

City Learning Trust: Allergy Safety Policy

Our position

Allergic reactions can be life-threatening. We will keep every pupil with allergies safe by making sure all staff know what to do in an emergency and that pupils can access their medication at all times.

This policy meets the requirements of Benedict's Law (Children's Wellbeing and Schools Act 2026) and applies to all academies in the Trust.

Families can find practical information in our parent/carer Q&A guide. Staff can find step-by-step procedures in the academy process guide.

Who is responsible

This policy is owned by:

- The Trust Board (strategic oversight)
- A named governor at each academy (governance oversight)
- A named senior leader at each academy (operational responsibility)

The named governor and senior leader for allergy safety at each academy will be included in the Q&A for parents/carers.

Each academy will appoint an Allergy Lead responsible for maintaining allergy records, monitoring training, checking medication expiry dates, coordinating incident reviews and acting as the first point of contact for parents/carers, also named on the Q and A document.

What we will do

Identify pupils with allergies

Parents/carers must tell us if their child has an allergy. This includes food allergies, animal allergies, venom allergies (e.g. bee stings), and any other allergies. We will ask about allergies when pupils join and at regular data checks. We will record this information securely and share it with staff who need to know.

Allergy information will be transferred promptly when a pupil joins, leaves or moves within the Trust to ensure continuity of support.

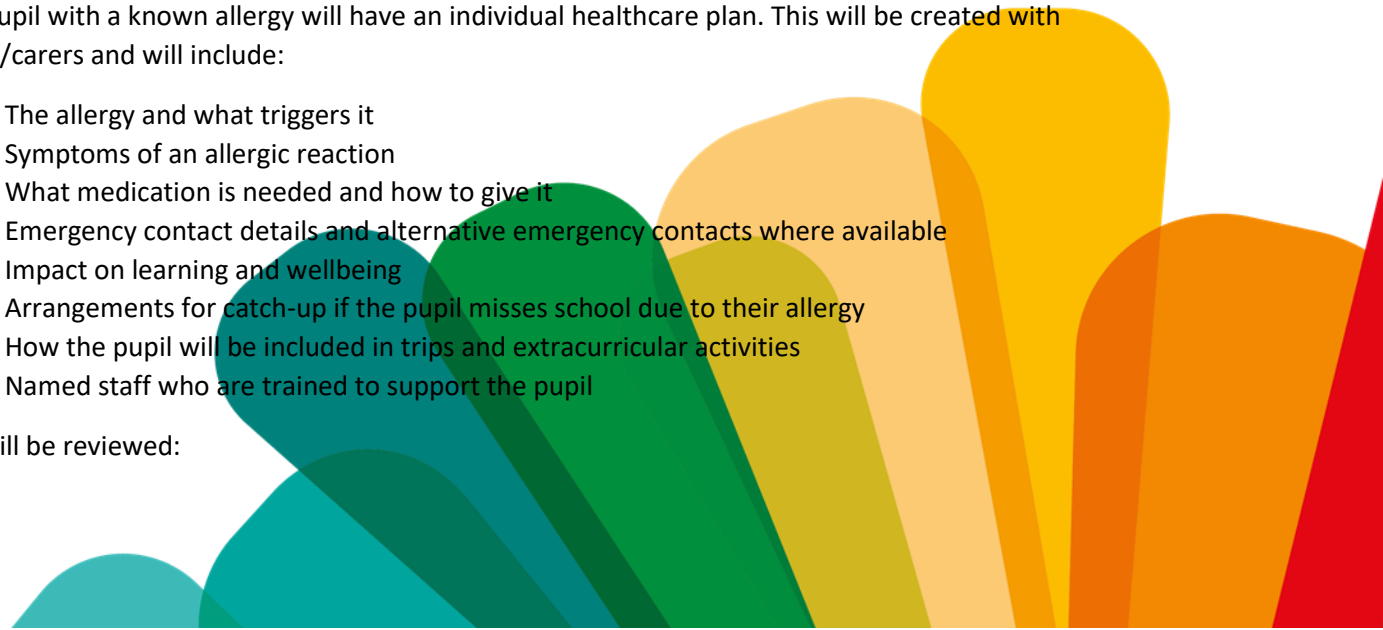
Allergy information will be processed in accordance with data protection legislation and Trust data protection policies.

Create individual healthcare plans

Every pupil with a known allergy will have an individual healthcare plan. This will be created with parents/carers and will include:

- The allergy and what triggers it
- Symptoms of an allergic reaction
- What medication is needed and how to give it
- Emergency contact details and alternative emergency contacts where available
- Impact on learning and wellbeing
- Arrangements for catch-up if the pupil misses school due to their allergy
- How the pupil will be included in trips and extracurricular activities
- Named staff who are trained to support the pupil

Plans will be reviewed:



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- At least once a year
- When the pupil's condition changes
- After any allergic reaction or incident
- When the pupil moves year group or changes school

Academies will ensure that staff with responsibility for a pupil are aware of relevant healthcare plans and emergency procedures whilst maintaining confidentiality.

Ensure access to medication at all times

Pupils must be able to access their allergy medication at all times. This includes:

- AAI's (adrenaline auto-injectors, commonly known as EpiPens)
- Antihistamines (where prescribed)
- Inhalers (for pupils with allergies that trigger asthma)
- Any other prescribed medication for allergies

This means:

- Medication will be stored safely but accessibly (not locked away)
- Pupils will know where their medication is kept
- Secondary age pupils may carry their own medication if agreed in their healthcare plan
- Medication will be taken on all trips and visits
- Spare AAI's will be available in case a pupil's own AAI is not available or has been used

Academies will maintain a system for monitoring the expiry dates of pupil medication and notifying parents/carers when replacements are required.

Train all staff

All staff will be trained to recognise allergic reactions and use AAI's. This includes teaching staff, support staff, site staff, minibuss drivers, lunchtime supervisors, and any other adults working in the academy.

Training will happen at induction and at least once a year. Training will cover:

- Recognising the signs of an allergic reaction
- Understanding allergies and anaphylaxis
- How to use an AAI
- Emergency procedures
- Where medication is stored

Academies will maintain records of staff training and monitor compliance to ensure training remains up to date.

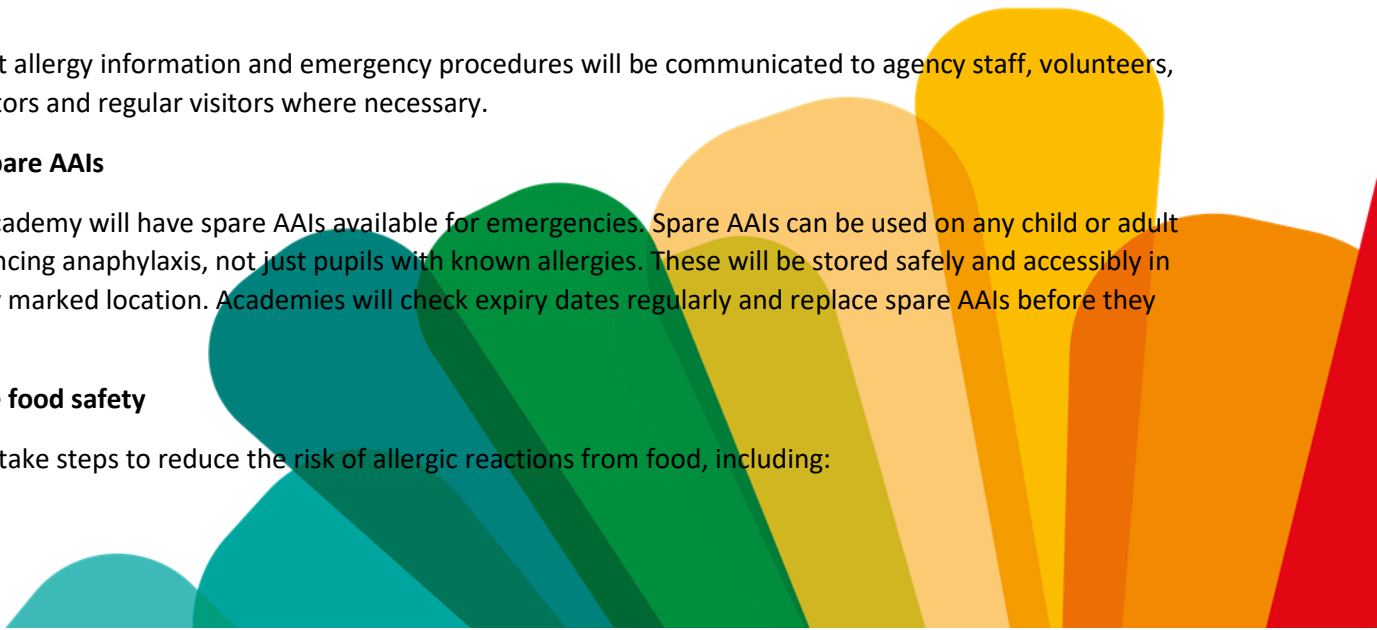
Relevant allergy information and emergency procedures will be communicated to agency staff, volunteers, contractors and regular visitors where necessary.

Stock spare AAI's

Every academy will have spare AAI's available for emergencies. Spare AAI's can be used on any child or adult experiencing anaphylaxis, not just pupils with known allergies. These will be stored safely and accessibly in a clearly marked location. Academies will check expiry dates regularly and replace spare AAI's before they expire.

Manage food safety

We will take steps to reduce the risk of allergic reactions from food, including:



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- Identifying allergens in school meals and communicating this to parents/carers
- Working with catering staff to manage allergen risks in the kitchen
- Risk assessments for activities involving food (e.g. cooking, food technology, celebrations)
- Procedures for managing food brought from home (e.g. packed lunches, birthday treats)
- Clear labelling and communication about allergens
- Handwashing routines, particularly before and after eating
- Cleaning of tables and surfaces after eating

Catering providers and food suppliers must comply with allergen information requirements and support academy allergy management procedures.

We cannot guarantee an allergen-free environment, but we will manage risk sensibly.

Prevent allergic reactions

We will take sensible steps to reduce the risk of allergic reactions, including:

- Risk assessments for activities that may involve allergens
- Teaching pupils about allergies and respecting others' needs
- Including allergy risks on the academy's risk register
- Regular review of allergy safety procedures

Respond to emergencies

If a pupil is having an allergic reaction, staff will:

- Stay calm and stay with the pupil
- Send someone to get the pupil's AAI immediately (or the spare AAI if the pupil's own is not available)
- Call 999 and say 'anaphylaxis' (even if the pupil appears to be recovering)
- Give the AAI as trained (into the outer thigh, through clothing if necessary)
- Lie the pupil down (unless they are having difficulty breathing, in which case let them sit up)
- Contact parents/carers
- A second AAI can be given after 5 minutes if there is no improvement
- The pupil must go to hospital by ambulance, even if they appear to have recovered

Record and investigate incidents

All allergen-related incidents must be formally recorded and investigated. This includes:

- Allergic reactions (whether mild or severe)
- Near misses (e.g. a pupil nearly ate something they're allergic to)
- Medication errors (e.g. AAI not available when needed)

Serious incidents, medication errors and near misses will be reported to the Trust in accordance with Trust reporting procedures.

Serious incidents or near misses will trigger an immediate review of the individual healthcare plan and a pupil's allergy safety procedures.

Lessons learned from serious incidents and near misses will be shared appropriately across the Trust to improve practice.

Support pupils to participate fully

Pupils with allergies will be able to take part in all school activities, including trips and visits.

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For trips and visits:

- Risk assessments will include consideration of allergies
- All allergy medication (including AAls and any spare AAls) will be taken on all trips
- All staff are trained to use AAls
- Parents/carers will be consulted about arrangements
- For residential trips, we will plan for access to medical support and emergency procedures

This policy applies to all academy activities, including wraparound care, enrichment activities and holiday provision operated by the academy or Trust.

Equality Act duties

Many allergic conditions may constitute disabilities under the Equality Act 2010. The Trust will make reasonable adjustments where required and will comply with its duties under the Equality Act 2010.

Record keeping

Academies will maintain records of:

- Pupils with allergies
- Healthcare plans
- Staff training
- Medication expiry checks
- Allergy incidents and near misses

Concerns and complaints

Concerns regarding allergy management should be raised through the academy complaints procedure.

What parents/carers must do

- Tell us immediately if your child has an allergy
- Provide up-to-date medical information and emergency contacts
- Supply in-date medication (including AAls where prescribed) and replace them before they expire
- Work with us to create and review your child's individual healthcare plan
- Tell us if anything changes

What staff must do

- Know which pupils in your care have allergies
- Understand how to recognise an allergic reaction
- Know where medication is stored and how to use it
- Follow individual healthcare plans
- Make sure pupils can access their medication at all times
- Raise concerns immediately if you suspect a pupil is having an allergic reaction
- Record and report all allergen-related incidents

Monitoring and review

This policy will be reviewed at least annually. It is approved by the Trust Board and applies to all academies in the Trust.

This policy is published on each academy website.

