



DRAFT Allergy Safety Policy

GOVERNING BODY APPROVAL:

to be presented Autumn Term 2026

**Committee with responsibility
for monitoring and reviewing:**

Full Governing Board

NEXT REVIEW DATE: Summer 2027

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Statement of Intent

Newman Catholic College places the highest value on the health and well-being of each of its students, created, we believe, in the image and likeness of God. This policy is an integral part of the care we provide for everyone in our community.

Newman Catholic College is committed to safeguarding and promoting the health, safety and wellbeing of all students, staff, volunteers and visitors. The College recognises that allergies are common in childhood and that, for some students, exposure to allergens can result in serious and potentially life-threatening reactions, including anaphylaxis.

For this reason, allergies are treated as a health, safeguarding and inclusion issue. This policy sets out a clear framework for how we manage allergies and respond to allergic reactions. It aims to ensure that students with allergies are supported to attend school safely, feel confident and are able to participate fully in all aspects of school life, including teaching and learning, extracurricular activities, trips and visits.

Newman Catholic College recognises that it is not possible to guarantee allergen-free environments. Instead, the College adopts an allergy-aware approach that focuses on reducing risk where reasonably possible, increasing staff awareness and ensuring that robust, well-understood emergency procedures are always in place. Through this policy, the College sets out a clear framework to ensure that:

- take allergies seriously as a safeguarding and inclusion issue;
- work in close partnership with parents and carers;
- put proportionate and practical control measures in place;
- ensure staff are trained, confident and prepared to act;
- respond swiftly and effectively in the event of an emergency.

Newman Catholic College will maintain this as a dedicated allergy policy, separate from other policies re supporting students with medical conditions, due to the specific and potentially life-threatening risks associated with anaphylaxis.

1. Scope of the Policy

This policy relates to all students on roll. It also applies to all staff, including supply, agency and peripatetic staff, as well as volunteers, governors, contractors and visitors. Parents and carers are expected to engage with this policy when interacting with the school community, particularly in relation to information sharing and food brought onto school premises.

2. Legal and Statutory Framework

This policy supports Newman Catholic College in meeting its statutory duties under, but not limited to: Children and Families Act 2014; Equality Act 2010; Human Medicines (Amendment) Regulations 2017; Food Information Regulations 2019 (Natasha's Law); DfE

guidance on Supporting pupils with medical conditions and allergy; DfE Allergy safety in schools, July 2026.

This policy should be read alongside the schools:

- *Medical Policy;*
- *Health and Safety Policy;*
- *Educational Visits Policy;*
- *(Draft) Whole school Food Policy*

3. Definitions For the purpose of this policy:

Adrenaline Auto-Injector (AAI) – a medical devices (EpiPen/Jext) used to inject a measured dose of adrenaline to treat severe, life-threatening allergic reactions (anaphylaxis). Allergy – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

Allergy is a medical condition in which the body's immune system has an abnormal reaction to normally harmless substances such as food, insect stings, contact allergens and airborne allergens.

Allergen – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

Allergic reaction – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

Anaphylaxis – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life threatening allergic reaction affecting Airway/ Breathing/ Circulation (“ABC”). This kind of reaction may include the following symptoms:

- Persistent cough
- Throat tightness
- Change in voice, e.g. hoarse and croaky sounds
- Wheeze (whistling noise due to a narrowed airway)

- Difficulty swallowing/speaking
- Swollen tongue
- Difficult or noisy breathing
- Chest tightness
- Feeling dizzy or faint
- Suddenly becoming sleepy, unconscious or collapsing
- Becoming pale or floppy

Asthma

Asthma is a lung disease caused by inflammation and tightening of the airways, it is frequently associated with allergy and anaphylaxis, because exposure to allergens can provoke an asthma attack, a potentially life-threatening condition.

Intolerance to foods

Intolerance to foods of an ingredient that the body is unable to digest is different to allergy and does not cause a serious allergic reaction. It can cause long term health problems if not avoided. Common food intolerances including lactose and gluten. Coeliac disease is a serious auto-immune condition where the body reacts to gluten, found in rye, barley and wheat.

4. Roles and responsibilities

4.1 The Governing Body of Newman Catholic College approves this policy and ensures that appropriate oversight and assurance arrangements are in place, reviewing its impact at least annually and following any serious allergic incident.

4.2 Headteacher

The Headteacher has overall responsibility for the implementation of this policy. This includes ensuring that appropriate systems are in place to identify students with allergies, that staff receive suitable training, and that emergency medication is accessible at all times.

The Headteacher must ensure that a named senior leader is assigned responsibility for allergy management and that a governor is identified to oversee arrangements.

4.3 Named Senior Leader

The named senior leader is responsible for the day-to-day coordination of allergy arrangements. This includes overseeing Individual Healthcare Plans, ensuring relevant information is shared appropriately with staff, monitoring risk assessments and reviewing incidents or near-misses so that learning can be applied to future practice. The named senior leader in our school **Sakina Jackson, Designated Safeguarding Lead**.

4.4 Staff

All staff share responsibility for supporting students with allergies. This includes being familiar with students who have known allergies, following Individual Healthcare Plans, reinforcing hygiene and food-sharing rules, and acting immediately if an allergic reaction is

suspected. Staff are expected to complete allergy and anaphylaxis training annually and to seek guidance if they are unsure about procedures.

4.5 Parents and Carers

Parents and carers play a vital role in supporting safe allergy management and reducing risk. They are responsible for:

- Notifying the school of their child's allergens, the nature of the allergic reaction, what medication to administer, specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- Keeping the school up to date with their child's medical information.
- Providing written consent for the use of a spare AAI.
- Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Raising any concerns they may have about the management of their child's allergies with the classroom teacher.

4.6 students are encouraged, in an age-appropriate way, to understand their own allergies where relevant, follow school safety rules, avoid food sharing and tell a member of staff immediately if they feel unwell. Older students may be supported to take increasing responsibility for carrying and using medication where this is agreed as appropriate.

5. Identification

Newman Catholic College maintains a record of students with known allergies. Information is sought with parents/ carers on entry to the school and from the child's previous school or setting, where possible. Students with allergies have an **Individual Healthcare Plan (IHP) and/ or Allergy Action Plan** that sets out key information, including allergens, symptoms, emergency actions and medication. Information is reviewed at least annually and more frequently where medical needs change. The Named Senior Leader Ms S. Jackson will ensure that relevant staff have access to this information while maintaining appropriate confidentiality.

Identification of visitors

All visitors will be asked on entry to the school to read a leaflet about the school's safety procedures and will be expected to tell the person that they have an allergy and the medication they are carrying eg AAI.

6. Managing Risk and Reducing Exposure

Newman Catholic College will take reasonable and proportionate steps to reduce the risk of exposure to allergens across the school day, including consideration of:

- food preparation, service and consumption;
- classroom and curriculum activities;

- trips, visits and residential experiences;
- the presence of animals;
- special events, celebrations and visitors.

Risk assessments will be used to support safe inclusion, not to exclude students with allergies.

7. Adrenaline Auto-Injectors (AAIs)

Students who have been prescribed adrenaline auto-injectors must have access to them at all times while in school and on educational visits. AAIs are stored safely, clearly labelled and never locked away. Our school holds spare AAIs in line with legislation, and arrangements are in place to ensure that locations are known to staff and that expiry dates are checked regularly. Spare AAIs are readily accessible and not locked away and are held by the school as spare devices and not a replacement for a pupil's own device. They are located less than five minutes away from where they may be needed. The emergency AAIs can be found at the following location:

School Reception

In line with manufacturer's guidelines, all AAI devices are stored at room temperature, protected from direct sunlight and extreme temperature. The following member of staff is responsible for maintaining the spare AAIs: Adam Bennamane (Administration Officer).

He will conduct monthly recorded checks to ensure that the AAIs have not expired and that any used or expired AAI will be disposed of in accordance with the manufacturer's instructions. Where any AAIs are used, the following information will be recorded on the AAI record.

- Where and when the reaction took place
- What medication was given
- Who administered it
- Whether a second dose was required

8. Emergency Response and Anaphylaxis

All staff are expected to understand that anaphylaxis can occur without warning and can escalate rapidly. If anaphylaxis is suspected, adrenaline must be administered immediately, and emergency services contacted without delay. A second dose may be required after five minutes if symptoms do not improve. Students must not be left alone while awaiting medical assistance, and a member of staff will accompany them to hospital if parents/carers are not present. All staff will be aware of the 'ABC' (Airway, Breathing, Circulation) principle when recognising anaphylaxis. If one or more signs are present, the nearest trained staff member will follow the below procedure:

1. Lay the students flat with their legs raised. If breathing is difficult. Allow them to sit upright

2. Administer an AAI without delay, using the pupil's prescribed device or a space device if necessary
3. Call 999 immediately and request an ambulance, stating anaphylaxis
4. Stay with the student until the ambulance arrives
5. If there is no improvement after five minutes, an additional dose of adrenaline will be administered using a second device

10. Training

Mandatory online Allergy Awareness & Emergency Response Training will be provided by the school for all regular members of staff. Training must be completed annually.

New staff receive training as part of induction. Training for contractors (eg Catering, Cleaning teams is to be provided by the respective employers). The governors monitor the online training completion and address any gaps promptly through risk assessment and additional support.

11 Wellbeing, Inclusion and Equalities

The Governors of Newman Catholic College recognises that allergies can have an impact on students' emotional wellbeing, confidence and sense of safety. Newman Catholic College actively promotes awareness and understanding, challenge allergy-related bullying or teasing, and provide reassurance to students and families. No student should be excluded from school activities solely because of their allergy.

12 Monitoring and Review

This policy is reviewed annually by the Governors of Newman Catholic College. It is also reviewed following any serious allergic reaction or incident. The named governor responsible for this policy is Mr Todor Ostojic.

Any review should take account of any incidents and "near misses" and should seek to learn lessons from them. Lessons learned are used to strengthen practice, improve training and enhance students' safety.

13. Communication of this policy

The Allergy Safety Policy will be shared with parents and carers for comment as part of the annual review cycle, and will be readily accessible to parents and staff, published on the College website, and be made available in hard copy on request.

Appendices: Individual Healthcare Plan for allergy

NAME – Individual Healthcare Plan for allergy	
Date of birth:	Current photo
Year / class:	
Emergency contacts:	
Staff who need to be aware:	
Allergy: <i>Note what allergy the child or young person has.</i> <i>Note any known allergens.</i> <i>Note whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others.</i>	
How the allergy is managed: <i>Note any care or action plans or prescribed medication issued by healthcare professionals.</i> <i>If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.</i> <i>Note the extent to which the child or young person is able to take responsibility for managing their allergy.</i>	
Impact on education: <i>Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.</i> <i>Indicate how the allergy may impact on the child or young person's learning.</i> <i>Indicate how the allergy may impact on the child or young person's emotional wellbeing.</i> <i>If relevant, note any interaction between allergy and SEN.</i>	
Arrangements for support: <i>Give details of the specific support or adaptations which the school, college or early years setting will put in place, within its educational remit.</i> <i>Outline measures to reduce the risk of contact with known allergens.</i> <i>Give details of the specific support or adaptations to manage food allergy at meal and snack times.</i> <i>Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.</i>	
Visits and trips: <i>Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.</i> <i>Note any requirement for a risk assessment and prompts for specific issues which should be considered.</i>	
Emergency response: <i>Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.</i> <i>Otherwise summarise the signs or symptoms which would indicate an emergency.</i> <i>Set out what to do in an emergency, including whom to contact.</i> <i>If relevant, note where "spare" adrenaline devices are located.</i>	
Last discussed with parents:	Date

Issued by:	Date:
Next planned review:	Date:

NAME – Individual Healthcare Plan for allergy	
Annex: Medication needed while in school / college / setting	
Non-prescription medication: <i>Record any <u>non</u>-prescription medication (e.g. oral antihistamines) which the child or young person may require to manage their allergy in the education setting</i> <i>Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access</i> <i>Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.</i>	
Parental consent:	Date:
Prescription medication: <i>Record any prescription medication for allergy prescribed by a healthcare professional (e.g. adrenaline).</i> <i>Note whether it is emergency medication; where the medication is stored; and how and when the child or young person may need access.</i> <i>Note whether parental consent has been given for the allergy medication to be administered, and the date of consent.</i>	
Prescribed by:	Date:
Parental consent:	Date:
Use of “spare” adrenaline devices: <i>Note whether parental consent has been given to administer adrenaline (e.g. using “spare” adrenaline devices) in an emergency.</i>	
Parental consent:	Date:
Use of “spare” salbutamol inhaler: <i>If relevant (i.e. the child or young person is prescribed an asthma reliever inhaler), note whether consent has been given to use a “spare” salbutamol reliever inhaler.</i>	
Parental consent:	Date:

NAME – Individual Healthcare Plan for allergy Annex: Care or Action Plans issued by healthcare professionals	
Allergy / Asthma Action Plan: <i>Attach any Action Plan to the IHP for use in an emergency.</i> <i>Note which healthcare professional issued the plan, their role and the date issued.</i>	
Issued by:	Date:
Care Plan: <i>Note where any relevant care plan can be found.</i> <i>Note what staff are responsible for delivering / supporting delivery of the care plan.</i> <i>Note which healthcare professional issued the plan, their role and the date issued.</i>	
Date:	Date: