



Allergy Safety Policy

Review Date:	March 2026	Review Period:	Annually
Next Review Date:	March 2027		

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1. Policy Statement

Victory Park Academy is committed to safeguarding and promoting the welfare of all pupils, including those with allergies and medical conditions.

As an alternative provision setting, we recognise that:

- pupils may present with complex behavioural, emotional or medical needs
- risk awareness and self-management may be reduced
- a structured, whole-school approach is essential

This policy ensures:

- prevention of allergen exposure
- rapid emergency response
- full inclusion of pupils with allergies
- compliance with statutory and emerging national guidance

2. Legal and Statutory Framework

This policy is based on:

- Children and Families Act 2014 (Section 100 duty)
- DfE Supporting Pupils with Medical Conditions at School
- Draft statutory allergy guidance (expected September 2026)
- Equality Act 2010
- Food Information Regulations 2014
- Health and Safety at Work Act 1974

3. Links to Other Policies

This policy should be read alongside:

- Supporting Pupils with Medical Conditions Policy
- Safeguarding & Child Protection Policy
- First Aid Policy
- Health and Safety Policy
- Risk Assessment Policy
- Behaviour & Anti-Bullying Policy
- SEND Policy
- Educational Visits Policy
- Catering / Food Safety Procedures

4. Roles and Responsibilities

4.1 Academy Council

Our Academy Council lead is Kalpna Sharma.

The roles and responsibilities of the Academy Council include:

- Provides strategic oversight
- Reviews incidents and trends termly
- Ensures compliance with statutory requirements

4.2 Head Teacher

The roles and responsibilities of the Head Teacher include:

- Overall accountability
- Ensures systems, staffing and training are in place

4.3 SLT Allergy Lead

Our SLT Allergy Lead is Dr S Quigley.

The roles and responsibilities of the SLT Allergy Lead include:

- Maintains allergy register
- Oversees IHPs and Allergy Action Plans
- Ensures staff awareness
- Coordinates training and drills
- Leads incident investigations
- Conducts termly audits

4.4 Catering Lead / Chef

Our Catering Lead (Chef) is Miss J Parr.

The Catering Lead plays a critical safeguarding role.

The roles and responsibilities of the Catering Lead include:

- ensuring compliance with Food Information Regulations
- maintaining accurate allergen information for all meals
- implementing cross-contamination controls
- ensuring safe preparation and serving procedures
- training catering and lunchtime staff annually
- working with SLT to identify and monitor pupils with allergies

4.5 All Staff

The roles and responsibilities of all staff include:

- must follow this policy and care plans
- attend mandatory training
- respond appropriately in emergencies
- report incidents and near misses

4.6 Parent & Carers

The roles and responsibilities of Parent & Carers include:

- provide accurate and up-to-date medical information
- supply in-date medication
- inform the school of any changes

5. Identification and Medical Planning

The academy maintains

- a live allergy register
- Individual Healthcare Plans (IHPs)
- Allergy Action Plans

Plans include

- allergens and triggers
- symptoms and warning signs
- medication requirements
- emergency procedures

5.1 Reviewed

- annually
- after incidents
- at transition points

6. Prevention and Risk Management

6.1 Classroom and Activities

- risk assessments for all food-based or sensory activities
- avoidance of known allergens where required
- controlled use of food items

6.2 Catering and Mealtimes

- at least two methods of identifying pupils with allergies
- inclusive dining arrangements
- no unnecessary segregation
- supervision where required

6.3 Cross-Contamination Controls

- strict cleaning procedures
- separate utensils where needed
- allergy-safe meals prepared first

- handwashing protocols

7. Medication and Emergency Equipment

7.1 Prescribed Medication

- accessible at all times
- stored in agreed, clearly labelled locations – Food Tech Room, Main Office and School Kitchen.

7.2 Spare Adrenaline Auto Injectors (AAIs)

- stored centrally and unlocked
- checked regularly
- available within 5 minutes

8. Training

All staff must receive annual allergy training, including:

- recognising allergic reactions
- identifying anaphylaxis
- administering AAIs
- prevention strategies

Additional training provided for:

- catering staff
- trip leaders
- first aiders

9. Emergency Procedures

1. Administer adrenaline immediately
2. Call 999 (“anaphylaxis”)
3. Send for support
4. Contact parents/carers
5. Monitor continuously

10. Educational Visits

- risk assessments required
- medication accessible at all times
- trained staff present

11. Safeguarding and Behaviour

- allergy-related bullying is treated as a safeguarding issue
- deliberate allergen exposure is a serious behavioural concern

12. Incident Reporting and Monitoring

The academy will record:

- allergic reactions
- use of AAls
- near misses

SLT will:

- analyse patterns
- implement improvements
- report to governors

13. Monitoring and Review

- termly audits by SLT
- annual policy review
- regular emergency drills