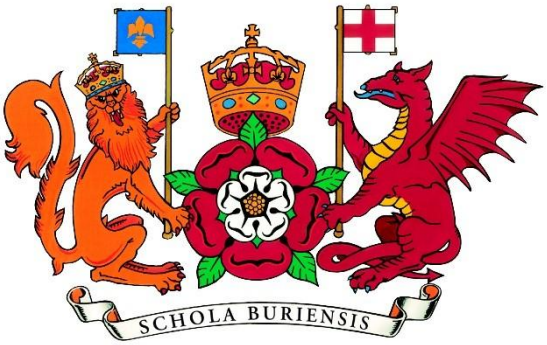


Curiosity | Care | Courage | Creativity

King Edward VI School

Allergy & Anaphylaxis Awareness Policy

Our vision:

To be a vibrant learning community nurturing courage, care, curiosity and creativity in every young person, so that they can flourish in the world with hope and self-belief.

Version Number:	V1
Version Date:	August 2026
Reviewed by:	Resources Committee
Date reviewed:	October 2026
Approval by:	Full Governing Body
Date approved:	14 October 2026
Review Cycle:	As dictated by DfE guidance
Date of next Review:	August 2027

1. Purpose

This policy sets out the school's approach to supporting students with allergies and reducing the risk of allergic reactions occurring in school. It reflects the school's commitment to safeguarding, inclusion and the wellbeing of all members of the school community.

The school will take reasonable steps to:

- Identify and support students with allergies
- Minimise exposure to known allergens where reasonably practicable
- Ensure staff are able to recognise and respond appropriately to allergic reactions, including anaphylaxis
- Enable students with allergies to participate fully in all aspects of school life
- Comply with relevant legislation and statutory guidance relating to allergy safety in schools.

This policy has been developed with regard to the Department for Education's *Allergy Safety in Schools* statutory guidance, *Supporting Pupils with Medical Conditions at School* statutory guidance, the Children's Wellbeing and Schools Act 2026, the Equality Act 2010 and the Health and Safety at Work etc. Act 1974.

2. Scope

This policy applies to:

- All students
- All staff
- Volunteers and agency staff
- Contractors and visitors where appropriate.

3. Roles and Responsibilities

Governing Body

The Governing Body is responsible for ensuring appropriate arrangements are in place to support students with allergies and for monitoring the effectiveness of this policy.

Headteacher

The Headteacher is responsible for ensuring this policy is implemented effectively and that appropriate procedures, resources and training are in place.

Allergy Safety Lead (School Business Manager)

The School Business Manager will act as the school's designated Allergy Safety Lead and is responsible for:

- Overseeing implementation of this policy
- Monitoring compliance with allergy safety procedures
- Maintaining oversight of students with identified allergies
- Coordinating staff training
- Reviewing allergy-related incidents and near misses
- Maintaining appropriate records
- Coordinating the annual review of the policy.

Staff

All staff are responsible for:

- Following this policy and relevant healthcare plans
- Taking reasonable steps to reduce exposure to known allergens
- Recognising signs and symptoms of allergic reactions
- Following emergency procedures where concerns arise
- Reporting incidents and near misses.

Parents and Carers

Parents and carers are responsible for:

- Informing the school of any diagnosed allergy, at the point of admission and ongoing whilst on roll
- Providing accurate and up-to-date medical information
- Supplying prescribed medication where required
- Informing the school promptly of any changes to medical advice or treatment.

Students

Where age and understanding permit, students are expected to:

- Follow agreed safety arrangements
- Carry prescribed medication where agreed within their healthcare plan
- Report concerns or symptoms to a member of staff immediately.

4. Identification and Individual Support

The Medical Needs Administrator will maintain an up-to-date register of students with known allergies.
Where required, students will have an Individual Healthcare Plan (IHP) which identifies:

- Known allergens
- Signs and symptoms of allergic reactions
- Required medication
- Emergency response procedures
- Roles and responsibilities of staff.

Healthcare plans will be developed in partnership with parents, carers, healthcare professionals and the student where appropriate.

Relevant allergy information will be shared with staff on a need-to-know basis in accordance with data protection requirements.

5. Allergy Risk Reduction

The school recognises that it cannot guarantee an allergen-free environment. However, reasonable measures will be taken to minimise risk.

The school will:

- Consider allergy risks when planning lessons, enrichment activities and educational visits
- Ensure appropriate allergen information is available within catering arrangements – all catering staff will complete Level 2 Food Safety training
- Implement reasonable adjustments for students with allergies
- Undertake individual risk assessments where necessary
- Promote awareness across the school community
- Support inclusion and participation in all aspects of school life.

Any requests for specific allergen management arrangements will be considered on an individual basis according to assessed risk and professional advice.

6. Medication

Students prescribed medication for allergic reactions should have rapid access to it at all times.

The Medical Needs Administrator will:

- Maintain records of prescribed medication
- Ensure medication is stored safely whilst remaining readily accessible
- Encourage students who are assessed as competent to carry their own medication where appropriate
- Maintain spare adrenaline auto-injectors (AAIs) in line with current statutory guidance
- Regularly monitor expiry dates and replace medication as required
- Emergency medication locations will be communicated to relevant staff – see Appendix 1 – School Map showing AAI locations

7. Responding to Allergic Reactions and Anaphylaxis

All staff must act immediately if an allergic reaction is suspected.

Where anaphylaxis is suspected:

- Administer an adrenaline auto-injector without delay in accordance with training and the student's healthcare plan
- Call 999 and request an ambulance.
- Inform the designated first aider and senior leader
- Contact parents or carers as soon as practicable
- Continue to monitor the student until emergency services arrive
- Record the incident in accordance with school procedures.

The school will ensure that emergency arrangements are regularly reviewed and that staff know how to access emergency medication quickly.

8. Staff Training

The school will provide regular training to ensure staff understand:

- Common allergies and associated risks
- Signs and symptoms of allergic reactions
- Recognition of anaphylaxis
- Use of adrenaline auto-injectors

- Emergency procedures
- Individual staff responsibilities
- Appropriate information will also be provided for new staff, temporary staff and others working regularly within the school.

Training records will be maintained by the school.

9. Educational Visits and Extra-Curricular Activities

The school is committed to ensuring students with allergies can participate fully in visits, trips, clubs and other activities.

Planning for activities will include:

- Consideration of allergy-related risks
- Appropriate risk assessments where required
- Access to medication
- Availability of trained staff
- Appropriate communication with parents and carers.

10. Recording, Monitoring and Review

All significant allergic reactions, anaphylaxis incidents, use of emergency medication and allergy-related near misses will be recorded and reviewed.

Following an incident, the school will:

- Review the circumstances
- Identify any lessons learned
- Update risk assessments or healthcare plans where necessary
- Implement improvements to reduce future risk.

The Allergy Safety Lead will monitor incidents and report significant matters to senior leaders and governors as appropriate.

11. Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Supporting Students with Medical Conditions Policy
- First Aid Policy
- Educational Visits Policy
- Health and Safety Policy
- Behaviour Policy
- Data Protection Policy
- Related Legislation and Guidance

This policy has been developed with reference to:

- Allergy Safety in Schools (Department for Education)
- Supporting Students with Medical Conditions at School (Department for Education)

- Children's Wellbeing and Schools Act 2026
- Equality Act 2010
- Health and Safety at Work etc. Act 1974

APPENDIX A – Emergency AA Pen Locations

