



Samuel Whitbread Academy

Allergy Safety Policy

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Rationale and Aim

In accordance with statutory DfE guidance, Allergy Safety in Schools ('Benedict's Law') introduced for September 2026, this policy aims to set out the Academy's arrangements and processes for the safe management of allergies within the setting. This policy links closely to other Academy policies including (but not limited to):

- Supporting students with medical needs policy
- BEST Health and Safety policy
- Safeguarding policy
- Attendance policy
- Antibullying policy
- Educational visit and journeys policy

The policy will consider all relevant/applicable legislation and Department for Education (DfE) guidance relating to 'Allergy Safety in Schools'.

Implementation, Availability and Review

Implementation of this policy is the responsibility of the Academy Senior Leadership Team (SLT) and will be overseen by the Local Governing Body (LGB).

This policy will be made available to staff via the policies Google Drive and will be publicly available on the Academy's website.

This policy will be reviewed by a member of the Academy Senior Leadership Team (SLT) at least annually; however may be reviewed and revised sooner in response to updated guidance or a serious incident that requires plans or processes to be changed.

Staff will be asked to confirm they have read this policy on an annual basis when reviewed (or sooner if major changes are made) via Smartlog.

Key Appointments

The member of the Academy Senior Leadership Team (SLT) responsible for allergy safety within the setting is: Charlotte Kirkman (Maternity Leave covered by Ian Butler).

The appointed member of the Academy Senior Leadership Team (SLT) is responsible for the following:

- Promoting a 'safe allergy culture'
- Implementing this allergy safety policy
- Implementing and monitoring allergy awareness training for all staff on an annual basis
- Ensuring allergy safety arrangements (including this policy) are kept up to date and reviewed on at least an annual basis
- Reviewing and updating arrangements, policies or risk assessments (if necessary) in response to any incidents and/or near misses

The Academy notes that there is no specific requirement in the statutory guidance to have a 'named governor' for oversight of allergy safety however, scrutiny/challenge can be provided (as necessary) by the Health and Safety linked governor.

The first aid team are responsible through regular monthly audit for ensuring that all emergency medication held by the Academy is in date, ready for use and replaced as needed. A check and test is setup on Smartlog to monitor these

Staff Training

In accordance with published statutory guidance from the DfE, all staff (including temporary and casual staff) will receive annual 'Allergy awareness training'.

Training under this guidance should be understood as allergy awareness and emergency response training. It should not be read as replacing any separate clinical governance, competency or delegation arrangements that may be needed where a child or young person requires individual healthcare support beyond school-level allergy safety arrangements.

Training will be completed through a combination of reading this allergy safety policy and completion of the e-Learning methods detailed below.

e-Learning will be tracked to completion following the usual & established escalation methods for statutory training, with line managers informed to support staff with completion as necessary.

Staff training shall ensure:

- A basic awareness of allergies, the risk they pose, how they can occur and how to manage them
- Where to find a list of students with 'high risk' allergies (Urgent First Aid List on the Staff Landing Page)
- An understanding that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Understand the difference between food allergy, coeliac disease and food intolerance
- An understanding of where to find information on allergy triggers & a range of allergy symptoms
- An understanding of spotting anaphylaxis and how to manage this emergency
 - o Calling for emergency help (999 and stating anaphylaxis)
 - o Calling for assistance from a first aider (**ensuring they come to the casualty, the casualty must not be sent to them**)
 - o Locating and following an Individual Health Care Plans (IHCP) – Medical Information Tab on BromCom > Health Documents
 - o Locating and instructional information on administering emergency medication (e.g. Adrenaline Auto Injector or Inhaler)
 - o Informing parents/carers
- An understanding of the impact an allergy can have on a student's wellbeing
- An understanding of the Academy's allergy safety policy
- An understanding of their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss") – Smartlog

Training Method - Permanent Staff (Teaching and Support) in September 2026

Permanent staff will receive e-Learning training via Smartlog in September of 2026. Each year after, e-Learning training will be provided via the 'Kitt Medical' training portal.

Training Method - Other Staff (e.g. Casual) and Staff Joiners after September 2026

Upon procurement in September 2026, casual staff and any staff that are subsequently employed by the Academy will complete e-Learning Training via the 'Kitt Medical' training portal.

Trainer Pens

The Academy first aid room holds training pens for common brands of Adrenaline Auto Injector such as Jext and EpiPen should staff wish to make use of these after completing the e-Learning and reading this policy.

Allergy Recognition and Response Poster

Figure 2 of the DfE allergy safety guidance provides a useful poster summary of information provided in training (included below)

Recognise the signs of anaphylaxis

A AIRWAYS	• Tightening of the throat • Hoarse voice • Difficulty swallowing • Swollen tongue	B BREATHING	• Sudden wheezing • Difficult or noisy breathing • Persistent cough	C CIRCULATION	• Persistent dizziness • Pale or floppy • Suddenly sleepy • Collapse/unconscious
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If any one (or more) of these signs are present: **Don't delay**

- 1 Lie flat with legs raised** (if breathing is difficult, allow to sit)
  
- 2 Give adrenaline device without delay** (use the school's spare device if needed)
 Scan this code for instructions on how to use adrenaline devices
- 3 Immediately dial 999** for ambulance and say **ANAPHYLAXIS** (ana-fill-axis)


After giving adrenaline:

- Stay with person until ambulance arrives, do NOT stand them up.
 - Keep them lying down, even if things seem to be getting better.
- Phone parent/emergency contact.



**If no improvement after 5 minutes, give another dose of adrenaline using a second device, if available.**

Commence CPR at any time if there are no signs of life 

ALWAYS GIVE ADRENALINE DEVICE FIRST if someone has **SEVERE AND SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice). **THEN SEEK MEDICAL HELP. Anaphylaxis can occur without skin symptoms**

Figure 2: Management of anaphylaxis

Reporting Allergy 'Incidents' and Near Misses

All allergy incidents and near misses (including any first aid treatment given as a result) shall be recorded by staff on Smartlog as a 'Major Accidents' or Near Miss as applicable. In accordance with usual practice, this will alert key members of the Academy SLT to review and take action as needed.

Guidance on how to report 'Major Accidents' and Near Misses is available to staff via the Health and Safety drive, assistance can be sought from the Academy First Aid Room or Operations Manager in the event of any difficulties.

Day-to-Day Allergy Safety Arrangements

General

Samuel Whitbread Academy recognises the possible impact of allergies on a student's wellbeing. Where reasonably practicable, every effort will be made to ensure that a student's allergy does not preclude them from taking part in any educational activities or experiences.

Academy staff should familiarise themselves with the individual needs of students in their classes and, so far as is reasonably practicable, ensure that planned activities are inclusive or that reasonable adjustments are made. Further details of the arrangements for specific areas of the Academy can be found below.

Due to the number of variables outside of the Academy's control, Samuel Whitbread Academy does not guarantee or advertise that we are a 'Nut Free Site'. Students are however discouraged from bringing nut-based items into school to minimise the risk to others.

The Academy has a risk assessment in place to cover the general management of allergies across the Academy operations; this would include things such as a teacher giving out a food-based reward in lessons or sale of food at an event. Also included in this is suggested wording staff use to ensure anyone with an allergy can (age appropriately) make their own safe & informed decision.

Students with high-risk allergies that would require immediate first aid assistance are listed on the 'Urgent First Aid List', this is available to staff via the landing page. Invigilators who may come across students with these needs in an exam setting without access to a computer will be provided with a printed copy of this list in their invigilator handbook. Alongside this list on the landing page is a list of first aiders and their extensions should assistance from a qualified first aider be required. This list is accessible to supply teachers via their school issued laptop.

Where a health document (IHCP) is present on a student's BromCom profile, a flag will appear at the top of their profile to alert staff to the presence of these documents.

Wellbeing

Pastoral support is available to students via their form tutors and year teams and these staff should be the first port of call for students, parents and/or carers if concerns arise.

Incidents of bullying linked to student's allergies will be dealt with in line with the Academy's Anti-Bullying policy.

Students that have absences linked to their allergy should not be excluded from attendance-based reward initiative.

Curriculum / Extra Curricular

Where elements of the curriculum may pose a risk to a student's allergy, staff should ensure they conduct a risk assessment of the activity identifying the following

- Who will it affect & how?
- How many students will be affected?
- Can the activity be adapted to minimise the risk? E.g. by affected students using additional PPE.
- If so, is the residual risk tolerable and comfortable for the students?
- If not, what reasonable adjustments/alternates could take place and could everyone do this instead?

Staff should remember to consider allergies beyond typical food allergies and consider allergies such as skin-based allergies if using potential irritants or asthma for activities that may make a reaction more likely.

Food Technology Lessons

As required, reasonable adjustments should be made to food technology processes to support inclusion of students with allergies.

To minimise cross contamination and to re-enforce good practice coloured chopping board system is in place. Students are not permitted to cook with whole nuts in food technology lessons. When alerted to an allergy within

their food group that requires action, staff should complete the risk assessment template in the Health and Safety drive to identify areas of risk for that student and how they can be mitigated.

Individual Health Care Plans (IHCP)

Upon joining the Academy, if medical conditions/concerns that are awaiting diagnosis (including allergies) are declared on the new starter form parents/carers are invited to complete a Google Form (<https://forms.gle/TWJM45N4DJqX3tMC8>) which will form their IHCP for their time in school. This requests signs and symptoms for staff to look out for, action to take and where uploaded, any information from health care professionals.

Once received, these are reviewed by a member of the first aid team to ensure they are complete & actions can be achieved, they are then uploaded to BromCom by a member of the first aid team and accessible to all staff. A marker is displayed at the top of a student's profile where health documents are present for the student.

This process is the same for any medical condition declared mid-year. If applicable after updates to student's care plans or conditions, staff can be alerted to review the latest versions via email or bulletin.

From September 2026, at the end of each Academic year, parents/carers of any student with an IHCP on file will receive an email requesting that they re-complete the form if there are any changes necessary. (Parents/carers are encouraged to do this mid-year as good practice if there are any changes to how staff should manage their student's medical condition or allergy).

From September 2026, the IHCP Google form has been adapted to gain written consent from parents/carers of students with Asthma to administer an emergency inhaler (where present on site and the student is usually prescribed an inhaler).

The Academy notes that there is no such requirement to gain written consent under the Human Medicines (Amendment) Regulations 2017 to administer the Academy's spare adrenaline pen however, it is recommended as good practice under the DfE Allergy Safety in Schools guidance. Therefore, from September 2026, the IHCP Google form has been adapted to gain written consent from parents/carers of students to give their consent for this.

The Academy notes that, unlike the guidance for inhalers, the student does not need to be prescribed an inhaler to receive the spare device. Anyone displaying anaphylaxis symptoms should be administered an adrenaline pen (ideally their own where available) at the earliest opportunity.

Catering Facilities

Academy catering facilities are provided by an external company (Accent Catering) contracted through the PFI agreement. As such, the catering company are responsible for ensuring suitable training of staff, compliance with legislation and risk assessment of their activities. This includes things such as ensuring signage and publications contain allergy information or codes.

In the event of an incident found by the catering company or where the catering company is found to be the cause, the Operations Manager should be informed to liaise with relevant parties and ensure proper reporting, investigation and remedial action where required. If required, the Academy has mechanisms to raise concerns about companies engaged via the PFI contractor.

To minimise wider risk, strict cross contamination protocols are put in place by the catering company. In addition, no nuts are included in meals prepared on site and if bought in products 'may contain nuts' this is prominently labelled for students.

In order for students to make safe and informed decisions, signage contains allergy codes with a key at the bottom and it is the responsibility of the catering company to maintain these.

The Academy regularly provides the catering company with known allergies of students and markers are stored which alert till staff when student's 'checkout'. If they are trying to purchase something containing an allergen, canteen staff are able to challenge this. To assist identifying students, when a student's name is given or biometrics

scanned or name given to a member of staff, the student's school photo (where available) will be displayed on the screen. For an allergy marker to be removed from the canteen till systems, parents/carers must confirm in writing that their student is able to manage the allergy themselves (checking etc), understands that there will be no challenge from canteen staff and that this safeguard will be removed.

Visitors

Information about a visitor's ability to evacuate the building, medical conditions and allergies can be obtained via the Academy's sign-in system and accessed by reception staff in the event of medical emergency to provide further context. Anyone with serious health concerns should raise these with reception staff upon arrival who can inform the first aid team as necessary.

Educational Visits and Journeys

As part of the established trips process, trip leaders should request medical and allergy information from parents/carers via a consent form and also pass the attendee list to the first aid room for checking. Using information provided by parents/carers and the first aid room (including any IHCP), an individual risk assessment should be produced for the specific visit detailing how the allergy will be managed. A template for this can be found in the trips Google shared drive.

This risk assessment should be shared with all staff attending and placed in the field file, along with any useful attachments such as IHCPs, action plans from medical professionals or relevant letters. In some cases, it may be necessary for arrangements to be shared with students particularly in instances of remote supervision. Information should be shared with students sensitively and with the student's permission.

Examples of controls could include: making staff aware of IHCP including signs, symptoms and treatments, checking adrenaline pens are present and their location before leaving site & making venue staff aware of the allergy ahead of time to adjust meal plans etc.

Students own adrenaline pens/inhalers should be taken on any educational visits and journeys. In extreme circumstances, Academy 'spare' devices may be taken however doing so MUST not reduce the number left on site below the set minimum. Adrenaline pens must be taken out in pairs if using school 'spares'.

Storage and Use of Emergency Rescue Medication

As a general rule, the Academy emphasises the importance to students, parents and carers of keeping their emergency medication (2 adrenaline pens/inhaler etc) on their person at all times.

For students that wish to store emergency medication in addition to this, they are welcome to do so in a named box in the first aid room. For adrenaline pens, a mini temperature-controlled cabinet is available should students wish to use this. The first aid room is accessible to students for emergencies at all times.

Any medication bought in for storage at school MUST be in the original box with the students name on and should be taken home at the end of each term. (Medication can be taken home at more frequent intervals if students wish to do so).

Any medication stored in the Academy first aid room (including Academy 'spare devices') is logged on Smartlog, this tracks expiry dates and will automatically alert parents/carers and staff to expiring medication. Alerts are sent before expiry (14 days), on the day of expiry and post expiry until they are replaced by parents/carers.

Emergency 'Inhaler'

In September 2026, the Academy will procure a small stock of emergency inhalers to be administered to students who are usually prescribed an inhaler but cannot use their own and whose parents/carers have provided written consent.

These will be stored in the first aid room in an emergency kit with disposable spacers. For hygiene reasons, Inhalers will be disposed of through appropriate means or given to the student after use.

Administration of any emergency inhaler doses will be recorded on Smartlog.

Whilst the Academy will endeavour to hold a stock and replenish any used items in good time, these devices should not be relied upon as a primary option.

‘Spare’ Adrenaline Injectors

‘Spare’ Adrenaline injectors should be used in the event of Anaphylaxis when a casualty (over 6) own adrenaline pens either malfunction or are not present OR they are presenting anaphylaxis symptoms without a known allergy and therefore do not have their own devices.

In accordance with DfE guidance, at least 1 pair of ‘Spare’ 300 microgram adrenaline pens are held on site in the Academy first aid room. The first aid room is accessible to students and staff during the school day and adrenaline pens are kept in a mini temperature-controlled cabinet which is clearly labelled.

In September 2026, the Academy will procure an additional set of adrenaline pens to be stored in a wall mounted unit with emergency ‘key’ in a case (supplied by Kitt Medical). This will be placed in a staff office in Block 6 (DT), recognising the increased likelihood of a reaction occurring in this area and to ensure one is accessible on the other side of the Academy site to the first aid room.

With ‘Spare’ adrenaline pens stored in these locations, they should be accessible in less than 5 minutes to any point on the site including the field to assist anyone in anaphylaxis.

Due to the age of expected students on site, only 300 microgram ‘Spare’ pens are held on site. These are not suitable for use on a casualty under 6 years old.

If a ‘Spare’ adrenaline pen is used, the device should either be sent with the casualty to further medical care (e.g. A&E or ambulance) if requested or placed in the first aid room sharps bin.

A new device should be ordered as a priority after use; depending on which device is used this will either be ordered via our usual first aid supplies site or a replacement requested via ‘Kitt Medical’. The presence of 2 pairs/sets on site will mean the Academy does not fall below the expected minimum in the event of use in an emergency.

Complaints

To pursue a complaint related to the contents of this policy, please refer to the complaints policy on the Academy website.

Author & Date

- B Whittle/N Martin – August 2026
- Approved by Governors – September 2026
- Next Review Date – September 2027