



Policy Name	ALLERGY SAFETY POLICY
Relevant To	Federation ☒ Bidwell Brook Only ☐ Ellen Tinkham Only ☐
Type of Policy	Model ☐ School ☒
Name of Policy Holder	NIKKI BURROUGHS
Approved By	Full Governing Body ☐ CBT Governors ☐ T&L Governors ☒ SLT ☐
Date of Implementation	September 2026
Version Date (if applicable)	N/A
Date of Last Review	N/A
Date of Next Review	Summer Term 2027

1. Purpose

This policy sets out how the federation will identify, prevent, manage and respond to allergies and related medical conditions, including asthma, food allergies, hay fever and skin allergies. It reflects the heightened vulnerability of pupils with Severe Learning Difficulties (SLD) and Profound and Multiple Learning Difficulties (PMLD), who may be unable to recognise, communicate or respond to symptoms independently.

The federation adopts a proactive, whole-school and risk-managed approach, including operating as a nut-free environment, to ensure all pupils are safe, supported and able to participate fully in school life.

2. Policy Aims

- To ensure a safe and inclusive environment for pupils with allergies and asthma
- To implement robust risk management systems that minimise exposure and harm
- To ensure staff are trained, confident and responsive
- To establish clear emergency response procedures
- To embed strong governance, monitoring and continuous improvement

3. Legal Framework

This policy should be read alongside, and implemented in accordance with relevant legislation and statutory guidance, including:

- Children and Families Act 2014
- Equality Act 2010
- Special Educational Needs and Disability (SEND) Code of Practice
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Supporting Children and Young People with Medical Conditions and Allergy: Statutory Guidance for Schools in England (2026)
- Relevant food safety and allergen legislation

The federation recognises its legal duty to make appropriate arrangements for supporting pupils with medical conditions and allergies, ensuring that they can access education safely and participate fully in all aspects of school life

4. Roles and Responsibilities

The federation recognises that effective allergy management requires a whole-school approach, with clear responsibilities assigned to governors, leaders, staff, parents/carers and external professionals.

The Governing Board is responsible for ensuring that appropriate policies, procedures, resources and monitoring arrangements are in place to support pupils with allergies and medical conditions.

The Executive Headteacher is responsible for the implementation of this policy, ensuring that systems, staffing, training and resources are sufficient to meet the needs of pupils safely and effectively. The Executive Headteacher retains overall strategic responsibility for allergy safety across the federation.

The Head of Site at each federation setting will act as the designated Allergy Lead for their site and will be responsible for the implementation of this policy, monitoring compliance, coordinating staff training, reviewing incidents and near misses, overseeing the implementation of Individual Healthcare Plans (IHPs) and reporting relevant matters to the Executive Headteacher and governors as required.

The Nursing Assistants, School Nurses and other relevant leaders are responsible for coordinating healthcare arrangements, maintaining medical records, supporting staff and ensuring that Individual Healthcare Plans (IHPs) are implemented consistently.

All staff are responsible for understanding their duties under this policy, following Individual Healthcare Plans, completing required training and responding appropriately to emergency situations.

Parents and carers are responsible for providing accurate, complete and up-to-date information about their child's medical needs, supplying prescribed medication and informing the school and school nursing team immediately of any new diagnosis, change in medical condition, allergy status, treatment, medication, dosage, care plan, emergency procedure or emergency contact details.

Parents/carers must notify the school and school nurse as soon as possible whenever there is a change in their child's health or medical needs and provide updated medical documentation, care plans or professional advice where appropriate. Failure to provide timely and accurate information may impact the federation's ability to safely meet the pupil's medical needs. Parents/carers are also responsible for ensuring that all medication provided to school is in date, clearly labelled and replaced before its expiry date.

Parents/carers must support the federation's nut-free approach by ensuring that pupils do not bring nuts or nut-containing products onto federation premises

5. Identification of Pupils with Allergies and Medical Conditions

The federation is committed to the early identification, assessment and effective management of pupils with allergies and other medical needs. Information is gathered through admission procedures, detailed medical information provided by parents/carers, ongoing communication with families and healthcare professionals and regular reviews of medical records to identify any emerging or changing needs.

Parents/carers have an ongoing responsibility to keep the school and school nursing team informed of any changes to their child's medical condition, diagnosis, allergies, prescribed medication, treatment plans or emergency contact information. Updated information must be provided promptly, together with any relevant medical evidence or healthcare professional guidance, to enable the federation to maintain accurate records and implement appropriate support and risk management measures.

Robust identification and review processes are implemented on entry to the school and at key transition and review points, including transitions at ages 3, 5, 11, 16 and 19, annual Education, Health and Care Plan (EHCP) reviews and following any hospital admission or discharge.

For each pupil with a diagnosed medical condition, the federation obtains and records relevant information, including the clinical diagnosis, known triggers, recent test results where available, prescribed medication, dosage requirements, medication expiry dates and emergency contact details.

For pupils who are non-verbal or have limited communication skills, communication passports and behaviour or response profiles are attached to the Individual Healthcare Plan (IHP) to support staff in recognising symptoms, distress and emergency situations.

All pupils with identified allergies or medical conditions are recorded on a central medical register that is accessible to relevant staff. Where appropriate, records are supported by photographs, symbols or communication profiles to aid identification and understanding.

Information is shared appropriately with staff who have responsibility for the pupil, ensuring that medical needs, risks and required control measures are consistently understood and effectively managed across all federation settings

6. Risk Management Approach

The federation adopts a proactive, systematic and whole-school approach to risk management to ensure that allergy, medical and environmental risks are identified, assessed and effectively controlled.

Individual and site-specific risk assessments are undertaken, with allergy and medical risks incorporated into the federation's risk management processes and whole-school risk register. Risk assessments consider a broad range of potential triggers, including food allergens, pollen and other environmental allergens, skin allergens such as creams, medications wipes and materials, as well as cleaning products, therapeutic resources and sensory materials.

The federation is committed to minimising the risk of allergen exposure through effective catering, procurement and food management procedures. Catering providers and relevant staff maintain accurate and up-to-date allergen information for all food and drink provided within the school.

The federation operates as a nut-free environment. Parents, carers, staff, visitors, contractors and external providers must not bring nuts or products containing nuts onto any federation site. Whilst the federation cannot guarantee the complete absence of nuts, all reasonable steps will be taken to minimise the risk of exposure through catering, food preparation, educational activities, fundraising events, visits and food brought onto site. This requirement forms part of the federation's wider allergy risk management arrangements and is intended to safeguard pupils and staff with severe nut allergies.

Risk assessments are completed for cooking activities, food technology lessons, celebrations and any curriculum activity involving food. Where necessary, reasonable adjustments and alternative arrangements are implemented to enable pupils with allergies to participate safely and fully in school activities.

Robust food safety and mealtime procedures are in place, including strict allergen controls during food preparation and service, clear communication of allergen information, measures to prevent cross-contamination and appropriate supervision of eating and drinking, particularly for pupils who require additional support. The federation also ensures the safe use of products during personal care routines and remains vigilant to potential allergens within therapeutic, sensory and learning environments.

For educational visits, residential experiences and other off-site activities, comprehensive risk assessments are completed to address individual medical needs and allergy risks. Appropriate medication accompanies pupils at all times, trained staff are available to provide support and emergency procedures are clearly communicated to ensure a safe and effective response should an incident occur.

7. Individual Healthcare Plans (IHPs)

The federation ensures that all pupils who require support for allergies and/or asthma have an Individual Healthcare Plan (IHP) in place. Parents/carers are responsible for providing the federation and school nursing team with the most current asthma, allergy or medical management plans issued by a GP, consultant, specialist nurse or other relevant healthcare professional. Parents/carers must also notify the school and school nursing team promptly of any changes to their child's medical needs, diagnosis, treatment, prescribed medication or emergency procedures and provide updated documentation where appropriate.

Each IHP clearly identifies the pupil's known triggers, symptoms and associated risks, including any atypical presentations, and incorporates clinically informed allergy and asthma action plans where appropriate. The plan outlines specific control measures, reasonable adjustments and strategies to minimise risk, while also providing clear emergency response procedures. In addition, each IHP details any required medication and arrangements for its storage, accessibility and administration.

IHPs are developed collaboratively between the federation, parents/carers and, where appropriate, relevant healthcare professionals to ensure that they accurately reflect the pupil's current needs. They are reviewed at least annually, and sooner following any significant change in the pupil's condition, treatment, medication or following a related incident. IHPs are made readily accessible to all relevant staff to ensure that agreed support arrangements are consistently implemented and embedded within everyday practice.

8. Medication and Emergency Response

The federation is committed to ensuring that medication for pupils with allergies and asthma is stored, managed and administered safely and effectively. This includes maintaining access to pupils' prescribed medication, such as inhalers, antihistamines and adrenaline auto-injectors (AIs), as well as holding spare emergency medication on site in accordance with statutory guidance and best practice.

The federation will maintain appropriately located spare adrenaline auto-injectors (AIs) on each site in accordance with statutory requirements and national guidance. Emergency medication will be clearly labelled, readily accessible and never stored in a manner that could delay emergency treatment. Systems are in place to monitor expiry dates, arrange timely replacement of medication

and ensure that pupils prescribed AAls have immediate access to the required number of devices, including during educational visits and off-site activities

Emergency medication, including adrenaline auto-injectors (AAIs), will be stored in locations that enable it to be accessed and administered without delay in an emergency situation. The location of emergency medication will be known to relevant staff and reviewed regularly to ensure it remains appropriate and accessible.

Robust systems are in place to ensure that required medication is readily accessible at all times and accompanies pupils during all educational activities, including off-site visits and residential experiences.

The federation also maintains clear emergency response procedures to ensure a rapid and effective response to allergic reactions and asthma attacks. All staff receive appropriate training to recognise the signs and symptoms of an allergic reaction or asthma attack, including non-verbal and atypical indicators and are expected to follow the pupil's Individual Healthcare Plan (IHP) without delay.

Staff are trained to administer emergency medication safely and promptly and to contact emergency services immediately whenever this is required to protect the health and wellbeing of the pupil.

The federation will ensure that relevant information regarding a pupil's allergy or medical condition is shared appropriately with those who need to know in order to safeguard the pupil's health and wellbeing.

This may include teachers, support staff, supply staff, agency staff, therapists, catering providers, transport providers, residential staff, volunteers and educational visit leaders. Information sharing will be undertaken in accordance with data protection requirements while ensuring that staff have sufficient information to respond safely and effectively in both routine and emergency situations

The federation recognises that certain practices place pupils at unnecessary risk and are therefore unacceptable.

The federation will not:

- Prevent a pupil from accessing prescribed medication when required.
- Require parents or carers to attend school to administer emergency medication.
- Exclude a pupil from activities solely because of their allergy or asthma without a suitable risk assessment and consideration of reasonable adjustments.
- Ignore, deviate from or fail to implement an Individual Healthcare Plan.
- Send pupils home unnecessarily because of their medical condition.
- Delay the administration of emergency medication or contacting emergency services when an emergency response is required

9. Staff Training and Competency

The federation provides a comprehensive and mandatory programme of training to ensure that all staff are confident and competent in supporting pupils with allergies and asthma.

Mandatory allergy awareness and emergency response training will be completed by all staff, including teaching staff, support staff, administrative staff, lunchtime supervisors, site staff, transport staff, volunteers and any other personnel who may have responsibility for pupils during the school day.

Training covers allergy awareness, asthma management, the recognition of symptoms and warning signs, including atypical presentations and the appropriate emergency response procedures. Staff are also trained in the safe and effective use of adrenaline auto-injectors and other emergency medication, with a strong focus on the practical application of knowledge within everyday school routines and educational activities.

Training is provided as part of staff induction and is refreshed at least annually to ensure knowledge and skills remain current.

The federation monitors the quality, effectiveness and impact of training to ensure that staff maintain the competence required to safeguard pupils and respond promptly and appropriately to medical emergencies

10. Incident Management and Continuous Improvement

The federation operates a robust incident management system that supports both pupil safety and continuous improvement in practice.

All allergy-related incidents and near misses will be investigated and reviewed to identify lessons learned and improve systems, procedures, communication and risk management arrangements. All allergy- and asthma-related incidents, including near misses, are recorded accurately and promptly and reviewed by senior leaders to identify contributing factors, root causes and any wider risks within systems or procedures

The findings from these reviews are used to inform improvements to Individual Healthcare Plans (IHPs), risk assessments, staff training and operational procedures, ensuring that lessons learned are embedded into everyday practice.

Where a serious incident occurs, an immediate review is undertaken, appropriate action is implemented without delay and communication is maintained with parents/carers and relevant professionals.

Serious incidents may also be reported to governors where appropriate to support oversight and accountability. Through this approach, the federation promotes a culture of vigilance, learning, accountability and continuous improvement, ensuring that arrangements for supporting pupils with allergies and asthma remain effective, responsive and centered on pupil wellbeing.

11. Benchmarking and Improvement Planning

The federation is committed to continuous improvement and will regularly benchmark its practice against current statutory requirements, national guidance and emerging best practice relating to the management of allergies, asthma and medical needs.

This process includes reviewing compliance with policy requirements, auditing the effectiveness and consistency of implementation across all settings, and identifying any gaps, areas for development or inconsistencies in practice.

Where improvements are required, the federation will develop and implement a formal improvement plan that sets out clear actions, priorities and intended outcomes. The plan will include named responsibilities, realistic timescales, measurable success criteria, and arrangements for ongoing monitoring and evaluation.

Progress against improvement plans will be regularly reviewed and reported to governors to ensure accountability, oversight and the continued enhancement of provision for all pupils

12. Evidence of Effectiveness and Governance Oversight

The federation maintains comprehensive records and evidence to demonstrate the effective implementation of this policy and to ensure that arrangements for supporting pupils with allergies, asthma and other medical needs remain robust and compliant.

This evidence includes up-to-date medical registers, Individual Healthcare Plans (IHPs), staff training records, incident and near-miss logs, records of follow-up actions, and relevant risk assessments and review documentation.

These records are used to monitor the effectiveness of procedures, identify areas for development and provide assurance that pupils' medical needs are being managed safely and consistently.

Governors receive regular reports and updates to enable them to fulfil their strategic oversight responsibilities and gain assurance that systems and processes are operating effectively, risks are being appropriately identified and managed and a culture of continuous improvement is embedded across the federation.

Through effective governance and monitoring, the federation seeks to ensure the highest standards of safety, inclusion and support for all pupils with medical needs.

13. Inclusion

The federation is committed to fostering an inclusive environment in which pupils with allergies and asthma are able to participate fully, confidently and safely in all aspects of school life.

Reasonable adjustments and appropriate support will be provided to minimise risks while enabling pupils to access educational, social, recreational and enrichment opportunities alongside their peers.

The federation will work collaboratively with pupils, families and relevant professionals to ensure that medical needs are understood and effectively managed, preventing unnecessary barriers to participation. Pupils with allergies and asthma will be treated with dignity, respect and understanding at all times, and every effort will be made to ensure that they are not excluded, disadvantaged or discriminated against as a result of their medical condition.

Through a proactive and person-centred approach, the federation seeks to promote equality, wellbeing, independence and a strong sense of belonging for all pupils

14. Monitoring and Review

The federation is committed to ensuring that this policy remains effective, relevant and aligned with current legislation, statutory guidance and best practice.

The policy will be formally reviewed on an annual basis and updated as required to reflect changes in legal requirements, national guidance, organisational practice or lessons learned from incidents and reviews. In addition, the policy may be reviewed at any time following a significant incident or the identification of emerging risks to ensure that appropriate improvements are implemented promptly.

Compliance with the policy and its effectiveness in practice will be monitored through the federation's safeguarding arrangements, health and safety processes, quality assurance activities and governor oversight.

This ongoing monitoring supports accountability, promotes continuous improvement and helps ensure that pupils with allergies, asthma and other medical needs receive safe, effective and inclusive support across all federation settings.

This policy will be published on the federation website and made available to parents, carers, staff, governors and relevant professionals. The policy will be reviewed at least annually to ensure that it remains effective, compliant with current legislation and aligned with national guidance and best practice. In addition, an earlier review will be undertaken where necessary following a serious allergy-related incident, significant near miss, legislative change or the publication of revised statutory guidance.