

Allergy Policy

Thomas Keble School



This is a statutory policy and was agreed upon by the Trust Board and supersedes all previous policies relating to this area	July 2026
Signed by The Chair of Trustees Ms. M Baker	
Implemented:	September 2026
Review date:	September 2027
Author:	S Shaw

1. Aims

Thomas Keble School is committed to providing a safe, inclusive and supportive environment for pupils with allergies, food hypersensitivities, coeliac disease and medical conditions that place them at risk of an allergic reaction or anaphylaxis.

This policy aims to:

- Reduce the risk of exposure to allergens.
- Ensure staff understand their responsibilities in managing allergies.
- Promote allergy awareness across the school community.
- Ensure effective arrangements are in place to respond to allergic reactions and anaphylaxis.
- Support pupils with allergies to participate fully and safely in school life, including educational visits, extracurricular activities and enrichment opportunities.
- Meet statutory requirements relating to supporting pupils with medical conditions and food allergen information.

This policy should be read alongside the school's:

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

This policy is based on Department for Education guidance on supporting pupils with medical conditions and allergies in schools, together with legislation relating to food allergen information and the use of emergency adrenaline auto-injectors (AAIs).

2. Background

An allergy is an immune-system response to a substance that is normally harmless. Allergic reactions can vary from mild symptoms, such as itching or rashes, to severe, life-threatening anaphylaxis. Even a small amount of an allergen can trigger a reaction in some individuals.

Food hypersensitivity may include:

- Food allergy
- Food intolerance
- Coeliac disease

Coeliac disease is an autoimmune condition triggered by gluten and requires strict avoidance of gluten-containing foods.

The school recognises that allergies can have a significant impact on a pupil's:

- Health and wellbeing
- Confidence and independence
- Participation in school activities
- Mental health and social experiences

3. Roles and Responsibilities

3.1 Allergy Lead

The Headteacher has appointed **Mr C Whitfield**, Assistant Headteacher, as Allergy Lead.

The Allergy Lead is responsible for:

- Maintaining oversight of allergy management across the school.
- Maintaining an up-to-date register of pupils with allergies.
- Ensuring pupils have appropriate medical documentation and healthcare plans.
- Coordinating staff training.
- Ensuring spare AAls are purchased, maintained and available.
- Reviewing this policy annually.
- Monitoring allergy-related incidents and identifying lessons learned.

3.2 Medical Officer

The Medical Officer and First Aid Team are responsible for:

- Maintaining allergy records and healthcare plans.
- Liaising with families and healthcare professionals.
- Checking medications are in date.
- Monitoring emergency medication storage.
- Recording incidents and treatment administered.
- Supporting educational visits and risk assessments.

3.3 Staff Responsibilities

All staff must:

- Complete annual allergy and anaphylaxis training.
- Familiarise themselves with pupils' medical needs.
- Understand this policy and relevant healthcare plans.
- Be able to recognise symptoms of allergic reactions and anaphylaxis.



- Know how and where emergency medication is stored.
- Promote allergy awareness and inclusion.
- Consider allergy risks when planning lessons, visits and activities involving food or animals.
- Take appropriate action during an emergency.

3.4 Parents and Carers

Parents/carers must:

- Inform the school of allergies and medical needs.
- Provide up-to-date healthcare information.
- Supply prescribed medication, including two in-date AAls where required.
- Provide an Allergy Action Plan from an appropriate healthcare professional.
- Replace medication before expiry dates.
- Inform the school of any changes in medical needs.
- Attend relevant medical appointments and share outcomes with the school.

3.5 Pupils

Pupils with allergies should:

- Understand their allergy and associated risks where age-appropriate.
- Carry prescribed medication when agreed in their healthcare plan.
- Report symptoms or concerns immediately.
- Avoid sharing food.
- Communicate concerns regarding ingredients or allergens.

All pupils are expected to:

- Respect and support peers with allergies.
- Follow school expectations regarding food sharing.
- Participate in allergy awareness education.

4. Allergy Information and Individual Healthcare Plans

The school will:

- Maintain an allergy register.
- Hold current healthcare plans for pupils at risk of allergic reactions.
- Record:
 - Known allergens
 - Severity of risk
 - Prescribed medication

- Emergency contact details
- Details of consent for emergency medication use

Where appropriate and agreed by parents, photographs may be used to assist staff identification.

Healthcare plans will be reviewed:

- Annually.
- Following any allergic reaction.
- Following changes in medical advice.
- Whenever requested by parents or healthcare professionals.

4.1 Individual Healthcare Plan Requirements

The Headteacher, in consultation with parents/carers and healthcare professionals where appropriate, will determine whether a pupil requires an Individual Healthcare Plan (IHP). An IHP will normally be required where a pupil's allergy presents a significant risk within the school environment or where arrangements additional to normal school procedures are necessary.

4.2 Identification of Staff and Visitors with Allergies

The school will take reasonable steps to identify staff, volunteers and visitors with significant allergies where this information is shared. New employees will be asked to disclose relevant medical information during induction. Visitors, contractors and volunteers are encouraged to notify the school of any significant allergies so that reasonable adjustments may be considered where appropriate.

4.3 Information Sharing

Relevant allergy information will be shared with staff who need it in order to keep pupils safe, including teaching staff, pastoral staff, first aid staff, trip leaders and catering personnel where appropriate. Information will be shared in accordance with UK GDPR and the school's Data Protection Policy.

5. Preventing Exposure to Allergens

The school recognises that it is not possible to maintain a completely allergen-free environment. Instead, it adopts a risk reduction approach.

Hygiene and Food Safety

The school will:



- Promote handwashing before and after eating.
- Prohibit food sharing.
- Encourage pupils to use named water bottles.
- Ensure cleaning procedures minimise contamination risks.
- Maintain good hygiene in dining and food preparation areas

The school and catering provider will:

- Comply with food allergen legislation.
- Clearly identify the 14 recognised allergens.
- Ensure allergen information is available for all food sold or provided.
- Implement measures to prevent cross-contamination.
- Ensure catering staff receive appropriate training.

Food Technology and Curriculum Activities

Additional planning and risk assessment will take place where food is used within:

- Food Technology
- Science
- Enrichment activities
- Practical lessons

Alternative ingredients or activities will be provided where appropriate.

6. Safeguarding and Inclusion

The school recognises that pupils with allergies may be vulnerable to anxiety, exclusion or bullying.

The school will:

- Promote understanding and empathy.
- Address any bullying related to medical conditions swiftly.
- Ensure allergy awareness is included within the curriculum and pastoral programme.
- Support pupils' emotional wellbeing through pastoral systems.
- Ensure pupils with allergies can participate fully in school life.

7. Educational Visits and Off-Site Activities

No pupil will be excluded from attending educational visits solely because of an allergy.

Visit leaders must:

- Review allergy information before the visit.



- Ensure appropriate medication is available.
- Carry out additional risk assessments where necessary.
- Share relevant information with accompanying staff.
- Liaise with external venues regarding allergens.
- Ensure emergency medication accompanies the visit.

8. Emergency Procedures

Recognising an Allergic Reaction

Symptoms may include:

Mild to Moderate Symptoms

- Itching or rash
- Swelling to lips or face
- Tingling in the mouth
- Nausea or stomach pain

Symptoms of Anaphylaxis

- Difficulty breathing
- Noisy breathing or wheezing
- Difficulty swallowing or speaking
- Severe swelling
- Dizziness or collapse
- Pale or clammy skin

Emergency Response

If anaphylaxis is suspected:

1. Send for assistance immediately.
2. Administer the pupil's prescribed AAI without delay.
3. If unavailable, use the school's emergency AAI where permitted.
4. Call 999 and state "anaphylaxis".
5. Record the time the AAI was administered.
6. Administer a second AAI after five minutes if symptoms persist and a second device is available.
7. Begin CPR if required and follow emergency services advice.
8. Contact parents/carers.
9. Ensure the pupil is taken to hospital even if symptoms improve.

A pupil experiencing suspected anaphylaxis must never be left unattended.

9. Adrenaline Auto-Injectors (AAIs)

The school will maintain spare emergency AAIs in accordance with Department of Health and Social Care guidance.

AAIs will:

- Be stored centrally and be readily accessible to trained staff.
 - A set are stored in school reception.
- Not be locked away.
- Be kept at appropriate temperatures.
- Be checked monthly for expiry dates and condition.
- Be included within educational visit arrangements where necessary.

The school will maintain an Emergency Anaphylaxis Kit containing:

- Spare AAIs
- Instructions for use
- Emergency procedures
- Usage records
- Expiry-date checks

10. Adrenaline Auto-Injectors (AAIs)

10.1 Definitions of serious incidents and near misses

A serious incident is any allergy-related event in which a pupil, member of staff or visitor experiences harm, requires emergency medical treatment, receives emergency medication, requires hospital treatment, or is placed at significant risk of harm as a result of exposure to an allergen.

A near miss is an allergy-related event that did not result in harm but had the potential to do so. This may include situations where an allergen was inadvertently provided, where emergency medication was unavailable when required, or where a procedural failure could reasonably have led to an allergic reaction had circumstances been slightly different.

The school will promote a culture in which staff feel confident reporting both serious incidents and near misses in order to improve practice and reduce future risk.

10.2 Recording requirements

All allergy-related serious incidents and near misses must be reported to the Allergy Lead as soon as reasonably practicable. The Allergy Lead will in turn inform the Headteacher.

The school will record the following information:

- The individual(s) involved.
- The date, time and location of the incident.
- The allergen or suspected allergen involved.
- A factual account of what occurred.
- Any treatment or emergency action taken.
- Whether emergency services were contacted.
- The outcome of the incident.
- Any immediate actions taken to reduce further risk.

Records will be maintained in accordance with the school's accident reporting, safeguarding and data protection procedures.

10.3 Parental notification

Where a pupil is involved in a serious incident or near miss, parents/carers will be informed as soon as possible.

The school recognises that some allergic reactions may develop after a pupil has returned home. Parents/carers are therefore encouraged to report any suspected allergy-related incidents that may have originated during the school day, including delayed reactions and concerns regarding allergen exposure.

Parents/carers will be given an opportunity to share information, concerns and observations as part of any subsequent review.

10.4 Review and lessons learned

Following any serious incident, and where appropriate following a near miss, the Allergy Lead will undertake a review to identify:

- Contributory factors.
- Whether current arrangements were followed.
- Any areas for improvement.
- Any additional support or training requirements.

Reviews will be conducted in a constructive and proportionate manner, with the primary aim of improving safety and reducing the likelihood of recurrence.

Relevant findings and lessons learned will be shared with staff where appropriate.

10.5 Consideration of policy and healthcare-plan updates

Following any serious incident or significant near miss, the school will consider whether:

- A pupil's Individual Healthcare Plan requires amendment.
- Risk assessments require updating.
- Additional control measures should be introduced.
- Staff training requirements need to be revised.
- This Allergy Policy requires amendment.

Any agreed actions will be implemented as soon as reasonably practicable and monitored by the Allergy Lead.

11. Training

All staff will receive annual allergy awareness and anaphylaxis training.

Training will include:

- Understanding allergies and coeliac disease.
- Identifying allergic reactions.
- Recognition of anaphylaxis.
- Administration of AAI.
- Emergency procedures.
- Understanding healthcare plans.
- Educational visits and Food Technology considerations.
- Inclusion and safeguarding issues.

Relevant induction training will be provided for new staff.

12. Risk Assessment

Individual risk assessments will be completed where necessary for pupils at risk of severe allergic reactions.

Additional risk assessments will be undertaken for:

- Educational visits
- Residential trips
- Sports events
- Food Technology lessons
- Animal handling activities
- Activities involving food preparation or consumption

Risk assessments will be reviewed annually and following any allergy-related incident.

13. Monitoring and Review

The Headteacher and Allergy Lead will review this policy annually or sooner if:

- Legislation changes.
- National guidance changes.
- Significant allergy-related incidents occur.
- Operational practice requires amendment.

In addition to the annual review cycle, this policy will be reviewed following any serious allergy-related incident where lessons learned indicate that changes are required.