



**HERITAGE
ACADEMY**

Allergy safety policy

...and whoever saves a life, it will be as if they saved all of humanity. (5:32)

Approved by:	Sahdia Akhtar	Date: 02/09/2026
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1. Aims

Heritage Academy is clear about the need to actively support students with medical conditions to participate in school life. See our Medical Conditions Policy.

Heritage Academy will consider what reasonable adjustments need to be made to enable these students to participate fully and safely in all aspects of school life.

This policy aims to:

- Set out our school's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among Heritage Academy community

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on [allergy safety in schools and supporting pupils with medical conditions at school](#), the Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#), and the following legislation:

- [Children's Wellbeing and Schools Act 2026](#)
- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

3. Roles and responsibilities

3.1 The proprietor body

The proprietor body is responsible for:

- Risks relating to pupils with allergy are included in the risk register and actively managed
- Ensuring Heritage Academy has an allergy safety policy which sets out:
 - Arrangements to reduce the risk of individuals coming into contact with their known allergens
 - Emergency response plans for cases of anaphylaxis
- Reviewing and approving the allergy safety policy at least annually
- Taking steps to ensure the allergy safety policy is:
 - Generally known within Heritage Academy and to parents of pupils at Heritage Academy
 - At least once a year, brought to the attention of all pupils, parents/carers, staff and volunteers
 - Published on Heritage Academy's website
- Ensuring risks relating to pupils with allergy are included in the risk register and actively managed

The proprietor body delegates the day-to-day implementation of this policy to the allergy safety lead.

3.2 Allergy safety lead

The nominated allergy safety lead is Shakeel Akhtar, and is responsible for:

- Implementing this allergy safety policy
- Contributing to the review of the allergy safety policy
- Promoting and maintaining allergy awareness across our school community
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (AD)
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - All pupils who require support with allergies have an up-to-date individual healthcare plan (IHP)
 - Where all pupils with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional, it is included as part of their IHP
 - All staff receive regular allergy awareness training
 - All staff are aware of Heritage Academy's policy and procedures regarding allergies
 - Relevant staff are aware of what activities need an allergy risk assessment
 - Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff:
 - What lessons there are to learn
 - Any potential changes to the medical conditions and/or allergy safety policies and/or to any pupil's IHP

3.3 Headteacher

The headteacher, Shakeel Akhtar, is responsible for:

- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under Heritage Academy's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances

3.4 Staff who support with allergy safety

Sahdia Akhtar is responsible for:

- Identifying pupils with any allergy
- Liaising with families and pupils to formulate IHPs
- Checking spare ADs/devices/medication are present and in-date on a monthly basis
- Making sure that replacement ADs are obtained when expiry dates approach

Sajjaad Hamid is responsible for

- teaching about allergy safety to pupils

Zaynab Akhtar (or any staff covering reception) is responsible for

- checking pupils have brought in their ADs (or other medical devices such as inhalers) on a daily basis upon the pupil's arrival to school

3.5 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy safety policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific pupils with allergies in their care
- Reducing the risk to pupils with known allergies coming into contact with known allergens
- Ensuring the wellbeing and inclusion of pupils with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead

3.6 Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy safety policy
- Providing Heritage Academy with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Following Heritage Academy's guidance on food brought in to be shared
- Updating Heritage Academy on any changes to their child's condition

3.7 Pupils with allergies

If age-appropriate, these pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Carrying their AD on their person and only using it for its intended purpose
- Understanding how and when to use their AD

3.8 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers

Older pupils might also be expected to support their peers and staff in the case of an emergency.

4. Identifying individuals at risk

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis

- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

4.1 Identifying pupils at risk

We will:

- For all new starters, either in year 7 or mid-term, we will confirm with families about any allergy/medical conditions the pupil has and whether they carry medication as part of formal enrolment.
- Send a reminder to parents/carers at the start of each year asking them to update their child's medical information as necessary

We ask that parents/carers proactively inform us by either phone call to Heritage Academy on 01214402222 or an email to info@heritage-academy.co.uk if their child's medical needs change during Heritage Academy year.

4.2 Identifying staff and visitors at risk

The arrangements for identifying staff and visitors with known allergies, are as follows:

- We will ask new staff to provide details of their allergies in advance of their start date
- We will ask visitors to provide details of their allergies in advance of their visit

4.3 Individual healthcare plans (IHP)

Pupils should have an IHP if they:

- Have an allergy which has a functional impact on them in Heritage Academy environment
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally

It is not necessary for a pupil to have a formal diagnosis of allergy for them to have an IHP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the pupil. Heritage Academy will make every effort to make sure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Not all children with an allergy will require an IHP. Some allergies will have little or no impact on the pupil while they are at school, or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

The headteacher is responsible for deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under Heritage Academy's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances.

Heritage Academy will consider the following principles:

- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, an IHP may not be required
- If the pupil only needs non-prescription medication and Heritage Academy's medical conditions policy would permit them to carry and administer it, an IHP may not be required

IHPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school or college, their IHP will be shared as part of the transition.

4.4 Allergy and asthma action plans

All pupils who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

All pupils who have asthma should be issued with an asthma action plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

The allergy action plan and/or asthma action plan should be attached to the pupil's IHP. Whenever the allergy action plan is updated, the pupil's IHP should be reviewed to incorporate it.

4.5 Register of pupils with known allergies

- Heritage Academy maintains a register of pupils who have a known allergy. The register includes:
 - Known allergens and risk factors for anaphylaxis
 - Whether a pupil has been prescribed ADs (and if so, what type and dose)
 - Where a pupil has been prescribed an AD, whether parental consent has been given to administer emergency medication
 - A photograph, with parental consent, of each pupil to allow a visual check to be made
- The register is kept in the staff room and can be checked quickly by any member of staff as part of initiating an emergency response
- All pupils should keep both their ADs with them at all times

5. Assessing risk

Heritage Academy will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

6. Minimising risk

6.1 Hygiene procedures

To prevent contamination at Heritage Academy:

- Pupils are reminded to wash their hands before and after eating
- Sharing of food, food containers, and food utensils is not allowed

- Pupils bring their own drinks, snack and lunches from home and are reminded that they should not share food, snacks or water bottles.
- Parents are reminded that there are pupils with allergies and that they should not send items that contain allergens such as nuts.

6.2 Catering

There is no catering facility at Heritage Academy, however, we occasionally have 'culture days' and children and families send food to school to be sold for charity. In such events:

- Parents are advised not to send food with allergens, especially nuts and to label food that may contain allergens
- Pupils who have allergies are told before they interact with any food brought in that it may contain potential allergens
- If food is provided by Heritage Academy, staff will understand how to read labels for food allergens
- Staff follow hygiene and allergy procedures when providing/preparing food to avoid cross-contamination

6.3 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

6.4 Animals

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals

6.5 Visits and trips

- No pupils with allergies will be excluded from taking part
- Heritage Academy will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training
- Heritage Academy will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip
- Pupils at risk of anaphylaxis should have their own ADs with them
- Staff trained to administer adrenaline in an emergency will be present on any Heritage Academy trip
- Appropriate measures will be taken in line with Heritage Academy's AD protocols for off-site events and school trips (see section 8.5)

7. Procedures for handling an allergic reaction

- All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately
- Staff are trained in the administration of adrenaline to minimise delays in an emergency

- If the pupil has an allergy action plan, this must be followed
- A spare school AD device will only be used if:
 - The pupil does not have a prescribed AD
 - The pupil's prescribed AD are not available or misfire

8. Adrenaline devices (ADs)

8.1 Prescribed ADs

Pupils who are prescribed ADs are encouraged to keep them near or on their person at all times including when travelling to or from Heritage Academy and on school trips. It is recommended that two devices are carried at all times. Pupils with prescribed ADs should take them home with them at the end of each school day, and parents are responsible for ensuring that they are in date.

If a pupil cannot keep their ADs with them in the classroom (due to age or other considerations), then the devices should be stored:

- In the school office which is accessible at all times during the school day. The school office is no more than 5 minutes away from where they may be needed.
- At room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

Pupils with prescribed ADs should have rapid access to their devices at all times. This includes while travelling to and from school; in the lunch area, playground and sports fields; or when on visits or trips.

A copy of the pupil's allergy action plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

- Pupils and parents/carers should take individually prescribed ADs home (for example, at the end of the day for the journey home) and for checking that they remain in date
- Records of which pupils have been provided with prescribed adrenaline (and an allergy action plan) will be kept in the First Aid folder

8.2 Spare ADs and inhalers

Please note: current regulations only allow schools to purchase adrenaline auto-injectors (ADs) as spare devices.

Non-injectable adrenaline devices (nasal spray) may be prescribed to individuals but cannot currently be stocked as a spare device. If an individual who is prescribed nasal adrenaline suffers anaphylaxis, a school's spare ADs may be used in an emergency.

Schools can purchase an emergency asthma reliever inhaler which can only be used if the pupil's prescribed inhaler is not available and where written consent has been obtained.

The allergy safety lead is responsible for sourcing spare ADs [and an emergency asthma reliever inhaler] and ensuring they are stored according to the manufacturer's guidance.

Procedure for buying spare ADs:

- ADs will be sourced from a local pharmacy)
- The number of ADs required for the current size of the school at Heritage Academy is 1 of each type that is currently in use by our pupils (Epi-Pen and Jext)

- The dosage required (based on Resuscitation Council UK's age-based criteria, see page 8 of the AD guidance):
 - For children age 6-12 years: a dose of 300 microgram (0.3 milligram) of adrenaline is used (e.g. using an Epipen (0.3mg), Emerade 300 or Jext 300 microgram device).
 - For teenagers age 12+ years: a dose of 300 or 500 microgram (Emerade 500) can be used

Spare ADs will be stored:

- In the School Office, which is an appropriate central location that is unlocked during the school day and accessible to staff only at all times, which is no more than 5 minutes away from where they may be needed (larger schools may require ADs to be stored in multiple locations, such as near the dining area and playground)
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

Spare ADs will be kept:

- In pairs, in case a second one is necessary
- Separate from any pupils' prescribed ADs and clearly labelled to avoid confusion

Shakeel Akhtar and Sahdia Akhtar are responsible for:

- Checking monthly that spare ADs and other devices such as asthma relievers are present and in date
- Obtaining replacement ADs when the expiry date is near

8.3 Disposal

ADs can only be used once. Once an AD has been used, it will be disposed of in line with the manufacturer's instructions.

8.4 Using spare ADs in an emergency situation without prior consent

The [Human Medicines \(Amendment\) Regulations 2017](#) do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

It is good practice for the school, college or setting to obtain advance consent from parents or the young person for "spare" adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place. However, in an emergency situation anyone may take reasonable action to save a life without checking whether prior consent has been given, in order to avoid delays in treatment

In an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

8.5 Use of ADs off school premises

Pupils at risk of anaphylaxis who are able to administer their own adrenaline should carry their own ADs with them on school trips and off-site events

Staff will only take a spare with them on any external visit/trip if no children remain at school.

9. Serious incidents and 'near misses'

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a pupil, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A **'near miss'** is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

9.1 Incident recording

Heritage Academy will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded in the accident folder using the template at the end of this policy, including the following information:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and pupils responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded

Heritage Academy will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

9.2 Incident reporting

The parents/carers of a pupil aged up to 16 should be notified of the incident or 'near miss' as soon as possible. In the case of a pupil aged 16 and over, Heritage Academy will confirm that the pupil agrees that their parents/carers should be informed.

Heritage Academy will share the report with the pupil's parents, the pupil or the individual involved.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. Heritage Academy will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the pupil is at home. This means that incident reporting is not limited to staff – the pupil, parents/carers or others (such as healthcare professionals) will need to report to Heritage Academy if there has been an incident with a delayed reaction.

Staff will always share the incident report with the headteacher. The allergy safety lead will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the pupil's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

Heritage Academy will also share the report with other agencies in the following circumstances:

- With the Health and Safety Executive (HSE): incidents which arise directly out of the way Heritage Academy carried out a work activity which results in death or immediate hospitalization. For example, where a pupil has suffered harm after consuming an allergen due to 'incorrect preparation of food' or similar by a member of staff. This will be done as per the procedure for making a report under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ([RIDDOR](#)):

In the event that the incident or 'near miss' was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

10. Allergy awareness

10.1 Staff training

Heritage Academy ensures that all staff expected to be present during times when pupils are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction.

This includes permanent staff, temporary staff, supply teachers, agency workers and regular volunteers. It also includes any staff and others who may oversee pupils at pre-school or after-school clubs. It does not include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

Heritage Academy has purchased 'training pens' from EpiPen and Jext so staff can practise safely and be familiar with the differences.

Heritage Academy will conduct allergy safety drills annually. This is a simulated case of anaphylaxis to test out how staff respond, without risk to any individual. The results of the drill will be recorded and used to inform the ongoing review of this policy.

Allergy awareness training will ensure that 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/carers
 - How to locate and administer emergency medication
 - How to use the medication/device in an emergency
- Understand the impact allergy can have on a pupil's wellbeing
- Understand Heritage Academy'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')

10.2 Awareness of allergy safety policy

This allergy safety policy will be published on Heritage Academy's website and shared with parents/carers at the start of Heritage Academy year.

All staff should be aware of and understand the policy as part of annual allergy awareness training.

At Heritage Academy, we will teach pupils about allergies as part of the science curriculum using a variety of resources including those from Allergy School.

11. Wellbeing

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy.

Pupils with allergies will have additional support through:

- Pastoral care
- Regular welfare check-ins with the pastoral lead.
- Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis

Heritage Academy will respond to any instance of bullying in line with its behaviour policy.

11.1 Wellbeing support following an incident or 'near miss'

Heritage Academy recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the pupil but their family, those involved in responding, and any witnesses. Support will be provided to those involved. Heritage Academy will support staff involved in any incident or 'near miss'.

See section 9 of this policy for more detail on incidents and 'near misses'.

12. Information sharing

Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

13. Monitoring arrangements

The arrangements set out in this policy will be monitored by the allergy safety lead.

The proprietor body will review and approve this policy annually, or more frequently if a serious incident or 'near miss' identifies an area for improvement.

14. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Data protection policy
- Behaviour policy

Allergy Incident form

Following a near miss, reaction or anaphylaxis a thorough review needs to be undertaken to understand why the incident happened and to identify the measures needed to prevent future occurrences.

Completed by		Role		Date	
Date of incident		Type of incident	Near miss/ reaction/ anaphylaxis		
Location of incident		Person affected	Student/ employee		
What happened – the cause?					
Were AAls administered?	Yes No				
What action was taken?					
What were the contributory factors?					
What needs to happen in future to avoid a recurrence?					
Are there any training needs?	Yes No				
Does the policy need reviewing?	Yes No				
Have staff (and students) involved been debriefed?	Yes No	Have staff (and students) involved been offered support?	Yes No		
If a student, is there an allergy action plan?	Yes No N/A	Has the allergy action plan been updated if needed?	Yes No N/A		
If a student, is there an IHP?	Yes No N/A	Has the IHP been updated?	Yes No N/A		
Has replacement medication been obtained?	Yes No				
Is this RIDDOR reportable?	Yes No				
Parent/staff comments					
Date reported to headteacher					
Headteacher's comments					
Headteacher's signature					
Form completer's signature					