

AYLSHAM LEARNING FEDERATION

ALLERGY POLICY

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Signed:

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Chair

Policy Statement

Aylsham Learning Federation (ALF) is an inclusive community that aims to support and welcome pupils with allergies and anaphylaxis. The Federation recognises that allergies are a serious medical condition and that severe allergic reactions (anaphylaxis) can be life threatening if not managed appropriately.

The Federation aims to provide all pupils with allergies the same opportunities as others and achieve this by ensuring that:

- All staff understand their duty of care to children and young people in the event of an allergic reaction or emergency.
- All staff are aware of the signs and symptoms of allergic reactions and anaphylaxis.
- The Federation understands that allergies can be severe, unpredictable and potentially life threatening.
- Staff understand the importance of allergen avoidance and early intervention.
- Staff receive appropriate training in allergy awareness, allergen management and the administration of adrenaline auto-injectors (AAIs).
- Individual Health Plans (IHPs) and allergy action plans are in place for pupils with significant allergies.
- Emergency medication is readily accessible, and staff know where it is stored.
- The Federation takes reasonable and proportionate steps to minimise exposure to known allergens.
- The Federation maintains clear communication with pupils, parents/carers, staff and external professionals regarding allergy management.
- Information held by Federation staff is used for the purpose of fulfilling their duty of care around children with allergies and in line with data protection and GDPR legislation.

This policy is informed by the Department for Education guidance on supporting pupils with medical conditions, existing legislation regarding the use of emergency adrenaline auto-injectors in schools and emerging statutory guidance associated with Benedict's Law.

From September 2026, schools will be expected to comply with new statutory guidance relating to allergy safety in schools, including whole-school allergy policies, staff training, spare emergency adrenaline auto-injectors and individual allergy action plans.

This policy is followed and understood by our Federation community, the local authority and Norfolk School Nursing Service.

Guidelines

1. This Federation is an inclusive community that aims to support and welcome pupils with allergies.

- a. This Federation understands that it has a responsibility to make each school/setting welcoming and supportive to pupils with allergies who currently attend and to those who may enrol in the future.
- b. This Federation aims to provide all pupils with allergies the same opportunities as others. We will help to ensure they can be healthy, stay safe, enjoy and achieve.
- c. Pupils with allergies, where able, are encouraged to take control of their condition and feel confident in the support they receive from each school/setting.
- d. This Federation aims to include all pupils with allergies in all school/setting activities.
- e. Parents/carers of pupils with allergies are aware of the care their children receive at each school/setting.
- f. This Federation ensures all staff understand their duty of care to children and young people in the event of an allergic reaction or emergency.
- g. All staff have access to information about what to do in an emergency.
- h. This Federation understands that allergies and anaphylaxis can be serious and potentially life threatening, particularly if ill managed or misunderstood.
- i. All staff have an understanding of allergies that may affect pupils at each school/setting. Staff receive regular updates. The Executive Headteacher/Director of Business and Community Strategy/Headteacher/Nursery Manager is responsible for ensuring staff receive regular updates directed by the Medical Conditions Officer/(s).
- j. The allergies and anaphylaxis policy is understood and followed by the whole Federation and local health community.

2. The allergies and anaphylaxis policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders.

- a. Parents/carers are informed about the allergies and anaphylaxis policy by signposting access to the policy via each school's website and through induction and transition processes.
- b. Federation staff are informed and regularly reminded about the Federation's allergies and anaphylaxis policy:
 - through staff meetings, SIMS and the staff shared area;
 - through scheduled allergy awareness and anaphylaxis training;
 - through the key principles of the policy being displayed in relevant staff areas;
 - through induction arrangements for new, supply and temporary staff;
 - through access to individual health plans and allergy action plans.
- c. Staff are informed of pupils with severe allergies and those requiring emergency medication.

- d. Relevant catering, lunchtime and trip staff are informed of allergen management procedures and any necessary dietary restrictions.

3. Relevant staff understand and are updated in what to do in an allergy emergency.

- a. Relevant staff in the Federation are aware of pupils with severe allergies and understand the risks associated with anaphylaxis.
- b. Staff understand their duty of care to pupils both during, and at either side of, the school/nursery day in the event of an emergency.
- c. Staff receive regular updates in allergy awareness, anaphylaxis recognition and the use of adrenaline auto-injectors (AAIs).
- d. In line with Benedict's Law guidance, the Federation aims to ensure that all staff receive basic allergy awareness training annually.
- e. Additional training is prioritised for staff who work directly with pupils who have severe allergies or complex health needs.
- f. Emergency procedures are available electronically and in key staff locations.
- g. The Federation uses IHPs and allergy action plans to inform appropriate staff of pupils who may require emergency intervention.
- h. If a pupil requires emergency medical treatment, a member of staff will accompany them to hospital and remain with them until a parent/carers arrives.

4. The Federation has clear guidance on the management and administration of allergy medication.

Administration – emergency medication

- a. The Federation complies with relevant legislation regarding the use of adrenaline auto-injectors in schools.
- b. Pupils with severe allergies will have access to their prescribed emergency medication at all times during the school/nursery day and on off-site visits.
- c. Emergency medication may include:
 - adrenaline auto-injectors (AAIs);
 - antihistamines;
 - inhalers where relevant.
- d. Pupils who are deemed competent and where agreed within their IHP may carry their own emergency medication.
- e. Staff are trained to administer emergency medication where required.
- f. In an emergency situation Federation staff are required under common law duty of care to act like any reasonably prudent parent/carers. This may include administering medication.

Spare adrenaline auto-injectors

- a. In line with emerging statutory guidance linked to Benedict's Law, each school/site will maintain spare, in-date adrenaline auto-injectors for emergency use.
- b. Spare AAIs are available for pupils known to be at risk of anaphylaxis where written parental consent has been provided and may also be used in an emergency where anaphylaxis is suspected.
- c. Spare AAIs are stored securely but remain readily accessible to trained staff.

Administration – general

- a. All use of medication is done under the appropriate supervision of a member of staff unless there is an agreed plan for self-medication.

- b. Parents/carers are responsible for ensuring medication provided is in date and clearly labelled.
- c. If a pupil refuses medication, staff will record this and inform parents/carers as soon as possible.
- d. All staff attending off-site visits are aware of pupils on the visit who have allergies and understand the emergency procedures.
- e. If a trained member of staff is unavailable, the Federation makes alternative arrangements to provide appropriate support.

5. The Federation has clear guidance on the storage of allergy medication.

Safe storage – emergency medication

- a. Emergency medication is readily available to pupils who require it at all times during the school/nursery day and during off-site activities.
- b. Medication is stored securely but is not locked away in a manner that delays emergency access.
- c. Spare AAls are stored in clearly identified emergency medication locations.

Safe storage – general

- a. The Federation has identified staff members responsible for ensuring the correct storage and monitoring of medication.
- b. Expiry dates are checked regularly and documented.
- c. Medication is stored in accordance with manufacturer instructions.
- d. Parents/carers are responsible for supplying replacement medication before expiry.

Safe disposal

- a. Expired medication is returned to a pharmacy for safe disposal.
- b. Sharps disposal procedures are followed where applicable.

6. The Federation has clear guidance about record keeping for pupils with allergies.

Enrolment forms

- a. Parents/carers are asked to identify any allergies during enrolment and transition processes.
- b. New diagnoses or changes to allergy management must be communicated to the school/setting immediately.

Individual Health Plans (IHPs) and Allergy Action Plans

- a. The Federation uses Individual Health Plans (IHPs) and allergy action plans for pupils with significant allergies or where there is a risk of anaphylaxis.
- b. Plans record:
 - allergens and triggers;
 - signs and symptoms of allergic reactions;
 - medication requirements;
 - emergency procedures;
 - dietary or environmental controls;
 - staff responsibilities.
- c. IHPs are completed in partnership with parents/carers and, where appropriate, healthcare professionals.
- d. Relevant staff are informed of pupils' allergy plans.

- e. IHPs are reviewed annually or sooner if circumstances change.
- f. The Federation maintains a central register of pupils with severe allergies.

7. Specific guidance relating to allergies and anaphylaxis

Whilst allergies are a medical condition, the Federation recognises that some pupils may have severe allergies that can pose significant health risks. The Federation aims to ensure a safe learning environment by minimising exposure to known allergens and providing clear procedures for responding to allergic reactions.

Identification and communication

- a. Parents/carers must inform the school/setting of any known allergies when accepting a place or as soon as the allergy is diagnosed.
- b. Allergy information will be recorded on SIMS and, where appropriate, supported through an IHP and allergy action plan.
- c. Relevant staff will be informed of pupils with significant allergies.

Staff awareness and training

- a. All staff will receive allergy awareness training appropriate to their role.
- b. Training will include:
 - recognising allergic reactions and anaphylaxis;
 - emergency response procedures;
 - administration of AAls;
 - allergen awareness and risk reduction;
 - understanding individual allergy plans.
- c. In line with Benedict's Law guidance, the Federation aims to ensure annual allergy and anaphylaxis training for all staff.

Preventative measures and allergen management

- a. The Federation will take reasonable and proportionate steps to reduce exposure to known allergens.
- b. Risk assessments will be undertaken where allergens present a significant risk.
- c. The Federation recognises that it is not always possible to guarantee an allergen-free environment.
- d. Staff and pupils will be reminded not to share food, drinks, utensils or medication.
- e. Appropriate hygiene measures, including handwashing and cleaning of surfaces, will be encouraged.
- f. Parents/carers may be informed of restrictions relating to particular allergens where relevant to pupil safety.
- g. Catering teams will work in accordance with food safety and allergen regulations and provide allergen information where required.

Educational visits, trips and extracurricular activities

- a. Allergy risks will be considered as part of all educational visit and activity risk assessments.
- b. Relevant medication and copies of IHPs/allergy action plans must accompany pupils on visits.
- c. Staff supervising visits must understand emergency procedures.

Emergency response – recognising symptoms

- a. Staff will be aware of symptoms of allergic reactions including:
 - itching;
 - hives or rash;

- swelling;
 - breathing difficulties;
 - wheezing;
 - vomiting;
 - dizziness;
 - collapse or loss of consciousness.
- b. Staff understand that symptoms can progress rapidly and that anaphylaxis is a medical emergency.

Emergency response – administering medication

- a. If a pupil shows signs of anaphylaxis, trained staff will administer an adrenaline auto-injector without delay in accordance with the pupil's allergy action plan or emergency guidance.
- b. Emergency services (999) will always be contacted immediately following the administration of an AAI.
- c. Parents/carers will be informed as soon as possible.

Post-incident procedures

- a. Following an allergic reaction, the incident will be reviewed with relevant staff and parents/carers.
- b. Records of incidents will be maintained on SIMS or other appropriate recording system.
- c. Where appropriate, risk assessments and IHPs will be updated following an incident.

Whole-school allergy awareness

- a. The Federation will promote allergy awareness across the school community.
- b. Pupils will be encouraged to understand the seriousness of allergies and the importance of safe behaviour.
- c. The Federation will maintain open communication with parents/carers regarding allergy management.

7. The Federation ensures that the whole school/setting environment is inclusive and favourable to pupils with allergies.

Physical environment

- a. This Federation is committed to providing an environment that is as accessible and safe as possible for pupils with allergies.
- b. Reasonable adjustments will be considered where required.

Social interactions

- a. Staff are aware that pupils with allergies may experience anxiety or social difficulties relating to their condition.
- b. The Federation will seek to prevent bullying or discrimination relating to allergies.
- c. Opportunities through PSHE and assemblies may be used to raise awareness of allergies and anaphylaxis.

Exercise and physical activity

- a. Pupils with allergies are encouraged to participate fully in physical activity.
- b. Staff supervising activities are aware of pupils with allergies and know how to access emergency medication.

8. Roles and responsibilities

Governors have a responsibility to:

- ensure the health and safety of pupils and staff;
- ensure allergy risks are appropriately managed;
- monitor the implementation of this policy;
- ensure robust systems are in place for allergy emergencies.

The Executive Headteacher/Director of Business and Community Strategy/Headteacher Primary has a responsibility to:

- ensure this policy is implemented effectively;
- ensure staff receive appropriate training;
- ensure allergy procedures are monitored and reviewed.

All Federation staff have a responsibility to:

- understand this policy;
- recognise the signs and symptoms of allergic reactions and anaphylaxis;
- know how to summon assistance and respond in an emergency;
- understand relevant IHPs and allergy action plans;
- reduce avoidable allergen risks where reasonably practicable;
- maintain effective communication with parents/carers.

The Medical Conditions Officer/(s) has a responsibility to:

- maintain allergy records and IHPs;
- coordinate staff training;
- support communication between school and home;
- monitor medication and documentation.

First aiders have an additional responsibility to:

- administer emergency treatment where required;
- ensure emergency services are contacted where appropriate;
- maintain up-to-date training.

Pupils have a responsibility to:

- avoid sharing food or medication;
- tell staff if they feel unwell or think someone is having an allergic reaction;
- treat medication responsibly.

Parents/Carers have a responsibility to:

- inform the school/setting of allergies and changes to medical needs;
- provide in-date medication;
- complete relevant documentation and IHPs;
- ensure emergency contact information is up to date.

10. Monitoring and review

- a. This policy will be reviewed annually or earlier if required.

- b. The Federation will continue to review and update procedures in line with Department for Education guidance and the implementation of Benedict's Law.
- c. The views of pupils, parents/carers, staff and governors may be sought as part of the review process.

ASSOCIATED POLICIES AND OTHER DOCUMENTATION

- Medical Conditions Policy
- First Aid Compliance Code Policy
- Health and Safety Policy
- Educational Off-Site Visits Policy
- Safeguarding including Child Protection Policy
- Behaviour for Learning Policy
- Anti-Bullying Policy
- Department for Education guidance on supporting pupils with medical conditions
- Relevant statutory guidance relating to allergy safety and Benedict's Law

References

This policy has been informed by:

- Department for Education guidance: Supporting pupils at school with medical conditions;
- Existing legislation regarding emergency adrenaline auto-injectors in schools;
- Emerging statutory allergy guidance associated with Benedict's Law due for implementation from September 2026. (narf.org.uk)