



Allergy Safety Policy

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Policy Statement

ONE Multi Academies Trust is committed to providing a safe, inclusive and supportive environment in which all pupils can achieve their full potential. The Trust recognises that allergies are a significant medical condition that can affect pupils physically, emotionally and socially, and that severe allergic reactions, including anaphylaxis, can be life-threatening if not recognised and treated promptly.

The Trust is committed to ensuring that pupils with allergies are able to participate fully and safely in all aspects of academy life, including lessons, enrichment activities, educational visits, sporting activities and residential visits. Every academy within the Trust will take all reasonably practicable steps to minimise the risk of exposure to known allergens while recognising that it is neither practical nor possible to eliminate all allergens from a school environment.

The Trust does not operate allergen-free academies. Instead, each academy will implement robust and proportionate risk management arrangements based upon individual needs, appropriate medical advice, suitable risk assessments and current Department for Education guidance. Allergy-related risks are included on the academy risk register and actively monitored by academy/Trust leadership.

Effective allergy management relies upon close partnership working between pupils, parents and carers, academy staff, healthcare professionals and the Trust. Through effective communication, appropriate training and clear procedures, the Trust aims to safeguard pupils with allergies whilst promoting independence and inclusion.

This policy applies to every academy within ONE Multi Academies Trust and should be read alongside the Trust's Supporting Pupils with Medical Conditions Policy, First Aid Policy, Health and Safety Policy, Educational Visits Policy, Safeguarding and Child Protection Policy, Behaviour Policy and Equality Policy.

This is the Trust's dedicated Allergy Safety Policy and should be implemented in accordance with current Department for Education statutory guidance on allergy safety in schools.

Purpose

The purpose of this policy is to establish a consistent Trust-wide approach to the identification, management and support of pupils with allergies.

The policy aims to:

- ensure that pupils with allergies can participate fully and safely in all aspects of academy life;
- minimise the risk of allergic reactions through appropriate planning, communication and risk management;
- clarify the responsibilities of trustees, academy leaders, staff, parents, carers and pupils;
- ensure that suitable arrangements are in place for emergency treatment where required;

- promote awareness and understanding of allergies throughout the Trust;
- ensure compliance with statutory guidance and relevant legislation;
- support academies in meeting their safeguarding, health and safety and equality duties.

Scope

This policy applies to:

- all academies within ONE Multi Academies Trust;
- all pupils;
- Trust employees;
- agency workers;
- volunteers;
- governors;
- contractors;
- visitors;
- external organisations delivering activities on behalf of the Trust.

Definitions

For the purposes of this policy:

Allergy is an immune system response to a substance (known as an allergen) that is normally harmless to most people.

Allergen refers to any substance capable of triggering an allergic reaction, including but not limited to foods, insect stings, medicines, latex and environmental allergens.

Anaphylaxis is a severe, potentially life-threatening allergic reaction requiring immediate treatment with adrenaline and emergency medical assistance.

Adrenaline Auto-Injector (AAI) means a prescribed emergency medical device, such as an EpiPen®, Jext® or Emerade®, used to administer adrenaline during anaphylaxis.

Individual Healthcare Plan (IHP) means a personalised document setting out the support and emergency arrangements for a pupil with a medical condition.

Legislative Framework

This policy has been developed having regard to:

- Equality Act 2010
- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Human Medicines (Amendment) Regulations 2017
- Food Information Regulations 2014

- Department for Education statutory guidance *Supporting Pupils at School with Medical Conditions*
- Keeping Children Safe in Education
- UK General Data Protection Regulation
- Data Protection Act 2018
- Children's Wellbeing and Schools Act 2026
- Department for Education statutory guidance: Allergy Safety in Schools
- Department of Health and Social Care guidance: Using Emergency Adrenaline Auto-Injectors in Schools

Guiding Principles

ONE Multi Academies Trust is committed to ensuring that pupils with allergies are safe, supported and able to participate fully in all aspects of academy life.

The Trust recognises that allergies can affect pupils physically, emotionally and socially and is committed to promoting an inclusive environment where pupils are protected from avoidable risks whilst maintaining their independence wherever appropriate.

In implementing this policy, the Trust and its academies will ensure that:

- pupils with allergies are supported to access education and participate fully in all curriculum and extra-curricular activities, including educational visits and residential visits;
- pupils with allergies are not disadvantaged, excluded or treated less favourably because of their medical condition;
- appropriate reasonable adjustments are made where required in accordance with the Equality Act 2010;
- the safety and wellbeing of pupils with allergies is a shared responsibility between the Trust, academy staff, parents and carers, healthcare professionals and pupils themselves, where appropriate;
- known allergies are identified promptly and appropriate support arrangements, including Individual Healthcare Plans where required, are implemented before or as soon as reasonably practicable following admission or diagnosis;
- staff receive appropriate information, guidance and training to enable them to recognise allergic reactions, respond appropriately in an emergency and fulfil their responsibilities under this policy;
- prescribed emergency medication is readily accessible and available whenever pupils are on academy premises or participating in academy activities off site;
- academies take reasonable and proportionate steps to minimise exposure to known allergens whilst recognising that it is not possible to eliminate all allergens from an educational environment;
- pupils are encouraged, in an age-appropriate manner, to understand and manage their own allergies, promoting independence and self-management where appropriate;
- bullying, teasing or discriminatory behaviour relating to a pupil's allergy will not be tolerated and will be addressed in accordance with the Trust's Behaviour

- Policy and Safeguarding and Child Protection Policy;
- all allergic reactions, particularly suspected anaphylaxis, are treated as medical emergencies and managed without delay in accordance with established emergency procedures;
- allergy-related incidents and near misses are reviewed to identify lessons learned and improve future practice across the Trust. Serious allergy-related incidents and near misses will be reported to parents or carers and, where appropriate, the LAB and Trust Board. Incidents and near misses will be investigated, lessons learned will be identified, and relevant policies, Individual Healthcare Plans and risk assessments will be reviewed and updated where necessary.

Key Personnel

ONE Multi Academies Trust

CEO	Mrs Anita Notta
Trust Inclusion Lead	Miss Amy Evans
Link Trustee	Susan Jackson

The Khalsa Academy Wolverhampton

Principal	Mr Sukhdev Shoker
Senior Leader with Responsibility for Allergy Safety	Miss Amy Evans
Medical Lead/ First Aid Lead	Miss Jaspreath Lehal
LAB Lead for Allergy Safety	Ian Williams

Atam Academy

Principal	Mr Chris Stead
Senior Leader with responsibility for Allergy Safety	Mrs Samantha Williams
Medical Lead/ First Aid Lead	Mrs Sukhbir Lalli
LAB Lead for Allergy Safety	Mrs Raminder Shergill

Roles and Responsibilities

The effective management of allergies within ONE Multi Academies Trust is a shared responsibility. Trustees, academy leaders, staff, parents, carers, pupils and healthcare professionals all have an important role in ensuring pupils with allergies are safe, supported and able to participate fully in academy life.

Trust Board

The Trust Board is responsible for:

- ensuring that suitable arrangements are in place across the Trust to support pupils with allergies and other medical conditions;
- approving this policy and monitoring its implementation;

- o ensuring academies comply with relevant legislation, statutory guidance and Trust policies;
- o seeking assurance that appropriate training, resources and procedures are in place across all academies;
- o monitoring significant allergy-related incidents and near misses and ensuring lessons learned are shared across the Trust where appropriate.

Chief Executive Officer

The Chief Executive Officer is responsible for:

- o providing strategic leadership for the implementation of this policy;
- o ensuring consistent standards are maintained across all academies;
- o ensuring Principals receive appropriate support to implement this policy effectively;
- o reporting significant concerns relating to allergy management to the Trust Board where appropriate.

Principals

Principals are responsible for ensuring this policy is implemented effectively within their academy.

This includes ensuring that:

- o pupils with allergies are identified promptly;
- o appropriate Individual Healthcare Plans are developed where required;
- o suitable risk assessments are undertaken;
- o appropriate staff training is provided and maintained;
- o emergency medication arrangements comply with this policy;
- o parents and carers are consulted appropriately;
- o allergy management forms part of the academy's wider safeguarding, inclusion and health and safety arrangements;
- o allergy-related incidents and near misses are investigated and reviewed to identify lessons learned and improve practice.

Principals will ensure that a named senior leader has operational responsibility for allergy safety within the academy.

Academy Medical Lead / First Aid Lead

Each academy will nominate an appropriately trained member of staff to coordinate allergy management.

The Medical Lead will:

- o maintain an accurate register of pupils with allergies;
- o coordinate the development, review and monitoring of Individual Healthcare Plans;
- o monitor prescribed medication and expiry dates;

- coordinate staff training;
- liaise with parents, healthcare professionals and academy staff;
- ensure relevant information is communicated appropriately;
- maintain records of allergy-related incidents and near misses;
- review procedures following significant allergic reactions.

Staff

All staff have a responsibility to safeguard pupils and must:

- familiarise themselves with this policy and academy procedures;
- understand their responsibilities for pupils with allergies;
- be aware of pupils whose allergies may affect their role;
- follow Individual Healthcare Plans and risk assessments;
- recognise the signs and symptoms of allergic reactions and anaphylaxis;
- seek assistance immediately where concerns arise;
- administer emergency medication where trained and authorised to do so;
- report allergy-related incidents and near misses in accordance with academy procedures.

Parents and Carers

Parents and carers are responsible for:

- informing the academy of any diagnosed allergy or changes to their child's medical needs;
- providing accurate and up-to-date medical information;
- supplying prescribed medication in date and clearly labelled;
- replacing medication before it expires;
- participating in the development and review of Individual Healthcare Plans;
- ensuring emergency contact details remain current.

Pupils

Where appropriate to their age, maturity and understanding, pupils are encouraged to:

- understand their allergy and take reasonable steps to avoid known allergens;
- carry prescribed medication where agreed with the academy;
- report any symptoms or concerns immediately;
- avoid sharing food, drinks or medication;
- follow the arrangements outlined within their Individual Healthcare Plan.

Staff with Allergy-Related Needs

ONE Multi Academies Trust recognises that members of staff may have diagnosed allergies, including allergies that place them at risk of anaphylaxis. The academies within the Trust will take reasonable and proportionate steps to support staff with allergy-related needs and to reduce foreseeable risks within the workplace.

Identification and notification

- Staff are encouraged to inform HR and their line manager if they have an allergy that may require support, reasonable adjustments or emergency arrangements while at work.
- Where a member of staff identifies an allergy-related need, the academy or Trust will, in consultation with the member of staff:
 1. obtain relevant information about the allergy, known allergens and potential triggers;
 2. identify any workplace activities, environments or practices that may present a foreseeable risk;
 3. consider whether a specific allergy risk assessment is required;
 4. agree any reasonable adjustments or risk-reduction measures that may be necessary;
 5. agree appropriate emergency arrangements, including the location and accessibility of the member of staff's prescribed emergency medication; and
 6. identify, with the member of staff's agreement, what information needs to be shared with relevant colleagues to support their safety.

Management arrangements

Where appropriate, an individual workplace allergy risk assessment will be completed and recorded. This may include consideration of the member of staff's normal working environment, catering and food preparation areas, practical activities, off-site duties, educational visits, staff events and any other activities where exposure to a known allergen could reasonably occur.

Staff who have been prescribed adrenaline auto-injectors are responsible for ensuring that their prescribed medication is available, accessible and in date while at work.

Where specific emergency arrangements have been agreed, relevant colleagues will be made aware of the action to take in an emergency, including calling 999 and assisting the member of staff to access their prescribed adrenaline auto-injector where required.

Information relating to a member of staff's allergy will be treated as confidential medical information and will only be shared where necessary and appropriate, taking account of the member of staff's wishes and applicable data protection requirements.

Review

Individual staff allergy arrangements and associated risk assessments will be reviewed:

- when the member of staff informs the Trust or academy of a change in their allergy, treatment or prescribed medication;
- following an allergy-related incident or near miss;

- where there is a significant change to their role, duties or working environment; or
- where there is another reason to believe that the existing arrangements may no longer be suitable or sufficient.

Staff allergy-related incidents and near misses will be recorded and reviewed in accordance with the Trust's relevant health and safety procedures, with any necessary actions taken to reduce the risk of recurrence.

Admission and Identification of Pupils with Allergies

The Trust is committed to identifying pupils with allergies as early as possible to ensure appropriate support arrangements are in place from the outset.

Parents and carers are expected to inform the academy of any diagnosed allergy during the admissions process or immediately following diagnosis. Where appropriate, academies may request supporting medical information from healthcare professionals to enable suitable arrangements to be implemented.

Before a pupil with a significant allergy joins the academy, or as soon as reasonably practicable following diagnosis, the academy will work in partnership with parents or carers and, where appropriate, relevant healthcare professionals to:

- understand the nature and severity of the allergy;
- identify known allergens and potential triggers;
- determine the level of support required;
- establish emergency procedures;
- develop an Individual Healthcare Plan where appropriate;
- ensure relevant staff receive appropriate information before the pupil attends the academy.

Information relating to a pupil's allergy will be recorded securely within the academy's management systems and shared only with staff who require the information to fulfil their responsibilities, in accordance with UK GDPR and the Data Protection Act 2018.

Where a pupil develops an allergy during their time at the academy, these arrangements will be implemented as soon as reasonably practicable following notification.

Individual Healthcare Plans

Individual Healthcare Plans (IHPs) are an important mechanism for ensuring pupils with allergies receive appropriate support whilst attending the academy.

An Individual Healthcare Plan (IHP) will be where the pupil:

- has an allergy with a functional impact;
- is at risk of harm as a result; and

- requires arrangements additional to or different from the general arrangements.

Healthcare Plans will be developed collaboratively between the academy, parents or carers, the pupil where appropriate and relevant healthcare professionals. Each pupil's healthcare professional Allergy Action Plan will be attached to the IHP, where one has been provided.

Each Individual Healthcare Plan will normally include:

- the pupil's photograph and personal details;
- details of the diagnosed allergy or allergies;
- known allergens and triggers;
- typical signs and symptoms experienced by the pupil;
- prescribed medication and dosage where appropriate;
- arrangements for carrying and storing medication;
- the location of emergency medication;
- emergency procedures, including the administration of adrenaline where required;
- details of any reasonable adjustments or risk management measures;
- arrangements for educational visits, residential visits and extra-curricular activities where the pupil:
 1. has an allergy with a functional impact;
 2. is at risk of harm as a result; and
 3. requires arrangements additional to or different from the general arrangements.
- curricular activities where appropriate;
- emergency contact details;
- the review date.

Healthcare Plans will be reviewed at least annually, following any significant allergic reaction, or whenever there is a change to the pupil's medical needs or prescribed treatment.

All relevant staff will be made aware of their responsibilities under Individual Healthcare Plans.

Medication and Emergency Adrenaline Auto-Injectors

Parents and carers are responsible for providing all prescribed medication required by their child and ensuring that it remains in date.

Academies will ensure that prescribed medication is:

- clearly labelled with the pupil's name;
- stored securely whilst remaining immediately accessible in an emergency;
- available throughout the school day;
- pupils prescribed adrenaline should have rapid access to both prescribed devices at all times, including playground, sports fields, lunch.
- available during educational visits, residential visits and other off-site activities;

- checked regularly to ensure it remains within its expiry date.

Where appropriate, and following discussion with parents or carers and consideration of the pupil's age, maturity and ability to manage their condition safely, pupils may carry their own prescribed medication in accordance with their Individual Healthcare Plan.

In accordance with the Human Medicines (Amendment) Regulations 2017, academies will purchase and maintain emergency spare adrenaline auto-injectors for use in an emergency.

Arrangements for emergency spare adrenaline auto-injectors will include:

- spare AAls will be held in pairs and in appropriate doses, with additional pairs held where required following consideration of the academy's size, pupil population and risk assessment;
- spare AAls will be stored securely but will remain readily accessible in an emergency;
- arrangements will enable rapid access to spare AAls without unnecessary delay;
- expiry dates will be monitored regularly and checks recorded;
- AAls will be stored in accordance with the manufacturer's instructions and protected from extremes of temperature and direct sunlight;
- devices will be replaced following use or before expiry;
- the location of spare AAls will be clearly communicated to relevant staff; and
- appropriate staff training and records will be maintained.

Emergency spare adrenaline auto-injectors will only be administered where:

- the pupil's own prescribed device is unavailable, expired, damaged or has already been administered.

Following the administration of an adrenaline auto-injector:

- emergency services will be contacted immediately by dialling 999;
- parents or carers will be informed as soon as reasonably practicable;
- the incident will be recorded;
- the pupil's Individual Healthcare Plan and risk assessment will be reviewed.
- spare AAls will be replaced promptly following use or before their expiry date to ensure that appropriate emergency stock remains available at all times;
- used or expired AAls will be removed from emergency stock immediately and disposed of safely in accordance with the academy's arrangements for clinical or sharps waste, recognising that AAls contain a needle and must not be placed in general waste;
- the replacement and disposal of spare AAls will be recorded, including the date of use or expiry and the date on which the replacement device was obtained;
- following the use of a spare AAI, the academy will check its remaining emergency stock and arrange replacement without unnecessary delay.

Reducing the Risk of Allergen Exposure

While it is not possible to eliminate all allergens from an educational environment, each academy will take reasonable and proportionate steps to minimise the risk of exposure to known allergens.

Measures may include:

- promoting effective handwashing before and after eating;
- encouraging good hygiene practices throughout the academy;
- each academy will communicate appropriately with parents and carers to raise awareness of allergy safety arrangements and relevant academy policies.
- discouraging pupils from sharing food or drinks;
- ensuring dining tables and shared surfaces are cleaned appropriately;
- considering allergy risks when planning curriculum activities, practical lessons and enrichment activities;
- ensuring educational visits and residential visits include appropriate allergy risk assessments;
- communicating relevant information to catering providers and other appropriate staff;
- undertaking individual risk assessments where required.

The Trust does not support blanket bans on specific foods or allergens unless supported by an individual risk assessment and evidence that such measures are necessary to protect the safety of a pupil.

Allergy management arrangements will be proportionate, evidence-based and tailored to individual needs.

Nuts and Nut-Containing Products

The Trust does not operate a blanket nut-free policy. Nuts and nut-containing products will be managed as part of each academy's wider allergy risk-management arrangements.

Where a pupil or member of staff has a diagnosed nut allergy, the academy will consider the individual's needs, relevant medical information and the circumstances of the academy when assessing risk. Reasonable and proportionate measures will be implemented where required to reduce the risk of accidental exposure.

These measures may include appropriate communication with catering providers, staff, pupils and parents or carers; controls relating to particular activities or areas; appropriate cleaning and hygiene arrangements; and individual risk-management measures.

Where an individual risk assessment identifies that restrictions on particular nuts or nut-containing products are necessary, these will be clearly communicated and kept under review. The Trust will not describe an academy as "nut-free", as it cannot guarantee the complete absence of nuts or nut traces from the school environment.

Catering

Where catering services are provided, academies will work in partnership with catering providers to support pupils with diagnosed allergies and to promote safe dining arrangements.

Catering providers are expected to:

- comply with all relevant food safety and food information legislation;
- provide accurate allergen information for food offered to pupils;
- take reasonable steps to minimise the risk of cross-contamination during food preparation and service;
- work collaboratively with academy staff and parents or carers where individual dietary requirements require additional planning;
- ensure staff receive appropriate training in allergen awareness and food safety.

Academies will communicate relevant allergy information to catering providers where appropriate and will work collaboratively to ensure suitable arrangements are in place for pupils with diagnosed allergies.

The Trust recognises that responsibility for avoiding known allergens is shared between the academy, catering provider, parents or carers and, where appropriate, the pupil. Consequently, no academy can guarantee an allergen-free environment. However, all reasonable and proportionate measures will be taken to reduce foreseeable risks and support pupils to participate safely in academy life.

Curriculum Activities

ONE Multi Academies Trust is committed to ensuring that pupils with allergies can participate fully in all aspects of the curriculum. Whilst certain curriculum activities may involve increased exposure to allergens, appropriate planning and risk management will enable pupils to participate safely wherever reasonably practicable.

Academies will consider potential allergy risks when planning practical lessons, enrichment activities and special events. Particular consideration should be given to activities undertaken within subjects such as Food Preparation and Nutrition, Science, Design and Technology, Art, Physical Education and any other curriculum area where allergens may be present.

Where appropriate, staff will:

- review the Individual Healthcare Plans of pupils participating in practical activities;
- identify any allergens or materials that may present a foreseeable risk;
- undertake proportionate risk assessments where required;
- adapt activities or provide suitable alternative materials where necessary to reduce risk without unnecessarily excluding pupils from participation;
- ensure emergency medication is readily accessible during practical activities;

- seek advice from parents, carers or healthcare professionals where additional guidance is required.

Staff must not introduce food or other known allergens into lessons or activities without considering the needs of pupils with diagnosed allergies.

Academies should also consider allergy risks during assemblies, reward events, fundraising activities, cultural celebrations, charity events, sixth form activities and any occasion where food or allergenic materials may be present.

Educational Visits

The Trust believes that pupils with allergies should be able to participate fully in educational visits, residential visits and off-site activities wherever it is safe and reasonably practicable to do so.

The needs of pupils with allergies must be considered during the planning and risk assessment process for all educational visits.

Visit leaders must ensure that:

- relevant Individual Healthcare Plans are reviewed before the visit;
- appropriate allergy risk assessments are completed where necessary;
- emergency medication accompanies the pupil throughout the visit;
- the visit risk assessment will consider whether spare AAIs should also accompany the visit, taking account of factors including the location of the activity, access to emergency medical services, journey times and the need to retain sufficient spare devices for pupils remaining at the academy;
- supervising staff understand the pupil's allergy, emergency procedures and their responsibilities;
- arrangements are in place for the safe storage and accessibility of medication where pupils are not carrying their own devices;
- food arrangements are considered in advance where meals are provided;
- emergency medical services can be contacted promptly if required;
- parents or carers are consulted where additional planning is necessary.

Where residential visits are undertaken, additional consideration should be given to accommodation, catering arrangements, supervision, access to emergency healthcare and the availability of emergency medication throughout the visit.

No pupil should be excluded from an educational visit solely because of an allergy unless an appropriate risk assessment concludes that the risks cannot be managed safely.

Lettings, Contractors and Visitors

The Trust recognises that many academies are used by external organisations outside the normal school day. Appropriate arrangements must therefore be in place to safeguard pupils with allergies whenever academy premises are used by third parties.

Where external organisations provide activities involving pupils, the academy will ensure that relevant information regarding pupils' allergies is shared where appropriate and in accordance with data protection legislation. Relevant allergy safety information and emergency procedures will be included within visitor information or welcome arrangements, where appropriate. Information about individual pupils will only be shared where necessary and in accordance with data protection requirements.

Contractors, external providers and organisations using academy premises are expected to:

- comply with academy health and safety procedures;
- cooperate with reasonable measures introduced to support pupils with allergies;
- ensure any food provided complies with relevant food safety and allergen legislation;
- notify the academy where activities may involve significant allergen exposure.

Where academy premises are hired to external organisations outside normal school hours, responsibility for allergy management rests with the organisation responsible for the activity unless otherwise agreed. However, academies should ensure that appropriate emergency arrangements remain available where reasonably practicable.

Staff Training

The Trust recognises that effective allergy management depends upon staff having the knowledge, skills and confidence to respond appropriately.

All staff who may be present while pupils are on site will receive allergy awareness training at least annually. Training will include, as appropriate to the staff member's role, recognition of allergic reactions and anaphylaxis, Allergy Action Plans and Individual Healthcare Plans, the location and use of emergency medication, and the recording and reporting of incidents and near misses. Additional role-specific training will be provided where responsibilities require it.

Training should include, where appropriate:

- allergy awareness;
- recognising the signs and symptoms of allergic reactions;
- recognising and responding to anaphylaxis;
- the administration of adrenaline auto-injectors;
- understanding Individual Healthcare Plans;
- emergency procedures;
- recording and reporting incidents.

Additional training should be provided for staff whose roles involve increased responsibility for pupils with allergies, including first aiders, medical leads,

educational visit leaders, lunchtime supervisors, catering staff and staff delivering practical curriculum activities.

Training will be provided:

- as part of induction where appropriate;
- following the admission of a pupil with significant medical needs where additional training is required;
- following changes to legislation or national guidance;
- annually to ensure knowledge and competence are maintained.

Academies will maintain records of staff training and monitor refresher requirements as part of their medical needs arrangements.

Responding to Allergic Reactions

All staff should be familiar with the signs and symptoms of allergic reactions and understand the action required should a pupil become unwell.

Symptoms of an allergic reaction may include:

- itching or tingling of the mouth or throat;
- swelling of the lips, tongue or face;
- hives or widespread rash;
- abdominal pain, nausea or vomiting;
- persistent coughing or wheezing;

- difficulty breathing or swallowing;
- dizziness, collapse or loss of consciousness.

Where anaphylaxis is suspected, staff must treat the situation as a medical emergency.

The following action should be taken immediately:

1. Administer the pupil's prescribed adrenaline auto-injector without delay or, where appropriate, an emergency spare adrenaline auto-injector.
2. Call 999 immediately and state that anaphylaxis is suspected.
3. Inform the academy office and request additional assistance.
4. Contact the pupil's parents or carers as soon as reasonably practicable.
5. If symptoms do not improve and a second adrenaline auto-injector is available, administer it after approximately five minutes in accordance with current national guidance.
6. Monitor and reassure the pupil continuously until emergency medical services arrive.

No pupil who has received adrenaline should be permitted to travel to hospital by private vehicle.

Following any significant allergic reaction, the academy will:

- record the incident;
- review the circumstances leading to the incident;
- review the pupil's Individual Healthcare Plan and any associated risk assessments;
- identify any lessons learned;
- implement any necessary improvements to practice.

Record Keeping and Information Sharing

Accurate record keeping is essential to ensure pupils with allergies receive appropriate support and that staff have access to the information necessary to safeguard pupils effectively.

Each academy must maintain accurate and up-to-date records of:

- pupils with diagnosed allergies;
- Individual Healthcare Plans;
- prescribed medication held within the academy;
- expiry dates of medication;
- parental consent relating to medication where required;
- staff training;
- allergy-related incidents, near misses and actions taken;
- reviews undertaken following significant incidents.

Medical information will be recorded securely and managed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Relevant information will be shared only with staff who require the information to fulfil their professional responsibilities and safeguard the pupil. Information will be communicated sensitively and in a manner that respects the dignity, privacy and confidentiality of the individual pupil.

Academies will work collaboratively with parents, carers, healthcare professionals, catering providers and other relevant agencies to ensure information remains accurate, current and supports the safe management of pupils with allergies.

Records relating to pupils' allergies will be reviewed regularly and updated whenever there is a change in medical advice, treatment or the pupil's individual circumstances.

Incidents and Near Misses

All allergy-related incidents and near misses will be recorded and reviewed by the academy to identify any lessons learned and to support continuous improvement in allergy safety.

Following an allergy-related incident or near miss, the academy will, where appropriate:

- record the details of the incident or near miss and any action taken;
- review the circumstances leading to the incident or near miss;
- review the pupil's Individual Healthcare Plan and associated risk assessments;
- consult with the pupil, parents or carers and relevant healthcare professionals where appropriate;
- identify any lessons learned and any changes required to existing procedures;
- implement and communicate any necessary improvements to practice; and
- share relevant learning with staff and, where appropriate, across the Trust.

Near misses will be treated as an important opportunity to identify and address potential risks before harm occurs. Any significant concerns identified through an incident or near-miss review will be escalated to the appropriate senior leader and monitored to ensure that agreed actions are completed.

Trust-level reporting and oversight

The Trust Inclusion Lead will have overall responsibility for Trust-level oversight and monitoring of allergy-related incidents and near misses.

Significant allergy-related incidents and near misses, and any incidents which identify a potentially wider Trust risk or learning point, will be reported by the academy to the Trust Inclusion Lead / Trust Headquarters without unnecessary delay.

The Trust Inclusion Lead will:

- maintain Trust-level oversight of significant allergy-related incidents and near misses reported by academies;
- review information received from academies and seek further information or assurance where necessary;
- identify recurring issues, trends, themes or areas of wider Trust risk;
- ensure that significant concerns are escalated to the Chief Executive Officer and other appropriate Trust leaders;
- support the sharing of relevant learning and improvements across academies;
- monitor completion of significant actions arising from incident and near-miss reviews; and
- consider whether Trust policies, procedures, training or risk-management arrangements require amendment.

Equality, Safeguarding and Inclusion

ONE Multi Academies Trust is committed to providing an inclusive educational environment in which all pupils are safe, valued and able to participate fully in academy life.

The Trust recognises that, in some cases, a severe allergy may constitute a disability under the Equality Act 2010. Where this applies, academies will make reasonable adjustments to ensure that pupils are not placed at a substantial disadvantage and

are able to access education, enrichment activities and wider academy life on an equal basis with their peers.

Allergy management forms an integral part of the Trust's safeguarding responsibilities. Failure to identify, communicate or appropriately manage a pupil's known allergy may place that pupil at risk of significant harm. Accordingly, all staff have a responsibility to understand and implement the arrangements contained within this policy, Individual Healthcare Plans and associated risk assessments.

Academies will promote an inclusive culture that supports pupils with allergies whilst encouraging independence, confidence and, where appropriate, the gradual development of self-management skills. Decisions relating to allergy management will be based upon individual need, appropriate medical advice and proportionate risk assessment rather than assumptions or unnecessary restrictions.

Pupils with allergies will be supported to participate fully in all aspects of academy life wherever reasonably practicable, including:

- classroom learning;
- practical curriculum activities;
- educational visits and residential visits;
- sporting activities;
- extra-curricular clubs;
- enrichment activities;
- social events and celebrations.

No pupil will be excluded from an activity solely because they have an allergy unless a suitable risk assessment determines that the risks cannot be managed safely despite reasonable adjustments.

The Trust expects all members of the academy community to treat pupils with allergies with dignity and respect. Bullying, teasing, intimidation or discriminatory behaviour relating to a pupil's allergy, medical condition or dietary requirements will not be tolerated and will be managed in accordance with the Trust's Behaviour Policy, Anti-Bullying Policy and Safeguarding and Child Protection Policy.

Academies will work collaboratively with parents or carers, healthcare professionals and external agencies where appropriate to ensure that support arrangements remain effective, proportionate and responsive to the changing needs of the pupil.

The Trust is committed to promoting equality of opportunity, safeguarding the welfare of all pupils and ensuring that allergy management supports, rather than limits, participation, achievement and wellbeing.

Publication and Awareness

The current version of this policy will be published on the Trust website and made readily accessible to staff, pupils, parents and carers.

The Trust and its academies will ensure that:

- staff are made aware of this policy through induction, training, staff briefings and appropriate internal communication;
- pupils are provided with age-appropriate information about allergy safety and their role in supporting a safe and inclusive academy environment;
- parents and carers are made aware of the policy and relevant allergy safety arrangements through appropriate academy communications;
- relevant updates or changes to the policy are communicated to staff and, where appropriate, pupils, parents and carers; and
- the location of the current policy is clearly communicated so that it can be accessed when required.

Monitoring and Review

This policy will be reviewed to ensure it remains up-to-date, relevant, and aligned with the Trust's strategic objectives, regulatory requirements, and best practices. The review process will be conducted as follows:

- Policy Owner Review
The Policy Owner will conduct an initial review to assess any necessary updates or amendments.
- Executive Team Policy Committee
The revised policy will be presented to the Executive Team Policy Committee for further evaluation and recommendations.
- Trust Board Approval
Following review and necessary revisions, the policy will be submitted for formal approval by the Trust Board in accordance with the scheduled review cycle.

For details on the specific review schedule, please refer to the review table on the front page.

Appendix 1 – Recognising Anaphylaxis

Symptoms may include:

- difficulty breathing;
- wheezing or persistent cough;
- swelling of the tongue or throat;
- difficulty speaking or swallowing;
- dizziness or collapse;
- pale or clammy skin;
- loss of consciousness.

Anaphylaxis is a medical emergency. Administer adrenaline without delay and call 999.

Appendix 2 – Trust Expectations

Every academy within ONE Multi Academies Trust will ensure that:

1. Administer the pupil's prescribed adrenaline auto-injector without delay or, where appropriate, an emergency spare adrenaline auto-injector.
2. Call 999 immediately and state that anaphylaxis is suspected.
3. Lay the pupil flat with their legs raised. If they are having difficulty breathing, they may sit up slowly. The pupil must not stand or walk.
4. Alert the academy's designated emergency contact point (for example, the main office/reception) and request additional assistance, in accordance with the academy's local emergency procedures.
5. Contact the pupil's parents or carers as soon as reasonably practicable.
6. If symptoms do not improve and a second adrenaline auto-injector is available, administer it after approximately five minutes in accordance with current national guidance.
7. Monitor and reassure the pupil continuously until emergency medical services arrive.