



No Barriers to Excellence



Ambition



Collaboration



Equity

Allergy Policy

Version	Name	Date
V.1	John Cliff – Chair of Trustees	1 st September 2026

Allergy Policy

1. Policy Statement and Aims

Spring Trust is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors affected by allergies. We recognise that allergic reactions can range from mild symptoms to severe and potentially life-threatening anaphylaxis and are committed to ensuring that appropriate arrangements are in place to manage these risks effectively.

This policy outlines the Trust's approach to identifying and supporting pupils with allergies, reducing the risk of allergen exposure, ensuring access to appropriate medication and responding effectively in the event of an allergic reaction. Through effective communication, training, planning and partnership working with pupils, parents, staff and healthcare professionals, the Trust aims to ensure that pupils with allergies can participate fully and safely in all aspects of school life.

The Trust is committed to regularly reviewing its allergy management arrangements and to promoting a culture of awareness, inclusion and continual improvement.

2. Roles and Responsibilities

Trustees

The Trustees are responsible for ensuring that appropriate arrangements are in place to support pupils with allergies and to comply with relevant legislation and guidance. The Trustees have appointed a named Trustee with responsibility for overseeing allergy management within the Trust.

The named Trustee will develop an understanding of allergy management within educational settings, receive suitable awareness training and provide appropriate challenge and support regarding the Trust's arrangements.

The Trustees will seek assurance that:

1. Appropriate policies and procedures are in place.
2. Staff receive suitable training.
3. Emergency medication arrangements are effective.
4. Allergy incidents are reviewed and lessons learned.
5. Reasonable adjustments are made for pupils with allergies.

Headteacher

The Headteacher has overall responsibility for the implementation of this policy and for ensuring that suitable arrangements exist to protect pupils with allergies.

The Headteacher will ensure that:

1. Appropriate resources are made available.
2. Staff are aware of their responsibilities.
3. Suitable training is provided.
4. Individual Healthcare Plans are implemented where required.
5. Emergency procedures are understood and practised.
6. Appropriate records are maintained and reviewed.
7. Allergy safety drills are undertaken periodically.

The Headteacher may delegate day-to-day responsibilities but retains overall accountability for ensuring effective allergy management.

Allergy Lead

Each school in the Trust has appointed a designated Allergy Lead to coordinate allergy management arrangements.

The Allergy Lead will:

1. Maintain the allergy register.
2. Coordinate Individual Healthcare Plans.
3. Liaise with parents and healthcare professionals.
4. Monitor medication expiry dates.
5. Coordinate staff training.
6. Support incident investigations and reviews.
7. Act as a point of contact for allergy-related matters.
8. Over-see high risk environments

Teaching and Support Staff

All staff have a responsibility to contribute to a safe environment for pupils with allergies.

Staff will:

1. Familiarise themselves with relevant pupil health information.
2. Follow Individual Healthcare Plans.
3. Undertake yearly allergy and anaphylaxis training
4. Report concerns regarding allergy management.
5. Follow emergency procedures in the event of an allergic reaction.
6. Participate in allergy risk assessments where appropriate
7. Ensure they are aware of where epi pens are stored in the school premises
8. Ensure they are confident in using an epi pen (trainer pens are provided at each school to practice)
9. Observe a child for an hour if a low-level reaction is observed.

Parents and Carers

Parents and carers play a vital role in ensuring that the Trust can safely support pupils with allergies.

Parents are responsible for:

1. Providing accurate and up-to-date medical information.
2. Informing the pupil's school of changes in medical circumstances.
3. Providing prescribed medication where required.
4. Replacing medication before expiry dates.
5. Participating in the development and review of Individual Healthcare Plans.
6. Ensuring that two spare epi pens are carried whilst taking the child to/from the school premises.

Failure to provide accurate information or appropriate medication may affect the Trust's ability to implement agreed support arrangements.

Pupils

The Trust will encourage pupils to develop an age-appropriate understanding of their allergy and how to keep themselves safe.

Where appropriate, pupils will be encouraged to:

1. Inform staff if they believe they have been exposed to an allergen.
2. Carry medication where agreed.
3. Report missing or damaged medication.
4. Follow agreed safety arrangements.

Visitors

Visitors must advise reception staff upon arrival if they have a known allergy and ensure they have adequate medication to hand if required. Visitors must advise where their medication is stored in case of an emergency.

3. Identification of Pupils with Allergies, Allergy Action Plans and Individual Healthcare Plans

The Trust recognises that the effective management of allergies depends upon the timely identification of pupils with allergies and the maintenance of accurate, accessible and up-to-date information regarding their medical needs.

The Trust will take reasonable steps to identify pupils with allergies at the earliest opportunity and will maintain appropriate records throughout the pupil's time at the Trust. Accurate information enables staff to take appropriate preventative measures, provide suitable support and respond effectively in the event of an allergic reaction.

Identification of Pupils with Allergies

Information regarding allergies may be obtained through:

1. Admission and enrolment documentation.
2. Information provided by parents or carers.
3. Information provided by healthcare professionals.
4. Information transferred from previous educational settings.
5. Changes notified during a pupil's time at their school.

Parents and carers are responsible for providing accurate and up-to-date information regarding their child's allergies, prescribed medication and any changes in medical circumstances. The pupil's school should be informed immediately of any new diagnosis, change in treatment or significant allergic reaction occurring outside of school.

Allergy Register

Each school will maintain an Allergy Register containing details of all pupils known to have diagnosed allergies.

The register should include, where appropriate:

1. The pupil's name.
2. Year group and class.
3. Known allergens.
4. Severity of allergies.
5. Prescribed medication.
6. Location of medication.
7. Details of any Individual Healthcare Plan.
8. Details of any Allergy Action Plan.
9. Emergency contact information.

The register should be reviewed regularly to ensure information remains accurate and should be updated whenever changes are reported.

The schools recognise that this information is essential for safeguarding purposes and will ensure that relevant staff have access to information necessary to fulfil their responsibilities.

Sharing Allergy Information

Each school will ensure that relevant allergy information is shared appropriately with those who require it in order to keep pupils safe.

This may include:

1. Class teachers.
2. Teaching assistants.
3. Lunchtime and mid-day supervisors.
4. First aiders.
5. Relevant office staff.
6. Educational visit leaders.
7. Sports coaches.
8. Wraparound club staff.
9. Supply staff where appropriate.

4. Individual Healthcare Plans

The Trust recognises that Individual Healthcare Plans (IHPs) are an important part of effective allergy management. They help ensure that pupils with allergies receive appropriate support, staff understand their responsibilities and suitable arrangements are in place should an allergic reaction occur.

Healthcare Plans should support both the safety and inclusion of pupils, allowing them to participate fully in school life wherever reasonably practicable.

An Individual Healthcare Plan should be considered for any pupil whose allergy requires specific management arrangements within school.

Individual Healthcare Plans should be developed in partnership with:

- Parents and carers.
- Relevant school staff.
- Healthcare professionals where appropriate.
- The pupil, where appropriate.

Individual Healthcare Plans should contain sufficient information to enable staff to support the pupil safely and consistently. Including:

- Medical Information (Details of diagnosed allergies. Known allergens and triggers. Severity of reactions. Relevant medical history.)
- Recognition of Symptoms (Early signs of an allergic reaction. Symptoms requiring additional monitoring. Signs and symptoms of anaphylaxis.)

- Medication (Prescribed medication. Type of adrenaline auto-injector. Number of devices available. Arrangements for self-carry where applicable. Storage locations and access arrangements.)
- Emergency Procedure. (Actions to be taken during an allergic reaction. Circumstances requiring emergency services. Contact arrangements for parents and carers.)

Where available, Individual Healthcare Plans should be used alongside a healthcare professional's Allergy Action Plan.

The Trust will ensure that relevant staff have access to information contained within Individual Healthcare Plans.

Individual Healthcare Plans should be considered when planning:

- Educational visits.
- Residential visits.
- Sporting activities.
- Clubs and extracurricular activities.
- Food-related curriculum activities.
- School/Trust events and celebrations.

Where necessary, additional risk assessments should be completed to address specific risks associated with an activity.

The existence of an allergy should not automatically prevent a pupil from participating in school activities.

Healthcare Plans should be reviewed regularly to ensure they remain accurate and effective.

Reviews should normally take place:

- At least annually.
- Following a significant allergic reaction.
- Following an episode of anaphylaxis.
- Following changes in prescribed medication.
- Following changes to medical advice.
- When requested by parents or healthcare professionals.

Any lessons identified following an incident should be reflected within the plan where appropriate.

5. Allergy-Aware and Risk Reduction

Allergy awareness is promoted amongst staff via online training and during face-to-face staff meetings.

All pupils will be encouraged to support those with allergies.

Parents will be informed of allergy arrangements by the Allergy Lead.

Any concerns regarding any allergy risk will be reported by the Allergy Lead.

6. Medication and Personal Adrenaline Auto-Injectors

Provision of Medication

Parents and carers are responsible for providing their child's school with any medication prescribed for their child and for ensuring that such medication remains in date and fit for use.

Where a pupil has been prescribed an adrenaline auto-injector (AAI), parents should normally provide two in-date devices unless alternative arrangements have been agreed.

Medication provided to the school should:

- Be prescribed to the individual pupil.
- Be clearly labelled.
- Be supplied in its original packaging.
- Include clear instructions where required.
- Be accompanied by relevant healthcare documentation where appropriate.

Parents should notify their child's school promptly if medication is changed, replaced or discontinued.

Access to Medication

The schools will ensure that prescribed medication can be accessed without delay in an emergency.

Medication should be stored in a manner that balances security with accessibility. Medication should never be locked away if this could delay treatment during a medical emergency.

Arrangements should ensure that medication remains accessible throughout the school day, including during break times, lunch times and lessons held away from the pupil's usual classroom.

Storage of Medication

Medication will be stored in accordance with manufacturers' instructions and in a manner that protects it from damage, deterioration and unauthorised access.

Storage arrangements will be reviewed periodically to ensure that emergency medication remains readily available from all areas of the school site.

The School Allergy Lead will ensure that all designated storage locations are known to relevant staff.

The school will maintain systems to monitor medication held on site.

Where medication is approaching its expiry date, parents should be notified in sufficient time to allow replacement medication to be provided. Appropriate records should be maintained of inspections and actions taken.

Use of Medication

Where medication is administered in response to an allergic reaction, the Trust will follow the pupil's Allergy Action Plan, Individual Healthcare Plan and emergency procedures.

Appropriate records should be completed following the administration of medication.

Following any significant allergic reaction, the Trust should review the circumstances and consider whether any changes to procedures or support arrangements are required.

7. Spare Adrenaline Auto-Injectors

Eligibility for Use

Schools will only administer a spare adrenaline auto-injector where there is a reasonable belief that a pupil is experiencing anaphylaxis or a severe allergic reaction and immediate treatment is required. The use of a spare adrenaline auto-injector will only be undertaken by appropriately trained members of staff, in conjunction with a call to 999 and following the advice provided by emergency medical professionals and call handlers.

Schools will normally use a spare adrenaline auto-injector for pupils who:

- Have been prescribed an adrenaline auto-injector.
- Have a diagnosed risk of anaphylaxis.
- Have written parental consent for the use of a spare device.
- Are known to the school as requiring emergency treatment for anaphylaxis.

The school's spare adrenaline auto-injectors are not intended to replace pupils' own prescribed medication. Parents and carers remain responsible for providing prescribed medication and ensuring that it remains in date and available for use

Storage of Spare Devices

Spare adrenaline auto-injectors should be stored in locations that are:

- Clearly identified.
- Accessible to trained staff.
- Secure from unauthorised access.
- Suitable for the storage of medication.

The location of spare devices should be known to relevant staff and included within emergency response arrangements.

Where appropriate, consideration should be given to the size and layout of the school site to ensure that devices can be accessed promptly during an emergency.

Schools will maintain arrangements for monitoring the condition of spare adrenaline auto-injectors.

Appropriate records should be maintained of inspections, usage and replacement.

The use of a spare adrenaline auto-injector should be reviewed following every incident.

- Whether staff followed procedures correctly.
- Any lessons that may improve future practice.

Training

Whole Trust Allergy Awareness Training

All staff will receive annual allergy awareness training.

This training should form part of staff induction and be refreshed at least annually.

Each school will also have hands-on training to practice on trainer devices.

The Allergy Lead and named Trustee will receive training sufficient to allow them to effectively coordinate allergy management arrangements across the Trust.

First Aid and Emergency Response

The management of allergic reactions and anaphylaxis should not be viewed in isolation from the Trust's wider first aid arrangements.

Where an allergic reaction occurs, first aiders should be involved wherever practicable, and staff should follow both this policy and the Trust's First Aid Procedures.

Training records should be maintained and monitored by the Allergy Lead to ensure staff remain competent and confident in carrying out their responsibilities.

8. Educational Visits and Residential Activities

Planning and Risk Assessment

All educational visits should take account of the needs of pupils with allergies.

Visit leaders should ensure that allergy risks are considered during the planning stage and reflected within visit risk assessments where appropriate.

Risk assessments should consider:

- The nature and severity of the pupil's allergy.
- Access to emergency medication.
- The location and duration of the visit.
- Food and catering arrangements.
- Environmental allergens.
- The availability of trained staff.
- Access to emergency medical assistance.
- Communication arrangements with parents and carers.

Schools will avoid generic assessments and instead ensure that arrangements are tailored to the specific needs of the pupil and the activity being undertaken.

Individual Healthcare Plans and Allergy Action Plans

Relevant staff attending the visit should be familiar with the contents of any Individual Healthcare Plan and Allergy Action Plan.

Plans should be reviewed before the visit to ensure they remain current and that all required medication is available.

Access to Medication

Emergency medication should accompany the pupil throughout the visit unless an agreed self-carry arrangement is in place.

Medication should remain:

- Readily accessible.
- Protected from damage.
- Available at all times.
- Known to supervising staff.

Particular consideration should be given to activities where access to medication may be more difficult, including sporting activities, outdoor learning activities, water-based activities and residential programmes.

Catering and Food Arrangements

Food provision will be considered as part of the planning process and reasonable efforts will be made to obtain information regarding allergens and food preparation arrangements.

Residential Visits

Residential visits require additional planning due to the extended nature of the activity and the potential for increased exposure to allergens.

Schools should ensure that:

- Medication remains available at all times.
- Overnight supervision arrangements are suitable.
- Relevant staff understand emergency procedures.
- The venue is aware of allergy requirements.
- Catering arrangements have been considered.
- Emergency services can be contacted promptly if required.

Where necessary, discussions should take place with parents before the visit to ensure that arrangements are suitable and understood by all parties.

Emergency Arrangements

Visit leaders should ensure that staff know what actions to take if an allergic reaction occurs.

This should include:

- Accessing emergency medication.
- Administration of adrenaline auto-injectors where required.
- Contacting emergency services.
- Informing the school and parents.
- Recording the incident.

Emergency procedures should take account of the location of the visit and any delays that may occur in accessing medical assistance.

9. Monitoring, Incident Reporting and Review

Reporting Allergy Incidents

All allergy-related incidents will be reported and recorded in accordance with the required reporting procedures.

Incident records will be completed as soon as reasonably practicable following the event while details remain fresh and accurate.

The Trust recognises that near misses can provide valuable information about weaknesses in systems and controls before harm occurs.

Near misses should be reported with the same commitment to learning and improvement as actual incidents.

The Trust encourages staff to report near misses promptly so that improvements can be implemented before a more serious event occurs.

Learning Lessons

The Trust will seek to learn from incidents, near misses and concerns raised by staff, pupils and parents.

Lessons identified should be shared with relevant staff and used to strengthen existing arrangements.

The schools and Trust will seek to continually improve its allergy management arrangements through reflection and review.

Spring Trust

Registered Office: Elmstead Wood Primary School,
Castlecombe Road, Mottingham, London SE9 4AT

T: 0203 837 8637

E: contact@springtrust.uk

