




Management of Allergies Policy

September 2025

Signed (Chair of Trust Board):	
Date:	September 2025
Review:	September 2026

Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.

Contents

1. Aims	3
2. Legislation, statutory requirements and statutory guidance	3
3. Definitions	3
4. Roles and Responsibilities	4
5. Management of Allergies	4
6. Allergy Action Plans and Emergency Procedures	5
7. Prevention and Risk Reduction.....	5
8. Supporting Pupils with Allergies	5
9. Staff Training	6
10. Pupil Transition.....	6
11. Monitoring Arrangements.....	6
12. Links with other policies	6

1. Aims

This policy aims to:

- Provide a clear and consistent framework for managing allergies safely across the school.
- Ensure compliance with the proposed Benedict's Law (School Allergy Safety Bill), which strengthens requirements for allergy recognition, preparedness, and emergency response in education settings.
- Protect pupils with allergies by reducing risks and ensuring swift and effective responses to allergic reactions, including anaphylaxis.
- Support staff to understand their roles and responsibilities in allergy management.
- Promote awareness, inclusion and safeguarding so that pupils with allergies can participate fully in school life.

This policy should be used by staff as a working guide. It explains not just what the school expects, but how those expectations are to be implemented.

2. Legislation, statutory requirements and statutory guidance

- The proposed [Benedict's Law / School \(Allergy Safety\) Bill](#).
- [Supporting pupils with medical conditions at school](#) (DfE, statutory guidance).
- The [Children and Families Act 2014](#).
- [Section 100 of the Children and Families Act](#): duty to support pupils with medical conditions.
- [Equality Act 2010](#).
- [Health and Safety at Work Act 1974](#).
- [Food Information Regulations 2014](#) (allergen labelling requirements).
- [Keeping Children Safe in Education](#).
- [SEND Code of Practice](#).

3. Definitions

Allergy:

An adverse reaction by the immune system to a normally harmless substance, such as food, medication, insect stings, or latex.

Allergen:

A substance that triggers an allergic reaction.

Mild to Moderate Allergic Reaction:

Symptoms may include hives, itching, swelling, abdominal pain, vomiting.

Anaphylaxis (Severe Reaction):

A life-threatening allergic reaction that may include difficulty breathing, throat/tongue swelling, dizziness, or collapse. Requires immediate administration of adrenaline (epinephrine) via auto-injector and calling emergency services.

4. Roles and Responsibilities

The successful management of allergies requires shared responsibility across the school community. A coordinated approach ensures that pupils with allergies are supported effectively and that the school environment remains safe and inclusive.

The Trust Board has overall responsibility for approving this policy and monitoring its effectiveness in practice. Governors will satisfy themselves that the school complies with statutory requirements, including the proposed responsibilities set out in the [Benedict's Law / School \(Allergy Safety\) Bill](#), and that sufficient resources are allocated to allergy management.

The Headteacher/ Head of School and Senior Leadership Team hold operational responsibility for the consistent implementation of this policy. They ensure that Individual Healthcare Plans (IHPs) and Allergy Action Plans are in place for every pupil with a diagnosed allergy and that these are reviewed regularly. The Headteacher also has responsibility for ensuring that emergency adrenaline auto-injectors (AAIs) are available, accessible, and properly maintained, and that staff receive regular training.

Teaching and support staff play a vital role in implementing safe practices on a daily basis. They are expected to familiarise themselves with the Allergy Action Plans of pupils in their care and to respond promptly and appropriately to signs of an allergic reaction. All staff are required to attend training in allergy awareness and emergency procedures, including the use of AAIs. Beyond this, they are also responsible for modelling inclusive behaviour, reassuring pupils, and reducing anxiety through a proactive approach to allergy management.

Parents and carers are essential partners in supporting their child's allergy needs. They must provide the school with up-to-date medical information and supply the necessary prescribed medication, including at least two in-date AAIs where clinically advised. Parents are expected to work collaboratively with the school to review action plans, share insights into triggers and symptoms, and help to reinforce agreed strategies at home.

Pupils with allergies will be supported to take an age-appropriate role in managing their own condition. This may include recognising the early signs of a reaction, alerting staff, and where appropriate, carrying their medication. The school recognises that some pupils may require encouragement and reassurance, and will work with families to build independence in a safe and supportive way.

5. Management of Allergies

The school is committed to maintaining an environment where the risks to pupils with allergies are minimised as far as reasonably possible, while ensuring that they can participate fully in school life.

A central allergy register is maintained and regularly updated, listing all pupils with a diagnosed allergy. This register is shared with relevant staff, including kitchen and lunchtime staff, so that all adults working with pupils understand their needs. All pupil with a diagnosed allergy have an Individual Healthcare Plan and an Allergy Action Plan, setting out their specific allergens, symptoms, and required responses in the event of an allergic reaction.

Emergency medication, including AAIs, is stored in clearly identified, accessible locations around the school. Pupils' personal medication is kept securely, but made readily available to staff who may need to administer it in an emergency. Spare AAIs, purchased and held under statutory guidelines, are also available for use in case a pupil's own injector is unavailable or malfunctions.

The school takes steps to reduce exposure to allergens within the dining hall and classrooms. Staff are expected to remain vigilant when food is brought into school for special events or curriculum activities, and clear procedures are in place for checking allergens before food is distributed to pupils.

6. Allergy Action Plans and Emergency Procedures

Every pupil with a significant allergy has a personalised Allergy Action Plan, created in consultation with healthcare professionals, parents, and the school. These plans provide clear guidance on recognising symptoms, administering medication, and summoning emergency assistance. Copies of the plans are kept in classrooms, the school office, and with emergency medication.

In the event of an allergic reaction, staff are required to act swiftly and in accordance with the pupil's plan. Mild reactions may involve monitoring and administering antihistamines as directed, while anaphylaxis constitutes a medical emergency requiring immediate administration of an adrenaline auto-injector and a 999-call specifying "anaphylaxis". Staff will remain with the pupil at all times, monitor their condition closely, and, if necessary, administer a second dose of adrenaline after five minutes. Parents are contacted without delay, and a record of the incident is kept.

Following an incident, the Headteacher/ Head of School will ensure a debrief takes place with the pupil, staff, and family to reflect on the effectiveness of the response and to update the action plan where required. Emotional support will also be offered, recognising that allergic reactions can be traumatic both for the pupil and for those involved in responding.

7. Prevention and Risk Reduction

While allergic reactions cannot always be predicted or prevented, the school is committed to minimising risks through careful planning and awareness. Risk assessments are carried out for all school activities, including lessons, trips, and extracurricular events, to ensure that suitable precautions are in place. Staff are trained to consider allergen risks when preparing materials for classroom activities and are reminded to avoid using high-risk food products during lessons or celebrations.

The catering team plays a critical role in allergy management. All menus clearly display allergen information in compliance with the Food Information Regulations, and alternative meal options are available for pupils with allergies. Kitchen staff are trained in cross-contamination prevention and safe food handling practices.

Pupil education is also important. Through assemblies, PSHE lessons, and informal discussions, pupils are taught the importance of respecting the needs of their peers with allergies. This includes understanding why food sharing is not permitted and why teasing or dismissing allergy precautions is considered a serious breach of school rules.

8. Supporting Pupils with Allergies

The school recognises that allergies can affect pupils beyond their physical health, influencing their emotional wellbeing and social participation. Some pupils may experience anxiety about exposure to allergens, while others may feel isolated or stigmatised. Staff are therefore encouraged to adopt a supportive, inclusive approach.

Pupils with allergies are encouraged to participate fully in lessons, trips, and activities, with reasonable adjustments made where necessary. Staff will work with families to identify strategies that enable safe participation, such as pre-checking venues, arranging allergen-free spaces, or providing alternative materials.

Where pupils experience anxiety or bullying related to their allergy, pastoral support will be provided, and restorative approaches may be used to promote understanding among peers. The school takes any instance of bullying related to allergies seriously and responds in line with the Anti-Bullying Policy / Behaviour Policy.

9. Staff Training

Effective allergy management depends on staff confidence and competence. All staff, including support staff, lunchtime supervisors, and volunteers where appropriate, receive annual training on allergy awareness, recognising allergic reactions, and administering AAls. This training is delivered by qualified healthcare professionals and refreshed regularly to ensure confidence in emergency response.

In addition, key staff such as first aiders, catering staff, and trip leaders receive enhanced training tailored to their roles. Training is also a core part of induction for new staff, ensuring that allergy management is embedded in school culture from the outset.

10. Pupil Transition

Transitions are recognised as key points where the management of allergies must be carefully maintained. When new pupils join the school, information about their allergies is requested as part of the admissions process. Individual Healthcare Plans and Allergy Action Plans are drawn up promptly so that appropriate measures are in place from the start.

Within the school, information about pupils with allergies is shared at points of transition between year groups and teachers. Staff meet to review the needs of these pupils and to ensure continuity of care.

When pupils leave the school, information about their allergy management and action plans will be transferred to their next school in line with statutory guidance, ensuring that no lapse in support occurs during this time.

11. Monitoring Arrangements

The Headteacher/ Head of School and Trust board are committed to ensuring that allergy management in the school remains robust, up to date, and responsive to changing needs. All incidents, including “near misses”, are formally recorded and reviewed to identify patterns or potential improvements.

The policy itself will be reviewed annually, or sooner if significant changes to legislation, medical guidance, or school practice occur. Parents, staff, and where appropriate, pupils will be consulted during this review process to ensure the policy remains practical and effective.

12. Links with other policies

This policy should be read alongside other school policies that collectively promote the health, safety, and wellbeing of pupils, including:

- Supporting Pupils with Medical Conditions Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Educational Visits Policy
- Equality and Diversity Policy
- Behaviour Policy
- Anti-Bullying Policy