

Mosaic Partnership Trust

52 Allergy Safety Policy (Ref MPTASP) Version 1.0



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1. Statement of Intent

The Mosaic Partnership Trust (MPT) ('the Trust') has overall responsibility for the health, safety and welfare of staff, students and visitors in the schools it operates. This includes promoting a whole school approach to healthcare, welfare and wellbeing and the safe management of those members of our school community who live with allergies.

The aim of this policy is to demonstrate the Trust's commitment to ensuring that:

- There is a senior leader in each school who has responsibility for allergy safety in their setting
- All members of the school community who live with allergies play a full and active part in school life.
- There are systems and processes in our schools to identify children and staff that require support to manage their allergies in school.
- Children with suspected allergies are supported whilst medical investigations are carried out to obtain a diagnosis
- The risk of exposure to all known allergens within the school setting and on educational [including](#) residential trips are minimised as far as is reasonably practicable.
- All children with allergies have full risk assessments, individual health care plans and appropriate allergy action and /or asthma plans in place.
- All schools hold spare adrenaline auto injectors and salbutamol inhalers that are accessible in the event of an emergency.
- All staff receive annual mandatory allergy awareness training
- All children in the school understand what living with allergies means and how to keep everyone safe
- Operational and estates decisions give due consideration to individuals living with allergies.
- That the Trust Allergy Safety Policy and school-based arrangements are published on our schools' websites.
- That exposure incidents and near misses are recorded and investigated, and that lessons are learned to improve allergy safety management in our schools

This policy also aims to demonstrate the Trust's commitment to ensuring that children that require the administration of prescribed allergy medication are fully supported to allow them to play an active part in school life.

The Trust will ensure all staff (including supply staff, volunteers and PTFAs) are aware of this policy, and all employees receive suitable and sufficient instruction to be able to implement the policy and follow individual healthcare plans and allergy action plans in the event of an emergency.

The Trust will also make sure that our schools are appropriately insured, and that staff are aware that they are insured to support students in this way.

This policy has safety as its highest priority: safety for the children and staff living with allergies, and safety for the adults who may be required to administer adrenaline auto-injectors in an emergency.

This policy applies to all relevant school activities and complies with all current UK Health and Safety legislation; The Children Act 1989, Education Act 2002, The Equality Act 2010 the Children and Families Act 2014 and the Children's Wellbeing and Schools Act 2026 and has been consulted with staff and their safety representatives (Trade Union and Health and Safety Representatives).

2. Introduction

Allergy Safety

An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms but sometimes causes a much more severe reaction; anaphylaxis.

Common UK Allergens include (but are not limited to):

Celery, peanuts, tree nuts, sesame, milk, egg, fish, latex, insect venom, pollen, animal dander, medicines.

Common allergic conditions include (but are not limited to):

Hay fever, triggered by air borne allergens such as pollen, house dust mite, animal fur/ feathers or mould. Symptoms include sneezing, runny or stuffy nose, itchy or watery eyes

Skin allergies (eczema, contact dermatitis, localised rashes and hives)

Food allergies can cause symptoms ranging from mild itching in the mouth to 'whole body' reactions including anaphylaxis. Some food allergies do not cause immediate reactions but result in delayed gastrointestinal symptoms (stomach pain, vomiting, diarrhoea) sometime occurring with an eczema flare.

Asthma in children is usually allergic in nature, meaning that it may be triggered by airborne allergens but can also be caused by a food allergy.

Anaphylaxis is a serious, life-threatening allergic reaction. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, materials and medicines.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (**A**irway, **B**reathing, **C**irculation).

Anaphylaxis should always be considered in someone with a known food allergy who has sudden difficulty breathing. Giving adrenaline in this context is safe and may save a life.

3. Roles and Responsibilities

3.1. Board of Trustees and CEO

The Trustees and CEO are ultimately accountable for health and safety matters – including allergy safety management in the Trust's schools. The Trustees delegate day to day overarching strategic responsibility to the CEO who is responsible for ensuring that:

- Sufficient budget and resources are allocated for the management of allergies in schools
- The Trust-wide Allergy Safety Policy will be reviewed annually or earlier if required.
- All staff receive mandatory allergy awareness and anaphylaxis training (including how to administer adrenaline auto injectors).
- Adequate insurance is in place for staff administering care.
- Incidents of allergic reactions are monitored across the Trust to identify necessary improvements in allergy management strategies.
- The Trust promotes an open culture around allergies by increasing awareness, challenging stigma and supporting children and staff who live with allergies to play a full and active part in school life

3.2. The Trust's Central Team

3.2.1 Estates and Sustainability Manager

- Will keep the CEO up to date of any changes to UK legislation or DfE guidance relating to Allergy Safety in schools.
- Will update the Allergy Safety Policy to reflect changes in UK legislation, including changes to the DfE framework
- Will support schools to implement strategies to minimise exposure to allergy triggers in their settings.
- Will organise trust-wide allergy awareness anaphylaxis training when needed.
- Will ensure schools log allergic reactions suffered by children and staff on the Handsam system, and that these are investigated.
- Will share anonymised data on allergic reactions experienced by children and staff with the CEO and the Health and Safety Committee which meets 3 times per annum.
- Will ensure that all schools use the following documents required by this policy to manage allergy safety:
 - Individual Healthcare Plan template (Appendix 1)
 - Individual Allergy Management Risk Assessment template (Appendix 2)
 - Allergy registers (obtainable from school's Arbor)
 - Request to administer medication form (Appendix 3)
 - Allergy Management checklist (Appendix 4)
 - Home baking allergen labels (Appendix 5)
 - Letter to Pharmacy requesting purchase of AAIs for emergency use (Appendix 6)
- Will support schools to ensure that administration of medications is logged on the Handsam medical log
- Will support schools with guidance on RIDDOR and Ofsted reporting
- Will seek assistance from Handsam advisors when necessary

3.2.2 Trust Strategic Lead for Inclusion and SEND

- Will be a point of contact for Headteachers and SENCOs for advice, guidance and signposting to relevant external professionals and services.

3.3. School staff

3.3.1 Senior Leaders

The Senior Leader responsible for implementing this policy at Barrs Court Primary School is Daniel Webster; they are responsible for ensuring:

- A culture of inclusivity that ensures all children in the school can play a full and active part in school life.
- Children understand the importance of keeping each other safe in the context of allergy safety.
- All staff read this policy and specific school arrangements and understand their responsibilities for keeping children and staff living with allergies safe when in school and on educational trips.
- Procedures are in place to reduce, as far as is reasonably practicable, the risk of children and staff being exposed to known allergens.
- All staff complete annual allergy awareness and anaphylaxis training, including practice at using an adrenaline auto injector
- Spare EpiPens of appropriate doses are purchased for emergency use
- All staff know where the emergency adrenaline auto-injectors are kept and how to access them.
- The school's SENCO carries out their responsibilities for managing children's allergies as medical conditions and that sufficient resources are provided for them to carry out their duties effectively.
- All allergic reactions experienced by children and staff are logged on Handsam and the Trust's Estates and Sustainability Manager is notified by email.
- All staff understand to report incidents that could have led to exposure to known allergy triggers as near misses to the Headteacher.
- All instances of allergic reactions and near misses are investigated to ensure lessons are learned and processes and procedures are updated.
- That first aid needs assessments includes allergies as well as other medical conditions.
- Ensuring that allergy safety guidelines, where relevant, are communicated to parents and carers (this may be delegated to the class teacher or SENCO)
- Reporting specified incidents to the Health and Safety Executive (HSE), when necessary, as set out in RIDDOR.
- Seeking guidance from the Trust's Estates and Sustainability Manager on reporting specified incidents involving children, staff and visitors to the HSE and/ or Ofsted when necessary.
- Allergen information is shared with catering contractors (this may be delegated to the School Business Manager, School Resources Business Partner or SENCO).
- The Allergy Safety Policy and school arrangements are published on the school website.

3.3.2. SENCO and/or those responsible for Healthcare plans

The SENCO and/or those responsible for Healthcare plans are responsible for:

- Working with parents, external partners (Nurseries and Healthcare Professionals) to identify children with allergies or suspected allergies who require the school's support to manage their condition.
- Ensuring that any child who has an allergy that may require support at school, is brought to the attention of the school nursing service.
- Working with parents and healthcare professionals to develop risk assessments, individual healthcare plans and suitable allergy action plans.
- Working with the school EVC to assess the risks associated with individual children's allergies in the context of any planned educational visits; to minimise exposure to allergens, so far as is reasonably practicable.
- Ensuring **all** individual risk assessments, health care plans (those supplied by healthcare professionals and those developed with healthcare professionals and parents) and associated allergy action plans are communicated to all adults who work with or have responsibility for the child during school day. And, that these staff understand how to support these children.

- to ensure lunchtime staff understand how to implement the school lunchtime allergy management arrangements
- Ensuring the school's first aid needs assessment considers all children and staff with allergies (food and non-food triggered).
- Working with staff who live with serious allergies to conduct risk assessments to minimise the risk of exposure to known allergens
- Ensuring that requests to administer medication forms are completed for all children who have prescribed allergy medication and that the forms are signed by their parent or guardian.
- Ensuring sufficient spare 0.15mg and 0.3mg adrenaline autoinjectors are held by schools and replenishing them before they become out of date.
- Ensuring that completed and signed administering medication forms are uploaded onto Arbor and, that the child's allergy and prescribed medications are entered onto the Handsam medical log.
- Support Senior Leaders to ensure the lunch supervisors are aware of children with known food allergies and follow the school arrangements to minimise exposure to known allergens.
- Ensure there is an allergy safety register for supply teachers, peripatetic teachers, sports coaches and other professional consultants to sign; confirming they have received and read relevant allergy management information for children with allergies that will be in their care.

3.3.3. School Business Managers/ School Resource Business Partners

School Business Managers and School Resource Business Partners are responsible for

- Supporting the SLT and SENCO in managing allergy safety in schools
- Ordering and replenishing adrenaline autoinjectors on the advice of the SENCO/personnel responsible for Healthcare plans.

3.3.4. School Administrators

School office staff are responsible for:

- Providing administrative support to SLT and the school SENCO to enable them to fulfil their responsibilities

3.3.5 Lunch time staff

Lunch time staff are responsible for:

- Ensuring they understand individual children's allergen triggers and understand the children's allergy action plans.
- Follow all allergy safety procedures set in the school's arrangements
- Understanding how to report incidents where children have been exposed to their allergy triggers or where they could have been exposed (near misses).

3.3.6 Educational Visits Co-ordinator (EVC)

EVCs are responsible for ensuring that planning for all educational trips must:

- So far as is reasonably practicable, identify any known allergy triggers that may be present during a trip or visit and put in place suitable control measures to reduce the risk of exposure.
- Ensure that medication will be made available to children in the case of an emergency; with clear roles and responsibilities for the staff carrying and storing the medication; including administering AAls in an emergency

3.3.7 Teachers and TAs

Teachers and TAs are responsible for ensuring that:

- All relevant lesson planning considers all risks to children living with allergies.
- They work with the SENCO to ensure they receive up to date allergy registers
- They communicate with parents to enable children living with allergies to stay well in school
- **They are alive to the wellbeing of children in their class who live with allergies**

3.3.8 First Aid trained staff

First Aid trained staff must follow their training when administering allergy medication and ensure that accurate records are kept and that school procedures are followed.

3.3.9. All staff

All staff are responsible for ensuring:

- They read and follow this policy and specific school arrangements.
- Complete mandatory allergy awareness and anaphylaxis training annually.
- They understand common allergy triggers, possible reactions and what to do in an emergency
- They understand the individual health care plans and allergy action plans for children and staff that they work with.
- They know where individual children's anaphylaxis kits and the school's spare AAls are located
- They understand how to administer AAls in an emergency.
- They make known to the headteacher any allergies they live with and agree an allergy action plan in case of an emergency.
- They understand how to report allergic reactions experienced by children and staff and near misses when they occur.

3.4 Parents and Legal Guardians

3.4.1 Parents and Legal guardians of children who live with allergies.

Parents and legal guardians of children who live with allergies are responsible for:

- Informing the school's SENCO and class teacher of any allergies; this information should include all previous serious allergic reactions, history of anaphylaxis and details of prescribed medications.
- Supply the school with a copy of their child's individual care plan and allergy action plan if there is one in place.
- In the event of there being no current individual healthcare or allergy action plan parents are responsible for working with the SENCO, class teacher and health professionals to ensure their children have suitable individual risk assessments, health care plans and allergy action plans in place.
- Ensuring they provide an anaphylaxis kit for the child whilst they are in school
- Ensuring that any changes regarding their child's allergies are shared with the SENCO and class teacher.
- Where age appropriate, encouraging their children to take responsibility for limiting their exposure to allergens.
- Contact the school or their caterers if they wish their child to receive a school meal

3.4.2. All parents and legal guardians

All parents are responsible for:

- Ensuring that they follow instructions set out by the school to minimise the risk of accidental exposure to children and staff living with allergies.

3.5 Children

While Trust and school staff carry the main responsibility for allergy safety, it is vital that all children as members of the Trust community (allowing for their ages and developmental stage) should be encouraged to:

- Take responsibility for keeping children and staff that live with allergies safe in school.
- Observe all the safety rules of the school, and particularly the instructions of staff during lunch and break times.
- Children who live with allergies should be encouraged to keep themselves safe by:
 - Avoiding their own known allergy triggers
 - Not sharing food with others
 - Reporting the presence of their known allergens to members of staff

3.6 Educational contractors, their staff and Parent Teacher Friends Associations (PTFAs)

Educational contractors and their staff:

Any agency that supplies staff to schools in a child facing role (including caretakers) must ensure that:

- Staff receive allergy awareness training
- Provide assurance to the school that this training has been completed (either a letter of assurance or training certificates)
- All freelance staff contracted to provide pupil facing services in schools must complete allergy awareness training

Parent Teacher and Friends Associations

All PTFAs associated with the school must be given a copy of this Allergy Safety Policy, further they must ensure that:

- All volunteers attending an event that is held on school site and/or involves children from the school have read and understood this Allergy Safety Policy with a letter of assurance to the school providing annual confirmation of this including the list of volunteers that the assurance covers.
- That the PTFA can provide confirmation that at least two of the event organisers who will be in attendance at any event have completed allergy awareness and anaphylaxis training, including practice at using an adrenaline auto injector (either a letter of assurance or training certificates).

It is the responsibility of the PTFA to provide the school with these stated assurances.

The responsibility for any PTFA event including suitable provision for allergy safety rests with the PTFA as a charitable organisation whether registered or unregistered.

4. School Arrangements for Allergy Safety – Barrs Court Primary School

4.1 Communication of the Allergy Safety Policy and Procedures

4.1.1 Employees, volunteers, and external educational staff

- The Trust's Estates and Sustainability Manager will distribute this policy to all employees via the Handsam document distribution system. Staff are required to read and confirm they understand the policy by following the instructions on Handsam.
- An up-to-date copy of this policy will be available on the staff health and safety notice board located in staff room.
- The school administrators will notify all supply teachers, peripatetic teachers, sports coaches and other child facing professionals, who have sole responsibility for a class or individual children, the location of the school held EpiPens.
- School administrators will provide an allergy information pack to external professionals. This pack must contain relevant allergy information relating to any child they will be working with; including allergy triggers, reactions, allergy action plans and where anaphylaxis kits are stored.
- School administrators are responsible for making sure these external professionals sign the Allergy Awareness Register that is kept in the school office.

4.1.2 Parents, Legal Guardians and interested parties

- The policy is published on the school's website making it available to parents, carers and other interested parties. It is the responsibility of the school's school business manager to ensure an up-to-date copy of the policy with school arrangements is available to be downloaded.
- Up to date menus are published on the school's website alongside how parents and carers can notify the school / caterers of allergies their children may have and the process to follow for ensuring their child or children receive an appropriate allergen free meal.
- The school will also publish guidance for parents and carers who wish to contribute home baked goods to cake sales organised by the school or their PTAs. This will involve requiring every ingredient in any home baked goods to be listed using the ingredients checklist.
- All Mosaic schools have an expectation that no products containing nuts or peanuts will be brought to school
- Headteachers will, if deemed appropriate, request that parents do not send their children into school with other foods that present a serious allergy risk to others.

4.1.3 Children

SLT will be responsible for communicating allergy awareness, including relevant parts of this policy, to children in an age-appropriate way. Children will have the opportunity to learn about allergies in the following ways:

- School assemblies
- Lessons involving foods
- Through JIGSAW activities
- Outdoor learning
- PE

Resources for schools are available on the Allergy School website: <https://www.narf.org.uk/allergy-school>

4.2 Allergy Awareness Training

Allergy awareness and anaphylaxis training is mandatory for all employees who work within schools – including caretakers, cleaners and in house caterers. This requirement also applies to external caterers and educational or pastoral child facing contractors; it is incumbent on schools to ensure that these contractors comply with the legislation.

4.2.1 Staff

- The Trust's Estates and Sustainability Manager will assign annual allergy awareness and anaphylaxis training to all school staff (including long term supply) via the Handsam training portal; to be completed on the first INSET day of the new academic year.
- The School business will add new staff who join part way through the year to Handsam and assign them allergy awareness training.
- Training set on the INSET day must be completed that day. New staff starting part way through the year will complete assigned training within one day of it being set.
- Headteachers assisted by the level three paediatric trained first aiders will make training adrenaline auto injectors available at the INSET day for staff to gain practical experience of administering them.
- Staff will sign the staff annual declaration that they have read this policy completed the training at the INSET day
- Headteachers will monitor completion of training by staff to ensure that the training is completed in the given time frame, before they are able to carry out their duties.
- Headteachers will provide opportunities for staff to practice allergy drills to increase their confidence in responding to emergency situations.

4.2.2 Child facing professionals

- The Trust's Estates and Sustainability Manager will request letters of assurance from caterers and supply agencies to confirm that their staff complete annual allergy awareness training.
- The Headteacher will request letters of assurance from all organisations that supply child facing education and pastoral consultants to confirm their staff complete annual allergy awareness training.
- The SENCO will send email addresses of any freelancers contracted to work with children to the Trust's Estate and Sustainability Manager to be allocated allergy awareness training through the Handsam system
- The SENCO will monitor the completion of training by freelance contractors, and chase up if required

Please note, there is no requirement for contractors with non-child facing roles (estates and maintenance contractors) to complete this training.

4.3 Wellbeing

The physical, social and emotional wellbeing of our children and employees are of paramount importance. Barrs Court Primary school's culture is one of inclusivity and belonging where all children and staff are valued for being uniquely themselves. People living with allergies will be given the same opportunities to take part in school life as non-allergy sufferers; any reasonable adjustments will be made sensitively so that they become a normal part of school life.

4.3.1 Whole school Approach

A member of SLT will lead on an appropriate school wide approach (using resources from the Allergy School), that enables children to understand what 'living with allergies' means and how to keep each other safe.

4.3.2 Individual children who live with allergies

The SENCO and class teacher will work with children and their parents to ensure that children feel safe to come to school by:

- Giving children the opportunity to carry their allergy medication if their age and stage of development allow. If this is not possible the SENCO and class teacher will explain to children exactly where their individual allergy kits are kept and how they access them.
- Providing children with the opportunity to talk about these arrangements and voice any concerns they have. All decisions will involve parents and be made on an individual basis.
- Explain to parents and children how allergies are managed during lunch, break/ snack times and during lesson activities.
- Ensuring transparency regarding information sharing by explaining to children and their parents' which adults will be told about their allergies. The number of people who are made aware of individual children living with allergies will be proportionate and limited to adults who have responsibility for the child during any part of the school day or play a part in the administration of managing allergies; this will include members of SLT, the children's class teachers and TAs, sports coaches, lunchtime staff, caterers and administrators. Supply and peripatetic teachers and educational consultant will be informed when necessary.

The SENCO is responsible for:

- Distributing class-based allergy registers to class teachers, TA's and sports coaches, lunch time staff and caterers.

4.3.3 Dealing with unacceptable behaviour

- Class teachers will know the children in their classes who live with allergies. They will be alert to any unacceptable behaviours that are attributable to a child's allergy status and will follow the school's behaviour policy.

4.4 Minimising Risk

Effective allergy management around mealtimes balances safety and inclusion by focusing on clear communication, risk reduction and shared responsibility rather than isolating individuals. Inclusive strategies allow children and staff with food allergies to safely share the social experience of eating with others.

4.4.1 Meals provided by the school kitchen

- The School Administrator will provide up to date allergy registers to school cooks/ school caterers whenever there is a change to the register in conjunction with the SENCO.
- The school kitchen staff/ caterers provide a specific allergen free menu to children whose parents provide medical evidence of a food allergy (instructions for contacting caterers are published on the school website)
- Caterers provide a hypoallergenic meal option for any children who are waiting for an allergy diagnosis.
- Caterers/ school kitchen staff label any pre-prepared foods listing the allergens they contain.
- School lunchtime staff are provided with up-to-date class allergy registers by the SENCO/ school administrators and use the list to cross reference the meal chosen by a child on the day.

- School lunchtime staff supervise the children as they go up by class to get their meal. They use the allergy registers to cross reference the meals to ensure the children are not served any foods to which they are allergic.
- School lunchtime staff use the allergy registers to ensure that any children with contact allergies to foods on the menu are encouraged to avoid them.
- Staff encourage children to eat with care for others by not sharing food and not splashing liquids or sauces over their neighbours.

4.4.2 Food brought from home

- Barrs Court has an expectation that parents will avoid any lunch or snack box items that contain nuts or peanuts. This expectation is communicated through newsletters and website.
- All staff will be vigilant to items that contain nuts or peanuts and will remove any items from lunchboxes and snack boxes and taken them to the school office.
- Parents will be called by the class teacher/ school administrator/ a member of SLT and reminded of this expectation.
- If other allergens pose a serious risk to children or staff, the class teacher/ SENCO/Headteacher will write to parents requesting that no items containing these ingredients are sent to school in lunchboxes or snack pots.
- The headteacher or another member of SLT will update staff on any foods that pose a risk to children and or staff during weekly staff meetings and bulletins.
- Staff will not bring in any ingredients that are known allergy triggers for children and staff.
- Any staff or PTA members organising fund raising that involves home baked goods require parents to provide a detailed list of the ingredients using the home baked goods template. **If the ingredients list can not be provided the goods are returned.**

4.4.4 Food based gifts

- Staff who are given presents that contain known allergens will not open them in school and will take them out of the school building to their car or another person's car at the first opportunity.

4.4.5 Class activities

When planning any activities, class teachers will consider the risk of exposure to allergens and will make reasonable adjustments in their planning to enable children living with allergies to fully access the lessons by:

- Using recipes that do not contain any known allergens during cooking activities
- Wherever possible teachers will substitute allergens (foods and materials) with alternatives that do not pose an allergy risk; this will apply to all activities, for example in craft, science, musical or cooking, or where activities involve animals.
- Teachers will talk to parents of children with allergies to find alternative ingredients or products.
- If an alternative to an allergen cannot be found, then teachers will revisit the lesson plan to see if an alternative activity can be used to facilitate learning.

4.4.6 Educational trips, visits and residentials

- Teachers organising educational trips, visits and residentials undertake allergy risk assessments to manage the risks of exposure to allergens for individual children; specific control measures will assign specific staff responsibility for the storage of prescribed allergy medications, including AAIs and state how children will access their medication in case of an emergency.
- All staff accompanying children on trips will have completed allergy awareness and anaphylaxis training and will have practice in using AAIs

- SLT provide sufficient resources, training and instruction so that staff have the knowledge to identify hazards correctly and put in place practical control measures to ensure any risks are minimised as much as possible.
- All external trips, visits and residentials are reviewed by the school's Educational Visits Co-ordinator, signed off by the headteacher and submitted for external review to EVOLVE. If at any point the risk assessment is deemed inadequate it will be returned to the organiser with suggestions for successful resubmission.
- All residential trips will involve school visit leader liaising with the provider on detailed information on all children with allergens, including food allergens.

4.5 Individual Children living with Allergies

4.5.1 Identifying individual children

- The SENCO will ensure school registration forms given to parents include a specific question on allergies: specific allergy triggers, details of past reactions, severity and signs of anaphylaxis, prescribed medication and details of health professionals involved in their care.
- The SENCO will follow up with parents of children identified through these forms as 'living with allergies' to understand their allergens, the severity of reactions and any medication required to manage their condition in school.
- The SENCO will alert external health professionals (if required) to any children that require help managing their allergies in school and request their input in developing individual healthcare plans and allergy action plans.
- The school administrators are responsible for accurately inputting children's allergy information on the school's Arbor. Class allergy registers are saved electronically.
- The SENCO is responsible for sharing new allergy information with school administrators who will update children's Arbor profiles and generate up-to-date allergy registers

4.5.2 Individual Healthcare Plans (IHP)

Children must have an IHP if:

- Their allergy has a functional impact on them in their school setting
- If they are at risk of harm as a result of their allergy
- They require arrangements which are additional to, or different from those made generally.

The SENCO will develop individual health care plans in consultation with parents, healthcare professionals and if age appropriate the child. It will set out the following:

- Additional and or different arrangements that will be in place in school to support the child with their medical condition (including allergies), include arrangements for emergency situations.
- How children with allergies who require specific support arrangements will be supported in school (this will include reasonable adjustments for children whose allergies require flexibility as well as those who require medication).
- The SENCO will refer to any allergy action plan and/or asthma action plan issued by a healthcare professional and will incorporate it into the IHP. The action plan will be attached to the IHP.

4.6 Allergy Medications

4.6.1 Children's Prescribed Adrenaline Auto Injectors (AAIs) and other allergy medications

It is important that all staff are aware that in the case of anaphylaxis, adrenaline should be administered within 5 minutes, whatever the location of the child. It is imperative that the child does not move; the medication must be brought to them.

Children's medication must be stored in a suitable container and clearly labelled with the pupil's name. The container must be within reach of the child throughout the school day - travelling with them when moving around the school or when on educational visits.

- The container must contain:
 - Two in date prescribed AAls
 - An up-to-date allergy action plan
 - Antihistamine as tablets or syrup (if included on allergy plan)
 - Spoon if required
 - Asthma inhaler (if included on allergy action plan)
 - A copy of the child's allergy action plan
- **It is the responsibility of children's parents to ensure that the anaphylaxis kit is up to date and clearly labelled and if appropriate, brought to school and taken home each day.**
- The class teacher will work with parents to enable the child to take their anaphylaxis kit home at the end of the school day (when it is required)
- The SENCO will request that parents fill out administering medication consent forms for any prescribed allergy medication.
- The SENCO or school administrator will enter the details of children's prescribed allergy medication (including asthma inhalers) onto the school's Handsam medical log and send reminders to parents when the Handsam system indicates the medication is approaching expiry.
- School administrators will upload any allergy action plans to individual children's Arbor accounts
- School administrators will upload the administering medication consent forms to individual children's Arbor accounts.

4.6.2 Staff Prescribed Allergy Medications

- Staff who carry allergy medications will make the location of AAls, asthma inhalers and allergy action plans known to the headteacher, the SENCO and colleagues they work with.
- Staff will store their medication in an accessible location but away from children.

4.6.3 School Acquired Spare AAls

Schools are legally required to hold adrenaline auto-injectors for the administration of adrenaline in an emergency. The school's spare AAls can be used instead of a child's own prescribed AAI, if it cannot be administered correctly, without delay, or if any individual presents with life threatening symptoms and the emergency operator instructs to do so.

Large sites will need to consider holding spare AAls in more than one location to ensure that in an emergency an AAI can be administered within 5 minutes.

- The school's spare adrenaline auto injectors are located in **staff room** in an unlocked box clearly labelled **Emergency Anaphylaxis Kit** and accessible to all staff during school opening hours; including breakfast clubs and afterschool clubs.
- The box contains two 0.15mg (infant) and two 0.3mg (junior) EpiPens.
- The SENCO will enter the school held EpiPens onto the Handsam System ensuring that new EpiPens are purchased as they approach their expiry date.
- The school business manager/ finance administrator will support the SENCO to purchase new AAls

All AAls are to be stored at room temperature, protected from direct sunlight and temperature extremes.

4.6.4 Disposal of used and expired AAls

AAls are single use only and must be disposed of as sharps.

- Used AAls must be handed to ambulance paramedics on arrival.
- Expired children's AAls must be returned to parents for disposal.
- Expired AAls held by the school must be taken to a local pharmacy or GP surgery for disposal.
-

Used or Expired AAls must not be disposed of in general waste

4.6.5 School acquired salbutamol inhalers

It is best practice for schools to hold a spare salbutamol inhaler for emergency use. The school's spare salbutamol inhaler can be used instead of a child's own prescribed salbutamol inhaler if cannot be administered without delay.

The school's spare salbutamol inhaler is located in **staffroom** in an unlocked **shelf** clearly labelled as **Emergency Salbutamol Inhaler** and is accessible to all staff during school opening hours, including breakfast club and afterschool clubs.

4.7 Reporting Exposure Incidents and 'Near Misses'

Schools have a responsibility as far as is reasonably practicable to avoid exposure to known allergens during the school day. Staff have a responsibility to report any incident where a child or member of staff is exposed to any known allergen, regardless of the severity of the reaction. This applies to all situations where the exposure can be controlled: mealtimes, snack times and class activities and where external environmental factors resulting airborne allergens can be mitigated, such as plant pollen, spores etc.

Staff also have a responsibility to report any near misses; incidents that have the potential to expose a child or staff member to a known allergen and result in an allergic reaction.

Senior leaders have a responsibility to investigate incidents and near misses so that lessons are learned and improvements to systems and processes are made.

- Staff will report any incident or near miss to the Headteacher.
- **Parents will contact the school if exposure at school has led to delayed allergic reaction after school hours.**
- The Headteacher will log all exposure incidents or near misses on Handsam and inform the Trust's Estates and Sustainability Manager by email.
- The Headteacher will then open an investigation
- Once the investigation is completed any lessons learned will trigger a review by the Headteacher of the school's allergy management arrangements in conjunction with the Estates and Sustainability Manager.

4.8 Information sharing

The sharing of children's medical data will be in line with data protection rules as set out in the Trust's Data Protection Policy V1.0 and the Trust's Privacy Notice (Pupil and Parents) V2.3.

Appendix 1 Individual Healthcare Plan

	Name of School/ Federation [insert school logo] <i>Insert school strapline/values statement</i>
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INDIVIDUAL HEALTH CARE PLAN

NAME:	
CLASS:	
D.O.B:	
ADDRESS:	
DATE:	
MEDICAL DIAGNOSIS OR CONDITION:	
SYMPTOMS AND SIDE EFFECTS: <i>Please consider impact on daily life, triggers and support needs.</i>	
TREATMENT:	
IMPACT ON LEARNING AND DEVELOPMENT:	
Who is responsible for providing support in school	

CONTACT INFORMATION:

FAMILY CONTACT 1	FAMILY CONTACT 2
Name:	Name:
Relationship:	Relationship:
Phone:	Phone:

DOCTORS
Surgery:
Address:
Phone:

HOSPITAL INFORMATION
Consultant:
Address:
Phone:

Appendix 1 Individual Healthcare Plan

MEDICATIONS

NAME OF MEDICATION	DOSAGE	WHEN AND HOW IS IT TAKEN?	POSSIBLE SIDE EFFECTS

SCHOOL VISITS AND EVENTS

What arrangements need to be put in place for school visits and events?

EMERGENCY SITUATIONS: *Warning signs or symptoms, steps to take in the event of an emergency.*

Staff members involved in health care plan:

Staff member responsible for maintaining plan:

Signed (Parent/Carer):

Date:

Signed (Staff member):

Date:

Plan to be reviewed (insert how often plan needs to be reviewed)

Next review date:

Attachments: Risk Assessment/ Allergy Action Plan and or Asthma Action Plan

COPIES TO:

Green Medical folder in Classroom

Pink folder in office

Signed copy attached to medical profile on Arbor

Appendix 2 Individual Allergy Management Risk Assessment Template

Allergy Management Risk Assessment for Individual Students

This form should be completed by the setting in liaison with the parents/guardian and the student if appropriate. It should be shared with everyone who has contact with the student. It should be read alongside the student's Health Care Plan that has been produced the Allergy clinic. A whole school approach is recommended in the management of allergy which would involve all staff to have awareness training in addition to key staff having adrenaline autoinjector (AAI) training.

Child/Young person: Click or tap here to enter text.	Date of Birth: Click or tap here to enter text.
Setting/School: Click or tap here to enter text.	Key Worker/Teacher/Tutor: Click or tap here to enter text.
Allergies: Click or tap here to enter text. Are reactions: Ingestion Click or tap here to enter text. Direct contact: Click or tap here to enter text. Indirect contact: Click or tap here to enter text.	
G.P: Name: Click or tap here to enter text. Phone number: Click or tap here to enter text.	Clinic/Hospital: Name: Click or tap here to enter text. Phone number: Click or tap here to enter text.
Date: Click or tap here to enter text.	Review date: Click or tap here to enter text.
Who is responsible for providing support in school: Click or tap here to enter text.	
People involved in writing this plan: Click or tap here to enter text.	
Signatures: Setting Manager/Head teacher: _____ Date: Click or tap here to enter text. Young person: _____ Date: Click or tap here to enter text. I give permission for this risk assessment to be shared with anyone who needs this information to keep my child/young person safe, I give permission for my child's photograph to be displayed sensitively to keep my child safe, I give permission for the school's 'spare' AAI to be used on my child in an emergency where anaphylaxis is suspected. Parents: _____ Date: Click or tap here to enter text.	

Appendix 2 Individual Allergy Management Risk Assessment Template

Complete this risk assessment in discussion with the parent/guardian, student if appropriate and medical professional if available. Consider all situations that the student may be in and agree control measures. Use the risk analysis tool at the end of the document to assess probability and impact producing further control measures if necessary. This is intended to be dynamic document and should be updated annually or after an incident or near miss.

Can the student recognise a reaction for themselves?

What have been the symptoms of previous reactions?

What are the hazards for each activity?	What are you already doing to control the risks?	Probability	Impact
Medication:			
Storage: Location of child's medication Location of generic 'spare' AAI			
Food and drink:			
Break time snacks including drinks			
Lunch time: Hot meals Sandwiches Drinks			
Events involving food: Cake sales Parties Other PTA events Drinks			
Celebrations: e.g. Birthdays, Easter			
Curriculum activities:			
Cooking			
Creative activities: e.g. junk modelling, pasta			
Music: instrument sharing (cross contamination issue)			

Appendix 2 Individual Allergy Management Risk Assessment Template

Science activities:			
PE: Indoor Outdoor Forest Schools			
Playtime: Playground Field			
Offsite activities:			
Curriculum visitors Day trips			
Residential visits			
Other:			

This must be completed for any activity that is medium with the aim of bringing the risk to LOW.

Activities that are High or Extreme must not happen unless action can be implemented to bring the risk to LOW.

Hazard	What further action do you need to take to control the risks?	Who needs to carry out the action?	What is the action needed by?	Completed

Appendix 2 Individual Allergy Management Risk Assessment Template

Consequence		Minor	Moderate	Major	Critical	Catastrophic
Likelihood	Rare	Low	Low	Low	Low	Low
	Unlikely	Low	Low	Medium	Medium	Medium
	Possible	Low	Medium	Medium	High	High
	Likely	Medium	Medium	High	High	Extreme
	Certain	Medium	Medium	High	Extreme	Extreme

Consequence	Minor	Moderate	Major	Critical	Catastrophic
This is the impact of the action being allowed to happen	No reaction	Non anaphylactic reaction	Emergency response required, ambulance and hospital	Emergency response required, ambulance and hospital	Fatal, Death

Likelihood	Definition
Rare	May only occur in exceptional circumstances
Unlikely	Could occur in some circumstances, surprised if happened
Possible	Possible or likely to occur in most circumstances
Likely	Will occur in most circumstances
certain	It is expected to occur, inevitable

Appendix 3 Request to Administer Allergy Medication Form

Request to Administer Allergy Medication in School



[INSERT NAME OF SCHOOL]

Parents and guardians are advised that for staff to administer allergy medication to your child you must accurately fill out this form and sign to give your consent. The Headteacher and staff will only agree to administer medication in accordance with your child's individual healthcare plan and allergy action plan.

DETAILS OF PUPIL

Surname _____ Forename(s) _____

Date of Birth _____ Year Group/Class _____

CONDITION

Allergens	Symptoms	Severity (please state specifically if anaphylaxis)

ALLERGY MEDICATIONS

Name of Medication(s)	Expiry Date	Dosage and method	Details of any known side effects

CONTACT DETAILS

Name of parent/guardian _____

Relationship to child _____

Address _____

Daytime telephone number _____

Alternative telephone number _____

I understand that I must personally deliver the medicine to **Head/Secretary/Class Teacher** and accept that this is a voluntary service provided by the school. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medication in accordance with school policy. I will inform the school immediately in writing if there is any change in dosage or frequency of the medication (this will require a new consent form) or if the medicine is stopped.

Signature of parent/guardian _____ Date _____

Office use only

Upload this consent form to Arbor as evidence of consent for administering allergy medication

Appendix 4 Allergy Management Checklist

Required action	Responsible Person	Completed
School Wide		
Trust wide Allergy Policy communicated to all staff via Handsam.	Estates and Sustainability Manager	
Trust wide Allergy Policy communicated to children and parents	Headteachers	
Allergy policy and arrangements published on school websites.	Headteachers	
Allergy awareness training allocated to all staff	Estates and Sustainability Lead	
All staff complete Allergy Awareness and Anaphylaxis training on 1 st September	Headteachers	
All staff to have the opportunity to practice with training EpiPens.	SENCO or lead first aider	
New starters - part way through year - allocated allergy awareness training	SENCO/ Business manager	
Assurance from outside agencies of allergy awareness training	Estates and Sustainability Manager/ Trust Inclusion lead	
Free lance child facing contractors' training	SENCO/ Estates and Sustainability Manager	
Schedule allergy drills	Headteacher	
Spare EpiPens are purchased and kept in date.	SENCO or lead first aider	
Location of spare EpiPens is clearly signposted	Headteacher	
Allergy Awareness posters displayed in school offices and lunch halls (available on Allergy School website).	SENCO/ Admin	
Creation of allergies register with photos of children.	Admin staff	
Allergies register to be shared with Teachers, TAs and lunch time staff, and catering team.	Headteacher/ SENCO/ administrators	
Allergy briefing for lunch time staff with focus on understanding individual's allergy triggers and emergency response requirements . Also how to use allergy registers to check that children are receiving the correct meal and to minimise risk of exposure if allergens are present on menu.	Headteacher / SENCO	
Managing Medical Conditions and First Aid needs assessment	Headteacher/ SENCO	

Appendix 4 Allergy Management Checklist

to include all medical conditions, including allergy risks of individual children and staff.		
Teaching activity plans to consider all individuals who live with allergies.	Teachers	
Educational trips and visits risk assessments consider children's individual allergies, their medications and how to ensure swift emergency responses.	Teachers and EVC	
Individual level children		
All children have in place:		
Risk assessment	SENCO with input from health professional if appropriate	
Individual health care plan –	SENCO with input from health professional	
Appropriate allergy action plan to include where medication is stored	SENCO with input from health professional	
Consent from parents/ carers to administer allergy medication	SENCO	
If appropriate communications to parents asking to avoid known allergens in food brought in from home.	Headteacher	
Any home baked cakes for sale list ingredients on allergy ingredients forms.	Staff organising fundraiser	
Individual level - Staff		
Staff who live with allergies to provide information on staff contact forms or update Headteacher if allergies develop	Headteacher/ SLT	
Staff emergency response plans communicated		
All staff are made aware that there are staff on site with allergies and what the triggers are.	Headteacher/ SLT	
Communicate to staff requesting that known allergens are not brought into school.	Headteacher/SLT	

Appendix 5 Home Baking Allergen Labels

Cake allergen label (individual cake)

Name of cake:

Contains (allergens):

- ☐ Gluten (wheat)
- ☐ Eggs
- ☐ Milk
- ☐ Nuts (please specify): _____
- ☐ Peanuts
- ☐ Soy
- ☐ Sesame
- ☐ Other (specify): _____
- ☐ Made in a kitchen that handles nuts
- ☐ Not suitable for people with food allergies

Cake allergen label (individual cake)

Name of cake:

Contains (allergens):

- ☐ Gluten (wheat)
- ☐ Eggs
- ☐ Milk
- ☐ Nuts (please specify): _____
- ☐ Peanuts
- ☐ Soy
- ☐ Sesame
- ☐ Other (specify): _____
- ☐ Made in a kitchen that handles nuts
- ☐ Not suitable for people with food allergies



52 Allergy Safety Policy (Ref MPTASP)

Dear Sir/Madam

I am writing to request the supply of **two 0.3mg Adult and two 0.15mg Junior EpiPens** for emergency use in the management of anaphylaxis within [insert school name].

We are requesting these in order to comply with the statutory requirement for all schools to hold adrenaline auto injectors since 1st September 2026.

Please use the following purchase order on the invoice. We look forward to receiving the EpiPens in due course.

Yours faithfully,

[insert Headteachers Name]

[Insert Title]