EMAT
EASTERN MULTI-ACADEMY TRUST

Group Policy Document

ALLERGY SAFETY & AWARENESS POLICY

Summary

This policy document is to detail the procedures for managing allergies and severe allergic reactions (anaphylaxis) across Eastern Multi-Academy Trust settings to minimise the risk of any individual suffering a fatal allergic reaction whilst at academy or attending any school related activity. This policy is based on DfE's Allergy Safety template policy and meets the requirements of Benedicts Law legislation.

If you are unsure about the validity of the content of this policy please refer to the Policy Owner.

Please Note: This policy is applicable to All settings within the Trust.

Policy owner	Audit Committee
Policy holder	**Chief Finance Officer**
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Policy Inventory ID Number	**HS05**
Group Policy Area	H&S Policy Suite

Approved by

Consultation Group	**Principals, Operations Managers, ELT**
Approval Committee	**Audit Committee**
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Version Control

Control No	Change summary	Consultation Group	Effective date

Allergy Safety & Awareness Policy

1. Policy Statement

The Trust is committed to providing a safe, inclusive and supportive environment for all pupils, staff, volunteers and visitors with allergies, including those at risk of anaphylaxis.

The Trust recognises that allergies can have a significant impact on an individual's health, wellbeing, participation in education and quality of life. The Trust will take all reasonable steps to minimise the risk of exposure to known allergens whilst promoting inclusion and ensuring that pupils with allergies are able to access all aspects of Academy life.

These procedures apply to academy led breakfast and after school provision. Where this is provided by a third party, The Trust requires academies to ensure that this policy is shared and the third-party provider meets the same procedures.

The Trust requires all academies to ensure that PTA events, as best practice, follow FSA (Food Standards Agency) legislation for food labelling and ensure that PTA members who are serving food have a basic awareness of allergen management.

The Trust requires all academies to be allergy aware, ensuring that staff and students are actively aware of the risk posed by allergens, take steps to minimise the risk of exposure and have robust emergency response plans in place.

This policy applies to all Trust Academies and should be read alongside:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Educational Visits Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy

2. Legal Framework

This policy is informed by:

- Children's Wellbeing and Academies Act 2026
- DfE Allergy Safety in Academies Guidance
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- UK GDPR and Data Protection Act 2018

3. Roles and Responsibilities

Trust Board

The Trust Board will:

- Ensure a Trust-wide allergy safety policy is in place.

- Provide strategic oversight of allergy safety arrangements across the Trust.
- Receive assurance regarding compliance, significant incidents, risks and emerging themes.
- Monitor the effectiveness of the policy through Trust-level reporting and governance processes.
- Ensure appropriate resources and oversight are available.

Academy Committees

Academy Committees have a role in providing local governance assurance and monitoring the effective implementation of this policy within their school. In carrying out this role, Academy Committees will:

- Seek assurance that appropriate allergy safety arrangements are in place and operating effectively.
- Monitor compliance with this policy through reports provided by school leaders.
- Review significant allergy-related incidents, trends and lessons learned, where appropriate.
- Receive assurance that staff training, risk management and emergency arrangements are maintained.
- Escalate any significant concerns regarding allergy safety to the Trust Board in accordance with the Trust's governance and reporting arrangements.

Chief Executive Officer

The CEO will:

- Promote effective implementation across all Academies.
- Ensure Academies comply with statutory requirements and Trust expectations.

Principals

Principals will:

- Implement this policy within their Academy.
- Appoint a named senior leader responsible for allergy safety.
- Ensure staff receive appropriate training.
- Ensure local arrangements are documented within Annex A.

Named Senior Leader for Allergy Safety

Each Academy must designate a senior leader to:

- Lead implementation of allergy safety arrangements.
- Coordinate annual review of local procedures.
- Monitor training, incidents and compliance.
- Act as the key contact for allergy-related matters.

The allergy lead can be supported by a lead first aider or member of SLT.

Staff

All staff are responsible for:

- Following this policy and local procedures.
- Complete required training.
- Taking reasonable steps to reduce allergen exposure.
- Responding appropriately during an allergic reaction or emergency.
- Reporting incidents and near misses.

Parents/Carers

Parents/carers are expected to:

- Inform the Academy of allergies and medical conditions.
- Provide up-to-date medical information and action plans.
- Supply prescribed medication as required.
- Inform the Academy promptly of changes to a child's condition.

4. Allergy Awareness Training

All Academies will ensure that allergy awareness and emergency response training is completed annually.

Training must be completed by:

- Teaching staff
- Support staff
- Catering staff (third party catering providers will train their own staff)
- Breakfast and after-Academy club staff
- Regular volunteers
- Agency and temporary staff as appropriate

Training will include:

- Understanding allergy and allergic conditions.
- Common allergens and allergy triggers.
- Recognising allergic reactions.
- Recognising anaphylaxis.
- Emergency response procedures.
- Use of adrenaline auto-injectors.
- Use of emergency asthma inhalers where applicable.
- Understanding Academy procedures and individual healthcare plans.
- Incident and near-miss reporting.

New staff will receive induction information before working unsupervised with pupils.

5. Promoting Wellbeing

The Trust recognises that living with allergies may affect emotional wellbeing.

Academies will:

- Promote understanding and inclusion.
- Address anxiety related to allergies.
- Prevent bullying, teasing or discrimination relating to medical conditions.
- Respond promptly to concerns raised by pupils or families.

Any bullying related to medical conditions will be managed in accordance with the Academy's Behaviour and Anti-Bullying Policies.

6. Minimising Risk

The Trust does not generally operate allergen-free Academies because this cannot be guaranteed. Blanket bans, especially to nuts, create a false sense of security. Whilst there are 14 key food allergens that cause over 90% of reactions, any food can cause a reaction.

Instead, Academies will adopt a risk-managed approach and take reasonable steps to minimise exposure to known allergens.

Measures may include:

- Management of allergens in Academy-provided food.
- Management of food brought onto site.
- Teaching students not to food share, trade food or share utensils or food containers with the reasons why.
- Appropriate cleaning procedures.
- Consideration of allergens during curriculum activities.
- Consideration of allergens during celebrations and special events.
- Management of airborne or contact allergens where identified.
- Risk assessments for educational visits and off-site activities.
- All staff planning activities must consider potential allergen exposure.

The Trust requires all academies to ensure that the risk of exposure is minimised by

- All school staff allergy training every year
- Educating students through awareness assemblies and within PSHE
- Educating PTAs (Parent Teacher Associations) about academy expectations for allergy management
- Communicating with all visitors, temporary staff and cover staff that they will be teaching a student with an allergy and ensuring that the member of staff has been trained in allergy and anaphylaxis emergency response
- Working closely with parents/carers and health professionals to understand the student's allergy
- Monitoring this policy to ensure that the agreed practices are implemented
- Establishing and maintaining high hygiene standards amongst staff, students and visitors

All academies must complete a school wide allergy risk assessment that seeks to minimise the risks of exposure to known allergens. The risk assessment will include:

- Identifying the food used within the curriculum and making adaptions to remove allergens that pose a risk for the whole group not just the student who has the allergy.
- Conducting specific risk assessments to manage the risks of exposure to allergens in individuals when planning external visits or trips
- Identify measures to manage risks of exposure to a food allergen through food brought in by others (for example, parents, students, staff).
- Identify measures to manage the risks of exposure to a food allergen through food provided by the academy, or contract caterers.
- Putting in reasonable measures to manage the risk of individuals being exposed to allergens where they have a known allergy to airborne or contact allergens
- Identifying non-food allergens within the environment and making adaptions to remove/reduce allergens that pose a risk; for example, therapy or school dogs would require enhanced cleaning and limiting to specific areas, hygiene measures after students have worked with the therapy dog

7. Food Allergy Management

Academies will:

- Work with catering providers to identify allergens in food provided.
- Make allergen information available as required.
- Take reasonable steps to support pupils with food allergies.
- Ensure relevant staff understand allergen management procedures.

Where a pupil requires specific arrangements, these will be documented within their Individual Healthcare Plan (IHCP).

Coeliac disease and food intolerance can present symptoms which are similar to those of food allergy; however it is important that Coeliac disease and food intolerance is be managed through dietary avoidance - these conditions do not pose a risk of anaphylaxis and so they are not within this allergy safety policy.

8. Identification of Individuals with Allergies

Academies will maintain an accurate record of:

- Pupils with allergies
- Relevant staff where appropriate
- Healthcare plans
- Allergy action plans
- Prescribed emergency medication

Information will be obtained through:

- Admission forms
- Medical information forms

- Parents/carers
- Previous educational settings
- Healthcare professionals

Records will be reviewed regularly and updated whenever circumstances change.

9. Individual Healthcare Plans

An Individual Healthcare Plan will be developed where a pupil:

- Has an allergy that affects their participation in Academy life;
- Is at risk of harm due to their condition; and
- Requires arrangements additional to those normally available.

Plans may include:

- Known allergens
- Symptoms
- Preventative measures
- Emergency response procedures
- Medication arrangements
- Educational visit requirements

Where available, Allergy Action Plans and Asthma Action Plans will be attached.

10. Prescribed Adrenaline Auto-Injectors

People at risk of anaphylaxis are prescribed two adrenaline devices which they should carry with them at all times. This includes the journey to and from;

- school,
- the classroom
- lunch area
- playground
- sports field
- when on visits or trips

Academies will ensure pupils prescribed adrenaline auto-injectors have rapid access to them at all times, including:

- In classrooms
- At lunchtime
- During breaktimes
- During PE and sporting activities
- During visits and trips

Academies will maintain records of:

- Pupils prescribed adrenaline devices
- Device locations
- Expiry dates
- Emergency action plans

During fire drills and lockdown practices, the Trust requires all academies to ensure that a student's adrenaline device is with them. Should a real evacuation happen, the student may have to go home without adrenaline if this has not been taken out with them during an evacuation.

11. Spare Adrenaline Auto-Injectors

The Human Medicines (Amendment) Regulations 2017 permit spare adrenaline devices to be used for the purpose of saving a life. This might be, for example, a child presenting for the first time with anaphylaxis due to an undiagnosed allergy.

The Trust requires all academies to hold spare adrenaline devices for use in emergency situations. These are not a replacement for a student's own adrenaline device. Students prescribed adrenaline are expected to have their own adrenaline devices with them at school for use in an emergency. Spare adrenaline auto-injectors will be managed in accordance with current legislation and guidance.

Academies will ensure:

- Spare devices are easily accessible.
- Devices are clearly labelled.
- Devices are stored according to manufacturer requirements.
- Devices are checked regularly.
- Expired devices are replaced promptly.
- Disposal arrangements are in place.

No pupil should be more than five minutes from access to adrenaline in an emergency.

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used. In an emergency situation anyone may take reasonable action to save a life without checking whether prior consent has been given.

12. Educational Visits and Off-Site Activities

Pupils with allergies must be enabled to participate fully in visits and activities wherever reasonably possible.

Academies will:

- Complete risk assessments where appropriate.
- Ensure emergency medication accompanies pupils.
- Ensure trained staff attend where required.
- Consider food provision and allergen risks.

- Communicate arrangements to parents/carers.

13. Emergency Response

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

Emergency procedures will include:

1. Identifying symptoms.
2. Administering medication where required.
3. Calling emergency services.
4. Contacting parents/carers.
5. Monitoring the individual until emergency assistance arrives.
6. Recording the incident.

Staff should follow the individual's healthcare plan wherever available.

In the event of anaphylactic reaction:

- Adrenaline should be administered as soon as possible, within five minutes. Do not wait to contact the emergency services before administering adrenaline.
- The child, young person or individual should not be moved. Adrenaline devices should be brought to them (whether their own prescribed AAI or spare AAI).
- If the child, young person or individual has their own prescribed adrenaline devices, these should be used in the first instance.
- If the child, young person or individual does not have prescribed adrenaline devices, spare adrenaline devices can be used.
- If the child, young person or individual's prescribed adrenaline devices are not available or misfire, spare adrenaline devices can be used.

Serious anaphylaxis is a time critical situation; delays in administering adrenaline have been associated with fatal reactions. An adrenaline device needs to be administered within 5 minutes so if the adrenaline device cannot be with them in the classroom, the adrenaline device should be stored in an appropriate central location that is unlocked and accessible at all times (including during wrap around care).

All individuals must go to hospital for observation after anaphylaxis even if they appear to have recovered as a biphasic reaction can recur after treatment.

14. Incident and Near Miss Reporting

All allergy incidents and near misses must be reported.

Academies will:

- Record incidents locally.
- Investigate causes.
- Identify lessons learned.
- Update risk assessments where necessary.
- Share learning with relevant staff.

Serious incidents will be escalated through Trust reporting procedures.

15. Information Sharing and Confidentiality

Health information relating to allergies is special category personal data.

Academies will:

- Share information only where necessary.
- Ensure staff are aware of pupils who require support.
- Protect confidentiality and dignity.
- Manage records in accordance with data protection requirements.

16. Policy Awareness

This policy will be:

- Published on Trust and Academy websites.
- Available on request.
- Included in staff induction processes.
- Referenced during annual training.

Academies should also promote age-appropriate awareness of allergy safety amongst pupils.

17. Monitoring and Review

This policy will be reviewed annually by the Trust or sooner if:

- Legislation changes.
- National guidance changes.
- Significant incidents occur.
- Monitoring identifies a need for revision.

Annex A – Academy Allergy Safety Arrangements

To be completed by each Academy

Academy Details

Item	Academy Detail
Academy Name	
Principal	
Named Senior Leader for Allergy Safety	
Date Completed	
Review Date	

Staff Training

Arrangement	Academy Detail
Annual allergy training provider	Via Smartlog
Training frequency	Annual
Staff induction arrangements	
Supply staff briefing arrangements	

Identification and Record Keeping

Arrangement	Academy Detail
Medical information system used	Smartlog
Location of allergy register (list of all pupils and staff with allergies)	
Process for updating records	
Person responsible for writing and updating IHCPs and Allergy Action Plans (where appropriate)	

Medication Arrangements

Arrangement	Academy Detail
Location of pupil AAIs	
Location of spare AAIs and how they are stored	
Responsible person for expiry checks & Frequency of checks and arrangements	
Responsible person for organising replacement AAIs and process	

Food and Catering Arrangements

Arrangement	Academy Detail
Catering provider	
Allergen information process	
Arrangements for special diets	
Procedures for food brought into Academy	

Risk Reduction Measures

Describe local arrangements for:

Arrangement	Academy Detail
Classroom activities	
DT/cooking lessons	
Science lessons	
Fundraising events	
Celebrations and parties	

Animals in Academy	
Outdoor learning	

Educational Visits

Describe local procedures for:

Arrangement	Academy Detail
Risk assessment	
Transport	
Medication carriage	
Catering arrangements	
Emergency procedures	

Emergency Procedures

Location of Emergency Medication

- Main office:
- Medical room:
- Dining hall:
- Sports facilities:
- Other locations:

Emergency Contacts

- First aider(s):
- Allergy lead:
- Senior leader:
- Emergency support arrangements:

Incident Reporting

Describe local procedures including:

- Recording system used *(suggest using Smartlog accident/incident/near miss reporting)*
- Investigation process *(suggest using accident investigation procedures)*
- Reporting to Trust *(suggest that ELT/Operations Manager is made aware)*
- Communication with parents

Additional Academy-Specific Arrangements

(Insert any Academy-specific measures, practices or risk controls.)

Upwell Academy

Local Annex A - Allergy Safety & Awareness Policy

September 2026

Policy owner	Academy Committee
Author	Chris Harris, Principal

Approved by

Consultation Group	Senior Leadership Team
Approval Committee	Academy Committee
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Review Date	September 2027

Version Control

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1.0	New Policy - no changes	Senior Leadership Team	September 2026

Academy Details

Item	Academy Detail
Academy Name	Upwell Academy
Principal	Chris Harris
Named Senior Leader for Allergy Safety	Chris Harris
Date Completed	September 2026
Review Date	September 2027

Staff Training

Arrangement	Academy Detail
Annual allergy training provider	Smartlog
Training frequency	Annual
Staff induction arrangements	All new starters complete allergy awareness training as part of their induction. This includes teaching staff, support staff, agency staff, supply teachers, volunteers and catering staff.
Supply staff briefing arrangements	Supply staff and temporary staff receive allergy awareness information and are made aware of pupils with allergies, emergency procedures, allergy registers and the location of emergency medication.

Identification and Record Keeping

Arrangement	Academy Detail
Medical information system used	Smartlog
Location of allergy register (list of all pupils and staff with allergies)	Maintained electronically on Smartlog. A copy of the pupil allergy register is available in the school office and school kitchen.
Process for updating records	Medical information is collected on admission, reviewed annually and updated whenever parents notify the academy of changes. Records, IHPs and Allergy Action Plans are reviewed at least annually and following any significant change.

Arrangement	Academy Detail
Person responsible for writing and updating IHCPs and Allergy Action Plans (where appropriate)	Chris Harris, Principal and Allergy Safety Lead, in consultation with parents/carers and relevant healthcare professionals.

Medication Arrangements

Arrangement	Academy Detail
Location of pupil AAIs	Stored in the school office, unlocked and accessible at all times where pupils are unable to carry them personally. Copies of Allergy Action Plans are kept alongside medication.
Location of spare AAIs and how they are stored	Stored in the school office, unlocked, clearly labelled, separate from prescribed medication, kept at room temperature and no more than 5 minutes away from where they may be needed. Spare AAIs are stored in pairs.
Responsible person for expiry checks & Frequency of checks and arrangements	Loretta Headley (Operations Manager) and Chris Harris (Principal) undertake monthly checks to ensure spare AAIs are present and in date.
Responsible person for organising replacement AAIs and process	Loretta Headley and Chris Harris arrange replacement AAIs when expiry dates are approaching. Parents are responsible for replacing pupil-specific AAIs.

Food and Catering Arrangements

Arrangement	Academy Detail
Catering provider	Aspens
Allergen information process	Menus and ingredient information are available to parents. Catering staff are trained in allergen management and allergen information for the top 14 allergens is available.
Arrangements for special diets	Individual dietary requirements are identified through medical information and catered for through liaison between parents, academy staff and catering staff.
Procedures for food brought into Academy	Parents must follow academy guidance regarding food brought into school. Staff seek parental engagement and permission before activities involving food not directly provided by the academy. Food sharing is not permitted.

Risk Reduction Measures

Arrangement	Academy Detail
Classroom activities	Staff consider allergy risks when planning activities. Hand washing is promoted before and after eating and food sharing is prohibited.
DT/cooking lessons	Risk assessments are completed for pupils at risk of anaphylaxis. Ingredient checks are undertaken and suitable alternatives provided where required.
Science lessons	Risk assessments completed where food substances or allergens may be used. Staff ensure appropriate controls are in place.
Fundraising events	Allergy information is considered before food sales. Parents and staff are reminded of allergy risks and ingredient information is made available where appropriate.
Celebrations and parties	Food sharing is discouraged. Any food brought in must be considered against known allergies and individual risk assessments. Parents are consulted where necessary.
Animals in Academy	Pupils wash hands after contact with animals. Pupils with animal allergies do not participate in direct animal handling.
Outdoor learning	Appropriate precautions are taken regarding insect stings, including covering food and drink and ensuring footwear is worn. Individual risk assessments are completed where required.

Educational Visits

Arrangement	Academy Detail
Risk assessment	Specific allergy risk assessments are completed for pupils at risk of anaphylaxis before educational visits.
Transport	Trip leaders ensure access to emergency medication throughout journeys and staff supervising pupils are aware of allergy risks.
Medication carriage	Pupils carry their own AAIs where appropriate. Trip leaders carry two spare AAIs and relevant Allergy Action Plans.
Catering arrangements	Catering arrangements are checked in advance and alternative provisions made where necessary. Allergens are considered when selecting venues and providers.
Emergency procedures	Staff receiving allergy training attend visits. Allergy Action Plans are carried and emergency procedures followed including administration of adrenaline and calling emergency services where required.

Emergency Procedures

Location of Emergency Medication

- Main office: Pupil prescribed AAIs and spare AAIs stored in unlocked medical medication area.
- Medical room: Pupil prescribed AAIs and spare AAIs stored in unlocked medical medication area in the Main Office.
- Dining hall: Staff have immediate access to allergy register and office-held medication.
- Sports facilities: Emergency medication taken to activities where required.
- Other locations: Medication accompanies educational visits, off-site activities and residential visits where relevant.

Emergency Contacts

- First aider(s): Emma Linehan and Jo Sharman
- Allergy lead: Chris Harris (Principal).
- Senior leader: Chris Harris (Principal) or member of the Senior Leadership Team.
- Emergency support arrangements: Call 999 immediately in cases of suspected anaphylaxis, administer adrenaline in line with Allergy Action Plans and contact parents/carers as soon as practicable.

Incident Reporting

All serious incidents and near misses relating to allergies are recorded on Smartlog. Records include details of what occurred, who was involved, actions taken and outcomes.

Investigation will be undertaken by the Allergy Safety Lead in a no-blame manner to identify lessons learned, review procedures and consider amendments to Individual Healthcare Plans where appropriate.

The Principal and Operations Manager will be informed of any serious incident or significant near miss. Where required, incidents will be reported to relevant external agencies including the Trust, HSE or Local Authority.

Parents/carers will be informed as soon as possible following any allergy-related incident or near miss and will be involved in any review of arrangements and learning arising from the event.

Additional Academy-Specific Arrangements

- Upwell Academy operates as a nut-aware academy and requests that nut-based products are not brought into school.
- Allergy registers are available to relevant staff and catering personnel.
- Allergy awareness forms part of annual safeguarding and health and safety updates.
- Annual allergy emergency drills are conducted to test academy procedures and staff confidence.

- Allergy School resources are incorporated into the PSHE curriculum to promote pupil understanding of allergies and inclusion.