Allergy and Anaphylaxis Policy

Policy title:	Allergy and Anaphylaxis Policy
Function:	The function of this policy is to set out how the school manages and supports students with allergies, ensuring risks are minimised and appropriate procedures are in place to respond effectively to allergic reactions.
Status:	Approved
Statutory guidance:	Supporting pupils with medical conditions at school - GOV.UK Using emergency adrenaline auto-injectors in schools - GOV.UK The Food Information Regulations 2014 Food labelling: giving food information to consumers - GOV.UK Anaphylaxis - NHS Allergy safety in schools - GOV.UK Children's Wellbeing and Schools Act 2026
Audience:	Staff, Trustees, Students, Parents
Ownership:	Board of Trustees, Headteacher
Last Reviewed:	26 September 2026
Reviewed by:	Trust Board
Next Reviewed:	Annually

Content

Title	Page No
Aims	3
Legislation and Guidance	3
Scope	3
Definitions	4
Roles and Responsibilities	4
Identification of students with allergies	5
Individual Healthcare Plans	6
Information Sharing and Confidentiality	6
Reducing Risk	7
Catering and Food Provision	7
Food Brought onto Site	8
Storage and Access to Medication	8
Additional arrangements for Adrenaline Auto-Injectors (AAIs)	8
Training	9
Educational Visits, Curriculum Activities and Events	9
Recording and Reporting Incidents	10
Communication	10
Monitoring, Review and Evaluation	10
Individual Health Care Plan	12

Aims

At The Blue Coat School Liverpool, every student belongs, is valued, and is empowered to thrive. Guided by Non Sibi Sed Omnibus — not for oneself but for all — we honour our story with honesty while forging a modern, inclusive future. We celebrate individuality and champion diversity, inspiring students to flourish in their own way with confidence, curiosity, resilience, and kindness. Our vision is to ignite ambition and nurture integrity and compassion, preparing young people to shape a fairer, brighter world — in Liverpool and beyond.

The Blue Coat School Liverpool is committed to providing a safe, inclusive and supportive environment for all students, staff and visitors with allergies. The school recognises that allergies can be life-threatening and that prompt identification and management of allergic reactions, including anaphylaxis, is essential.

This policy has been developed in accordance with statutory guidance relating to supporting pupils with medical conditions, the Department for Education's *Allergy Safety in Schools* guidance, and the statutory allergy safety requirements introduced by Section 34 of the *Children's Wellbeing and Schools Act 2026*.

The aims of this policy are to:

- Protect students with diagnosed allergies from avoidable harm.
- Ensure staff understand their responsibilities regarding allergy management.
- Promote awareness of allergies throughout the school community.
- Ensure effective emergency response procedures are in place.
- Maintain compliance with statutory guidance and legal requirements.
- Support students with allergies to participate fully in all aspects of school life.

Legislation and Guidance

This policy has been developed with reference to the following legislation and guidance:

- Department for Education (DfE) guidance on *Supporting pupils at school with medical conditions*
- Department of Health and Social Care guidance on *Using emergency adrenaline auto-injectors in schools*
- Food Information Regulations 2014
- Food Information (Amendment) (England) Regulations 2019
- Relevant NHS guidance on the treatment of anaphylaxis

The school will ensure that its procedures remain aligned with current statutory requirements and recognised best practice.

Scope

This policy applies to:

- All students
- All employees
- Volunteers
- Contractors
- Visitors

- School trips, educational visits and extracurricular activities

Definitions

Allergy: An immune system response to a substance that is normally harmless.

Allergen: A substance capable of triggering an allergic reaction.

Anaphylaxis: A severe and potentially life-threatening allergic reaction requiring immediate medical treatment.

Adrenaline Auto-Injector (AAI): Emergency medication used to treat anaphylaxis.

Roles and Responsibilities

Trustees

The Trustees will:

- Approve and review this policy.
- Ensure appropriate resources are available to support pupils with allergies.
- Monitor compliance with statutory requirements relating to supporting pupils with medical conditions.
- Seek assurance that arrangements for allergy management, staff training, emergency medication and information sharing are effective.
- Receive information regarding significant incidents, trends and lessons learned, where appropriate.

Headteacher

The Headteacher will:

- Ensure implementation of this policy
- Appoint an Allergy Lead
- Ensure appropriate staff training is undertaken
- Ensure emergency procedures are regularly reviewed

Allergy Lead

The Allergy Lead will:

- Maintain records of students with allergies
- Coordinate Individual Healthcare Plans (IHPs)
- Monitor training compliance
- Review incidents and identify lessons learned
- Liaise with families and healthcare professionals

The name and contact details of the school's designated Allergy Lead will be published internally and made available to staff, parents and carers on request.

All Staff

All staff must:

- Complete allergy awareness training annually
- Familiarise themselves with students' allergy needs
- Know how to recognise signs of allergic reactions
- Know how to summon emergency assistance
- Follow Individual Healthcare Plans

Parents and Carers

Parents and carers are expected to:

- Inform the school of any diagnosed allergies
- Provide relevant medical information
- Supply prescribed medication where required
- Notify the school of any changes to medical needs

Students

Pupils are expected, where age and understanding allow, to:

- Be aware of their allergies and take reasonable steps to avoid known allergens
- Follow school guidance on food and allergen safety
- Carry their prescribed medication where appropriate
- Inform a member of staff immediately if they feel unwell or believe they are having an allergic reaction
- Support the safety and wellbeing of others by not sharing food or bringing restricted allergens into school where advised

Identification of Students with Allergies

The school will:

- Collect allergy information during admission
- Obtain medical evidence where appropriate
- Maintain an up-to-date allergy register
- Ensure relevant staff have access to necessary information
- Review records at least annually

Identification of Staff and Visitors with Allergies

The school will maintain appropriate arrangements for identifying significant allergies affecting staff and regular visitors where information is voluntarily disclosed and necessary for health and safety purposes.

The school will:

- Record relevant allergy information where appropriate and lawful to do so.

- Share information on a need-to-know basis with those responsible for health and safety arrangements.
- Consider reasonable adjustments and control measures where significant allergy risks have been identified.
- Handle all health information in accordance with UK GDPR and data protection requirements.

Individual Healthcare Plans

Students identified as being at risk of significant allergic reactions will have an Individual Healthcare Plan.

The plan will include:

- Known allergens
- Signs and symptoms of reaction
- Medication requirements
- Emergency procedures
- Contact information
- Arrangements for trips, activities and examinations

Healthcare plans will be reviewed:

- Annually
- Following any significant reaction
- Whenever medical needs change

Information Sharing and Confidentiality

The school will ensure that information relating to allergies is managed lawfully, securely and in accordance with data protection legislation.

The school will:

- Share allergy information only where it is necessary to protect the health, safety and wellbeing of an individual.
- Ensure information is shared on a need-to-know basis with relevant staff, volunteers, contractors and others responsible for supporting individuals with allergies.
- Treat allergy information as confidential and ensure it is handled appropriately.
- Process information relating to allergies as special category health data in accordance with UK GDPR and the Data Protection Act 2018.
- Ensure that personal information is accurate, kept up to date, stored securely and retained only for as long as necessary.
- Provide appropriate information to staff involved in educational visits, activities and emergency response arrangements where required to safeguard individuals with allergies.

Where a student transfers to another educational setting and allergy-related risks are significant, relevant medical information, healthcare plans and risk management arrangements will be shared

securely with the receiving setting in accordance with data protection and safeguarding requirements to support continuity of care and safety.

Reducing Risk

The school will:

- Conduct allergy risk assessments where necessary
- Share relevant information with staff on a need-to-know basis
- Promote good hygiene practices
- Encourage hand washing before and after eating
- Ensure cleaning procedures reduce cross-contamination risks
- Review catering and food provision arrangements

The school recognises that allergies may arise from airborne or contact exposure as well as food consumption. Appropriate control measures and reasonable adjustments will be implemented for individuals with airborne or contact allergies where risks have been identified. This may include adjustments to learning activities, cleaning arrangements, seating plans, use of materials or other reasonable measures to reduce identified risks.

Some students with allergies may also experience vulnerabilities linked to safeguarding, attendance, anxiety, mental health needs or disrupted education. Where concerns arise, staff will follow the school's safeguarding procedures and ensure appropriate pastoral, medical and safeguarding support is provided.

The school does not operate as an allergen-free environment but will implement reasonable measures to minimise risk.

The school recognises that students with allergies may experience anxiety or, in some cases, bullying related to their condition and will ensure appropriate pastoral support and safeguarding measures are in place.

Catering and Food Provision

The school catering provider will:

- Maintain accurate allergen information
- Comply with food information regulations
- Make allergen information available to students and staff
- Implement procedures to reduce cross-contamination
- Liaise with the school regarding students with specific dietary needs

Students must not share food.

Food Brought onto Site

The school recognises that allergens may be introduced through food brought onto site by students, staff and visitors.

The school will:

- Assess and manage risks associated with food brought on site where known allergens may present a risk.
- Communicate specific allergen-related precautions where required to protect individuals with significant allergies.
- Encourage students, staff and visitors to follow any allergen control measures advised by the school.
- Consider food-related risks when planning events, celebrations, fundraising activities and other school activities involving food.
- Take reasonable steps to reduce the risk of accidental allergen exposure whilst recognising that it is not possible to guarantee an allergen-free environment.

Storage and Access to Medication

The school will:

- Store medication safely and accessibly
- Ensure prescribed AAIs are readily available
- Maintain spare in-date AAIs in accordance with legislation and guidance
- Monitor expiry dates and replacement arrangements

Medication must accompany students on:

- Educational visits
- Sporting events
- Off-site activities

Additional arrangements for Adrenaline Auto-Injectors (AAIs):

The school will also ensure that:

- Spare AAIs are purchased in accordance with current guidance and held on site for emergency use
- AAIs are stored:
    - At room temperature
    - In clearly labelled, accessible locations
    - Not locked away, but out of reach of students
- Spare AAIs are located in key areas of the school to ensure they can be accessed within a short time in an emergency
- AAI devices are checked regularly (at least monthly) to ensure:
    - They are present and in date
    - Replacement arrangements are in place before expiry
- A record is maintained of:
    - AAI stock
    - Expiry dates
    - Usage following any incident
- The school maintains an emergency anaphylaxis kit, including:

    - Spare AAIs
    - Instructions for use
- Used AAIs are disposed of safely in line with manufacturer guidance

The school will seek to ensure that prescribed or spare adrenaline auto-injectors can be accessed and administered within five minutes of an anaphylactic reaction being identified. The location of emergency medication will be reviewed periodically to support this objective.

Training

The school will ensure annual allergy awareness training for all staff, including:

- Understanding allergies and anaphylaxis
- Recognising symptoms
- Emergency response procedures
- Use of adrenaline auto-injectors
- Responsibilities under this policy

New employees, temporary staff, volunteers and supply staff will receive appropriate allergy awareness information and emergency procedures as part of their induction before commencing duties within the school.

Training records will be maintained.

12. Emergency Procedures

If an allergic reaction is suspected:

1. Follow the student's Individual Healthcare Plan
2. Administer prescribed adrenaline immediately if anaphylaxis is suspected
3. Call 999 and request an ambulance
4. Inform parents/carers
5. Monitor the student continuously
6. Administer a second AAI if required and available in accordance with guidance
7. Record the incident following the event

When in doubt, staff should treat symptoms as anaphylaxis and administer adrenaline without delay.

Educational Visits, Curriculum Activities and Events

The school will ensure that allergy risks are considered when planning lessons, enrichment activities, practical activities, educational visits and school events.

Staff planning lessons, enrichment activities or events will consider potential allergen exposure as part of the risk assessment process. This may include consideration of food ingredients, science activities, art materials, cooking activities, animal contact and other substances that could trigger allergic reactions.

Risk assessments will be undertaken before off-site activities.

Visit leaders must ensure:

- Relevant medical information is available
- Medication accompanies the student
- Supervising staff understand emergency procedures
- Emergency contacts are accessible

Recording and Reporting Incidents

The school will record:

- Allergic reactions
- Near misses
- Administration of emergency medication
- Ambulance call-outs

Following an incident, the school will:

- Review circumstances
- Identify lessons learned
- Update risk assessments and healthcare plans where necessary

Communication

The school will:

- Publish this policy on the school website.
- Communicate relevant procedures to staff.
- Provide information to parents and carers.
- Promote allergy awareness among students.
- Promote allergy awareness among students through age-appropriate assemblies, pastoral programmes, curriculum activities and other educational opportunities where appropriate.

Monitoring, Review and Evaluation

The school will ensure that this policy is effectively implemented, monitored and regularly reviewed to maintain high standards of safety, compliance and practice.

Monitoring The implementation of this policy will be monitored by the Allergy Lead and Senior Leaders. Monitoring will include:

- Maintaining up-to-date records of students with allergies and Individual Healthcare Plans
- Reviewing staff training completion and compliance
- Monitoring the availability, storage and condition of medication, including adrenaline auto-injectors
- Reviewing incident records, including allergic reactions, near misses and emergency responses
- Ensuring that risk assessments for activities and educational visits are completed and appropriate

- Monitoring completion of annual allergy awareness training.
- Monitoring accessibility and availability of emergency medication.
- Reviewing the effectiveness of information-sharing arrangements with families, healthcare providers and receiving educational settings.
- Reviewing any patterns or themes identified through allergy-related incidents and near misses.

Review This policy will be formally reviewed annually by the school. It will also be reviewed sooner where necessary, including:

- Following any significant allergy-related incident or near miss
- Where there are changes to legislation or statutory guidance
- Where changes to school practice, staffing or procedures require an update
- Where new or emerging risks are identified

The policy will be approved in line with the school's governance arrangements and shared with all relevant stakeholders.

Evaluation The effectiveness of this policy will be evaluated through:

- Analysis of incident reports and investigation outcomes
- Feedback from staff, students and parents/carers
- Review of training effectiveness and staff confidence in responding to allergic reactions
- Ongoing assessment of how well students with allergies are supported to participate fully in school life

Findings from monitoring and evaluation activities will be used to inform improvements to practice, update procedures and strengthen the overall management of allergies within the school.

Individual Health Care Plan

Student Name:	**Date of Birth:**
School:	**Form Tuto**r:
Medical diagnosis or condition:	
G.P: Name: Phone number:	**Clinic/Hospital:** Name: Phone number:
Date:	**Review date:**
Who is responsible for providing support in school:	
People involved in writing this plan:	
IHP copied to: teacher/member of staff responsible for medication in school/parent-carer/ **Date IHP added to school setting database:**	
Signatures: Date: **I give permission for this IHP to be shared with anyone who needs this information to keep my child/young person safe:** Parents: Date: Student: Date:	
Summary of child's needs with supporting medical evidence as part of the IHP: (copies attached)	
What is considered an emergency situation? What are the symptoms, triggers and actions that need to be taken?	
Is the child aware of their health worsening? Are they able to alert an adult?	
What training is required?	

- Who needs to be trained
- What frequency does the training need to be
- Where is the training obtained
- When has the training been completed (sign and date)

List the medication the child is taking with dosing instructions and where it is located.

Medicine	Dose	Frequency	Where stored

Other information:

Young person's comments regarding the IHP: