PAULET
HIGH SCHOOL &
6th FORM COLLEGE

Allergy Safety Procedure

Paulet High School & 6th Form College

Policy Owner: Helen Fry, Business and Operations Manager
Named Senior Allergy Lead: Helen Fry
Named Governor Allergy Lead: Joanne Smith
Approved by: Governing Board
Date Approved: September 2026
Review Date: Annually and following any serious allergy incident or near miss

1. Statement of Commitment

Paulet High School and Sixth Form College is committed to providing a safe, inclusive and supportive environment for all students, staff and visitors with allergies.

We recognise that allergic conditions can have a significant impact on health, wellbeing and educational participation. Allergic reactions, including anaphylaxis, can be life-threatening and require an immediate and effective response.

This policy sets out how the school will:

- Promote awareness and understanding of allergies.
- Minimise risks associated with allergen exposure.
- Ensure rapid and effective emergency responses.
- Support the wellbeing and inclusion of students with allergies.
- Comply with the requirements of Benedict's Law and the Department for Education's Allergy Safety in Schools statutory guidance. [gov.uk], [assets.pub...ice.gov.uk]

This policy applies to all students, staff, volunteers, visitors, contractors and external providers working on the school site or participating in off-site school activities.

2. Leadership and Responsibility

The Governing Board is responsible for ensuring that suitable arrangements are in place to support allergy safety across the school.

The Headteacher has overall responsibility for implementing this policy.

The school has appointed a member of the Senior Leadership Team, Helen Fry, as the **Allergy Safety Lead** who will:

- Lead implementation of this policy.
- Coordinate allergy awareness training.
- Maintain allergy records.
- Monitor Individual Healthcare Plans (IHPs).
- Review incidents and near misses.
- Liaise with families, healthcare professionals and catering providers.
- Report annually to Governors on allergy safety arrangements.

3. Creating an Allergy Aware Culture

Allergy Awareness Training

Paulet High School and Sixth Form College will provide annual allergy awareness and emergency response training for all staff who are present during times when students are on site.

This includes:

- Teaching staff.
- Support staff.
- Pastoral staff.
- Catering staff.
- Lunchtime supervisors.
- Breakfast club and after-school provision staff.
- Supply teachers.
- Agency staff.
- Peripatetic staff.
- Regular volunteers.

Training will not ordinarily apply to contractors with no pupil-facing role such as builders or maintenance personnel.

Training Content

Allergy training will ensure staff:

- Understand allergic conditions and associated risks.
- Understand the relationship between allergy, asthma, eczema and hay fever.
- Understand the difference between food allergy, food intolerance and coeliac disease.
- Know where information about allergens is held.
- Recognise signs and symptoms of allergic reactions.
- Recognise anaphylaxis.
- Understand emergency procedures.
- Know how to summon emergency assistance.
- Know how to contact parents/carers.

- Understand how to locate and administer adrenaline auto-injectors (AAIs).
- Understand the use of emergency asthma inhalers.
- Understand how to use prescribed and spare AAIs.
- Understand the emotional impact allergies can have on young people.
- Understand their responsibilities under this policy.
- Know how to access healthcare plans and allergy action plans.
- Understand incident and near miss reporting procedures.

Induction

New staff will receive allergy safety information as part of induction.

Supply and temporary staff will receive allergy safety information before working with students.

Training records will be maintained by the Allergy Safety Lead using The National College as a training provider.

4. Promoting Wellbeing

The school recognises that allergies can significantly affect a student's mental health and wellbeing.

We will:

- Promote an inclusive environment.
- Encourage students to speak openly about concerns.
- Support self-management where appropriate.
- Ensure appropriate pastoral support is available.
- Work collaboratively with families.

Bullying Prevention

Any bullying, teasing, intimidation or exclusion related to a student's allergy will be treated as a safeguarding and behaviour concern.

All allergy-related bullying incidents will be investigated and addressed in accordance with the school's Behaviour and Anti-Bullying Policies.

5. Minimising Risk

The school will take all reasonable measures to reduce the risk of exposure to known allergens.

Risk reduction measures include:

- Maintaining accurate allergy records.
- Sharing relevant information with staff.
- Considering allergy risks when planning activities.
- Conducting risk assessments where necessary.
- Promoting effective hygiene practices.

Food Provided by the School

The school catering provider will:

- Comply with food allergen legislation.
- Provide allergen information for food served.
- Implement procedures to minimise cross-contamination.
- Work with students and families to manage dietary requirements.

Food Brought into School

Parents, students and staff are expected to be mindful of known allergies within the school community.

Where necessary, specific restrictions or controls may be implemented following individual risk assessments.

Students must not share food, drinks or eating utensils.

Airborne and Contact Allergens

Where a student has a known airborne or contact allergy, appropriate control measures will be implemented following an individual risk assessment.

Control measures may include:

- Classroom adaptations.
- Cleaning procedures.
- Restrictions on specific materials.
- Seating arrangements.
- Activity modifications where necessary.

Curriculum Activities

Staff planning activities must consider potential allergens associated with:

- Food technology.
- Science.
- Art and craft materials.
- Music activities.
- Animal handling.
- Enrichment activities.

Suitable alternative arrangements will be made where required.

6. Food Allergy Management

The school adopts an **allergy aware** approach rather than attempting to create entirely allergen-free environments.

Information about allergens in school-provided food will be available through the catering service.

The school recognises that effective allergy management requires shared responsibility between:

- Students.
- Parents/carers.
- School staff.
- Catering providers.
- Healthcare professionals.

7. Identifying Individuals with Allergies

The school will maintain a register of:

- Students with allergies.
- Staff with significant allergies, where voluntarily disclosed.
- Relevant visitors where information is provided.

Records will include:

- Known allergens.

- Severity of allergy.
- Prescribed medication.
- Requirement for an Individual Healthcare Plan.
- Allergy Action Plan and/or Asthma Action Plan status.

Information will be gathered through:

- Admission processes.
- Medical information forms.
- Parent/carer updates.
- Previous schools.
- Healthcare professionals.

Records will be reviewed regularly and updated whenever new information becomes available.

8. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed where a student:

- Has an allergy that significantly affects school life.
- Is at risk of harm due to allergy.
- Requires arrangements beyond those provided generally to all students.

IHPs may include:

- Known allergens.
- Signs and symptoms.
- Risk reduction measures.
- Emergency procedures.
- Medication arrangements.
- Staff responsibilities.
- Educational visit arrangements.

Where a healthcare professional has issued an Allergy Action Plan or Asthma Action Plan, this will be attached to or referenced within the IHP.

Plans will be reviewed annually and whenever circumstances change.

9. Prescribed Adrenaline Auto-Injectors

Students prescribed AAIs must have immediate access to them at all times.

The school will ensure access:

- During lessons.
- During social times.
- On sports fields.
- During educational visits.
- During extracurricular activities.

Parents are responsible for ensuring prescribed medication remains in date.

The school will maintain records of:

- Students prescribed AAIs.
- Location of prescribed devices.
- Expiry dates.
- Associated Allergy Action Plans.

10. Spare Adrenaline Auto-Injectors

The school will maintain two spare adrenaline auto-injectors in accordance with statutory guidance.

Storage

Spare AAIs will:

- Be stored in clearly marked emergency anaphylaxis kits located on the wall next to the main reception desk.
- Be readily accessible.
- Not be locked away.
- Be stored in pairs.
- Be available within five minutes of any student on site.

The school will determine appropriate locations based on site layout and risk assessment.

Monitoring

The Allergy Safety Lead will ensure:

- Regular expiry date checks.
- Replacement of expired devices.
- Replacement following use.
- Safe disposal of used or expired devices.

11. Educational Visits and Trips

Students with allergies will be fully included in educational visits and residential activities wherever reasonably possible.

Trip leaders must:

- Review Individual Healthcare Plans.
- Complete allergy-specific risk assessments.
- Ensure emergency medication is available.
- Ensure trained staff accompany the activity.
- Liaise with parents where necessary.

Students at risk of anaphylaxis must have access to their prescribed AAIs throughout the visit.

12. Emergency Response

Any suspected anaphylactic reaction will be treated as a medical emergency.

Staff will:

1. Remain with the student.
2. Call for immediate assistance.
3. Administer adrenaline without delay if anaphylaxis is suspected.
4. Call 999 immediately.
5. Inform parents/carers.
6. Monitor the student until emergency services arrive.
7. Administer a second dose of adrenaline if advised or required.

All incidents will be recorded in accordance with school procedures.

13. Serious Incidents and Near Misses

The school will maintain a reporting and review process for:

- Allergic reactions.
- Anaphylaxis incidents.
- Incorrect administration of food.
- Accidental allergen exposure.
- Medication errors.
- Near misses.

The Allergy Safety Lead will investigate incidents and identify lessons learned.

Findings will inform staff training, risk assessments and future policy reviews.

14. Information Sharing and Confidentiality

The school will share allergy information on a need-to-know basis to keep individuals safe.

Information may be shared with:

- Relevant staff.
- Supply staff.
- Trip leaders.
- Catering providers.
- Healthcare professionals where appropriate.

The school will comply with UK GDPR and Data Protection legislation when handling personal medical information.

Information will be shared respectfully and proportionately.

15. Raising Awareness

This policy will be:

- Published on the school website.
- Available in paper format on request.
- Included within staff training.
- Referenced during staff induction.

The school will also promote awareness amongst students through:

- Assemblies.
- Tutor activities.
- PSHE and wellbeing programmes.
- Appropriate awareness campaigns.

Where agreed with the student and family, peers may be provided with age-appropriate information on recognising emergencies and seeking adult assistance.

16. Monitoring and Review

This policy will be reviewed:

- At least annually.
- Following significant changes in legislation or guidance.
- Following any serious allergy incident.
- Following any significant near miss.

The review process will consider:

- Incident reports.
- Near miss reports.
- Staff feedback.
- Student and family feedback.
- Emerging best practice.

The Governing Board will oversee compliance and receive regular assurance regarding allergy safety arrangements.

Headteacher: _____

Chair of Governors: _____

Named Allergy Safety Lead: _____

Date Approved: _____

Review Date: _____