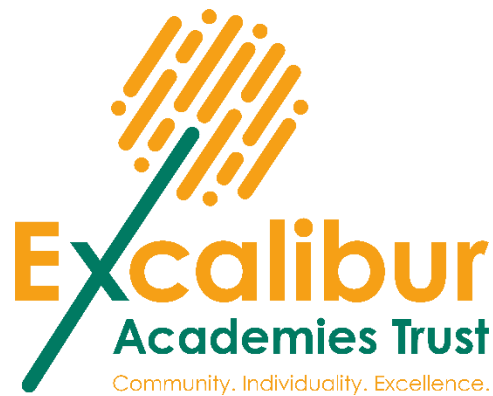




Excalibur Academies Trust

Pupil Allergy Policy

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07.2026	Davina Nicholls (DoE)	July 2026	

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July 2026	Core Executive		Annual Review

Document Control Page

Revision	Date	Change	Origin of Change
Creation of policy	July 2026	Creation of new EAT Allergy Safety Policy	Benedict's Law requirement for September 2026

Other Policies and Documents Associated
EAT Supporting Pupils with Medical Conditions Pupil Allergy Procedure Template EAT Child Protection and Safeguarding Policy EAT Health and Safety Policy Allergy safety in schools statutory guidance

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1. Statement of Intent

- 1.1 Excalibur Academies Trust is committed to ensuring, so far as is reasonably practicable, the risk to pupils and staff from allergic reactions are minimised and to provide a safe working and learning environment.
- 1.2 In accordance with Children and Families Act 2014, the Trust will make arrangements to support pupils with medical conditions, including allergies. This includes establishing a robust allergy management procedure to identify, assess, and control risks associated with exposure to allergies.
- 1.3 In line with Benedict's Law, we are committed to providing a safe, inclusive, and welcoming environment for all children, young people, staff, and visitors with allergies. Recognising the serious and potentially life-threatening risk posed by anaphylaxis, this dedicated policy establishes robust risk-mitigation measures and emergency response protocols.
- 1.4 All schools within the Trust are expected to meet the minimum standards set out in this policy including:
 - 1.4.1 Identifying students with allergies.
 - 1.4.2 Creating individual allergy management plans for students with high-risk allergies, with regular reviews.
 - 1.4.3 Training staff on allergy awareness and emergency procedures.
 - 1.4.4 Ensuring access to appropriate medical supplies and resources.
 - 1.4.5 Fostering open communication with parents and encouraging students on allergy management.
- 1.5 This policy establishes a consistent, best-practice approach for identifying, managing and controlling, as far as reasonably practicable, allergy risks across the Multi Academy Trust's academies.

2. Aims

- 2.1 The Trust is committed to reducing the risk of harm from allergens to both students and staff by implementing proactive and robust allergy management measures across all schools.
- 2.2 To achieve this, the individual schools will aim to:
 - 2.2.1 Ensure an up-to-date Pupil Allergy Procedure is in place,
 - 2.2.2 Stock "spare" adrenaline auto-injectors (AAIs) for use in emergency situations,

- 2.2.3 Provide appropriate allergy awareness training for all staff, with mandatory refresher sessions at regular intervals to maintain high standards of knowledge and response readiness
 - 2.2.4 Ensure all pupils with known allergies have an individual healthcare plan an allergy action plan in place,
 - 2.2.5 Appoint a governor and a senior leader with responsibility for allergy safety,
 - 2.2.6 Record and report serious incidents and 'near misses'
 - 2.2.7 Promote a culture of competence and accountability, recognising the serious health implications of allergen exposure and the critical role staff play in prevention.
 - 2.2.8 Support effective communication and review processes to ensure that allergy information is clearly shared, regularly updated, and reflected in daily practice.
 - 2.2.9 Ensure all catering contractors and relevant staff are fully informed of any known allergies among students and staff through up-to-date allergy registers, maintained and reviewed at each school.
 - 2.2.10 Monitor compliance with allergy procedures across staff and contractors.
- 2.3 Through these measures, the Trust aims to create a safe and inclusive environment for all members of the school community.

3. Allergy Awareness

- 3.1 What are Allergies?
- 3.1.1 Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Asthma, food allergy, eczema and seasonal rhinitis (hay fever) are all forms of allergy.
 - 3.1.2 An allergy is the body's immune system reacting to a substance (known as an allergen) that is typically harmless to most people. Common allergens include certain foods (e.g., peanuts, milk, eggs), insect stings, medications, latex, and pollen.
 - 3.1.3 Reactions can range from mild (such as skin irritation or sneezing) to severe and life-threatening. A severe allergic reaction is called anaphylaxis, and it can occur within minutes of exposure.
 - 3.1.4 Anaphylactic reactions usually begin within minutes of being in contact with the allergen i.e. eating a trigger food, though can occur several hours later (i.e. allergy to Mammalian meat). Anaphylaxis

involves difficulty in breathing and affects the heart rhythm. In extreme cases there could be a dramatic fall in blood pressure leading to collapse.

3.1.5 Once started, anaphylaxis reactions progress quickly. Investigations into fatal anaphylaxis show that there is only a 20-30 minute window of opportunity during which steps can be taken to prevent death – therefore giving emergency adrenaline immediately and calling Emergency Services (999) is crucial. Anaphylaxis always requires an emergency response.

3.1.6 Even trace amounts of allergens can cause reactions in some individuals, which is why careful management and awareness are essential in a school environment.

3.2 Common Allergens

3.2.1 The most common causes of "whole body" allergic reactions – including anaphylaxis – are:

- Foods (e.g. peanuts, tree nuts, cow's milk/dairy foods, egg, wheat, fish/shellfish and sesame)
- Insect stings (e.g. bee, wasp)
- Medication (e.g. antibiotics, pain medicines such as ibuprofen)
- Latex (e.g. rubber gloves, balloons, swimming caps)

3.2.2 Even for food allergy, the vast majority of anaphylaxis reactions require the person to have eaten the food, although less serious allergic reactions can happen through skin or other contact. Anaphylaxis reactions due to skin contact are very rare. Students who have a skin reaction need monitoring for at least an hour.

3.3 Health Risks Associated with Allergies

3.3.1 Exposure to allergens can cause a range of symptoms, from mild to life-threatening. These may include:

- Mild symptoms: rash, hives, sneezing, itching, or swelling of the lips/face.
- Moderate symptoms: vomiting, abdominal pain, or widespread hives.
- Severe symptoms (anaphylaxis): difficulty breathing, swelling of the throat or tongue, drop in blood pressure, loss of consciousness.

3.3.2 Because of the serious health risks involved, including the potential for rapid onset of life-threatening symptoms, all staff and catering providers must follow allergy procedures precisely and consistently.

3.4 Important Distinctions

- 3.4.1 Coeliac disease and food intolerance can present symptoms which are similar to those of food allergy; it is important that Coeliac disease and food intolerance is managed through dietary avoidance, but these conditions do not pose a risk of anaphylaxis and so they are not within this allergy safety policy.
- 3.4.2 Eczema, asthma and allergies sometimes occur together – known as the atopic triad. It is important that these are managed well in order to keep the individual healthy. Asthma training is needed by all staff and an individual's asthma care plan needs to be included with their individual healthcare plan. These conditions are not included in this allergy safety policy.

3.5 Equality Act Considerations

Excalibur Academies Trust understands that severe allergies are included in the Equality Act, 2010. The act considers a person disabled if they have a physical or mental impairment that has a substantial and long-term negative effect on their ability to carry out normal daily activities. Seasonal rhinitis (such as hay fever) is explicitly excluded from the definition of disability, unless it aggravates the effect of another health condition.

4. Arrangements for Allergy Management

- 4.1 The Trust recognises that allergies, particularly severe allergies that may result in anaphylaxis, pose significant health risks. In response, we have established the following arrangements to effectively manage allergies across all schools within the Trust.

4.2 Key Management Measures

4.2.1 Identification and Documentation

- Parents/carers are required to provide up-to-date medical information on known allergies during admission and annually thereafter.
- Each school maintains a confidential Allergy Register, listing all students and staff with known allergies.
- Individual Healthcare Plans (IHPs) or Allergy Action Plans are developed for individuals with high-risk allergies, outlining symptoms, triggers, and emergency procedures.

4.2.2 Communication and Information Sharing

- Allergy information is shared with relevant teaching, support, and catering staff to ensure everyone is aware of individuals at risk.

- Signs or indicators (e.g., discreet classroom lists or coded lanyards, where appropriate) may be used to ensure visibility without breaching confidentiality.
- Allergy information is considered in planning school events, trips, and extracurricular activities.

4.2.3 Training and Staff Competence

- All relevant staff receive annual allergy awareness training, including recognition of allergic reactions and administration of adrenaline auto-injectors (AAIs).
- Catering staff are trained in allergen control procedures and safe food handling practices.
- Training records are maintained and updated, with refresher sessions provided regularly or after any incident.

4.2.4 Food Safety and Catering Controls

- All catering providers must comply with Food Information Regulations and clearly label all known allergens.
- Schools check allergy registers against food orders and menus to ensure allergen-safe meals are provided.
- Procedures are in place to prevent cross-contact during storage, preparation, and serving of food.
- Students are discouraged from sharing food, and allergen-safe areas (e.g. nut-free tables) may be designated where necessary.

4.2.5 Emergency Preparedness

- Students with prescribed AAIs have them readily available during the school day, trips, and sporting activities.
- Where permitted, schools hold spare AAIs in line with legal guidance and best practice.
- Staff know where emergency medication is stored and are trained to act swiftly in case of anaphylaxis.
- Emergency action plans are reviewed following any allergic reaction or near miss.
- All allergy incidents are recorded on I AM Compliant

4.3 Policy Monitoring and Review

- 4.3.1 The allergy policy and associated procedures and arrangements are reviewed annually, or sooner in response to incidents or updated legislation.
- 4.3.2 Compliance is monitored through regular audits, and learning from incidents is used to improve future practice.

5. Roles and Responsibilities

5.1 The Board of Trustees

- 5.1.1 Ensure there is an allergy management policy in place that complies with the Childrens and Families Act 2014.
- 5.1.2 Provide oversight to ensure that sufficient resources, training, and monitoring systems are in place.
- 5.1.3 Ensure all statutory duties in relation to allergies are being met across the Trust's estate.

5.2 Chief Executive Officer (CEO)

- 5.2.1 Ensure strategic oversight of allergy management across the Trust.
- 5.2.2 Delegate operational responsibility to competent persons while ensuring governance structures support safe allergy management.
- 5.2.3 Review reports and audit outcomes related to allergy control and compliance.

5.3 CEO Supported by Chief Financial and Operations Officer (CFOO) who delegates to the Director of Estates to:

- 5.3.1 Lead the implementation of the Trust's Allergy Management policy assisting with procedure across all sites.
- 5.3.2 Ensure appropriate action is taken when incidents involving allergies are reported to the trust.
- 5.3.3 Report any incidents and near-misses involving allergy non-compliance via iAM compliant (the trust H&S compliance software), and following the Accident, Incident and Near-Miss Procedure.
- 5.3.4 Liaise with school and catering contractors to ensure all documentation and monitoring audits/reviews are compliant.

5.4 Principal / Headteacher of each school is responsible for:

- 5.4.1 Ensuring the allergy safety policy is implemented effectively across the school.
- 5.4.2 Ensuring that a named member of the senior leadership team has responsibility for allergy safety, including driving the implementation of the allergy safety policy and contributing to or leading review of the policy.
- 5.4.3 Ensuring the policy is reviewed at least annually, or more frequently following incidents or 'near misses'.

- 5.4.4 Ensuring the policy is readily accessible to parents and staff, published on the school website and available in hard copy on request.
 - 5.4.5 Ensuring that all staff have received appropriate annual training.
 - 5.4.6 While the Principal / Headteacher has overall responsibility for ensuring the policy is implemented, they will typically delegate day-to-day operational management to the named senior leader (Allergy Lead) and other designated staff members. However, the Headteacher retains accountability for ensuring all systems are in place and functioning effectively.
- 5.5 **Responsible Person – Allergy Lead (Operations Manager / Designated Staff Member)**
- 5.5.1 Oversee implementation of allergy policy and appropriate local procedures.
 - 5.5.2 Act as the day-to-day contact for allergy related matters on the school premises.
 - 5.5.3 Ensure accurate allergy information is collated from parents/carers and recorded securely.
 - 5.5.4 Maintain and regularly update the allergy register and shared appropriately.
 - 5.5.5 Ensure that staff are appropriately allergy awareness and emergency response trained, with regular refreshers, maintain training records.
 - 5.5.6 Ensure that emergency medication is readily available, not expires, and stored safely and accessibly.
 - 5.5.7 Report any incidents involving allergic reactions caused by allergies, via I AM Compliant as a Health and Safety incident.
 - 5.5.8 Conduct or delegate regular audits of allergy management practices.
 - 5.5.9 Address any non-compliance or gaps in procedures with appropriate actions.
 - 5.5.10 Liaise with catering providers to ensure allergen management systems are robust and legally compliant.
 - 5.5.11 Promote a whole school culture of awareness.
 - 5.5.12 Ensure allergy considerations are built into planning, supervision and catering during offsite events and trips.
 - 5.5.13 Work with school staff to support students with high-risk conditions.

5.5.14 Ensure allergy risks are included in safeguarding policies.

5.6 Students, Employees and Building Occupants

5.6.1 Know your students:

- familiarise yourself with the allergy register and Individual Healthcare Plans (IHPs) for students in your care.
- Be aware of the signs and symptoms of allergic reactions, especially anaphylaxis.

5.6.2 Be Vigilant in Daily Routines

- Supervise food areas closely (e.g. classrooms, playgrounds, canteens) to prevent food sharing or allergen exposure.
- Encourage handwashing before and after eating to reduce cross-contact.
- Check that allergen-safe practices are followed during activities involving food, crafts, or science materials.

5.6.3 Respond Appropriately in Emergencies

- Know where adrenaline auto-injectors (e.g. EpiPens) are kept and who is trained to use them.
- Follow the student's emergency action plan if a reaction occurs.
- Act quickly and calmly — allergic reactions can escalate rapidly.
- Call for medical help immediately in suspected anaphylaxis (dial 999 and inform them it's a possible anaphylactic reaction).

5.6.4 Communicate and Report

- Report any suspected symptoms of an allergic reaction immediately, even if mild.
- Inform senior staff or the school nurse if a student seems unwell, even if you're unsure its allergy related.
- Update records or incident logs if a reaction or near miss occurs, following the accident, incident and near-miss reporting procedure.

5.6.5 Support a Safe and Inclusive Environment

- Encourage a no food sharing rule in your classroom or activity.
- Promote empathy and understanding among students — never allow teasing related to allergies.
- Participate in any training offered — your knowledge could save a life.

6. Legislation

6.1 Under Section 100 of the Children and Families Act 2014, schools (including academies and maintained schools) must make arrangements to support pupils with medical conditions — including allergies.

6.2 The statutory guidance, Supporting Pupils at School with Medical Conditions, spells out how schools are expected to fulfil these duties.

6.3 Food and Allergen Labelling

Food Information Regulations 2014 require all food businesses, including school caterers, to provide clear allergen ingredient information — especially for “pre-packed for direct sale” (PPDS) items.

6.4 Emergency Medication

6.4.1 The Human Medicines (Amendment) Regulations 2017 allow schools to purchase spare AAs without a prescription – though they are not obligated to do so. Criteria include reasonable quantities, no profit intent, and a signed request by the head teacher.

6.4.2 AAs may be administered by non-medical staff, under existing legislation, in cases of emergency.

7. For Health & Safety Support & Advice

7.1 Delegated Services CIC an independent specialist company, act as the Trust's provider of *Competent Person* advice for health and safety matters. Support provided under this arrangement includes:

- **Section 2 – Communication**
 - 2.2: Routine health and safety enquiries
 - 2.3: Emergency helpline access
- **Section 6 – Health, Safety & Safeguarding Support**
 - 6.1: Provision of competent health and safety advice in line with statutory requirements
 - Ensure HSE notification (Form ASB5) is submitted where required

7.2 Routine Enquiries

Got a problem? Need some advice? Here's how to get in touch:

General day to day enquiries:

T +44 (0)1275 795 827

E info@delegatedservices.org

www.delegatedservices.org Delegated Services CIC is on LinkedIn,

[https://www.linkedin.com/company/delegated-services-c-i-c-/](https://www.linkedin.com/company/delegated-services-c-i-c/)

<https://twitter.com/delegatedserv>

<https://www.facebook.com/delegatedservices/>

7.3 Emergency Only

Please call the Delegated Services **Emergency Only** number: **+44(0)7979 425 989**

A member of the team will liaise with your establishment to aid an appropriate response and support.

Make sure you tell them **your telephone number, location and if the emergency services are on the way.**

Ensure HSE notification (Form ASB5) is submitted where required

8. **Useful Documents**

8.1 Consult the following documents as part of this guidance:

8.1.1 [DfE's Allergy Guidance for Schools](#) (updated September 2024) offers practical advice, legal summaries, and signposts to resources—including the FSA, Allergy UK, Anaphylaxis UK, and templates for Individual Healthcare Plans.

8.1.2 [Under Section 100 of the Children and Families Act 2014](#)

8.1.3 [The Human Medicines \(Amendment\) Regulations 2017](#)

8.1.4 [Supporting pupils with medical conditions in school](#)

8.1.5 [Allergy UK](#) and Anaphylaxis UK, in collaboration with BSACI and the Medical Conditions in Schools Alliance, have developed a Model Policy for Allergy at School ("Gold Standard" policy).

8.1.6 Anaphylaxis Poster and template downloads can be found at [anaphylaxis UK](#)

8.2 Schools are also encouraged to engage with the [Schools Allergy Code, developed by the Benedict Blythe Foundation, Allergy Team, and ISBA.](#)