



Hayes School

Allergy Management policy

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Link Governor for Medical conditions and Allergies:	Cath Perrott
Senior Leader for Medical conditions and Allergies:	Oliver Robbins

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1. Aims

Our Vision: Together, we enable everyone to thrive.

We are committed to meeting our obligations in relation to allergen management through our values:

- Ambition – we have high aspirations for our children and strive to do our very best.
- Inclusion – we care about the whole child and ensure our Trust is a place where everyone is valued, respected, safe and happy.
- Collaboration – we are stronger together and work collaboratively to ensure the long-term success of our children, staff, schools and communities.
- Trust – we build trust by acting with integrity and kindness and by putting children first.

This policy aims to:

- set out the school's approach to allergy management, including measures to reduce the risk of exposure and the procedures to be followed in the event of an allergic reaction;
- clarify how the school supports pupils with allergies to promote their wellbeing, safety and full inclusion; and
- promote and maintain allergy awareness across the whole school community.

Our Trust is committed to creating an allergy-aware environment where pupils with allergies feel safe, included and respected.

We will:

- Promote understanding of allergies across the school community.
- Encourage pupils to support classmates with allergies.
- Challenge myths and misunderstandings about allergies.
- Foster a culture where pupils feel confident identifying themselves as having an allergy.
- Ensure allergy safety is regularly communicated to staff, pupils, parents, visitors and contractors.

2. Legislation and guidance

This policy has been developed in accordance with current legislation, statutory guidance and recognised best practice relating to allergy safety, medical conditions and equality.

2.1 Statutory Legislation

This policy is underpinned by the following legislation:

- Children's Wellbeing and Schools Act 2026 (including the requirements relating to allergy safety policies in schools)
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Food Information Regulations 2014
- Food Information (Amendment) (England) Regulations 2019 ("Natasha's Law")

2.2 Statutory Guidance

Schools must have regard to the following statutory guidance issued by the Department for Education and Department of Health and Social Care:

- Department for Education: *Allergy Safety in Schools* (2026) <https://www.gov.uk/government/publications/allergy-safety-in-schools-guidance-for-schools-and-other-settings>
- Department for Education: *Supporting Pupils at School with Medical Conditions* <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions>
- Department for Education: *Supporting Children and Young People with Medical Conditions and Allergy* (where applicable)
- Department of Health and Social Care: *Guidance on the Use of Adrenaline Auto-Injectors in Schools* <https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>
- Keeping Children Safe in Education <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

2.3 Professional Guidance and Best Practice Resources

This policy has also been informed by guidance and resources from:

Allergy and Anaphylaxis Organisations

- Anaphylaxis UK <https://www.anaphylaxis.org.uk>
- Anaphylaxis UK Safer Schools Programme <https://www.anaphylaxis.org.uk/education/safer-schools-programme>
- Allergy UK <https://www.allergyuk.org>
- Allergy UK Managing Allergies at School <https://www.allergyuk.org/living-with-allergies/at-school>
- Emergency asthma inhalers for use in schools [Emergency asthma inhalers for use in schools - GOV.UK](https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools)

Clinical Guidance

- British Society for Allergy and Clinical Immunology (BSACI) Allergy Action Plans <https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans>
- NICE Quality Standard QS118: Food Allergy <https://www.nice.org.uk/guidance/qs118>
- NICE Clinical Guideline CG134: Anaphylaxis – Assessment and Referral Following Emergency Treatment <https://www.nice.org.uk/guidance/cg134>

Education and School Resources

- Spare Pens in Schools <https://www.sparepensinschools.uk>
- JCQ Access Arrangements and Reasonable Adjustments <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/>

3. Definitions

Allergen: A substance that can cause an allergic reaction.

Anaphylaxis: A severe, potentially life-threatening allergic reaction requiring immediate medical attention.

AAI: Adrenaline Auto-Injector (e.g., EpiPen, Jext).

IHP: Individual Healthcare Plan, A written plan setting out how a pupil's medical condition or allergy will be supported in school. An IHP may be required even where a pupil does not have a formal diagnosis, where their needs impact their safety or access to education.

4. Roles and responsibilities

4.1 Governance

The Trust board will:

- Review this policy at least annually

The governing board will:

- Appoint a Link Governor for medical conditions and allergies
- Monitor allergen-related incidents and trends
- Seek assurance that staff training, AAI availability and record-keeping requirements are met

4.2 The School

The school will:

- Appoint a senior leader with oversight for medical conditions and allergies
- Maintain up-to-date Individual Healthcare Plans for pupils with allergies.
- Keep a record of pupils who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given.
- Ensure staff receive appropriate training in allergy awareness and emergency response.
- Ensure all staff are aware of the Trust's policy regarding allergies.
- Implement reasonable measures to reduce allergen exposure.
- Ensure emergency medication is always accessible, including on school trips.
- Communicate allergen related expectations clearly to students, staff, and parents, including expectations around food sharing, use of cosmetic products containing nut oils, and bringing allergens onto the school site.
- Take reasonable steps to support employees with known allergies.
- Ensure procedures are in place to respond appropriately to visitors who disclose severe allergies while on site.

4.3 Parents/Carers

Parents/carers must:

- Provide accurate and up-to-date medical information.
- Ensure that the most recent Individual Healthcare Plan from health care professionals is shared with the school.
- Supply in date AAIs and any other prescribed medication.
- Inform the school of any changes in their child's condition.
- Support the school's allergen control measures.

4.4 Pupils

Pupils are expected to:

- Follow school rules regarding prohibited foods and products.
- Avoid sharing food or personal items.
- Report concerns immediately to staff.

5. Allergen control measures

All allergen control measures will be developed and reviewed in consultation with pupils and parents/carers, ensuring that controls are proportionate, inclusive and do not unnecessarily restrict access to education.

5.1 Hygiene procedures

Good hygiene practices are an important part of reducing the risk of accidental allergen exposure and helping to maintain a safe environment for pupils, staff and visitors with allergies. The school promotes a culture of shared responsibility and encourages all members of the school community to follow appropriate hygiene measures throughout the day.

- Pupils are reminded to wash their hands regularly.
- Sharing of food is not allowed.
- Pupils have their own water bottles.
- Tables and eating areas are cleaned regularly in accordance with the school's cleaning procedures.

Staff will reinforce good hygiene practices during meal times, snack times and after activities involving food.

5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering staff can identify pupils with allergies, at the point of sale (till) based on information held within the school's Management Information System (MIS). This applies only to cashless sales made using credit on My Child At School. Sixth Form students, parents and carers are informed that when sales are made by debit/credit card this information is not accessible to catering staff.
- School menus are available for parents/carers to view with ingredients clearly labelled
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products. Schools can therefore identify whether a food product is safe for allergic pupils to eat. Allergen information labelling will follow all [legal requirements](#) that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

5.3 Nut-Aware Environment

The school operates a *nut-aware* policy. This includes:

- A request that students, staff, and visitors do **not** bring nuts or nut-containing products onto the school site.
- Clear communication to parents and students at key points in the year.
- Signage in high-risk areas (canteen, sixth-form common room, exam halls).

5.4 Animals

Pupils are reminded to wash their hands after interacting with animals to avoid putting pupils with allergies at risk through later contact. Pupils with animal allergies will not interact with animals.

5.4.1 School Dogs

- Any school dog on site will have prior approval from the Headteacher and be subject to a written risk assessment.
- Parents/carers will be informed of the presence of a school dog, and reasonable adjustments will be made for pupils with allergies, phobias, or cultural considerations.
- Interaction with a school dog will always be supervised by a responsible adult.
- Pupils will not be expected to interact with a school dog if they do not wish to do so.
- Reminders are given regarding handwashing after contact.

5.5 Wellbeing and Protection from Bullying

Impact Trust Schools recognises that allergies can have a significant impact on a pupil's emotional wellbeing and may cause anxiety for pupils and their families.

Our schools will:

- Promote understanding of allergies and anaphylaxis.
- Support pupils who may feel anxious about managing their allergy.
- Ensure pastoral staff are aware of pupils requiring additional support.
- Take seriously any incidents involving teasing, bullying or deliberate exposure to allergens.
- Treat deliberate exposure to an allergen as a serious disciplinary matter and address incidents in line with the Behaviour and Anti-Bullying Policies.

5.6 Events and school trips

For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part. The school will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training.

- Appropriate measures will be taken in line with section 7.5 below
- A risk assessment will be completed for each trip.
- Emergency medication will always accompany the pupil.

5.7 Curriculum and Enrichment Activities

When planning activities, staff will consider the risk of allergen exposure, including:

- Food technology and cooking activities.
- Science lessons.
- Art and craft activities.
- Music lessons involving shared equipment.
- Gardening activities.
- Animal interactions.
- Clubs, performances and other enrichment activities.

Reasonable adjustments will be made to ensure pupils with allergies can participate safely.

6. Procedures for handling an allergic reaction

The school gathers allergy information through:

- Admissions documentation.
- Medical information forms.
- Communication with previous schools and settings.
- Information provided by healthcare professionals.
- Ongoing communication with parents and carers.

Allergy records will be reviewed annually and whenever new information becomes available.

6.1 Individual Health Care Plans

An Individual Healthcare Plan will be developed where:

- A pupil's allergy creates a risk of harm.
- Additional arrangements are required beyond those generally available.
- Reasonable adjustments are needed to support access to learning.

Where available, Allergy Action Plans and Asthma Action Plans provided by healthcare professionals will be attached to or referenced within the IHP. A template IHP can be found in Appendix 1 (schools may adapt this template to meet the needs of their students and individual school procedures)

6.2 Record of pupils with AAI

- The school maintains a record of pupils who have been prescribed AAI or where a doctor has provided a written plan recommending AAI to be used in the event of anaphylaxis. The register includes:
- Known allergens and risk factors for anaphylaxis
 - Whether a pupil has been prescribed AAI(s) (and if so, what type and dose)
 - Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI, which may be different to the personal AAI prescribed for the pupil
 - A photograph of each pupil to allow a visual check to be made
 - The record is kept on Bromcom the school MIS and can be checked quickly by any member of staff as part of initiating an emergency response

6.3 Allergic reaction procedures

As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately.

- Staff are trained in the administration of AAI to minimise delays in pupil's receiving adrenaline in an emergency.
- If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's IHP.
- If an AAI needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available, a school one.

- If the pupil has no IHP, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures

A school AAI device will be used instead of the pupil's own AAI device if:

- Medical authorisation and written parental consent have been provided, or
- The pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)

Following the administering of an AAI, emergency services would be contacted for further advice and treatment, staff will stay with the pupil until the parent/carer arrive or accompany the pupil to hospital by ambulance. In the event of an allergic reaction parents/carers will be notified as soon as possible

6.4 Post-Incident Review

Following any:

- allergic reaction;
- anaphylaxis event; or
- allergy-related near miss,

the school will:

- investigate the circumstances;
- review risk controls;
- update records and healthcare plans;
- identify lessons learned;
- determine whether additional training is required;
- report outcomes to senior leaders where appropriate.

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

The school is responsible for buying AAIs and ensuring they are stored according to the guidance.

School procedures for buying spare AAIs:

- Where the AAIs will be sourced: Medibank Pharmacy
- The quantity of AAIs required: 15
- Which brand(s) of AAI are purchased: EpiPen
- The dosage required (based on Resuscitation Council UK's age-based criteria: 0.3mg
- Where the AAIs are stored:

Block	Department	Room Locations
A Block	Science Chemistry	On Wall Outside A1Aa
A Block	P.E	On Wall P.E Department
B Block	D.T	On Wall Near Boys Toilets
C Block	Restaurant	On Wall In Restaurant

C Block	Food Technology	CGZ
D Block	6th Form Office	On Wall Ground Floor (Near ???)
G Block	Gadsden	On Wall Outside Medical Room
G Block	Gadsden	Medical Room (ALN's Kit)
M Block		On Wall Outside MGA
		Mini Bus 1 (HJ56 PDO)
		Mini Bus 2 (HX14 CBU)
		Mini Bus 3 (HV63 VRR)

7.2 Storage (of both spare and prescribed AAls)

The school will make sure all AAls are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children
- Not locked away, but accessible and available for use at all times
- Not located more than 5 minutes away from where they may be needed

Spare AAls will be kept separate from any pupil's own prescribed AAI and clearly labelled to avoid confusion.

- Spare AAls will be stocked and stored in pairs.
- Where necessary, additional pairs will be located around the school site to ensure rapid access.
- All emergency anaphylaxis kits will contain two spare AAls of the appropriate dosage.

7.3 Maintenance (of spare AAls)

The school is responsible for checking monthly that:

- The AAls are present and in date
- Replacement AAls are obtained when the expiry date is near

7.4 Disposal

AAls can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions

7.5 Use of AAls off School Premises

- Pupils at risk of anaphylaxis who are able to administer their own AAls should carry their own AAI with them on school trips and off-site events.
- Spare AAls for emergency use on school trips and off-site events are carried in the trips/visits medical kit taken off site.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAls
- Instructions for the use of AAls
- Instructions on storage
- Manufacturer's information

8. Training

The school is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- The importance of acting quickly in the case of anaphylaxis and calling 999 in an emergency
- Where AAls are kept on the school site, and how to access them
- How to administer AAls
- The wellbeing and inclusion implications of allergies
- Differences between food allergy, food intolerance and coeliac disease.
- The relationship between allergies, asthma, eczema and hay fever.
- Understanding allergy action plans and healthcare plans.
- How to identify pupils on the allergy register.
- Procedures for reporting allergic reactions and near misses.
- Responsibilities for reducing exposure to allergens during lessons, clubs and educational visits.
- Induction arrangements for new staff, volunteers, agency workers and supply staff.

Training will be carried out at least annually, and additionally for new staff, volunteers and where a pupil's needs change.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Safeguarding policy
- Attendance policy
- Behaviour policy

10. Equality and Inclusion

Pupils with allergies are protected under the Equality Act 2010. No pupil will be excluded from activities, trips or education due to their allergy. Adjustments will be made to ensure safe, dignified and full participation in school life.

The school will monitor attendance to ensure medical needs are not creating avoidable barriers to access.

Appendices

Appendix 1 Template Individual Health Care Plan (IHP)

NAME – Individual Healthcare Plan for allergy	
Date of birth:	Current photo
Year / class:	
Emergency contacts:	
Staff who need to be aware:	
Allergy: <i>Note what allergy the child or young person has.</i> <i>Note any known allergens.</i> <i>Note whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others.</i>	
How the allergy is managed: <i>Note any care or action plans or prescribed medication issued by healthcare professionals.</i> <i>If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.</i> <i>Note the extent to which the child or young person is able to take responsibility for managing their allergy.</i>	
Impact on education: <i>Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.</i> <i>Indicate how the allergy may impact on the child or young person's learning.</i> <i>Indicate how the allergy may impact on the child or young person's emotional wellbeing.</i> <i>If relevant, note any interaction between allergy and SEN.</i>	
Arrangements for support: <i>Give details of the specific support or adaptations which the school, college or early years setting will put in place, within its educational remit.</i> <i>Outline measures to reduce the risk of contact with known allergens.</i> <i>Give details of the specific support or adaptations to manage food allergy at meal and snack times.</i> <i>Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.</i>	
Visits and trips: <i>Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.</i> <i>Note any requirement for a risk assessment and prompts for specific issues which should be considered.</i>	
Emergency response: <i>Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.</i> <i>Otherwise summarise the signs or symptoms which would indicate an emergency.</i> <i>Set out what to do in an emergency, including whom to contact.</i> <i>If relevant, note where "spare" adrenaline devices are located.</i>	
Last discussed with parents:	Date
Issued by:	Date:
Next planned review:	Date:

