

Tenacitas Trust

Allergy Safety Policy

Implementation version issued	August 2026
Trust Board ratification	Pending – earliest available Trust Board meeting

IMPORTANT – ACTION REQUIRED BEFORE PUBLICATION

This is a new statutory policy requirement from September 2026. Each academy must complete the contextual information below before the policy is published and implemented.

School information to contextualise

- **Academy name**
Chalkwell Hall Junior School
- **Named SLT Allergy Safety Lead**
Nick Hanshaw/Lucy Wheatley
- **Named First Aid Allergy Lead / operational lead**
Lucy Wheatley
- **Named governor/LAB link for allergy safety, where the Trust's governance arrangements allocate this locally**
Robert Dobinson
- **Location(s) of pupils' prescribed adrenaline devices (AAIs) and other emergency medication**
Main Office
- **Location(s) of the academy's spare AAIs and confirmation that they can be accessed rapidly**
Main office and Head Teachers office
- **Location/access arrangements for the allergy register, including catering/food-service access**
Main office and Head Teachers office

- Catering provider and local arrangements for communicating pupil allergies and dietary requirements

Harrisons-daily lists provided with allergy cards complete with pupils photo and list of allergies

- Location of the emergency asthma inhaler and local consent/access arrangements

Main Office/Headteacher Office

- Local arrangements for before/after-school provision, trips, clubs and other extended provision

Same as above plus epi pens in Dining Hall (Conkers Club)

Headteacher implementation actions

- YES ☐ Nominate an SLT Allergy Safety Lead and an operational First Aid Allergy Lead.
- YES ☐ Audit the academy's allergy/medical register and ensure information is current and readily accessible to relevant staff.
- YES ☐ Review pupils with known allergies and determine whether an Individual Healthcare Plan (IHP) is required. *(Every September)*
- YES ☐ Ensure current Allergy Action Plans and Asthma Action Plans supplied by healthcare professionals are attached to or clearly referenced within the pupil's IHP.
- YES ☐ Check that pupils prescribed adrenaline have appropriate in-date devices and that emergency medication is accessible without delay.
- YES ☐ Check the academy's spare AAI provision, storage, expiry-checking arrangements and whether the size/layout of the site requires more than one storage point.
- YES ☐ Confirm that catering staff can identify pupils with allergies and have immediate access to the information needed to provide safe food.
- YES ☐ Confirm arrangements for food brought into school and for activities involving food, animals or other known allergens.
- YES ☐ Audit written parental consent for use of the emergency asthma inhaler and any other consent required for emergency medication. *(On Pink Medical Form)*
- YES ☐ Ensure all academy-based staff complete allergy and anaphylaxis awareness training at least annually through The National College or another reputable equivalent provider which meets the requirements of current DfE statutory guidance. Ensure additional practical AAI/device familiarisation and local emergency-procedure training for relevant designated staff, and maintain an auditable record of completion.
- YES ☐ Ensure risk assessments cover trips, visits, clubs, cooking/food technology, science, craft, animal activities and any other relevant activity.
- YES ☐ Put in place a clear route for recording, escalating, reviewing and learning from serious allergy incidents and near misses.

- YES ☐ Request updated medical/allergy information from parents at least annually and whenever circumstances change.
- TO DO Once ratified ☐ Publicise the policy to staff and pupils and publish it on the academy website.

1. Aims

- Set out the Trust's approach to allergy safety, including reducing the risk of exposure to known allergens and the procedures to follow in the event of an allergic reaction.
- Ensure pupils with allergies are safe, included and able to participate fully in school life.
- Promote and maintain allergy awareness across each academy.
- Ensure clear responsibilities, effective staff training, appropriate individual planning and learning from incidents and near misses.

2. Legislation and guidance

This policy has been developed with regard to the Department for Education's statutory guidance Allergy safety in schools (published July 2026), the statutory guidance Supporting pupils at school with medical conditions, Department of Health and Social Care guidance on the use of emergency adrenaline auto-injectors in schools, and relevant food-information and equality legislation.

From September 2026 academy trusts must have an allergy safety policy, review it at least annually, publicise it to staff and pupils, publish it on the school website and have regard to the DfE statutory guidance.

3. Governance, roles and responsibilities

3.1 Trust Board

- Ensure each academy has and implements an allergy safety policy.
- Ensure allergy-related risks are appropriately identified, recorded and actively managed.
- Ensure the policy is reviewed at least annually and following any serious incident or near miss where learning indicates that changes are required.
- Ensure the policy is publicised and published on each academy website.
- Seek assurance that appropriate training, emergency arrangements and individual support are in place.

3.2 Academy Allergy Safety Lead

Each academy will nominate a member of the senior leadership team to lead allergy safety.

- Lead implementation of this policy and promote a whole-school culture of allergy awareness and inclusion.
- Ensure allergy information and registers are accurate, current and accessible to staff who need them.

- Ensure pupils who require an IHP have one and that relevant Allergy/Asthma Action Plans are attached or referenced.
- Ensure annual allergy awareness and emergency-response training is completed and recorded, including arrangements for staff joining during the year and temporary/supply staff.
- Ensure appropriate risk assessment arrangements are understood and implemented.
- Ensure serious incidents and near misses are recorded, escalated, reviewed and used to improve practice.
- Oversee arrangements for the storage, accessibility, checking and replacement of emergency medication and spare AAls.

3.3 Headteacher

The Headteacher is accountable for ensuring that this policy is implemented within the academy and that local arrangements are appropriately resourced, communicated and monitored.

3.4 First Aid Allergy Lead

- Check spare AAls and other relevant emergency medication at least monthly and ensure they remain in date and fit for use.
- Arrange timely replacement of devices approaching expiry.
- Support the Allergy Safety Lead with the day-to-day operation of emergency medication arrangements.

3.5 All staff

- Maintain awareness of this policy and of pupils with allergies in their care.
- Recognise the signs of allergic reactions and anaphylaxis and respond immediately in accordance with training and the pupil's plan.
- Take reasonable steps to reduce exposure to known allergens and support the inclusion and wellbeing of pupils with allergies.
- Report allergic reactions, serious incidents and near misses promptly.

3.6 Parents/carers

- Provide accurate and up-to-date information about their child's allergy, medical needs and dietary requirements.
- Provide prescribed medication and devices in accordance with academy arrangements and replace them before expiry.
- Provide healthcare-professional plans where these have been issued and inform the academy promptly of any change.
- Follow academy arrangements concerning food brought onto the site.

3.7 Pupils

Pupils will be supported, according to their age and understanding, to recognise and manage their own allergy risks, communicate concerns, use medication appropriately and support an allergy-aware culture.

4. Identifying and planning for pupils at risk

4.1 Identification and annual update

Allergy and medical information will be collected before admission, during in-year admission and updated when information changes. Academies will ask parents/carers at least annually to review and update medical information.

4.2 Individual Healthcare Plans (IHPs)

An IHP will be considered where an allergy has a functional impact in school, creates a risk of harm, or requires arrangements additional to or different from those ordinarily available. The Headteacher, in discussion with parents/carers and relevant healthcare professionals where appropriate, will determine whether an IHP is required. IHPs will be reviewed at least annually and sooner where needs or clinical advice change.

4.3 Allergy and asthma action plans

Where a healthcare professional has issued an Allergy Action Plan or Asthma Action Plan, it will be attached to or clearly referenced within the pupil's IHP and made readily accessible to staff who may need to respond in an emergency.

4.4 Allergy register and information sharing

Each academy will maintain an up-to-date record of pupils with known allergies. Information necessary to keep a pupil safe will be shared with relevant staff, including catering and extended-school staff where appropriate. Health information will be handled in accordance with the Trust's data-protection arrangements and access will be limited to those who need the information for safety, care or operational purposes.

5. Assessing and minimising risk

Academies will identify foreseeable allergy risks arising from the school environment, curriculum, food service and activities. This includes food and contact allergens and, where relevant to an individual pupil, airborne allergens.

- Food technology, cooking and food-tasting activities
- Science, art and craft activities involving food, packaging, latex or other potential allergens

- Animals and animal-handling activities
- Educational visits, residentials, sports events and off-site activities
- Breakfast, after-school and holiday provision
- Celebrations, fundraising, rewards and food brought into school by pupils, parents or staff

6. Food, hygiene and catering

- Appropriate handwashing facilities will be available and food/utensil sharing will be discouraged.
- Catering staff will receive appropriate allergen training and have arrangements to identify pupils with allergies and their dietary requirements.
- The academy and catering provider will maintain clear arrangements for allergen information, ingredient changes, cross-contamination controls and communication with families.
- Food allergen information and labelling will comply with the legal requirements applicable to the way in which the food is prepared and supplied.
- Academies will establish and communicate proportionate local arrangements for food brought into school.

7. Trips, visits and participation

Pupils with allergies will not be excluded from school activities because of their allergy. Relevant individual risk assessment and planning will be completed so that staff understand the pupil's needs, medication accompanies the pupil and appropriately trained staff are available.

8. Wellbeing, inclusion and bullying

Academies will take reasonable steps to ensure that pupils with allergies are not unnecessarily isolated, excluded or prevented from participating in school life. Allergy-related teasing, intimidation, deliberate exposure to an allergen or interference with medication will be treated seriously under the academy's behaviour and anti-bullying arrangements.

9. Responding to an allergic reaction or anaphylaxis

- Staff must act immediately where anaphylaxis is suspected and follow their training and the pupil's emergency plan.
- Emergency services must be called in accordance with the pupil's plan and current emergency guidance.
- Adrenaline must be administered without avoidable delay when indicated.
- A pupil must not be left alone during a suspected serious allergic reaction.

- Parents/carers will be informed as soon as practicable after emergency action has begun.

10. Adrenaline auto-injectors and emergency medication

10.1 Prescribed devices

Pupils prescribed AIs should have rapid access to their devices. Where age and individual circumstances permit, pupils may carry their own medication in accordance with their IHP. Where medication is stored by the academy it must be clearly identified, readily accessible in an emergency, stored in accordance with manufacturer instructions and accompanied by or readily linked to the pupil's emergency plan.

10.2 Spare AIs

Each academy will maintain spare AIs in accordance with current statutory requirements and national guidance. Devices will be stored in an accessible location and local arrangements will be designed so that adrenaline can be reached without avoidable delay. Academies will consider the size and layout of the site when deciding the number and location of spare devices. Stock and expiry dates will be checked at least monthly.

10.3 Emergency asthma inhaler

Where an academy holds an emergency salbutamol inhaler, it will be managed in accordance with current national guidance. It may only be used for eligible pupils in accordance with the required consent and local protocol.

11. Training

All academy-based staff must complete allergy and anaphylaxis awareness training at least annually. This may be completed through The National College or another reputable equivalent training provider, provided that the training is appropriate to the staff member's role and meets the requirements of current Department for Education statutory guidance. Training must cover allergy awareness, recognition of allergic reactions and anaphylaxis, emergency response, the role and use of adrenaline devices, and staff responsibilities under this policy. Academies must ensure appropriate arrangements for new, temporary and supply staff, catering staff, regular volunteers and relevant extended-school staff. Staff with specific responsibility for pupils at risk of anaphylaxis, including the Allergy Safety Lead, First Aid Allergy Lead and other designated staff, must additionally receive appropriate practical instruction and familiarisation with the adrenaline devices used within the academy and the academy's local emergency arrangements. The Headteacher must ensure completion of required training is recorded, monitored and kept under review.

12. Serious incidents and near misses

All serious allergy incidents and relevant near misses will be recorded promptly and reported through the academy/Trust reporting arrangements. The academy will consider what happened, whether procedures were followed, what learning is required and whether the policy, risk assessments, training, IHP or local arrangements need to change. Parents/carers and governance will be informed as appropriate, alongside any statutory reporting requirements.

13. Monitoring, review and publication

This policy will be reviewed at least annually and sooner following significant legislative or guidance changes, a serious incident or a near miss that identifies a weakness in arrangements. Each academy will publicise the policy to staff and pupils and publish the current version on its website.

Appendix 1 – Academy contextual information

Item	Academy information
Academy name	TO COMPLETE
Named SLT Allergy Safety Lead	TO COMPLETE
Named First Aid Allergy Lead / operational lead	TO COMPLETE
Named governor/LAB link for allergy safety, where the Trust's governance arrangements allocate this locally	TO COMPLETE
Location(s) of pupils' prescribed adrenaline devices (AAs) and other emergency medication	TO COMPLETE
Location(s) of the academy's spare AAs and confirmation that they can be accessed rapidly	TO COMPLETE
Location/access arrangements for the allergy register, including catering/food-service access	TO COMPLETE
Catering provider and local arrangements for communicating pupil allergies and dietary requirements	TO COMPLETE
Location of the emergency asthma inhaler and local consent/access arrangements	TO COMPLETE
Local arrangements for before/after-school provision, trips, clubs and other extended provision	TO COMPLETE

Appendix 2 – Headteacher assurance checklist

- ☐ Nominate an SLT Allergy Safety Lead and an operational First Aid Allergy Lead.
- ☐ Audit the academy's allergy/medical register and ensure information is current and readily accessible to relevant staff.
- ☐ Review pupils with known allergies and determine whether an Individual Healthcare Plan (IHP) is required.
- ☐ Ensure current Allergy Action Plans and Asthma Action Plans supplied by healthcare professionals are attached to or clearly referenced within the pupil's IHP.
- ☐ Check that pupils prescribed adrenaline have appropriate in-date devices and that emergency medication is accessible without delay.

- ☐ Check the academy's spare AAI provision, storage, expiry-checking arrangements and whether the size/layout of the site requires more than one storage point.
- ☐ Confirm that catering staff can identify pupils with allergies and have immediate access to the information needed to provide safe food.
- ☐ Confirm arrangements for food brought into school and for activities involving food, animals or other known allergens.
- ☐ Audit written parental consent for use of the emergency asthma inhaler and any other consent required for emergency medication.
- ☐ Ensure all academy-based staff complete allergy and anaphylaxis awareness training at least annually through The National College or another reputable equivalent provider which meets the requirements of current DfE statutory guidance. Ensure additional practical AAI/device familiarisation and local emergency-procedure training for relevant designated staff, and maintain an auditable record of completion.
- ☐ Ensure risk assessments cover trips, visits, clubs, cooking/food technology, science, craft, animal activities and any other relevant activity.
- ☐ Put in place a clear route for recording, escalating, reviewing and learning from serious allergy incidents and near misses.
- ☐ Request updated medical/allergy information from parents at least annually and whenever circumstances change.
- ☐ Publicise the policy to staff and pupils and publish it on the academy website.

Policy owner: Director of Education / Trust Lead

Approval: Trust Board

Review cycle: At least annually

Effective from: 1 September 2026