

Allergy Policy

Date Written: September 2026

Review date: September 2027

1. Purpose

Burnley Brow Community School is committed to providing a safe, inclusive and supportive environment for all pupils, including pupils living with allergies.

The purpose of this policy is to ensure that:

- pupils with allergies are identified and supported appropriately;
- reasonable steps are taken to reduce the risk of an allergic reaction;
- staff understand how to recognise and respond to an allergic reaction, including anaphylaxis;
- appropriate emergency medication, including adrenaline auto-injectors (AAIs), is available and used safely;
- pupils with allergies can participate fully in school life wherever reasonably possible;
- staff receive appropriate allergy awareness and emergency response training;
- incidents and near misses are recorded, investigated and used to improve practice;
- parents/carers, pupils, staff, governors and relevant healthcare professionals understand their respective responsibilities.

This policy applies to all pupils, staff, volunteers, visitors, kitchen contractors and activities undertaken by or on behalf of the school.

2. Legislative and statutory framework

This policy has been developed with regard to the current statutory requirements and guidance applicable to schools in England, including:

- **Children and Families Act 2014**, including section 100 concerning support for pupils with medical conditions;
- **Children's Wellbeing and Schools Act 2026**, which introduces statutory allergy safety duties for schools;
- **Department for Education: Allergy safety in schools – statutory guidance**, published July 2026;
- **Department for Education: Supporting pupils at school with medical conditions**;
- **Food Information Regulations 2014**, including requirements concerning allergen information;
- **School Food Standards** and DfE allergy guidance for schools;
- **Equality Act 2010**, where an allergy constitutes a disability;
- relevant food safety requirements and Food Standards Agency guidance.

The school will have regard to current Department for Education statutory guidance when implementing this policy.

3. Scope

This policy covers pupils with:

- diagnosed food allergies;
- diagnosed allergies to non-food substances;
- a history of anaphylaxis;
- prescribed adrenaline auto-injectors;
- suspected or medically identified severe allergic reactions.

The school will also take seriously information about suspected allergies or previous allergic reactions and will work with parents/carers and appropriate healthcare professionals to establish the support required.

4. Roles and responsibilities

4.1 Governing body

The governing body will:

- ensure that the school has an appropriate allergy safety policy;
- ensure that the policy is reviewed regularly and at least annually;
- ensure that the policy is published and accessible to staff and parents/carers;
- ensure appropriate arrangements are in place to support pupils with allergies;
- ensure that sufficient resources are available to implement the policy effectively;
- monitor the school's compliance with statutory allergy safety requirements.

4.2 Headteacher

The Headteacher has overall responsibility for implementation of this policy and will:

- ensure that effective allergy management arrangements are in place;
- ensure staff receive appropriate training;
- ensure relevant pupils have an Individual Healthcare Plan (IHP), where required;
- ensure emergency medication is available, accessible and appropriately stored;
- ensure staff know how to respond to an allergic reaction;
- ensure incidents and serious near misses are recorded and appropriately reviewed;
- ensure relevant information is communicated to staff and, where appropriate, supply staff and volunteers;
- ensure appropriate arrangements are made for educational visits, trips, clubs and other activities;
- ensure the policy is reviewed at least annually.

4.3 Named Allergy Lead

The school will appoint a **Named Allergy Lead**:

Name: Samantha Bennion

Role: Assistant Head Teacher

The Allergy Lead will coordinate and oversee the school's allergy safety arrangements:

- the school's allergy register;
- IHPs and allergy management arrangements;
- ensure relevant staff have access to appropriate information;
- coordinate staff allergy training;
- check emergency medication arrangements;
- liaise with parents/carers and healthcare professionals where appropriate;
- support risk assessments;
- coordinate reviews following incidents and near misses;
- maintain records of training, incidents and medication;
- advise the Headteacher and governing body on allergy safety.

The Allergy Lead will have appropriate time, authority and resources to carry out these responsibilities.

4.4 All school staff

All staff have a responsibility to contribute to pupil safety.

Staff must:

- familiarise themselves with the school's allergy procedures;

- know which pupils they are responsible for have allergies and understand the relevant emergency procedures;
- maintain confidentiality when handling pupil medical information;
- take allergy risks seriously;
- follow individual healthcare plans and risk assessments;
- know how to recognise the signs of an allergic reaction;
- know how and when to administer an adrenaline auto-injector where trained and authorised to do so;
- never deliberately expose a pupil to an allergen;
- report allergy incidents and near misses immediately;
- ensure relevant allergy information is passed to colleagues when responsibility for pupils is transferred.

4.5 Parents/carers

Parents/carers should:

- inform the school promptly of any diagnosed allergy;
- provide up-to-date medical and contact information;
- provide prescribed medication, including pupil-specific AAI's where required;
- ensure medication supplied to school is in date and appropriately labelled;
- provide relevant information from healthcare professionals;
- participate in the development and review of the pupil's IHP where appropriate;
- inform the school of changes to the pupil's allergy or treatment;
- ensure the school is informed of any significant change in circumstances.

Parents/carers should not assume that school staff will be aware of a new allergy unless the information has been communicated to the school.

5. Identification and recording of allergies

When the school is informed that a pupil has an allergy, the school will:

1. obtain appropriate information from the parent/carer;
2. request relevant medical information where appropriate;
3. assess whether an IHP is required;
4. identify the pupil's known allergens and likely symptoms;
5. identify prescribed medication and emergency treatment;
6. identify the circumstances in which the pupil is at particular risk;
7. communicate relevant information to staff who need it;
8. consider appropriate risk-reduction measures;
9. review arrangements periodically and following any significant change or incident.

The school will maintain an up-to-date allergy register.

Information will be shared on a need-to-know basis while maintaining appropriate confidentiality and data protection.

6. Individual Healthcare Plans

Where appropriate, pupils with allergies will have an **Individual Healthcare Plan (IHP)**.

An IHP should identify, as appropriate:

- the pupil's diagnosed allergy;
- known allergens;
- symptoms and signs of an allergic reaction;
- previous history of anaphylaxis;

- prescribed medication;
- location of medication;
- emergency procedures;
- who should administer medication;
- arrangements for school meals and food;
- arrangements for PE, play and educational visits;
- arrangements for clubs and extended school activities;
- steps required to reduce risks;
- relevant emergency contact information.

Parents/carers and, where appropriate, the pupil should be involved in developing and reviewing the IHP.

Healthcare professionals should be consulted where appropriate.

The IHP will be reviewed:

- at least annually where appropriate;
- when the pupil's medical circumstances change;
- following a significant allergic reaction;
- following a serious near miss;
- following a change in medication or treatment.

7. Allergy risk assessment

The school will undertake appropriate risk assessments for pupils with allergies.

Risk assessments will consider, where relevant:

- classrooms;
- dining areas;
- food preparation;
- school kitchens;
- breakfast and after-school clubs;
- food technology or cooking activities;
- art and craft materials;
- science activities;
- PE and sports;
- playground activities;
- educational visits;
- residential trips;
- transport;
- school events and celebrations;
- visitors and external providers;
- supply staff and temporary staff.

Risk assessments will aim to reduce unnecessary risk while avoiding unnecessary restrictions on pupils.

The school recognises that it is not generally possible to guarantee an allergen-free environment. The emphasis will therefore be on appropriate risk management, awareness, prevention and effective emergency response.

8. Food and allergens

The school will take reasonable steps to prevent pupils being exposed to known allergens.

Food provided by the school or Orian will be managed in accordance with relevant food safety and allergen information requirements.

The school/Orian will:

- obtain accurate ingredient information;
- identify the 14 regulated allergens where applicable;
- maintain accurate allergen information;
- communicate relevant information to parents/carers where appropriate;
- ensure menu changes and ingredient substitutions are checked for allergen risks;
- consider cross-contact during food preparation;
- ensure catering staff receive appropriate training;
- ensure food is appropriately labelled where required.

The 14 regulated allergens are:

1. celery;
2. cereals containing gluten;
3. crustaceans;
4. eggs;
5. fish;
6. lupin;
7. milk;
8. molluscs;
9. mustard;
10. peanuts;
11. sesame;
12. soya;
13. sulphur dioxide and sulphites;
14. tree nuts.

The school will not rely solely on a general "nut-free" or "allergen-free" policy as a substitute for individual allergy management and emergency preparedness.

Where parents/carers provide packed lunches, the school will communicate its expectations regarding allergy safety and will take proportionate steps to reduce risk.

9. Food activities and celebrations

Before pupils take part in cooking, baking, food tasting or other food-related activities, staff must consider known allergies.

Staff will:

- check the ingredients of food used;
- consider cross-contact;
- follow individual healthcare plans;
- provide safe alternatives where appropriate;
- avoid unnecessary exclusion of pupils from activities.

Parents/carers will be informed where appropriate about arrangements for parties, celebrations and food brought into school.

10. Allergy awareness and staff training

The school will ensure that staff receive appropriate allergy awareness training.

Training will cover, as appropriate:

- common allergens;
- allergy prevention and risk reduction;
- recognising allergic reactions;
- symptoms of anaphylaxis;
- emergency procedures;
- use of adrenaline auto-injectors;
- the school's allergy policy;
- individual healthcare plans;
- recording and reporting incidents;
- arrangements for trips and activities.

Staff who may be required to administer emergency medication will receive appropriate practical training.

Training will be refreshed in accordance with current DfE requirements and whenever necessary because of changes in guidance, staffing, medication, procedures or individual pupil needs.

The school will maintain a record of allergy-related training.

11. Adrenaline auto-injectors

Where a pupil has been prescribed an adrenaline auto-injector, the school will ensure that it is:

- readily accessible;
- stored in accordance with the manufacturer's instructions;
- clearly labelled;
- within its expiry date;
- available whenever the pupil is on school premises or participating in relevant school activities;
- included in arrangements for educational visits and trips.

Parents/carers remain responsible for supplying prescribed pupil-specific medication unless alternative arrangements have been formally agreed.

The school holds spare/backup adrenaline auto-injectors in accordance with current Department for Education and Department of Health and Social Care requirements.

Spare AAls will:

- be stored securely but readily accessible in an emergency;
- be clearly labelled;
- be checked regularly;
- be maintained within expiry dates;
- be included in emergency arrangements;
- only be used in accordance with relevant statutory guidance, training and the school's procedures.

The school will maintain a record of checks of emergency AAls.

12. Recognising an allergic reaction

Staff should treat a suspected serious allergic reaction as a medical emergency.

Symptoms may include:

- swelling of the lips, mouth, throat or tongue;
- difficulty breathing or wheezing;
- difficulty swallowing;
- persistent coughing;

- hoarse voice;
- dizziness, collapse or loss of consciousness;
- pale, clammy skin;
- sudden drowsiness or confusion;
- widespread hives or rash, particularly when accompanied by other symptoms;
- symptoms affecting more than one body system.

Anaphylaxis can occur rapidly and may be life-threatening.

Staff must follow the pupil's IHP and the school's emergency procedures.

13. Emergency response to anaphylaxis

If a pupil is suspected of experiencing anaphylaxis:

1. **Stay with the pupil and summon help.**
2. **Administer the pupil's prescribed adrenaline auto-injector immediately**, in accordance with training and the pupil's emergency plan.
3. **Call 999** and state that the pupil is experiencing anaphylaxis/suspected anaphylaxis.
4. Follow the emergency operator's instructions.
5. If appropriate and in accordance with current guidance, administer a second adrenaline auto-injector if symptoms have not improved and the relevant conditions for a second dose are met.
6. Keep the pupil in an appropriate position and do not allow them to stand or walk unnecessarily.
7. Monitor the pupil continuously.
8. If the pupil becomes unconscious and is not breathing normally, commence CPR and follow emergency service instructions.
9. Ensure that the pupil's parent/carer is contacted as soon as practicable.
10. Ensure the pupil is assessed by emergency medical services.

Antihistamines must not be used as a substitute for adrenaline in anaphylaxis.

Staff should not delay administration of adrenaline while attempting to establish whether a reaction is definitely anaphylaxis where the circumstances indicate a potentially severe allergic reaction.

14. Emergency services

The school will ensure that emergency contact arrangements are readily available.

When contacting emergency services, staff will provide:

- the school's full address;
- the pupil's name and age;
- the suspected condition;
- symptoms;
- details of adrenaline administered;
- the time medication was administered;
- whether a second dose has been administered;
- any other relevant information requested by the emergency operator.

A member of staff should meet the ambulance where practicable and direct emergency responders to the pupil.

15. Emergency medication during school activities

Pupil-specific emergency medication must accompany the pupil when they:

- leave their normal classroom;

- participate in PE;
- attend clubs;
- attend breakfast or after-school provision;
- attend assemblies or whole-school events where appropriate;
- go on educational visits;
- participate in sporting events;
- attend residential visits.

Staff responsible for an activity must know:

- which pupils have allergies;
- where their medication is located;
- what emergency action is required;
- how to summon emergency assistance.

16. Educational visits and residential trips

Before an educational visit, the visit leader will check the allergy information and emergency medication requirements of participating pupils.

The visit risk assessment will consider:

- food and catering;
- medication;
- transport;
- accommodation;
- activities;
- access to emergency services;
- staff competence;
- location of emergency medication.

Emergency medication must accompany the pupil throughout the relevant activity.

Parents/carers will be consulted where specific arrangements are required.

17. Inclusion and equality

The school is committed to ensuring that pupils with allergies can participate fully in school life.

An allergy will not automatically prevent a pupil from:

- attending school;
- participating in trips;
- participating in PE;
- attending clubs;
- participating in celebrations;
- taking part in educational activities.

Where an allergy amounts to a disability under the Equality Act 2010, the school will consider its duties concerning reasonable adjustments.

The school will avoid unnecessary segregation or stigmatisation of pupils with allergies.

Pupils will be encouraged, in an age-appropriate manner, to understand their allergy and develop appropriate self-management skills.

18. Pupil education and awareness

The school will promote age-appropriate allergy awareness.

Pupils will be taught, where appropriate:

- that allergies can be serious;
- not to deliberately share food with others where this could create a risk;
- not to interfere with another pupil's medication;
- how to seek adult help in an emergency;
- the importance of following school safety arrangements.

Education will be delivered in a way that does not identify or embarrass individual pupils.

19. Visitors, volunteers and supply staff

Relevant allergy information and emergency arrangements will be communicated to temporary staff, supply staff, volunteers and other adults who have responsibility for pupils.

Where appropriate, the school will provide access to:

- the allergy register;
- relevant IHP information;
- emergency procedures;
- information about emergency medication.

Information will be shared proportionately and in accordance with data protection requirements.

20. Catering arrangements

The school will ensure that Orian support pupils with allergies.

The school will ensure that contractual arrangements clearly identify responsibilities for:

- allergen information;
- food preparation;
- preventing cross-contact;
- menu changes;
- communication with the school;
- staff training;
- responding to food safety incidents.

Any changes to menus or ingredients must be checked before food is provided to a pupil with a known allergy.

The school will not permit informal assurances such as "it should be fine" to replace proper allergen checks.

21. Incidents and near misses

All suspected allergic reactions, significant allergy incidents and relevant near misses must be reported to the Headteacher or Allergy Lead.

A record will include, where appropriate:

- date and time;
- pupil involved;
- location;

- suspected allergen;
- circumstances;
- symptoms;
- medication administered;
- emergency services involvement;
- actions taken;
- outcome;
- witnesses;
- immediate safeguarding or risk-management actions.

Following a serious incident or near miss, the school will review what happened and identify lessons learned.

Where required, incidents will be reported to relevant authorities in accordance with statutory requirements.

The pupil's IHP and risk assessment will be reviewed following a significant incident.

22. Medication checks

The school will establish a system for regularly checking:

- pupil-specific AAls;
- spare/backup AAls where held;
- expiry dates;
- storage arrangements;
- accessibility;
- labels and instructions;
- availability during activities and trips.

Parents/carers will be contacted where replacement or updated medication is required.

23. Communication with parents and carers

The school will provide parents/carers with clear information about its allergy safety arrangements.

The school's Allergy Safety Policy will be published on the school website.

Parents/carers will be informed of significant changes to the school's allergy procedures where appropriate.

The school will seek to work constructively with parents/carers to balance safety, inclusion and the pupil's individual needs.

24. Confidentiality and information sharing

Information about a pupil's allergy is personal information and will be handled appropriately.

Information will be shared with staff who need it to keep the pupil safe.

The school will balance confidentiality with the need for effective emergency management.

Where information is necessary to protect a pupil from serious harm, appropriate information sharing will take place in accordance with applicable data protection and safeguarding requirements.

25. Policy statement

Burnley Brow Community School recognises that allergies can be life-threatening and is committed to taking appropriate and proportionate measures to protect pupils while enabling them to participate fully in school life.

The school will maintain a culture in which allergies are taken seriously, staff are appropriately trained, emergency medication is accessible, and lessons are learned from incidents and near misses.