



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
Audience:	Staff, Trustees, Students, Parents
Ownership:	Board of Trustees, Headteacher
Last Reviewed:	June 2026
Reviewed by:	Trust Board
Next Review:	June 2027

Contents

Aims and Objectives	3
Legislation and Guidance	3
Scope	4
Definitions	4
Roles and Responsibilities	5
Identification of Students with Allergies	5
Individual Healthcare Plans	5
Reducing Risk	6
Catering and Food Provision	6
Storage and access to medication	6
Additional arrangements for Adrenaline Auto-Injectors (AAIs)	7
Training	7
Educational Visits and Activities	8
Recording and Reporting Incidents	8
Monitoring, Review and Evaluation	8
Individual Healthcare Plan	10

Aims and Objectives

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 and the requirements of Benedict's Law. The school will take all reasonable steps to minimise allergen exposure while recognising that it is not possible to guarantee an allergen-free environment.

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
- Monitor compliance with statutory requirements

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

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

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

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 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.

Storage and Access to Medication

The school will:

- Store medication safely and accessibly
- Ensure prescribed AAls are readily available
- Maintain spare in-date AAls 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

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

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 and Activities

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.

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

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 Tutor:
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: