

HENDON SCHOOL



Learning Together Across the World

Allergy Safety Policy

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School Staff Responsibility:	Deputy Headteacher
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1. Aims

This policy aims to:

- Provide a clear and consistent framework for managing allergies safely across Hendon School.
- Ensure that the school meets its statutory duties and legal requirements to support students with allergies.
- Protect students with allergies by reducing risks and ensuring swift and effective responses to allergic reactions, including anaphylaxis.
- Support staff to understand their roles and responsibilities in allergy management.
- Promote awareness, inclusion and safeguarding so that students with allergies can participate fully in school life.

This policy will be made available to parents, staff and school governors, and will be published on the school website. It should be used by staff as a working guide, and it explains not just what the school expects, but how those expectations are to be implemented.

2. Management of Allergies

The school is committed to maintaining an environment where the risks to students with allergies are minimised as far as reasonably possible, while ensuring that they can participate fully in school life.

To ensure all staff working with students understand their needs, a central allergy register is maintained and regularly updated, listing all students with a diagnosed allergy. This register is available to all staff on the schools shared drive, including kitchen and lunchtime staff. In addition to the central allergy register, all details of students' medical needs including allergies are recorded on their individual profiles on the schools MIS (Arbor). This information is flagged as highly important (Pinned), so it appears at the top of a student's profile. This provides all staff with instant access to key information regarding allergies.

All students with a known allergy will have an Individual Healthcare Plan and an Allergy Action Plan, setting out their specific allergens, symptoms, and required responses in the event of an allergic reaction.

The school takes steps to reduce exposure to allergens within the canteen and classrooms. Staff are expected to remain vigilant when food is brought into school for special events or curriculum activities, to carry out thorough checks of allergens and to be aware of student's allergies before distributing food.

In cases where students live with an airborne allergy, control measures and emergency procedures will be identified through the Individual Healthcare Plan (IHP) and Allergy Action Plan planning process. The school will make any reasonable adjustments required to reduce the risk of exposure to known allergens, as far as is reasonably practicable, to ensure that the school remains a safe and inclusive environment for all students, including those with airborne allergies. Any reasonable adjustments required will be identified and assessed on an individual, case-by-case basis.

Students who have been prescribed an Adrenaline Auto-Injector (AAI) are expected to carry two AAIs with them at all times and to have a further two spare AAIs held on the school site. Arrangements for the storage, maintenance and use of prescribed and school-held emergency AAIs are set out in the Adrenaline Auto-Injectors (AAIs) section of this policy

The school also recognises that members of staff may have allergies, including severe allergies, which require AAI prescriptions, and those triggered by airborne exposure. Staff are encouraged to inform the Human Resources department of any allergy that may require workplace adjustments, emergency arrangements, or specific health and safety considerations. Where such information is disclosed, the school will work with the member of staff to identify any reasonable adjustments required to reduce the risk of exposure to known allergens, as far as is reasonably practicable, and to establish any necessary emergency procedures.

The school recognises that severe allergies may constitute a disability under the Equality Act 2010 and will make any required reasonable adjustments where necessary.

3. Student Transition

Transitions are recognised as key points where the management of allergies must be carefully maintained. When new students join the school, information about their allergies is requested as part of the admissions process. Individual Healthcare Plans and Allergy Action Plans are drawn up promptly so that appropriate measures are in place from the start.

Within the school, information about students with allergies is available to all staff via the central allergy register on individual profiles on the schools MIS. At points of transition between year groups, teachers and support staff, staff are required to review the needs of these students on these platforms and to ensure continuity of care. When students leave the school, information about their allergy management and action plans will be transferred to their next school in line with statutory guidance, ensuring that no lapse in support occurs during this time.

4. Individual Healthcare and Allergy Action Plans

Every student with a significant allergy will have a personalised Individual Healthcare Plan (IHP) and an Allergy Action Plan, created in consultation with parents, and the school based on the advice of healthcare professionals. These plans provide clear guidance on recognising symptoms, administering medication, and summoning emergency assistance. Where a student has an Allergy Action Plan and/or Asthma Action Plan issued by a healthcare professional, the IHP should refer to or attach it.

Copies of the IHP's are linked to the central allergy register, uploaded to the students MIS profile and hard copies held with spare emergency medication.

IHP's are reviewed annually and/ or when the needs of the student change such as when additional allergens are identified or changes in medication.

In the event of an allergic reaction, staff are required to act swiftly and in accordance with the student's plan. Mild reactions may involve monitoring and administering antihistamines as directed, while anaphylaxis constitutes a medical emergency requiring immediate administration of an adrenaline auto-injector and a 999-call specifying "anaphylaxis". Staff will always remain with the student, monitor their condition closely, and, if necessary, administer a second dose of adrenaline after five minutes. Parents are contacted immediately, and a record of the incident is logged on CPOMS.

Following an incident, the Deputy Headteacher (Pastoral)/ Pastoral Support Manager will ensure a debrief takes place with the student, staff, and family to reflect on the effectiveness of the response and to update the action plan where required. Emotional support will also be offered, recognising that allergic reactions can be traumatic both for the student and for those involved in responding.

5. Prevention and Risk Reduction

While allergic reactions cannot always be predicted or prevented, the school is committed to minimising risks through careful planning and awareness. Risk assessments are carried out for all school activities, including lessons, trips, and extracurricular events, to ensure that suitable precautions are in place. Staff are required to ensure that they are aware of all the needs of the students they are responsible for, including those with allergies, they are also trained and required to consider allergen risks when preparing materials for classroom activities and are required to avoid using high risk food products and other allergens during lessons or celebrations. This is also required when planning and taking students' out of school on educational trips and visits and the needs of students with allergies will be considered in writing as part of the risk assessment and trip planning process. In addition to this the trip lead is responsible for reviewing the medical needs of all students' taking part and ensuring that when the trip leave school, they are in possession of a hard copy of the students IHP and any spare medication required for all students with medical needs including those with allergies.

The catering team plays a critical role in allergy management. All menus clearly display allergen information in compliance with the Food Information Regulations, and alternative meal options are available for students with allergies. Kitchen staff are trained in cross-contamination prevention and safe food handling practices.

There is also an increased likelihood for students with allergies experiencing, increased levels of anxiety and other mental health challenges because of their ongoing needs and risks posed by their allergy such as anaphylaxis. The school will maintain vigilance and implement support for these students through our existing pastoral systems and waves of intervention.

Student education is also important. Through assemblies, Smart Futures, and informal discussions, students are taught the importance of respecting the needs of their peers with allergies. This includes understanding why food sharing is not permitted and why teasing or dismissing allergy precautions is considered a serious breach of school rules. Students are also taught how to respond if a peer goes into Anaphylaxis and are made aware of the Student Services team, who are responsible for emergency first aid and supporting students with medical needs in the school.

6. Adrenaline Auto-Injectors (AAIs)

In addition to the two AAIs that students who have been prescribed an AAI are expected to carry at all times, a further two AAIs will be stored centrally within the Student Services Department, alongside a copy of the student's Individual Healthcare Plan (IHP) and Allergy Action Plan. These spare AAIs are available for use in an emergency and can be accessed throughout the school day. Parents/carers are responsible for ensuring that their child carries their two prescribed AAIs with them to school each day and that these devices remain in full working order, including being within their expiry date. Parents/carers are also responsible for providing the school with the two additional spare AAIs held on site and for replacing them following their use in an emergency or before they expire. The school will notify parents/carers when a spare AAI is within three months of its expiry date to ensure that a replacement can be provided in good time.

The school's supply of emergency spare AAIs are held in three separate locations across the school to ensure that no student is ever more than five minutes away from an emergency AAI. These locations are the Library, Student Services Department, and the School Canteen. The school is responsible for ensuring that these AAIs remain within their expiry dates and in full working order. Replacement AAIs will be obtained before they expire. School-held emergency AAIs will be used in accordance with current legislation and guidance for any student or adult believed to be experiencing anaphylaxis.

7. Antihistamines

Students may be prescribed or advised to carry antihistamine medication as part of their allergy management arrangements. Where antihistamines form part of a student's Individual Healthcare Plan (IHP) or Allergy Action Plan, parents/carers are responsible for providing the school with the required medication and ensuring that it remains within its expiry date and in full working order. Parents/carers are also responsible for replacing antihistamine medication following its use or before it expires. The school will notify parents/carers when centrally held antihistamine medication is within three months of its expiry date to ensure that a replacement can be provided in good time.

Antihistamines may be used to treat certain mild to moderate allergic reactions where appropriate and in accordance with a student's Individual Healthcare Plan (IHP), Allergy Action Plan, parental consent.

8. Staff Training

Effective allergy management depends on staff confidence, competence and compliance with allergy safety procedure. All staff in student facing rolls, including peripatetic staff, temporary/ agency workers and regular volunteers, receive annual training on allergy awareness, recognising allergic reactions, and administering AAIs. This is done through a blended learning approach, combining online modules, virtual workshops, and face-to-face training sessions. Training is ongoing throughout the year to ensure confidence in emergency response. Our online allergy safety training course is a core part of induction for new staff, ensuring that allergy management is embedded in school culture from the outset.

In line with current regulations, statutory guidance and best practice allergy awareness training aims to ensure all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including:
 - calling emergency services and informing parents;
 - how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).

- Training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);
- Understand the impact allergy can have on a child or young person's wellbeing;
- Understand the school, college or setting's allergy safety policy;
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan;
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").

Key staff such as first aiders, catering staff, and trip leaders receive enhanced training and development tailored to their roles.

9. Monitoring Arrangements

The Deputy Headteacher (Pastoral) and Governing Body are committed to ensuring that allergy management in the school remains robust, up to date, and responsive to changing needs. All incidents, including "near misses", are formally recorded and reviewed to identify patterns or potential improvements.

This policy will be reviewed annually, or sooner if significant changes to legislation, medical guidance, or school practice occur. Parents, staff, and where appropriate, students will be consulted during this review process to ensure the policy remains practical and effective.

10. Links with other policies

This policy should be read alongside other school policies that collectively promote the health, safety, and wellbeing of students, including:

- Admissions Arrangements Policy
- Behaviour for learning Policy
- Child Protection and Safeguarding Policy
- Educational Visits Policy
- Health and Safety Policy
- Risk Assessment Policy
- SEND Policy and disability Policy
- Supporting Students with Medical Conditions Policy

Annex A

Legislation, statutory requirements and statutory guidance:

- Benedict's Law
- Supporting students with medical conditions at school (DfE, statutory guidance).
- The Children and Families Act 2014.
- Section 100 of the Children and Families Act: duty to support students with medical conditions.
- Equality Act 2010.
- Health and Safety at Work Act 1974.
- Food Information Regulations 2014 (allergen labelling requirements).
- Keeping Children Safe in Education.
- SEND Code of Practice.

Definitions

Term	Definition
Allergy	A condition where your body reacts to something that's normally harmless like food, pollen, dust, insect bites or animals.
Airborne Allergy	An allergic condition triggered by inhaling allergens that are suspended in the air, such as pollen, mould spores, dust mite particles, animal dander, or other airborne proteins
Allergen	A substance that triggers an allergic reaction.
Mild to Moderate Allergic Reaction	Symptoms may include hives, itching, swelling, abdominal pain, vomiting.
Anaphylaxis (Severe Reaction)	A life-threatening allergic reaction that may include difficulty breathing, throat/tongue swelling, dizziness, or collapse. Requires immediate administration of adrenaline (epinephrine) via auto-injector and calling emergency services.