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LET Education Trust

Allergens and Anaphylaxis Policy

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Policy Document Version Control

Version 1

Responsibility for Policy:	LET Education Trust – David Hazari
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Related Policies:	Child Protection & Safeguarding Policy Supporting Students with Medical Conditions Policy First Aid Policy Health and Safety Policy Administering Medication Policy Emergency Procedures Policy Educational Visits & Trips Policy SEND Policy Equality & Accessibility Policy Data Protection / Privacy Policy
Minor Revisions:	
Major changes	
Full re-write	This policy is new. It is an overarching Trust policy that ensures that our schools are compliant with all relevant related policies and current legislation. All processes will sit at school level.

Statement of Intent

The LET Education Trust is committed to ensuring that all children/students with allergies, including those at risk of anaphylaxis, are kept safe, fully included, and supported across every school in the trust. We recognise that allergies can vary in severity and that a consistent trust-wide system is essential in preventing reactions and responding effectively when they occur.

This policy sets out the trust's expectations for prevention, response, training, record-keeping, parental partnership, and safe operational practice.

Legal Compliance

This Allergy & Anaphylaxis Policy is fully compliant with all statutory and regulatory requirements governing the management of medical needs, health and safety, and food allergen control in schools. The policy aligns with the following legislation and guidance:

- Children's Wellbeing and Schools Act 2026 - Section 34 of the requires that LA maintained schools, academies and PRUs must have an allergy safety policy
- Children and Families Act 2014, Section 100, as amended by section 34 of the Children's Wellbeing and Schools Act 2026. Duty for schools and academies to make arrangements to support children/students with medical conditions, including allergies and anaphylaxis. Guidance: Allergy safety in schools' statutory guidance
- DfE Statutory Guidance: Supporting Children/students at School with Medical Conditions (2015): Issued under Section 100, setting mandatory expectations for Individual Healthcare Plans, staff training, medicine management, and emergency procedures
- Equality Act 2010 – Sections 20, 21 & 85: Duty to make reasonable adjustments and prevent discrimination for children/students whose allergies constitute a disability
- Health and Safety at Work etc. Act 1974 – Sections 2 & 3: Duties to protect employees and children/students through risk assessment, safe systems of work and trained staff
- Human Medicines (Amendment) Regulations 2017: Legal basis permitting schools to hold and administer spare adrenaline auto injectors
- Department of Health (2017) Guidance on the Use of AAIs in Schools: National expectations for AAI access, storage, training, and emergency response
- Food Information Regulations 2014: Legal requirement to declare the 14 major allergens in all food served in schools
- Food Information (Amendment) (England) Regulations 2019 – Natasha's Law: Requires all Pre-Packed for Direct Sale (PPDS) food to include a full ingredients list with clearly emphasised allergens, applying to school prepared sandwiches, baked goods, boxed salads and pre-packed trip lunches

This policy ensures full compliance with all duties arising from these laws, including medical needs support, safe allergen management, risk assessment requirements, and mandatory PPDS labelling under Natasha's Law.

Purpose

The purpose of this policy is to provide a clear and consistent framework for managing allergies and anaphylaxis across the trust. It ensures that children/students with allergies can participate safely in all educational and wider school activities.

This policy aims to:

- ensure consistent management of allergies across all trust schools
- reduce the risk of exposure to allergens wherever reasonably practical
- equip staff to recognise allergic reactions and respond promptly
- meet legal and statutory duties, including the Children and Families Act 2014 and DfE medical conditions guidance

Scope

This policy applies to all trust schools, children/students, staff, volunteers, governors, contractors, and visitors. It also applies to all trust-led activities, including after-school clubs, wrap-around care, trips, sporting events, and residentials.

It covers a range of allergies including food allergies, hay fever, skin allergies, asthma, insect stings and medication allergies.

Definitions

For the purposes of this policy:

- allergy: An immune response to a normally harmless substance
- allergen: A substance capable of triggering an allergic reaction
- anaphylaxis: A severe, life-threatening allergic reaction affecting airway, breathing, or circulation
- AAI (Adrenaline Auto-Injector): A device for emergency treatment of anaphylaxis
- BSACI Allergy Action Plan: A medically authorised action plan used nationally

Trust-Level Responsibilities

The trust board has overall responsibility for ensuring adherence to this policy and for maintaining high standards of health, safety, and safeguarding across its schools.

The trust will:

- approve and review this policy annually
- monitor compliance
- provide trust-wide templates (Allergy registers, individual action plans/risk assessments, consent forms)
- ensure appropriate training solutions such as online training are made available and completed by all staff

School-Level Responsibilities

Assurance and Compliance

Schools are required to operate local procedures that translate this policy into practice, including systems for safe food provision, allergen management, and the inclusion of children/students with allergies in all off-site activities. Each school must be able to demonstrate compliance with this trust policy during audits and monitoring activities.

Each headteacher is responsible for local implementation. They will ensure the safety and inclusion of children/students with allergies by adopting all expectations in this policy.

Schools must:

- appoint a named allergy lead
- maintain accurate allergy registers and secure medical records
- ensure medication is stored safely and checked monthly
- train all staff annually in allergy and anaphylaxis management
- complete appropriate risk assessments for food-related activities and trips

Parent/Carer Responsibilities

Parents play a crucial role in keeping their children with allergies safe. They must work in partnership with the school and trust.

Parents must:

- provide accurate allergy information on admission
- supply an up-to-date Allergy Action Plan
- provide two in-date AAIs and any other prescribed medication
- update the school immediately if circumstances change

Staff Responsibilities

All staff are responsible for ensuring the safety and inclusion of children/students with allergies and must be able to act swiftly in an emergency.

Staff must:

- complete annual trust-approved allergy and anaphylaxis training
- be aware of children/students with allergies and review their action plans
- know the location of AAIs and how to use them
- follow all individual care plans and trust procedures
- ensure pupil's medication is taken on all trips and activities

Pupil Responsibilities

Where age-appropriate, children/students with allergies should:

- tell an adult immediately if they feel unwell
- avoid sharing food or drinks
- carry their AAIs if agreed with parents and clinicians (secondary phase)

Allergy Action Plans

All children/students with diagnosed allergies must have an Allergy Action Plan which are generally provided by a health care professional. This document must be shared with relevant staff, kept with medication, and updated annually.

Schools must ensure that:

- action plans are easily accessible in emergencies
- copies are stored in the medical file and electronically
- they are reviewed after any allergic reaction

Educational Visits, off-Site Activities and Work Experience

The trust expects all schools to ensure that children/students with allergies, including those at risk of anaphylaxis, are safely included in all off-site activities. This applies to day visits, sporting fixtures, outdoor learning, residentials, alternative provision placements, and work experience. All schools must ensure that allergy-related needs are fully considered as part of visit planning, risk management, and safeguarding arrangements.

Headteachers must ensure that planning for off-site activities incorporates the allergy needs of individual children/students, aligns with statutory duties under the Children and Families Act 2014 and the Equality Act 2010, and complies with relevant national guidance, including the DfE's Health and Safety on Educational Visits (2018) and applicable OEAP National Guidance. Schools must be able to demonstrate that allergen considerations have been appropriately assessed and that suitable control measures are in place.

Schools must ensure that the medical and allergy information held for children/students remains central to decision-making for all off-site learning. This includes ensuring that relevant staff are aware of children/students' allergies, that information is shared appropriately with activity providers and venues, and that safe arrangements are in place throughout travel, activities and accommodation where applicable. Children/students must not be disadvantaged or excluded from visits where risks can be reasonably and safely managed.

Work experience and employer-based placements must meet the same expectations. Schools must ensure that employers are informed of relevant allergies and that placements are only approved when the environment, planned activities and supervision arrangements can safely accommodate the child/student's needs.

This policy requires all schools within the trust to maintain robust oversight of allergy-related considerations for off-site activities as part of their educational visits procedures. The trust will review compliance through its monitoring processes.

Emergency Treatment & Management of Anaphylaxis

Anaphylaxis can develop rapidly and requires immediate intervention. Staff must act without delay.

Signs of mild–moderate reaction include:

- hives or rash
- tingling or itching
- mild swelling of lips or face
- mild abdominal discomfort

Signs of anaphylaxis include:

- airway issues: swelling, hoarse voice, difficulty swallowing
- breathing issues: wheeze, shortness of breath
- circulation issues: dizziness, pale skin, collapse

Emergency protocol:

- administer AAI immediately
- call 999 stating 'anaphylaxis'
- lay the child/student flat with legs raised
- administer second AAI after 5 minutes, if symptoms persist
- monitor the child/student until ambulance arrives and do not move them

Medication Storage - Spare AAIs and Emergency Inhalers

Schools must store AAIs in consistent, clearly labelled, accessible locations. Medication must never be locked away or placed somewhere inaccessible. Schools must:

- ensure two AAIs are available per child/student for those who require it
- purchase and maintain two spare AAIs as permitted
- conduct and record monthly checks
- ensure medication accompanies child/student during trips and visits

Schools are permitted to buy an emergency asthma reliever inhaler (salbutamol inhaler device and spacer), without a prescription, for use in emergencies. The inhaler can be used if the child or young person's prescribed inhaler is not available (for example, because it is broken or empty). Guidance is available on Emergency asthma inhalers for use in schools

https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools

It is recommended that schools keep emergency asthma reliever inhalers alongside "spare" adrenaline devices.

Catering & Food Safety

The trust sets the expectation that all schools must operate fully compliant food and allergen management systems in line with the Food Information Regulations (2014) and Natasha's Law (PPDS, 2019). School and Midshire Signature Services must ensure that all food provision including on-site catering, curriculum activities involving food, events, and any food provided by external partners meets statutory allergen labelling requirements and robust cross-contamination controls.

Catering teams must comply with allergen labelling laws including the Food Information Regulations (2014) and Natasha's Law.

Schools must:

- ensure allergen information is clearly communicated and displayed
- identify children/students with allergies within dining areas
- prevent cross-contamination in food preparation
- risk assess curriculum and event-related food activities

Schools will adhere to the following Department of Health guidance recommendations:

- Bottles and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.
- Pupils should be taught to also check with catering staff before selecting their lunch choice.
- Where food is provided by the school, staff are educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. Examples include preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils.
- Food should not be given to primary school age food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).
- Use of food in crafts, cooking classes, science experiments and special events (e.g. school fairs, assemblies, cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

Non-Food Allergens

The trust recognises that children/students may have serious allergies to substances other than food, including latex, adhesives, medications, insect stings, and materials used within the school environment. Schools must:

- identify any child/student with a non-food allergy on the allergy register
- ensure these allergens are controlled through risk assessment (e.g. use of non-latex gloves, avoidance of latex balloons, alternative classroom materials)
- ensure staff are briefed on the child/student's individual triggers
- include non-food allergens in curriculum, trip, classroom and equipment risk assessments
- ensure emergency medication for non-food allergens (e.g., AAIs, inhalers, antihistamines) is always accessible

Educational Visits, Activities & Residentials

All trust schools must ensure that children/students with allergies are fully included in off-site activities, educational visits and residentials, in alignment with DfE "Health and Safety on Educational Visits" (2018) and national guidance. Each school is required to ensure that allergy considerations are embedded into visit planning and risk management, including safe access to medication, informed venue selection, and appropriate emergency readiness. The trust requires all schools to implement visit planning arrangements that reflect national standards and to evidence compliance through their local EVC systems, such as EVOLVE.

Children/students with allergies must not be excluded from trips when risks can be safely managed.

Schools must:

- complete allergy-specific trip risk assessments
- take all required medication and action plans
- inform residential venues in advance

Allergy Awareness

The trust promotes allergy awareness as part of its safeguarding culture. In line with national guidance, blanket nut bans are not recommended. Instead, schools adopt a proportionate, educational approach and are 'allergy aware'.

Risk Assessment

Schools are required to complete:

- an annual whole-school allergy risk assessment
- individual risk assessments for each allergic child/student
- activity-specific assessments as required

The trust requires that all schools embed allergy-related considerations into their statutory risk-assessment frameworks, ensuring alignment with national guidance for educational visits, food provision, curriculum activities, and emergency response.

Schools must ensure that their own local procedures reflect current sector guidance, including the Outdoor Education Advisers' Panel (OEAP) national guidance, when planning or approving off-site learning.

Monitoring, Review & Compliance

The trust will undertake monitoring of allergy management, training completion, and medication storage systems.

Findings will inform trust-wide training, support, and continuous improvement. The policy will be reviewed every year, or earlier if national statutory guidance from the DfE or Food Standards Agency changes.

Parental Consent

Written parental consent is required for all children/students with allergies. This includes consent for medication administration, use of spare AAIs, sharing medical information, and use of photos for identification.

Parents may withdraw consent at any time in writing. Schools will update records within 48 hours and review risk assessment plans.