infant**
- **Kings Park Infant**
- **Northgate High School and Dereham Sixth Form College**
- **The Pinetree School**
- **Churchill Park**
- **Greyfriars Primary**
- **Highgate Infant School**
- **Kings Oak Infant School**
- **Wimbotsham and Stow Primary**
- **Magdalen Primary**
- **St Germans Primary**
- **UET Compass Belton Academy**
- **UET Pathfinder DBS Academy**

Allergy Safety Policy for UET Schools

Contents

1.0 Introduction	3
2.0 Scope	3
3.0 Roles and responsibilities	3
3.1 Governing body / trustees	3
3.2 Headteacher	3
3.3 Allergy Lead	3
3.4 AAI Coordinator	4
3.5 Staff	4
4.0 Identification of pupils with allergies	4
5.0 Individual Healthcare Plans (IHP)	5
6.0 Staff training	5
7.0 Adrenaline auto-injectors (AAIs)	5
8.0 Risk reduction measures	6
8.1 Food Allergy Management	6
8.2 Classroom activities	7
8.3 Educational visits	8
8.4 Visitors and contractors	8
9.0 Inclusion	8
9.1 Wellbeing	8
9.2 Bullying, Harassment and Discrimination	9
9.3 Unacceptable Practice	9
10.0 Emergency procedures	10
10.1 Allergic Reactions (Non-Anaphylaxis)	10
10.2 Suspected anaphylaxis	11
10.3 Post-incident actions	12
11.0 Recording and investigation of allergy incidents	12
12.0 Communication	13
12.1 Information Sharing and Data Protection	13
13.0 Monitoring and review	14
14.0 Allergy compliance checklist	15
15.0 Additional supporting/related documents	Error! Bookmark not defined.

1.0 Introduction

Compass West is committed to providing a safe, inclusive environment for all pupils, staff and visitors with allergies. The school recognises that allergies can be life-threatening and that effective prevention, preparation and emergency response arrangements are essential.

This policy aims to:

- Reduce the risk of exposure to allergens.
- Ensure prompt recognition and treatment of allergic reactions and anaphylaxis.
- Promote inclusion and equality for pupils with allergies.
- Meet statutory duties relating to medical conditions, health and safety, safeguarding and equality.
- Comply with the requirements of associated statutory guidance.

2.0 Scope

This policy applies to:

- All pupils
- All staff
- Volunteers
- Contractors
- Visitors
- School catering providers
- Wraparound, breakfast and after-school provision
- Educational visits and off-site activities

3.0 Roles and responsibilities

3.1 Trustees

The trustees will:

- Approve and review this policy annually.
- Appoint a named trustee for allergy safety – this will also be recorded in UET health and safety policy
- Monitor incidents and near misses.
- Ensure resources are available for implementation.

3.2 Headteacher

The headteacher will:

- Ensure effective implementation of this policy.
- Designate a senior leader responsible for allergy safety (allergy lead)
- Schools should nominate at least two members of staff (AAI coordinator) with responsibility for managing spare AAI stock, expiry monitoring and replacement arrangements
- Ensure all staff (including temporary staff) receive training

The named Allergy Lead will: Mel Medlock

- Maintain allergy records.
- Coordinate Individual Healthcare Plans (IHPs) and maintain the allergy register.
- Monitor AAI stocks
- Review incidents and lessons learned.

3.4 AAI Coordinator

At least two members of staff should be designated to manage:

- Supply of spare AAIs.
- Storage arrangements.
- Monthly inspections.
- Expiry monitoring and ordering replacement devices.

This helps ensure continuity during absences and periods of leave.

3.5 Staff

Training should ensure staff can:

- Recognise allergic reactions.
- Recognise anaphylaxis.
- Understand emergency procedures.
- Locate Emergency Anaphylaxis Kits.
- Summon assistance promptly.

Schools should maintain sufficient trained staff to provide effective coverage during:

- Staff absences.
- Lunchtimes.
- Educational visits.
- Off-site activities.
- Before and after school provision.

All staff (including temporary) must:

- Complete allergy awareness and AAI training.
- Read relevant individual healthcare plans (IHP), be aware of known allergy risks.
- Know emergency procedures (including the school's Allergy Safety Policy and associated documents).
- Report incidents and near misses.

4.0 Identification of pupils with allergies

The school will:

- Obtain allergy information during admission.
- Maintain an allergy register
- Review records annually and when circumstances change.
- Develop Individual Healthcare Plans (IHP) for pupils with diagnosed allergies.

The school will also seek to identify known allergies affecting staff and regular visitors where this information is necessary to manage risks and support emergency arrangements.

5.0 Individual Healthcare Plans (IHP)

Schools should obtain and retain the pupil's current clinical allergy action plan wherever one has been provided by healthcare professionals and ensure that it informs the school's Individual Healthcare Plan.

Individual Healthcare Plans will include:

- Allergen triggers.
- Signs and symptoms.
- Prescribed medication.
- Location of medication.
- Emergency procedures.
- Contact details.
- Educational visit arrangements.

IHP's will be reviewed:

- At least annually.
- Following any reaction.
- Following a significant change in condition.

6.0 Staff training

All staff will receive annual training. This training will ensure staff understand allergy, anaphylaxis, asthma and other allergic conditions, can identify allergy triggers and symptoms, understand emergency procedures, know how to use Allergy and Asthma Action Plans, understand the impact of allergy on wellbeing and inclusion, and know how to report incidents and near misses.

Training records will be maintained.

7.0 Adrenaline auto-injectors (AAIs)

Pupils prescribed adrenaline devices should have access to their own prescribed devices at all times, including during lessons, breaktimes, lunchtime, educational visits and while travelling to and from school, subject to age, safeguarding and individual healthcare plan arrangements.

The school will:

- Hold spare in-date AAIs.
- Store AAIs in accessible and clearly identified and known locations – Spare AAIs must be positioned so that they can normally be accessed within five minutes from any occupied area of the school site.
- Undertake monthly checks of expiry dates and stock. Schools should maintain a documented monthly inspection record for all Emergency Anaphylaxis Kits.
- Ensure staff (including temporary staff) are appropriately trained, understand how to access support / emergency procedures and know storage locations.
- Schools should renew used AAI pens via the Kitt portal.
- Schools should ensure spare AAI devices are appropriate to the age profile of pupils attending the school and should seek appropriate clinical advice where required.
- Use emergency AAIs in accordance with national guidance and training.

8.0 Risk reduction measures

8.1 Food Allergy Management

The school recognises that food allergy is one of the most common causes of severe allergic reactions and anaphylaxis in children and young people. The school will take reasonable steps to minimise the risk of accidental exposure to allergens while ensuring that pupils with allergies remain fully included in school life, including access to school meals, educational activities, clubs, visits and special events.

Allergen Information and Catering Arrangements

The school will work with catering providers to ensure that accurate allergen information is available for food provided on site and that arrangements are in place to support pupils with food allergies safely. The school will ensure that allergen information is communicated clearly to pupils, parents and carers in accordance with relevant food information legislation.

The school will:

- Work closely with catering providers to identify and manage allergen risks.
- Ensure allergen information is readily available and kept up to date.
- Support communication between families and catering providers where specific dietary arrangements are required.
- Consider appropriate arrangements for identifying pupils requiring allergen-safe meals.
- Ensure that any menu changes are communicated and reviewed for potential allergen implications.

Food Brought into School

The school recognises that food brought into school by pupils, parents, carers, staff and visitors may present additional allergy risks.

The school will:

- Provide information and guidance to parents and carers about allergy-related expectations.
- Encourage food to be clearly labelled where appropriate.
- Consider allergy risks when planning events involving food.
- Take reasonable steps to minimise the risk of accidental allergen exposure through food provided by others.
- Promote an allergy-aware approach rather than relying solely on allergen-free or "nut-free" rules.

Packed Lunches

Where pupils bring packed lunches, the school will encourage parents and carers to consider the needs of pupils with known allergies and to support the school's allergy safety arrangements.

Schools may discourage specific allergens where a local risk assessment indicates this is appropriate. However, emphasis will remain on awareness, supervision, risk reduction and effective emergency response arrangements.

Food Sharing

To reduce the risk of accidental allergen exposure:

- Pupils should not share food, drinks, eating utensils or food containers.

- Staff will reinforce the importance of avoiding food sharing as part of the school's allergy awareness arrangements.
- Age-appropriate education will be provided to support understanding of allergy risks.

Food Used in Teaching and Learning Activities

All staff (including temporary and volunteers) planning activities involving food or materials that may contain allergens must consider allergy risks during planning and risk assessment.

This includes activities such as:

- Food technology.
- Cooking activities.
- Science lessons.
- Craft activities.
- Cultural celebrations.
- Fundraising events.
- Animal-related activities.

Where pupils have known allergies, reasonable adjustments will be considered to reduce risk while maintaining participation and inclusion. Alternative materials should be used wherever reasonably practicable.

Celebrations, Events and Special Activities

The school recognises that celebrations and special events frequently involve food and may increase the risk of allergen exposure.

When planning events involving food, consideration should be given to:

- The needs of pupils with known allergies.
- The suitability of food items being provided.
- The availability of allergen information.
- Appropriate supervision arrangements.
- Emergency response arrangements.

The school will seek to ensure that pupils with allergies are able to participate fully in school celebrations and events wherever reasonably practicable.

Meal Times

The school will seek to ensure that pupils with food allergies can safely access school meals and dining facilities without unnecessary segregation from their peers.

Reasonable adjustments may include:

- Additional supervision.
- Alternative food arrangements.
- Allergen-aware seating arrangements where appropriate.
- Enhanced communication between catering staff and school staff.

Any arrangements required for individual pupils will be documented within the Individual Healthcare Plan where appropriate

8.2 Classroom activities

Risk assessments will be undertaken where allergens may be present, including:

- Food technology.

- Craft activities.
- Science lessons.

8.3 Educational visits

All educational visits should consider allergy risks during risk assessment and planning.

Arrangements should include:

- Availability of prescribed medication.
- Availability of spare AAIs where appropriate.
- Named trained staff.
- Emergency contact procedures.
- Local emergency arrangements.

Schools should consider taking spare AAIs obtained for emergency use on visits where the risk assessment indicates this is necessary. Please liaise with Jo Thompson should this be necessary.

8.4 Visitors and contractors

Visitors providing food or activities will be informed of relevant allergy risks.

9.0 Inclusion

The school will not unnecessarily exclude pupils from:

- School trips.
- Clubs.
- Educational activities.
- Special events.

Reasonable adjustments will be made to ensure safe participation.

9.1 Wellbeing

The school recognises that living with an allergy can have a significant impact on a pupil's emotional wellbeing. Concerns about accidental exposure to allergens, the risk of allergic reactions and the potential need for emergency treatment may cause anxiety for pupils and their families. The school is committed to creating an environment in which pupils with allergies feel safe, supported and fully included in school life.

The school will:

- Promote a positive, inclusive and supportive culture for pupils with allergies.
- Work collaboratively with pupils, parents and carers when developing Individual Healthcare Plans and other support arrangements.
- Provide reassurance through effective allergy management arrangements, staff training and emergency preparedness.
- Encourage pupils, where appropriate, to develop confidence and age-appropriate independence in managing their allergy.
- Ensure that allergy management arrangements support participation in school activities rather than creating unnecessary barriers.
- Consider the emotional impact of significant incidents, allergic reactions and near misses and provide appropriate support following such events.

- Where concerns about wellbeing or anxiety are identified, schools should consider whether additional support may be required through pastoral, safeguarding or wellbeing arrangements.

9.2 Bullying, Harassment and Discrimination

The school will not tolerate bullying, harassment, victimisation or discriminatory behaviour related to allergies or medical conditions. Pupils with allergies have the right to feel safe, respected and included within the school community.

Examples of unacceptable behaviour include:

- Teasing or mocking a pupil because of their allergy.
- Deliberately bringing allergens into contact with a pupil.
- Threatening to expose a pupil to a known allergen.
- Deliberate contamination of food or equipment.
- Excluding a pupil from activities because of their allergy.
- Sharing inappropriate information about a pupil's allergy.

Any concerns regarding allergy-related bullying or discrimination will be managed in accordance with the school's Behaviour Policy, Anti-Bullying Policy and safeguarding procedures.

The school will:

- Promote awareness and understanding of allergy throughout the school community.
- Challenge inappropriate behaviours promptly.
- Encourage pupils to report concerns about bullying, allergen misuse or unsafe behaviours.
- Work with pupils, parents and carers to resolve concerns and maintain confidence in the school's allergy safety arrangements.

The school recognises that deliberate exposure of a pupil to a known allergen may present a significant risk to health and will be treated as a serious behavioural and safeguarding matter.

9.3 Unacceptable Practice

The school is committed to ensuring that pupils with allergies are supported safely, appropriately and without discrimination. The following practices are not acceptable and should be avoided:

The school will not:

- Prevent pupils from accessing prescribed medication or emergency medical devices required for the management of their allergy.
- Unreasonably restrict a pupil's access to their prescribed adrenaline auto-injectors or other agreed emergency medication.
- Ignore the views of pupils, parents, carers or healthcare professionals regarding allergy management arrangements.
- Assume that all pupils with allergies require the same support arrangements.
- Assume that older pupils do not require support simply because they take increasing responsibility for managing their own allergy.
- Dismiss concerns regarding suspected allergies solely because a formal diagnosis has not yet been obtained.

- Exclude pupils from educational activities, educational visits, clubs, enrichment activities, school meals or other aspects of school life because they have an allergy, where reasonable adjustments can be made to support safe participation.
- Require parents or carers to attend school routinely in order to administer medication or provide support that should reasonably be delivered through agreed school arrangements.
- Require parents or carers to accompany pupils on educational visits solely because the pupil has an allergy.
- Penalise pupils for allergy-related absences, medical appointments or periods of treatment.
- Share personal medical information unnecessarily or inappropriately.
- Send a pupil experiencing an allergic reaction or suspected anaphylaxis unaccompanied to a medical room, school office or other location.
- Require a pupil experiencing an allergic emergency to retrieve their own medication. In an emergency, staff and medication must go to the pupil, not the pupil to the medication.
- Delay administration of adrenaline where anaphylaxis is suspected.
- Discourage reporting of allergic reactions, incidents, concerns or near misses.

The school expects all staff to act promptly, reasonably and in accordance with this policy, Individual Healthcare Plans, Allergy Action Plans and relevant training when supporting pupils with allergies. Any concerns regarding the implementation of allergy arrangements should be raised with the Allergy Lead and addressed without delay.

Deliberate exposure of an individual to a known allergen, whether as a prank, act of bullying or other malicious act, will be treated as a serious behavioural, safeguarding and health and safety matter and may result in formal sanctions.

10.0 Emergency procedures

10.1 Allergic Reactions (Non-Anaphylaxis)

Most allergic reactions do not result in anaphylaxis and may present with symptoms such as:

Itching or tingling of the mouth.

- Swelling of the lips, face or eyes.
- Localised skin rash or hives.
- Itching.
- Mild throat discomfort.
- Abdominal pain, nausea or vomiting.
- Sudden changes in behaviour that may indicate discomfort or distress.

The school recognises that allergic reactions can be unpredictable and that mild symptoms may occasionally develop into anaphylaxis. All allergic reactions must therefore be taken seriously and monitored appropriately.

Management of Mild-to-Moderate Allergic Reactions

Where symptoms do not involve the airway, breathing or circulation, staff should:

- Remain with the pupil and provide reassurance.
- Follow the pupil's Individual Healthcare Plan, Allergy Action Plan and any associated medication instructions where available.
- Administer any prescribed medication in accordance with parental consent, healthcare professional advice and school medication procedures.
- Seek advice from parents or carers where appropriate.
- Ensure the pupil remains under observation in a suitable location.

- Monitor symptoms closely for any signs of deterioration.
- Record the incident in accordance with school procedures – see section 11.

Observation Following a Reaction

Because some allergic reactions may progress to anaphylaxis, pupils who experience an allergic reaction should not be left unattended.

Where practical, the pupil should remain under observation for a period following the reaction and staff should remain alert for any signs that symptoms are worsening or affecting the airway, breathing or circulation.

Escalation to Emergency Response

Staff must immediately follow the school's anaphylaxis procedures if at any point the pupil develops symptoms affecting:

- Airway – such as throat swelling, difficulty swallowing or hoarse voice.
- Breathing – such as persistent cough, wheezing, breathing difficulty or noisy breathing.
- Circulation – such as dizziness, faintness, sudden drowsiness, pale clammy skin or loss of consciousness.

If there is any doubt whether a reaction constitutes anaphylaxis, staff should treat the situation as anaphylaxis and administer adrenaline without delay in accordance with Section 10.2.

Communication with Parents and Carers

Parents or carers should be informed of any significant allergic reaction occurring during the school day, including any medication administered, actions taken and any recommendations for further monitoring or medical review, initially by telephone and followed up using the Arbor template.

10.2 Suspected anaphylaxis

Anaphylaxis is a life-threatening medical emergency requiring an immediate response. Delays in administering adrenaline are associated with poorer outcomes and may be fatal. If anaphylaxis is suspected, staff should act immediately.

Staff should follow any Allergy Action Plan issued by a healthcare professional where one exists. If there is any doubt whether a reaction constitutes anaphylaxis, staff should treat the situation as anaphylaxis and administer adrenaline without delay.

Emergency Response Actions

In the event of suspected anaphylaxis, staff must:

- Stay with the pupil and summon immediate assistance.
- Bring emergency medication to the pupil. The pupil must not be sent to an office, medical room or other location to obtain medication.
- Ensure the pupil is placed flat with legs raised wherever possible. If breathing is difficult, the pupil may sit up. The pupil must not be permitted to stand, walk or move unnecessarily.
- Administer the pupil's prescribed adrenaline device immediately where available.
- Where the pupil's prescribed adrenaline device is unavailable, has misfired, or is not immediately accessible, an appropriately dosed spare school adrenaline auto-injector (AAI) should be used.
- Call 999 immediately and clearly state "ANAPHYLAXIS".
- Send a second adult to retrieve additional medication and support emergency responders.
- Contact parents or carers as soon as reasonably practicable.
- Continuously monitor the pupil until emergency services arrive.

- Administer a second dose of adrenaline after five minutes if there is no improvement and a second device is available.
- Ensure the pupil is transferred to hospital for medical assessment and observation following administration of adrenaline.

Use of Spare Adrenaline Auto-Injectors

The school's spare AAI's are emergency life-saving devices and may be used where:

- A pupil's own prescribed device is unavailable.
- A pupil's own device has failed or misfired.
- A pupil experiences suspected anaphylaxis and does not have a known diagnosis of allergy.
- Immediate administration of adrenaline is required to preserve life.
- The school will continue to comply with current legal requirements and published guidance relating to the purchase, storage and use of spare AAI's and will review local arrangements following any future amendments to statutory guidance.

10.3 Post-incident actions

Following any episode of suspected anaphylaxis, the school will:

- Record the incident and response.
- Inform parents or carers.
- Review the circumstances of the incident.
- Consider whether amendments are required to the pupil's Individual Healthcare Plan, Allergy Policy / Allergy Register or local arrangements.
- Identify and share any lessons learned.

11.0 Recording and investigation of allergy incidents

Schools should record allergic reactions that require first aid intervention within their normal first aid recording arrangements.

In addition, schools should ensure that:

- Any administration of an adrenaline auto-injector (AAI) is recorded on SMARTLOG.
- Any episode of suspected or confirmed anaphylaxis is recorded.
- Significant allergy-related near misses are recorded and reviewed.
- Relevant details are communicated to parents or carers.
- Individual Healthcare Plans, Allergy Action Plans and local arrangements are reviewed following significant incidents.
- Lessons learned are shared with relevant staff and incorporated into future planning, training and risk assessments.

Practical position

Event	First aid record	Allergy incident review
Mild rash requiring observation only	Usually yes	No
Antihistamine administered	Yes	Consider
Significant allergic reaction	Yes	Yes
Use of prescribed AAI	Yes	Yes

Event	First aid record	Allergy incident review
Use of spare AAI	Yes	Yes
Suspected anaphylaxis	Yes	Yes
Allergy-related near miss	No, unless treatment given	Yes

12.0 Communication

This policy will be:

- Published on the school and Trust website.
- Available on request.
- Shared with all staff annually and referenced in induction arrangements.

12.1 Information Sharing and Data Protection

The school recognises that information relating to a pupil's allergy or medical condition constitutes special category personal data under UK GDPR and must be managed appropriately. At the same time, relevant information must be accessible to those who need it in order to keep pupils safe and support their inclusion in education.

Allergy Register

The school will maintain an Allergy Register identifying pupils with known allergies and those requiring specific support arrangements.

The Allergy Register will:

- Be maintained by the Allergy Lead or nominated member of staff.
- Be reviewed regularly and updated when circumstances change.
- Identify pupils requiring Individual Healthcare Plans.
- Record key emergency information where appropriate.
- Be available to relevant staff who require access in order to support pupils safely.

Access to Individual Healthcare Plans

Individual Healthcare Plans will be made available to staff who require access to support a pupil safely and effectively.

This may include:

- Teaching staff.
- Support staff.
- Catering staff where relevant.
- Educational visit leaders.
- First aiders and emergency responders.
- Wraparound provision staff.

Where a pupil has an Allergy Action Plan or Asthma Action Plan issued by a healthcare professional, the school will ensure that relevant staff know how to access and use the most current version.

Need-to-Know Principle

Information regarding a pupil's allergy will be shared on a need-to-know basis.

The school will seek to ensure that:

- Relevant staff have access to the information required to perform their role safely.
- Information is not shared unnecessarily.
- Pupils are treated respectfully and sensitively.
- Confidentiality is maintained wherever possible.

Storage and Security of Information

The school will ensure that allergy-related information is:

- Stored securely.
- Maintained accurately.
- Reviewed regularly.
- Shared only for legitimate educational, health, safety or safeguarding purposes.
- Managed in accordance with the school's data protection policies and UK GDPR requirements.

Awareness and Emergency Information

The school may maintain additional emergency information, photographs or quick-reference records where this is necessary to support safety and emergency response arrangements.

Such information will be managed sensitively and proportionately, taking account of both safety requirements and data protection considerations.

Transition and Information Transfer

Where a pupil transfers to another educational setting, relevant allergy information and Individual Healthcare Plan documentation may be shared where appropriate to support a safe and effective transition, in accordance with data protection requirements and local information-sharing arrangements.

13.0 Monitoring and review

This policy will be reviewed:

- Annually.
- Following a serious incident.
- Following changes in legislation or guidance.

The school will seek feedback from pupils with allergies and their parents or carers when reviewing allergy safety arrangements, particularly following significant incidents, near misses or changes in statutory guidance.

14.0 Allergy compliance checklist

Compliance element	Status
Separate Allergy Safety Policy	✓
Named Trustee	Andrea Atkinson
Named Senior Allergy Leader	Mel Medlock
Named AAI Coordinators (x2 min)	Sam Williams / Justine Gillier
All school staff completed training	Confirmed
Spare AAIs held on site	Yes
Appropriate AAI kit location(s)	Compass West Office
Individual Healthcare Plans	Yes
Allergy Register implemented	YES
Incident and near-miss reporting	To be reported on ARBOR
Annual review process	Yes
Published on school website	Yes
Educational visit arrangements included	Yes – EVOLVE