



Allergy Management

Approved by: Trust Board

Last reviewed: July 2026

Next review due: July 2027

ALLERGY MANAGEMENT

1. Scope

This policy applies to all members, trustees, governors and employees across the Claxton Trust. It sets out how the Trust manages allergy risks and supports pupils with medical needs in a safe, consistent and inclusive manner.

This policy should be read in conjunction with relevant Safeguarding, Health and Safety and first aid policies.

This policy is based on statutory guidance including the Children and Families Act 2014, DfE guidance on supporting pupils with medical conditions, and Health and Safety legislation. Schools have a legal duty to safeguard pupils with medical conditions including allergies.

2. Aims

We aim to ensure that pupils and staff with allergies are safe, supported and able to participate fully in life in the Trust. Schools, settings and services will adopt a whole-school approach to allergy awareness, prevention and emergency response. Staff will be trained appropriately and work collaboratively with parents and health professionals.

3. Definitions

- Allergy refers to an immune response to substances such as food or insect stings.
- Intolerance is an adverse reaction to a food or substance that does not involve the immune system. Unlike an allergy, an intolerance is not usually life-threatening, but it may still cause discomfort or illness, such as stomach pain, bloating, diarrhoea, headaches, or nausea
- Anaphylaxis is a severe and potentially life-threatening allergic reaction.
- Auto-adrenaline injectors (AAIs) are devices used to administer adrenaline quickly in emergency situations.

4. Roles and responsibilities

- The Trust Board retains overall accountability.
- Headteachers/local managers are responsible for implementation at school/setting level.
- Staff must follow procedures and respond appropriately to emergencies.
- Parents must supply current medical information and medication.

5. Identification and planning

- Schools, settings, and services will identify pupils with allergies through admission processes. Staff will be identified through induction processes.
- Individuals who are identified with an allergy will be recorded on the management system and categorised as follows:
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Tier 1 (Mild)	No formal diagnosis	Recorded on Arbor Consent form recorded on Arbor	- Parents have identified an allergy or intolerance based on a reaction, but there is no formal diagnosis. - Parents will sign a consent form to accept that the school will make best endeavours to avoid exposure to the product. - Special menus will not be provided by HCL for school meals.
Tier 2 (Moderate)	Formal diagnosis No medication prescribed	Recorded on Arbor and on Medical Tracker Consent form recorded on Arbor	- A medical professional has diagnosed an allergy or intolerance, but no medication of any kind has been prescribed. - Parents will sign a consent to accept that the school will make best endeavours to avoid exposure to the product. - Special menus can be applied for via HCL for school meals.
Tier 3 (Severe)	Formal diagnosis Medication prescribed	Recorded on Arbor, Medical Tracker Consent recorded in relevant plans	- A medical professional has diagnosed an allergy or intolerance, and some form of medication has been prescribed. - Individual Healthcare Plan written and consent recorded during that process. - Allergy Action Plan if supplied by health professional. - These plans will be reviewed regularly with parents and professionals.

6. Risk management and prevention

The following risk assessments will be undertaken across specific environments within the trust:

- Classrooms
- Dining areas
- Play-areas
- Handling of animals
- Off-site visits

Measures will be implemented to reduce exposure to allergens, including hygiene practices and clear communication of risks.

7. Emergency procedures

- Staff must recognise symptoms and respond immediately.
- This includes administering adrenaline, calling 999, monitoring the pupil and informing parents.
- A second AAI should be administered if symptoms persist.

8. Medication and storage

- Medication must be accessible at all times.
- Pupils should have two AAIs available. Staff should support students who demonstrate maturity and have had appropriate training to carry their own AAIs, medication and/or inhalers.
- It is the parent's responsibility to ensure that a child's AAIs are within the expiry date
- Schools/settings will monitor expiry dates and ensure safe but accessible storage arrangements.

9. Staff training

- All staff will receive annual training on allergy awareness, symptom recognition and use of AAIs.

- New staff will receive induction training and records of training completion will be maintained.
- Training will include
 - Knowing the common allergens and triggers of allergy
 - Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
 - Administering emergency treatment (including AAls) in the event of anaphylaxis – knowing how and when to administer the medication/device
 - Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance
 - Knowing who is responsible for what
 - Associated conditions e.g. asthma
 - Managing emergency care plans and ensuring these are up to date

10. Catering and food safety

- Schools will comply with food safety regulations and provide allergen information.
- Catering staff will be trained and procedures will be in place to avoid exposure to allergens and cross-contamination.

11. Inclusion and safeguarding

- Pupils with allergies will not be excluded from activities unnecessarily and equality of access will be maintained.
- Bullying related to allergies will be addressed in line with behaviour policy.

12. Educational off-site visits and activities

- Risk assessments will cover allergy needs.
- Insect sting allergy causes a lot of anxiety and needs careful management. Children need to take special care outdoors, wearing shoes at all times and making sure any food or drink is covered. Adults supervising activities must ensure that suitable medication, including AAls, is always on hand for the management of anaphylaxis.
- Staff will carry medication and ensure safe participation of all pupils.

13. Communication with parents

- Schools, settings and services will maintain ongoing communication with parents regarding allergy management and updates to plans and medication.

14. Monitoring arrangements

The Trust will review this policy annually and evaluate implementation across schools to ensure compliance and effectiveness.