NEW HEIGHTS SCHOOL
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Allergy Safety Policy

Status	**Statutory – *subject to final DfE guidance***
Responsible Governors' Committee	**Full Governing Body**
Date last approved by GB	**July 2026**
Responsible Person	**Co-Headteachers**
Review Date	**November 2026**
Last Amended Date	**July 2026**

1. Aims

New Heights School is committed to supporting pupils with allergies and reducing allergy-related risk as far as is reasonably practicable.

The school recognises that allergies can be serious and, in some cases, life-threatening. Anaphylaxis is a medical emergency and requires immediate action.

The aims of this policy are to ensure that:

- pupils with known allergies are identified and supported appropriately;
- reasonable and proportionate steps are taken to reduce the risk of exposure to known allergens;
- staff know how to recognise and respond to allergy-related concerns, including suspected anaphylaxis;
- prescribed allergy medication and emergency adrenaline devices are accessible when needed;
- allergy safety is considered in food provision, visits, off-site activities and transport handovers;
- allergy-related incidents and near misses are recorded and reviewed.

This policy should be read alongside the school's Supporting Pupils with Medical Needs Policy.

2. Scope

This policy applies across all New Heights School sites and activities, including:

- the normal school day;
- food, snacks, breakfast, lunch and food-related activities;
- educational visits and off-site activities;
- alternative provision or off-site learning arranged by the school;
- school events;
- arrival and departure arrangements, including taxi or local authority transport handovers where relevant.

3. Legal and guidance framework

This policy takes account of:

- Children and Families Act 2014, section 100;
- Equality Act 2010;
- Health and Safety at Work etc. Act 1974;
- Food Information Regulations 2014;
- Human Medicines (Amendment) Regulations 2017;
- Department for Education guidance on supporting pupils with medical conditions;
- Department for Education allergy guidance for schools;
- Department of Health and Social Care guidance on emergency adrenaline auto-injectors in schools;

- Food Standards Agency guidance on allergen information;
- Keeping Children Safe in Education.

The school will review this policy following publication of final statutory guidance on allergy safety and supporting pupils with medical conditions.

4. Responsibilities

The Governing Board is responsible for ensuring that appropriate arrangements are in place to support pupils with allergies.

The Co-Headteachers are responsible for ensuring that this policy is implemented.

The Co-Headteachers will identify an Operational Lead to coordinate day-to-day allergy safety arrangements, including the allergy register, Individual Healthcare Plans, Allergy Action Plans, medication checks and liaison with parents/carers and relevant staff.

Staff are responsible for completing required training, following relevant plans, reducing avoidable exposure to known allergens and responding promptly to allergy-related concerns, incidents or near misses.

Parents/carers are expected to inform the school of any known or suspected allergy, provide up-to-date medical information and provide prescribed medication where required.

Pupils will be supported, according to their age, understanding and needs, to understand their allergy, avoid known allergens and seek help if they feel unwell.

5. Identifying and supporting pupils with allergies

The school will seek allergy and medical information on admission or referral, during induction, before relevant visits or off-site activities, and whenever new information is provided.

The school will maintain an allergy register for pupils with known allergies. Relevant information will be shared with staff on a need-to-know basis.

A pupil with a significant allergy, risk of anaphylaxis, prescribed adrenaline device, or allergy requiring specific arrangements will normally have an Individual Healthcare Plan and/or Allergy Action Plan.

Plans will be developed with parents/carers and, where appropriate, the pupil and relevant health professionals.

Plans will be reviewed at least annually, or sooner where there is a change in need, medication, medical advice, provision, site, transport, or following an incident or near miss.

6. Reducing exposure to known allergens

The school cannot guarantee an allergen-free environment. However, it will take reasonable and proportionate steps to reduce the risk of exposure to known allergens.

This may include:

- sharing relevant allergy information with staff who need to know;
- checking food ingredients and allergen information;
- managing food substitutions carefully;
- reducing the risk of cross-contamination where food is prepared or served;
- considering allergies when planning food-related activities, rewards, celebrations, curriculum activities, trips and off-site learning;
- reminding pupils not to share food or drink;
- putting additional control measures in place where a known allergen presents a significant risk to a named pupil.

The school will operate as an allergy-aware environment. It will avoid blanket allergen-free claims unless these can be properly controlled and evidenced.

7. Food, snacks and catering

All food provided by or through the school must be managed safely.

The school will ensure that allergen information is available for food provided on site and that menu changes, substitutions or externally provided food are checked for allergy implications.

Staff must not provide food to a pupil with a known allergy unless the food is confirmed as suitable.

Where the school uses external caterers or food providers, the school will expect them to have appropriate allergen management procedures and to provide accurate allergen information.

Where pupils bring food from home, parents/carers remain responsible for the contents. The school may issue reasonable guidance to families where this is necessary to manage a specific allergy risk.

8. Medication and emergency adrenaline

Parents/carers are responsible for providing prescribed allergy medication and keeping it in date.

The school will ensure that prescribed allergy medication provided to school is recorded, stored safely and accessible in an emergency.

Medication must not be locked away where immediate access may be required.

The school will hold spare adrenaline auto-injectors for emergency use in line with relevant guidance.

Spare adrenaline devices will be stored in clearly identified emergency locations, checked regularly and replaced when used, expired or damaged.

Emergency services must be called where adrenaline has been administered or anaphylaxis is suspected.

9. Staff training

All staff will receive allergy awareness training at least annually.

Training will cover:

- awareness of allergy and anaphylaxis;
- recognition of allergic reactions;
- emergency response procedures;
- how to access and use prescribed and spare adrenaline devices;
- the importance of Individual Healthcare Plans and Allergy Action Plans;
- reducing the risk of exposure to known allergens;
- reporting incidents and near misses.

New staff, supply staff and staff with specific responsibilities for pupils with allergies, food provision, first aid, trips or off-site activities will receive information or training appropriate to their role.

10. Visits, off-site activities and transport handovers

Allergy safety will be considered when planning educational visits, off-site provision, school events and other activities away from the usual school base.

Planning will take account of the pupil's Individual Healthcare Plan and/or Allergy Action Plan, access to medication, food arrangements, staffing, emergency response and any reasonable adjustments required.

Many pupils at New Heights School travel to and from school by taxi or local authority arranged transport. Where a pupil has a significant allergy, the school will consider whether transport and handover arrangements need to be reflected in the pupil's plan.

11. Emotional wellbeing and inclusion

The school recognises that allergies can affect a pupil's confidence, anxiety, attendance, participation and social wellbeing.

The school will take reasonable steps to ensure that pupils with allergies are not unnecessarily excluded from school activities and are protected from bullying, teasing or harmful behaviour linked to their allergy.

Any bullying, harassment or harmful behaviour linked to a pupil's allergy will be managed in line with the school's Relationships and Resolution Policy and Anti-Bullying Policy.

12. Incidents and near misses

All allergy-related incidents and near misses must be reported promptly.

This includes suspected allergic reactions, use of adrenaline devices, emergency service attendance, possible exposure to a known allergen, incorrect food or unclear allergen information, missing or inaccessible medication, or failure to follow an agreed plan.

Following a serious incident or near miss, the school will review what happened and consider whether changes are needed to plans, training, food arrangements, medication access, communication, transport, off-site arrangements or this policy.

Parents/carers will be informed of incidents involving their child.

13. Information sharing and records

Allergy and medical information will be handled in accordance with the school's Data Protection Policy.

Relevant information will be shared with staff and external providers only where there is a lawful and necessary reason to do so, including to protect the pupil's health, safety and welfare.

The school will keep appropriate records of allergy information, plans, medication, spare adrenaline checks, training, incidents, near misses and reviews.

14. Links with other policies

This policy should be read alongside:

- Supporting Pupils with Medical Needs Policy;
- First Aid Policy and Procedure;
- Health, Safety and Welfare Policy;
- Child Protection Policy;
- Educational Visits Policy;
- Relationships and Resolution Policy;
- Anti-Bullying Policy;
- SEND Policy;
- Equality and Diversity Policy;
- Accessibility Plan;
- Data Protection Policy;
- Food and Healthy Eating Policy;
- Risk Assessment Policy;
- Staff Code of Conduct.

15. Monitoring and review

This policy will be reviewed annually by the Co-Headteachers and approved by the Full Governing Body.

It will also be reviewed following publication of final statutory guidance, following any serious allergy-related incident or near miss, or where school food, transport, site or provision arrangements change significantly.