

Allergy Safety Policy

Version 1

This policy applies to all NCLT settings.



Wingfield Academy



CONTENTS

1.0 Health and Safety Policy Statement.....	3
2.0 Scope	3
3.0 Legal Framework	3
4.0 Definitions	4
5.0 Roles and Responsibilities	4
5.1 Trust Board.....	4
5.2 Chief Executive Officer	5
5.3 Executive Leaders.....	5
5.4 Trust Health and Safety Manager.....	5
5.5 Principals and Headteachers	5
5.6 Allergy Safety Leads	5
5.7 Managers.....	6
5.8 All Staff.....	6
6.0 Allergy Safety Management Principles	6
6.1 Governance and Accountability	6
6.2 Inclusion and Equality.....	6
6.3 Allergy-Aware Approach.....	6
6.4 Identification and Information Management.....	6
6.5 Risk Management.....	6
6.6 Training and Competence	7
6.7 Emergency Preparedness.....	7
6.8 Incident Reporting and Learning	7
7.0 Arrangements.....	7
7.1 Allergy Leadership	7
7.2 Identification and Recording of Allergies.....	7
7.3 Individual Healthcare Plans and Medical Advice.....	7
7.4 Risk Management and Control Measures	7
7.5 Educational Visits and Trust Activities.....	8
7.6 Emergency Medication and Emergency Response	8
7.7 Contractors and Third Parties.....	8
7.8 Wellbeing and Culture	8
7.9 Monitoring, Audit and Assurance	8
7.10 Performance Reporting	8
8.0 Related Policies and Protocols.....	9
9.0 Monitoring and Review.....	9

1.0 Health and Safety Policy Statement

The Trust is committed to providing a safe, inclusive and supportive environment for pupils, students, staff, volunteers, contractors and visitors affected by allergies.

The Trust recognises that allergic reactions can range from mild symptoms to life-threatening anaphylaxis. Effective allergy safety arrangements are therefore essential to safeguarding and promoting the welfare of children and young people and protecting the health and safety of all persons who may be affected by Trust activities.

The Trust will:

- Promote an allergy-aware culture.
- Reduce the risk of exposure to known allergens so far as is reasonably practicable.
- Support the full participation of individuals with allergies in education, employment and Trust activities.
- Ensure appropriate arrangements are in place to identify, assess and manage allergy-related risks.
- Ensure effective emergency preparedness arrangements are maintained.
- Promote continuous improvement through monitoring, assurance and learning from incidents.
- Comply with relevant legislation, statutory guidance and regulatory requirements.

This policy establishes the strategic framework through which allergy safety will be governed, managed and monitored throughout the Trust.

2.0 Scope

This policy applies to:

- All schools, colleges and workplaces operated by the Trust.
- All Trust activities undertaken on or off Trust premises.
- Pupils and students.
- Staff, agency workers and volunteers.
- Contractors, consultants and third-party providers.
- Visitors.
- Individuals participating in educational visits, work experience, enrichment activities and Trust-led events.

This policy applies alongside the Trust's supporting policies, protocols and local arrangements relating to allergy safety, medical needs and health and safety.

3.0 Legal Framework

This policy supports compliance with relevant legislation and statutory guidance, including but not limited to:

- Children's Wellbeing and Schools Act 2026.

- Children Act 1989.
- Education Act 2002.
- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Equality Act 2010.
- Human Medicines (Amendment) Regulations 2017.
- UK General Data Protection Regulation (UK GDPR).
- Supporting Pupils at School with Medical Conditions.
- Allergy Safety in Schools statutory guidance.
- Keeping Children Safe in Education.

The Trust will also have regard to guidance issued by the Department for Education, Health and Safety Executive and other relevant organisations.

4.0 Definitions

Allergy – An immune system response to an allergen which may result in symptoms ranging from mild reactions to severe anaphylaxis.

Anaphylaxis – A severe and potentially life-threatening allergic reaction requiring an immediate emergency response.

Allergen – A substance capable of triggering an allergic reaction.

Individual Healthcare Plan (IHP) – A documented plan that sets out arrangements required to support a child or young person with a medical condition.

Allergy Action Plan – Clinical advice provided by a healthcare professional describing an individual's allergy and emergency treatment requirements.

Allergy Safety Lead – A designated member of leadership within an school/college responsible for coordinating allergy safety arrangements.

Protocol – A Trust-approved operational document which sets out how allergy safety requirements are implemented in practice.

5.0 Roles and Responsibilities

5.1 Trust Board

The Trust Board has overall strategic responsibility for allergy safety and must:

- Ensure compliance with statutory requirements.
- Maintain oversight of significant allergy-related risks.
- Ensure adequate resources are available.
- Receive assurance regarding allergy safety performance.
- Monitor the effectiveness of Trust arrangements.
- Review significant incidents, trends and emerging risks where appropriate.

5.2 Chief Executive Officer

The CEO holds overall operational accountability for allergy safety and must:

- Ensure implementation of this policy.
- Promote an allergy-aware culture across the Trust.
- Ensure appropriate governance arrangements are maintained.
- Ensure adequate resources are available.
- Monitor Trust-wide performance and compliance.

5.3 Executive Leaders

Executive Leaders must:

- Support implementation of this policy.
- Ensure allergy safety is considered within strategic and operational decision-making.
- Monitor compliance and performance within their areas of responsibility.
- Support Principals and Headteachers in managing allergy-related risks.

5.4 Trust Health and Safety Manager

The Trust Health and Safety Manager must:

- Provide professional advice and guidance.
- Support policy and protocol development.
- Monitor compliance and performance.
- Support assurance, audit and investigation activities.
- Report significant risks and trends through governance arrangements.

5.5 Principals and Headteachers

Principals and Headteachers must:

- Implement this policy and supporting protocols.
- Ensure effective local arrangements are maintained.
- Appoint a suitable Allergy Safety Lead.
- Ensure allergy risks are identified and managed appropriately.
- Ensure staff receive appropriate information, instruction and training.
- Promote an inclusive environment for individuals with allergies.

5.6 Allergy Safety Leads

Allergy Safety Leads must:

- Coordinate local implementation of allergy safety arrangements.
- Support identification and management of allergy risks.
- Maintain oversight of required records and plans.
- Support communication and awareness activities.
- Monitor local compliance and escalate concerns where necessary.

5.7 Managers

Managers must:

- Implement Trust requirements within their areas of responsibility.
- Ensure allergy risks associated with activities are considered and controlled.
- Support staff in fulfilling their responsibilities.
- Address concerns promptly.

5.8 All Staff

All staff must:

- Follow relevant policies, protocols and individual arrangements.
- Take reasonable care of their own health and safety and that of others.
- Attend required training.
- Report concerns, incidents and near misses promptly.
- Co-operate with measures implemented to manage allergy-related risks.
- Participate in required training.

6.0 Allergy Safety Management Principles

The Trust will manage allergy safety in accordance with the following principles:

6.1 Governance and Accountability

Clear accountability for allergy safety must exist at all levels of the organisation.

6.2 Inclusion and Equality

Individuals with allergies must be supported to participate fully in education, employment and Trust activities. Reasonable adjustments must be considered where required.

6.3 Allergy-Aware Approach

The Trust will promote an allergy-aware approach focused on education, awareness and risk reduction.

The Trust must not rely on blanket allergen bans as a primary control measure unless supported by a specific assessment demonstrating that such restrictions are necessary and proportionate.

6.4 Identification and Information Management

Suitable arrangements must exist to identify individuals with allergies and communicate relevant information lawfully and proportionately.

6.5 Risk Management

Allergy risks must be identified, assessed and controlled using proportionate risk management principles.

6.6 Training and Competence

Staff must receive training appropriate to their role and responsibilities.

6.7 Emergency Preparedness

Effective arrangements must exist to enable a prompt response to allergic reactions and suspected anaphylaxis.

6.8 Incident Reporting and Learning

The Trust will encourage the reporting of incidents and near misses and use learning outcomes to improve performance.

7.0 Arrangements

7.1 Allergy Leadership

Each site must appoint a designated Allergy Safety Lead to coordinate local implementation of allergy safety arrangements.

7.2 Identification and Recording of Allergies

Suitable arrangements must be maintained to:

- Identify individuals with known allergies.
- Record relevant information.
- Maintain appropriate oversight of allergy-related risks.
- Share information on a need-to-know basis and in accordance with data protection requirements.

7.3 Individual Healthcare Plans and Medical Advice

The Trust will maintain arrangements to ensure that Individual Healthcare Plans are developed where required.

Where clinical advice, Allergy Action Plans or other healthcare professional recommendations exist, these must be taken into account when determining support arrangements.

7.4 Risk Management and Control Measures

The Trust will maintain arrangements to identify, assess and manage allergy-related risks associated with:

- Educational activities.
- Catering and food provision.
- Curriculum delivery.
- Premises and facilities.
- External providers.
- Events and enrichment activities.
- Non-food allergens where relevant.

7.5 Educational Visits and Trust Activities

Educational visits and Trust activities must be planned to enable safe participation by individuals with allergies.

Relevant allergy risks must be considered through the Trust's educational visit and risk management arrangements.

7.6 Emergency Medication and Emergency Response

The Trust will maintain arrangements to ensure:

- Individuals have appropriate access to prescribed emergency medication where required.
- Emergency response arrangements are established and communicated.
- Staff understand their responsibilities during foreseeable emergency situations.
- Legal requirements relating to emergency medication are met.

Detailed operational arrangements will be set out within Trust protocols.

7.7 Contractors and Third Parties

Where third-party activities have the potential to affect pupils, students, staff or visitors with allergies, appropriate arrangements must be in place to communicate risks and required controls.

7.8 Wellbeing and Culture

The Trust recognises the potential impact of allergies on wellbeing.

- Sites should promote a culture that:
- Supports inclusion.
- Reduces stigma.
- Encourages discussion and reporting of concerns.
- Prevents allergy-related bullying, discrimination or exclusion.

7.9 Monitoring, Audit and Assurance

The Trust will monitor allergy safety performance through:

- Assurance activities.
- Compliance monitoring.
- Incident reviews.
- Audit activities.
- Review of local implementation arrangements.

Findings will be used to inform improvement activity.

7.10 Performance Reporting

Significant incidents, emerging risks, compliance issues and relevant trends must be reported through established governance arrangements.

The Trust Board will receive periodic assurance regarding the effectiveness of allergy safety arrangements across the Trust.

8.0 Related Policies and Protocols

This policy forms part of the Trust's wider health, safety and safeguarding framework.

Related policies include:

- Health and Safety Policy.
- Supporting Pupils and Students with Medical Conditions Policy.
- Safeguarding and Child Protection Policy.
- Offsite Activities Policy.
- Equality and Diversity Policy.

Supporting protocols may include:

- Allergy Protocol.
- Medical Needs Protocol.
- Educational Visits – Day Trips.
- Educational Visits – Residential.
- Educational Visits – Adventurous Activities.
- Educational Visits – Overseas.
- Educational Visits – Sports Fixtures.
- Incident Reporting and Investigation Protocol.
- First Aid Protocol.
- Location Risk Assessment Protocol.
- Activity Risk Assessment Protocol.

Staff must comply with all relevant policies, protocols and local arrangements applicable to their role.

9.0 Monitoring and Review

Implementation of this policy will be monitored through:

- Audit and assurance activities.
- Compliance monitoring.
- Incident reporting and investigation.
- Governance reporting.
- Policy and protocol review processes.

This policy will be reviewed annually by the Trust Board, or sooner where required due to:

- Changes in legislation or statutory guidance.
- Significant incidents.
- Emerging risks.
- Organisational change.
- Findings arising from assurance activities.

The review process will be undertaken in consultation with recognised Trade Unions and other relevant stakeholders.

Equality Impact Assessment (EIA)

Name of the policy: -Allergy Safety Policy

Date of Review: -

This **EIA** is completed to assess the impact of a policy, procedure or practice on people with protected characteristics and to demonstrate that the Trust has considered the aims of the Public Sector Equality Duty (PSED).

Could the policy have a differential impact on stakeholders with protected characteristics?

The **Protected Characteristics** are:

- | | |
|--|--|
| <ul style="list-style-type: none"> Sex Race Religion or Belief Sexual Orientation Pregnancy and Maternity | <ul style="list-style-type: none"> Age Disability Marriage and Civil Partnership Gender Reassignment; or Other potentially vulnerable groups. |
|--|--|

Protected Characteristic	Impact (P = Positive, N = Negative)	Reason
Disability	P	The policy requires the Trust to identify, assess and manage allergy-related risks, support reasonable adjustments, maintain Individual Healthcare Plans where required and promote the full participation of individuals with allergies. Severe allergies may meet the definition of disability under the Equality Act 2010 and the policy supports the needs of those individuals.
Age	P	The policy supports pupils, students, staff, volunteers and visitors of all ages. It requires arrangements to identify allergy-related risks and ensure safe participation in Trust activities, which particularly benefits younger pupils who may require additional support to manage allergies safely.
Other potentially vulnerable groups	P	The policy applies to all individuals accessing Trust services and activities and promotes safe access through proportionate risk management, emergency preparedness, information sharing and inclusive participation arrangements.

Equality Declaration

The policy holder stated below has taken all reasonable efforts to give due regard to any impact this policy or practice has on people with protected characteristics. Where a negative impact has been highlighted above any further actions taken are shown below.

Detail of any specific actions taken to reduce any impact highlighted above (if required)	No negative impacts have been identified. The policy includes measures which actively promote equality and inclusion by: - Requiring individuals with allergies to be supported to participate fully in education, employment and Trust activities. - Requiring reasonable adjustments to be considered where appropriate. - Requiring allergy risks to be identified, assessed and controlled. - Promoting an inclusive and allergy-aware culture. - Requiring arrangements to prevent bullying, discrimination and exclusion associated with allergies. - Requiring educational visits and Trust activities to be planned to enable safe participation.
Policy Holder Title	Trust Health and Safety Manager

Date	Sept 2026
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