

	Beaumont School Allergy Safety Policy	Approved by CTL Committee – September 2026
		Next review – September 2029

Aims

This policy aims to:

- Set out our approach to allergy safety, including reducing the risk of exposure, and the procedures in place in case of allergic reaction.
- Make clear how we support students with allergies to ensure their wellbeing and inclusion.
- Promote and maintain allergy awareness among the school community.

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](#)

Roles and responsibilities

The Board of Trustees

The Board of Trustees is responsible for:

- Ensuring the school 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
- Taking steps to ensure the allergy safety policy is:
 - Generally known within the school and to parents of students at the school
 - At least once a year, brought to the attention of all stakeholders
 - Published on the school's website
- Ensuring risks relating to students with allergies are included in the risk register and actively managed

The Board of Trustees delegates the day-to-day implementation of this policy to the Allergy Safety Lead.

Allergy Safety Lead (ASL)

The nominated Allergy Safety Lead is Yvonne Powdrell, Deputy Head. The ASL has responsibility for:

- Implementing this policy and contributing to its review at least annually
- Promoting and maintaining allergy awareness across the school community
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline auto-injectors (AAIs)

The ASL will ensure that:

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- All allergy information is up to date and readily available to relevant members of staff.
- All students who require support with allergies have an up-to-date Individual Healthcare Plan (IHP.)
- All staff receive regular allergy awareness training and are aware of this policy and procedures regarding allergies.
- Relevant staff are aware of what activities need an allergy risk assessment.
- Named staff - Nejla Shekho and Rachel Smith - check that:
 - spare AAls are present and in date on a monthly basis
 - replacement AAls are obtained when expiry dates approach
- Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and consider and share with staff:
 - What lessons there are to learn and whether any changes need to be made to policies or IHPs.

Headteacher

The Headteacher is responsible for:

- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a student's allergy can be managed through the adjustments made under the Supporting Students with Medical Conditions policy or whether an IHP is required to specify arrangements that reflect their circumstances.

Teaching and support staff

All teaching and support staff are responsible for:

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

Parents/carers

Parents/carers are responsible for:

- Being aware of this policy and providing the school with up-to-date details of their child's medical needs and dietary requirements, and any history of allergies, reactions and anaphylaxis.
- If required, providing their child with 2 in-date AAls and any other medication, and making sure these are replaced in a timely manner.
- Following the school's guidance on food brought in to be shared.
- Updating the school on any changes to their child's condition.

Students with allergies

Are responsible for:

- Being aware of their allergens and the risks they pose.

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- Carrying their AAI on their person, understanding how and when to use it and only using it for its intended purpose.

Students without allergies

Are responsible for:

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

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.

Identifying students at risk

Please refer to the Supporting Students with Medical Conditions policy, which outlines the process by which we identify students with known allergies. In summary:

- Parents/carers will declare their child's medical conditions on the school application form via Applica. Declared medical conditions are then uploaded to the school MIS system.
- An IHP request is sent to parents/carers of students for whom an allergy has been declared, after their place at the school has been confirmed.
- An allergy (or asthma) action plan will be requested on the IHP. The IHP will request parental permission to use the school Emergency Response Kit (ERK).
- The same process is followed for in-year joiners.
- We will review IHPs bi-annually and send reminders to parents/carers.
- We ask that parents/carers proactively inform us if their child's medical needs change during the school year.

Identifying staff and visitors at risk

- New staff are asked to provide details of their allergies in advance of their start date.
- Visitors are asked to provide details of their allergies in advance of their visit.

Individual healthcare plans (IHP)

Students should have an IHP if they:

- Have an allergy which has a functional impact on them in the school environment.

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- 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 student 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 student. The school 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 students who are new to our school.

Not all students with an allergy will require an IHP. Some allergies will have little or no impact on the student while they are at school, or pose no risk to them. 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 student's allergy can be managed through the adjustments made under the medical conditions policy or whether an IHP is required.

The school will consider the following principles:

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

Where a student moves on to a new setting, their IHP will be shared as part of the transition.

Allergy and asthma action plans

All students 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 students 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 action plan(s) should be attached to the student's IHP. Whenever an action plan is updated, the IHP should be reviewed to incorporate it.

Register of pupils with known allergies

Please refer to the Supporting Students with Medical Conditions policy. We maintain a register of students with a known allergy via our MIS system on the Health Background tab. This includes:

- Known allergens and risk factors for anaphylaxis.
- Whether a student has been prescribed an AAI (and, if so, what type and dose.)
- Where a student has been prescribed an AAI, whether parental consent has been given to administer emergency medication.
- A photograph of each student to allow a visual check to be made. This can be checked quickly by any member of staff as part of initiating an emergency response.

Allowing all students to keep their AAIs with them will reduce delays and allow for rapid confirmation of consent.

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Assessing risk

The school will conduct a risk assessment for any student at risk of anaphylaxis taking part in:

- Lessons such as food technology and science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food

Minimising risk

Catering and Hygiene procedures

The school is committed to providing safe food options to meet the dietary needs of all pupils.

- We are an allergy aware school.
- Catering staff can identify students with allergies.
- The school will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements.
- School menus are available for parents/carers and students to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers.
- Where changes are made to school menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of students.
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination.

Visits and trips

No students with allergies will be excluded from taking part in trips and visits because of their allergies. The school will plan accordingly, and arrange for the staff members involved to be aware of students' allergies and to have received appropriate training.

We will conduct a risk assessment for any student at risk of anaphylaxis taking part in a school trip. Students at risk of anaphylaxis should have their own AAI with them. Staff trained to administer adrenaline in an emergency will be present on the school trip.

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 student has an allergy action plan, this must be followed.
- A spare school AAI will only be used if the student does not have a prescribed AAI or their prescribed AAI is not available or misfires.

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Adrenaline auto-injectors (AAIs)

Prescribed AAIs

Students who are prescribed AAIs are encouraged to keep them near or on their person at all times, including when travelling to or from the school and on school trips. It is recommended that two devices are carried at all times. Students with prescribed AAIs 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 student cannot keep their AAIs with them in the classroom, then the devices will be stored in an appropriate central location that is unlocked and accessible at all times - in the Student Support Base in B block. They are kept at room temperature (in line with manufacturer's guidelines) and protected from direct sunlight and extremes of temperature.

Spare AAIs and inhalers - Emergency Response Kit (ERK)

Our ERK contains:

- EpiPen
- Jext pen
- Inhaler
- Spacer

These are sourced from an approved school supplier.

Current regulations only allow schools to purchase AAIs as spare devices. If an individual who is prescribed nasal adrenaline suffers anaphylaxis, a school's spare AAI 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 ASL is responsible for sourcing spare AAIs and an emergency asthma reliever inhaler and ensuring they are stored according to the guidance.

Disposal

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

Using spare AAIs in an emergency situation without prior consent

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

The school will obtain advance consent from parents/carers or students for spare AAIs 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. This avoids potentially fatal delays in treatment.

Use of AAIs off school premises

Students at risk of anaphylaxis who are able to administer their own adrenaline must carry their own

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AAIs with them on school trips and off-site events. Trip leaders will check this before departure.

Serious incidents and ‘near misses’

A **serious incident** is any event relating directly to a medical condition (including allergy) in which a student, 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.

Incident recording

The school will record serious incidents and ‘near misses’ relating to allergy safety as soon as is feasible. The incident will be recorded in the MIS system, including the following information:

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

The school will approach serious incidents and ‘near misses’ in a ‘no blame’ spirit of seeking to learn lessons.

Incident reporting

The parents/carers of a student aged up to 16 should be notified of the incident or ‘near miss’ as soon as possible. In the case of a student aged 16 or over, the school will confirm that the student agrees that their parents/carers should be informed.

The school will share the report with the student’s parents, the student 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. The school will then confirm what we have learned 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 student is at home. This means that incident reporting is not limited to staff – the student, parents/carers or others will need to report to the school if there has been an incident with a delayed reaction.

Staff will always share the incident report with the ASL. The ASL will consider whether the allergy safety arrangements in place were appropriate or if changes are needed to this policy and/or the student’s IHP. Any learning will be shared appropriately with staff.

The school 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 the school carried out a work activity which results in death or immediate hospitalisation.
- To the local authority: any allergen-related food safety incidents.
- 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.

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Allergy awareness

Staff training

The school ensures that all staff expected to be present during times when students 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, Trustees, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It also includes catering staff. It does not include contractors carrying out work with no student-facing role such as builders, electricians or other ad hoc maintenance personnel.

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

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; and how to use the medication/device in an emergency.
- Understand the impact allergy can have on a student's wellbeing.
- 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 a 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').

Awareness of allergy safety policy

This allergy safety policy will be published on the school's website and shared with parents/carers at the start of the school year. All staff should be aware of and understand the policy as part of annual allergy awareness training.

Wellbeing

Students with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Students with allergies, together with their parents/carers, meet with Nejla Shekho, who is responsible for supporting students with medical conditions, before they start at the

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school.

Wellbeing support following an incident or 'near miss'

An incident or a 'near miss' is a serious event with a potential impact not only on the student but also their family, those involved in responding and any witnesses. The school will provide support to those involved.

Information sharing and GDPR

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.

Monitoring arrangements

The arrangements set out in this policy will be monitored by the ASL. The Board of Trustees will review and approve this policy annually, or more frequently if a serious incident or 'near miss' identifies an area for improvement.

Related policies

This policy links to the following policies and procedures:

- Health and Safety policy
- Supporting pupils with medical conditions policy
- Data Protection policy
- Behavior policy