



1. Policy Statement

Lawnside Academy is committed to providing a safe, inclusive and supportive environment for all pupils, staff and visitors. The school recognises that allergies can present a significant health risk and that anaphylaxis is a potentially life-threatening medical emergency requiring immediate action.

The school will take all reasonably practicable steps to reduce the risk of allergen exposure, promote awareness of allergies and ensure that appropriate emergency arrangements are in place at all times.

This policy forms the school's whole-school approach to allergy management and has been developed in accordance with statutory guidance relating to allergy safety in schools and the requirements introduced through Benedict's Law.

2. Aims

This policy aims to:

- Safeguard pupils, staff and visitors with allergies.
- Ensure effective identification and management of allergy risks.
- Promote a culture of awareness, inclusion and shared responsibility.
- Ensure staff are trained and confident in recognising and responding to allergic reactions and anaphylaxis.
- Ensure emergency medication is readily available and accessible.
- Minimise the likelihood of accidental allergen exposure.
- Ensure lessons are learned from incidents and near misses.
- Support pupils with allergies to participate fully in school life.

3. Scope

This policy applies to:

- All pupils.
- All employees.
- Volunteers.
- Governors and trustees.

- Contractors.
 - Visitors.
 - Before and after-school provision.
 - Educational visits and residential activities.
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4. Roles and Responsibilities

Governing Board / Trust Board

The Governing Board will:

- Ensure appropriate policies and procedures are in place.
- Monitor implementation of this policy.
- Ensure adequate resources are available to support allergy management.
- Receive reports regarding significant allergy incidents where appropriate.

Principal

The Principal is responsible for:

- Overall implementation of this policy.
- Ensuring compliance with statutory requirements.
- Ensuring staff receive appropriate training.
- Ensuring effective systems are in place for managing allergies.

Allergy Safety Lead

The Principal will appoint a named member of the Senior Leadership Team as Allergy Safety Lead.

The Allergy Safety Lead will:

- Oversee implementation of this policy.
- Monitor compliance and effectiveness.
- Coordinate staff training.
- Maintain oversight of Individual Healthcare Plans and Allergy Action Plans.
- Monitor incident and near-miss reporting.
- Lead investigations following allergy-related incidents.
- Ensure spare AAls remain in date and accessible.
- Coordinate annual policy review.
- Liaise with parents, carers and healthcare professionals.

Designated Medical Lead

The Designated Medical Lead will:

- Maintain Individual Healthcare Plans (IHPs).
- Maintain allergy records on Bromcom.
- Monitor medical alerts.
- Conduct regular medication checks.
- Support staff with medical queries.

All Staff

All staff must:

- Be aware of pupils with allergies within their care.
- Follow all allergy management procedures.
- Attend mandatory training.
- Take concerns regarding allergic reactions seriously.
- Respond immediately to suspected anaphylaxis.
- Report incidents and near misses.

Parents and Carers

Parents and carers are responsible for:

- Informing the school of diagnosed allergies.
- Providing accurate medical information.
- Providing prescribed in-date medication.
- Attending review meetings as required.
- Informing the school immediately of any changes to medical advice or treatment.

5. Identification and Recording of Allergies

The school will maintain robust procedures for identifying and recording allergy-related medical needs.

Admissions Process

Parents and carers must complete a medical information form when their child joins the school.

Where an allergy is disclosed:

- Medical evidence will be sought where appropriate.
- A planning meeting will be arranged.

- An Individual Healthcare Plan will be developed.
- Emergency procedures will be agreed.

Bromcom Allergy Register

The school will maintain a secure allergy register through Bromcom.

This will include:

- Allergy details.
- Photograph.
- Emergency contacts.
- Medication information.
- Healthcare Plan reference.
- Allergy Action Plan status and review date.

Appropriate medical alerts will be visible to relevant staff.

Information Sharing

Relevant information will be shared with:

- Teaching staff.
- Support staff.
- Lunchtime staff.
- Catering staff.
- Educational visit leaders.
- Supply staff where necessary.

The school will comply with UK GDPR and Data Protection legislation when handling medical information.

6. Individual Healthcare Plans (IHPs)

All pupils with significant allergies will have an Individual Healthcare Plan.

Where appropriate, plans will include:

- Confirmed allergens.
- Signs and symptoms.
- Medication requirements.
- Location of medication.
- Emergency procedures.

- Contact details.
- Educational visit considerations.
- Reference to the associated Allergy Action Plan where applicable.

Plans will be reviewed:

- At least annually.
- Following any allergic reaction.
- Following changes in medical advice.
- At parental request.

7. Allergy Action Plans

In addition to an Individual Healthcare Plan, pupils diagnosed with an allergy that presents a risk of anaphylaxis must have an up-to-date Allergy Action Plan provided by the parent or carer and completed by the pupil's healthcare professional.

The Allergy Action Plan will:

- Provide clear, clinically approved guidance on recognising allergic reactions and anaphylaxis.
- Identify the pupil's known allergens.
- Describe the pupil's individual signs and symptoms.
- Specify prescribed medication and dosage requirements.
- Include instructions for the administration of adrenaline auto-injectors (AAIs).
- Contain emergency contact information.
- Support rapid and consistent emergency responses by staff.

The school will ensure that:

- A current Allergy Action Plan is held alongside the pupil's Individual Healthcare Plan.
- Relevant staff have access to the Allergy Action Plan where necessary to fulfil their duties.
- Allergy Action Plans are reviewed at least annually and whenever medical advice, treatment, medication, or allergy status changes.
- Parents and carers provide updated Action Plans promptly following any review by a healthcare professional.
- Copies of plans are available to staff accompanying pupils on educational visits, residential visits, and off-site activities where appropriate.

Where there is any discrepancy between an Allergy Action Plan and other medical documentation, clarification will be sought from parents, carers, and relevant healthcare professionals before changes are implemented.

8. Staff Training

All staff will receive allergy awareness and anaphylaxis training.

Training will include:

- Understanding allergies.
- Identifying common allergens.
- Recognising symptoms of allergic reactions.
- Recognising symptoms of anaphylaxis.
- Administration of adrenaline auto-injectors.
- Use of spare AAls.
- Emergency procedures.
- Incident reporting procedures.
- Responsibilities under this policy.

Training will:

- Be completed on induction.
- Be refreshed annually.
- Be recorded and monitored through Smartlog or equivalent systems.

The school will seek to maintain 100% compliance with mandatory training requirements.

9. Risk Reduction and Preventative Measures

The school adopts a risk reduction approach rather than claiming to be entirely allergen-free.

Food Management

The school operates a nut-aware environment.

Parents, carers and staff must not knowingly bring:

- Nuts.
- Nut products.
- Foods containing nuts.

The school cannot guarantee a completely nut-free environment.

Catering Arrangements

Catering providers must:

- Maintain accurate allergen information.
- Follow food safety procedures.

- Prevent cross-contamination where reasonably practicable.
- Verify dietary requirements before serving meals.

The school's wristband and dietary verification systems will support safe meal provision.

Classroom Activities

Risk assessments will be undertaken before activities involving:

- Food.
- Cooking.
- Science experiments.
- Animal contact.
- Gardening activities.

Appropriate alternative arrangements will be provided where required.

10. Inclusion and Equality

Pupils with allergies must be able to participate safely and fully in all aspects of school life.

The school will:

- Promote understanding of allergies.
- Challenge bullying and discrimination related to medical conditions.
- Support participation in trips and enrichment activities.
- Make reasonable adjustments where required.
- Work collaboratively with families to balance safety and inclusion.

No pupil will be excluded from activities solely because they have an allergy unless a risk assessment determines participation cannot be made reasonably safe.

11. Educational Visits and Off-Site Activities

Risk assessments for trips and visits will specifically consider pupils with allergies.

Visit leaders must ensure:

- Relevant medical information is available.
- AAls accompany the pupil.
- Emergency contacts are accessible.
- Staff understand emergency procedures.

Residential visit providers will be informed of relevant medical needs in advance.

12. Medication Management

Pupil Medication

Prescribed AAls must:

- Be clearly labelled.
- Be stored in accessible locations.
- Not be locked away.
- Be available throughout the school day.

Medication must accompany pupils during:

- Educational visits.
- Sports activities.
- Outdoor learning.
- Residential visits.

Spare Adrenaline Auto-Injectors

The school will maintain spare in-date AAls for emergency use.

The school will:

- Monitor expiry dates.
 - Replace expired medication promptly.
 - Ensure staff know storage locations.
 - Maintain sufficient devices for the size of the school site.
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13. Emergency Anaphylaxis Response

If anaphylaxis is suspected:

Step 1

Administer an adrenaline auto-injector immediately.

Step 2

Dial 999 and clearly state:

"Child experiencing anaphylaxis."

Step 3

Remain with the pupil at all times.

Step 4

Position the pupil appropriately:

- Lying flat with legs raised where possible.
- Sitting upright only if breathing difficulties require it.

Step 5

Record the time of administration.

Step 6

Administer a second AAI after five minutes if symptoms persist and a second device is available.

Step 7

Contact parents or carers as soon as practicable.

Step 8

Ensure the pupil is always transported to hospital, even if symptoms improve.

14. Incident and Near-Miss Reporting

The school will maintain records of:

- Allergic reactions.
- Administration of AAIs.
- Ambulance attendance.
- Hospital admissions.
- Food service errors.
- Medication issues.
- Near misses involving potential allergen exposure.

Following any incident:

- A review will be undertaken.
 - Root causes will be identified.
 - Lessons learned will be shared.
 - Risk assessments and IHPs will be updated as required.
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15. Monitoring and Review

The Allergy Safety Lead will monitor:

- Staff training compliance.

- IHP reviews.
- Medication expiry dates.
- Incident trends.
- Near-miss reporting.

This policy will be reviewed:

- Annually.
 - Following significant incidents.
 - Where legislation or guidance changes.
 - Following recommendations arising from investigations.
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16. Publication and Accessibility

This policy will be:

- Published on the school website.
 - Available to all staff.
 - Available to parents and carers upon request.
 - Included within relevant induction arrangements.
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Associated Documents

- Supporting Pupils with Medical Conditions Policy
 - First Aid Policy
 - Health and Safety Policy
 - SEND Policy
 - Educational Visits Policy
 - Safeguarding and Child Protection Policy
 - Individual Healthcare Plans
 - Allergy Action Plans
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Document Control

Version	Date	Author	Notes on Revision(s)	Date Ratified by LGB	Next Review Date
1	September 2026	C. Johnson	New policy written for adoption.	September 2026	September 2027