Committee	CET People Committee
Paper Title	Pupil Allergy Policy
Action Required	Approve
Date of Committee	08/10/2026
Summary	Approved Local Governing Board 01/10/2026

CET Pupil Allergy Policy

Date of last update	**July 2026**
Date agreed by committee	**October 2026**
Date of next full review	**July 2027**

1. Aims

This policy aims to:

- Set out our Trust's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our trust supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the trust community
- The Trust will make reasonable adjustments, where required, to enable pupils with allergies to participate fully in school life.

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2. Legislation and Guidance

This policy is based on the Department for Education (DfE)'s guidance on allergies 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:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

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3. Roles and Responsibilities

The Trust adopts a whole-Trust approach to allergy awareness and management. Whilst this policy establishes minimum standards that apply across all schools, each school is responsible for implementing local arrangements that reflect its individual context.

Details of designated personnel and school-specific arrangements are maintained within each school's **Allergy Management Schedule (Appendix A)**.

3.1 Allergy Lead

Each school within the Trust will appoint an Allergy Lead. This will normally be a member of the Senior Leadership Team with responsibility for safeguarding, pastoral care or pupil welfare.

The Allergy Lead is responsible for:

- Promoting and maintaining allergy awareness across the school community
- Recording and maintaining allergy and special dietary information for relevant pupils
- Ensuring allergy information is accurate, current and readily accessible to relevant staff
- Ensuring pupils with significant allergies have an appropriate healthcare or allergy action plan
- Ensuring staff receive appropriate allergy and anaphylaxis awareness training

- Ensuring staff are familiar with local allergy management procedures
- Identifying activities that require allergy risk assessments
- Overseeing the management, storage and monitoring of adrenaline auto-injectors (AAIs)
- Monitoring compliance with this policy within the school
- Reviewing local allergy arrangements annually

The School Allergy Lead is responsible for maintaining the school's Allergy Management Schedule and ensuring it is reviewed at least annually.

3.2 Medical Officer/Designated First Aid Staff

Each school will identify appropriately trained staff responsible for coordinating allergy-related administration and medication management.

These staff are responsible for:

- Liaising with parents/carers regarding allergy information and medication
- Maintaining records relating to allergy management
- Supporting the collection and review of healthcare plans
- Monitoring medication expiry dates
- Reporting concerns to the School Allergy Lead
- Undertaking any other appropriate duties delegated by the School Allergy Lead

3.3 Teaching and Support Staff

All teaching and support staff are responsible for:

- Promoting allergy awareness among pupils
- Following this policy and local school procedures
- Attending relevant allergy and anaphylaxis training
- Being aware of pupils with allergies within their care
- Taking reasonable steps to reduce exposure to known allergens
- Considering allergy risks when planning activities, lessons, educational visits and enrichment events
- Supporting the inclusion, wellbeing and safety of pupils with allergies
- Following healthcare plans and emergency procedures where appropriate

3.4 Parents and Carers

Parents and carers are responsible for:

- Informing the school of any allergy, medical condition or dietary requirement
- Providing accurate and up-to-date medical information
- Supplying prescribed medication where required
- Ensuring medication remains in date and is replaced as necessary
- Supporting their child in understanding and managing their allergy
- Informing the school of any changes to their child's condition

3.5 Pupils with Allergies

Pupils with allergies are encouraged, where age and understanding permit, to:

- Understand their allergy and associated risks
- Follow advice regarding allergen avoidance
- Inform staff if they feel unwell or believe they have been exposed to an allergen
- Carry prescribed medication where agreed and appropriate
- Use medication safely and only for its intended purpose

3.6 Other Pupils

All pupils are expected to:

- Respect the medical needs of others
- Follow school guidance regarding food and allergens
- Not share food unless permitted by staff
- Report concerns regarding a peer's wellbeing to a member of staff

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4. Assessing Risk

Each school will undertake appropriate risk assessments for pupils at risk of allergic reactions or anaphylaxis.

- Food technology
- Science investigations involving food products
- Educational visits and residential trips
- School events and celebrations
- Animal encounters
- Outdoor learning activities

- Any activity where allergen exposure could reasonably occur

Where necessary, individual risk assessments will be completed and reviewed in consultation with parents/carers and relevant professionals.

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5. Managing Risk

5.1 School Allergy Arrangements

Recognising that each school operates in a different environment, local allergy management arrangements are detailed within each school's Allergy Management Schedule.

This includes information relating to:

- Designated staff
- Medical room arrangements
- AAI storage locations
- Site-specific allergen controls
- Dining arrangements
- Communication procedures

5.2 Hygiene Procedures

All schools will implement reasonable hygiene measures to reduce allergen exposure, including:

- Encouraging hand washing before and after eating
- Discouraging food sharing
- Maintaining appropriate cleaning arrangements
- Managing food preparation activities appropriately

5.3 Catering

Where catering is provided, Schools will ensure that allergen information is available in accordance with legal requirements and that appropriate measures are implemented to minimise the risk of cross-contamination, including:

- Appropriate food handling procedures are followed
- Cross-contamination risks are minimised
- Relevant staff receive suitable training

5.4 Food Restrictions

The Trust recognises that it is generally impractical to create completely allergen-free environments.

Individual schools may introduce proportionate controls based on their risk profile and pupil needs. These arrangements must be clearly communicated to staff, pupils and parents.

5.5 Educational Visits and School Events

No pupil will be excluded from participating solely because they have an allergy.

Schools will take reasonable steps to:

- Identify potential risks
- Ensure appropriate medication is available
- Brief relevant staff
- Follow healthcare plans and risk assessments

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6. Procedures for Handling Allergic Reactions

6.1 Allergy Register

Each school will maintain an up-to-date register of pupils with significant allergies and those prescribed AAIs.

The register should include:

- Known allergens
- Healthcare plan information
- Emergency contact details
- Medication requirements
- Consent arrangements where applicable

6.2 Emergency Response

Each school will maintain a local allergy emergency response procedure consistent with Trust requirements.

All staff will receive information appropriate to their role regarding:

- Recognising allergic reactions
- Recognising anaphylaxis
- Emergency communication procedures
- Accessing healthcare plans
- Administration of AAIs where trained and authorized

In the event of a suspected anaphylactic reaction:

- The pupil's healthcare plan will be followed where available

- Emergency services will be contacted immediately
- An AAI will be administered by a trained member of staff where appropriate
- Parents/carers will be informed as soon as practicable
- A record of the incident will be maintained

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7. Adrenaline Auto-Injectors (AAIs)

7.1 School Responsibilities

Each school will maintain arrangements for:

- Procuring emergency AAIs where appropriate
- Safe storage
- Stock monitoring
- Disposal and replacement
- Availability during educational visits

Details of local arrangements are recorded within the school's Allergy Management Schedule.

7.2 Storage

Schools must ensure that AAIs are:

- Readily accessible to trained staff
- Stored in accordance with manufacturer guidance
- Clearly identified
- Regularly checked

7.3 Monitoring and Maintenance

Each school will nominate appropriately trained staff to conduct routine checks of AAI stock.

These checks will include:

- Expiry dates
- Integrity of devices
- Replacement requirements
- Record keeping

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8. Training

The Trust expects all staff to receive appropriate allergy and anaphylaxis awareness training relevant to their role.

Each school will ensure:

- New staff receive allergy awareness information as part of induction
- Relevant staff are trained in recognising and responding to allergic reactions
- Appropriate staff are trained in the administration of AAIs
- Refresher training is undertaken at least annually or sooner where required

Training records will be maintained by each school.

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9. Monitoring and Review

The Trust is responsible for monitoring the effectiveness of this policy and ensuring that minimum standards are implemented across all schools.

Headteachers are responsible for ensuring implementation within their school and for maintaining local allergy management arrangements.

Compliance may be monitored through:

- School self-assurance activities
- Health and safety monitoring
- Review of allergy-related incidents and near misses
- Training records
- Policy and procedure reviews
- Internal audit and assurance processes where appropriate

This policy will be reviewed annually or sooner where changes in legislation, guidance or Trust practice require.

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10. Links to Other Policies

This policy should be read alongside:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy

Appendix A

School Allergy Management Schedule

School Name: Coleshill Heath School

Academic Year: 2026-2027

Completed By: Miss Caroline Budd

Role	Name	Contact
Allergy Lead	Miss Caroline Budd	
Deputy Allergy Lead	Miss Rachel Thomas	
Medical Officer / First Aid Lead	Miss Terri Strong	
Trained AAI Staff Member	Miss Terri Strong	
Trained AAI Staff Member	Ms Jayne Perry	
Educational Visits Lead	Kerry Gallier	

Allergy Register

The school maintains an up-to-date register of pupils with diagnosed allergies and/or prescribed AAIs.

Location of allergy register: Schools MIS System and printed copy in the school office

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Healthcare Plans

The school maintains individual healthcare plans/allergy action plans where appropriate.

Location of plans:

Staffroom noticeboard, children's classroom, school kitchen and CPOMS

Who is responsible for reviewing plans?
Allergy lead

Frequency of review:

☐ Annually

☐ Upon medical update

☐ Other: _____

Adrenaline Auto-Injector (AAI) Arrangements

Pupil AAIs

Location(s) where pupil AAIs are stored:

School office, classroom, school kitchen. Taken on all school trips

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Emergency AAIs

Location(s) of spare school AAIs:

School office

Emergency Response Arrangements

Emergency communication procedure:

Location of emergency medical information:

Location of emergency grab bag (if used):

Location of emergency anaphylaxis kit:

Catering and Food Management

Food provider:

☐ In-house

☐ External contractor

Name of provider:

Method used to communicate allergen information:

☐ Menus

☐ Food labels

☐ Catering system

☐ Other

Details:

School-Specific Risk Reduction Measures

Tick all measures currently in place:

☐ Hand washing before and after eating

☐ No food sharing

☐ Staff allergy awareness training

☐ Dining area supervision

☐ Enhanced cleaning routines

☐ Allergen awareness signage

☐ Individual pupil risk assessments

☐ Educational visit risk assessments

☐ Allergy awareness assemblies

☐ Medical alerts on MIS

Other controls:

Educational Visits

Person responsible for confirming allergy arrangements for visits:

Procedure for transporting medication on visits:

Staff Training

Date of most recent allergy training:

Percentage of staff trained:

Allergy Incidents and Near Misses

Number of allergy-related incidents in previous 12 months:

Number of AAI administrations:

Annual Review Declaration

I confirm that:

- The school's allergy arrangements comply with the CET Pupil Allergy Policy.
- Allergy information is maintained and accessible.
- Appropriate staff training has been completed.
- Emergency medication arrangements have been reviewed.
- This schedule has been reviewed within the last 12 months.

Completed by (Allergy Lead):

Name: _____

Date: _____

Headteacher Approval

Name: _____

Date: _____