

Allergy Safety Policy

2026-2027

Staff With Responsibility For Policy:		Stephanie Hardman	
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This policy aims to comply with section 34 of the Children's wellbeing and school act which requires that all LA maintained schools, academies and PRU's have an Allergy Policy.

All staff should read and be aware of this Policy, know who to contact in the event of any anaphylaxis or allergic reaction and ensure this Policy is followed.

All staff will use their best endeavours, at all times, to secure the welfare of the students. Anyone on the School premises is expected to take reasonable care for their own and others' safety. This policy is part of a number of school policies aiming at safeguarding children in all circumstances.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, Staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the School site.

Policy Statement

Phoenix Learning Communities are committed to providing a safe, inclusive environment for all individuals with allergies and recognise the serious and potentially life threatening risks associated with anaphylaxis and other allergic reactions.

Purpose

- To ensure that the School has adequate, safe and effective Allergy Awareness provision in order for every student, member of staff and visitor to be well looked after in the event of any allergic reaction.
- To ensure that all staff and students are aware of the procedures in the event of any allergic reaction.
- To ensure that medicines are only administered at the School when express permission has been granted for this.
- To ensure that all medicines are appropriately stored.
- To promote allergy awareness throughout the school and to monitor any reports of bullying in accordance with the school's behaviour policy.

Who was consulted?

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the School in regards to all staff, students and visitors.

Relationship to other policies

This policy should be read in conjunction with the school's policy on First Aid & Health and Safety.

Roles and responsibilities

- The **Principal** is responsible for implementing the policy, identifying a responsible staff member for managing allergy awareness and ensuring that resources and staff training are available.
- The **staff member** responsible must draw up procedures in consultation with health specialists, ensure they are kept up to date and that records are maintained, and provide information to staff.
- **Parents** must ensure that the Principal is fully informed about any medical conditions their children have and their requirements on administering medication.

To Achieve the Policy Aims, The School will:

- Make sure that all staff have received Allergy Awareness Training either at induction or as part of an annual refresher.
- Allergy awareness training will ensure 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;
 - how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).
 - training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);
 - Understand the **impact** allergy can have on a child or young person's wellbeing;

- Understand the school, college or setting's **allergy safety policy**;
 - 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 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").
- Students will be taught about Allergy Awareness as part of the PSHE programme.
 - Allergy test drills will be conducted termly and recorded.
 - In the event of a near miss this is to be recorded using the allergy and near miss report form template.
 - Students and staff at induction will be asked if they have any known allergies.
 - For individuals identified this will be recorded and an individual healthcare plan and allergy action plan will be created with the individual, parents and a health professional. This information will be stored in student or staff files.
 - Allergen information is displayed throughout the school including high risk areas such as the dining room.
 - Food is labelled correctly and ingredients and known allergens are listed.
 - Spare adrenaline devices will be kept on site.

First Aid Room

The School has a designated First Aid Room which is located adjacent to the student toilet facilities and clearly marked by a sign on the door.

Adrenaline Devices

The spare adrenaline devices are located in the following locations:

- The First Aid room

It is the responsibility of the Allergy Safety Lead to check the adrenaline devices and restock if necessary.

Storage of Medication

Medicines are always securely stored in accordance with individual product instructions save where individual students have been given responsibility for keeping such equipment with them.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. All medicines will be returned to the parent when no longer required to arrange for safe disposal.

Visits and Events off Site

Before undertaking any off-site events, the Educational Visits Coordinator will assess level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. When appropriate a portable first aid kit will be carried. Please see separate Educational Visits Policy for more information about the School's educational visit requirements.

Arrangements for monitoring and evaluation

The Principal will receive an annual report from the Member of Staff with delegated responsibility for Allergy Safety on the number of students treated for Allergies by year group, the programme of staff training, and the nature of any complaints received.