

Beverley High School

Allergy Safety Policy



Autumn 2026

Draft – Awaiting approval from Full Governing Body

Named SLT Lead:	Mrs L Bell
Named Governor:	Mrs S Collins
Approved by:	
Approval Date:	
Review Date:	Summer 2027
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1. Purpose

This policy sets out how Beverley High School will manage allergy safety and support pupils, staff and visitors with known allergies.

2. Roles and Responsibilities

The named senior leader responsible for allergy safety is Mrs L Bell.

3. Culture - Staff Training and Awareness

All staff who are present during the school day, including permanent and temporary employees, will receive annual allergy awareness and emergency response training delivered by the school's approved training provider, Anaphylaxis UK.

We will seek written confirmation that allergy awareness training has been completed by all other individuals who regularly work with pupils during the school day, including supply teachers, peripatetic staff, catering staff and regular volunteers.

As part of the induction process, all new staff will be provided with a copy of this policy and will receive appropriate allergy awareness training at the earliest opportunity. The school will maintain records of staff training to ensure that all staff are appropriately informed and equipped to support pupils with allergies and respond effectively in an emergency situation.

4. Wellbeing

The school recognises that living with an allergy, particularly where there is a risk of anaphylaxis or where allergies are associated with conditions such as asthma or eczema, can have a significant impact on a pupil's wellbeing. We are committed to creating a safe, supportive and inclusive environment in which pupils with allergies feel confident and able to participate fully in all aspects of school life. The school will provide reassurance to pupils and parents by implementing effective measures to minimise exposure to known allergens and by maintaining robust procedures for responding to allergic reactions and anaphylaxis. We will promote awareness and understanding of allergies amongst pupils, staff and parents through regular communication and

education. The school will not tolerate bullying, teasing, intimidation or exclusion related to a pupil's allergy and will take appropriate action to prevent and address such behaviour. Particular attention will be given to supporting new pupils with allergies, including providing information about the school's allergy management arrangements and opportunities to have a tour of the canteen and meet staff. This may reduce anxiety and helps everyone to get to know one another, which will support staff to identify pupils with allergy, intolerances and coeliac disease in the canteen.

5. Minimising Risk

The school is committed to reducing the risk of exposure to known allergens for pupils, staff and visitors whilst ensuring that pupils with allergies are able to participate fully in all aspects of school life. Appropriate measures will be taken to manage allergens in food provided by the school, including ensuring that allergen information is available and that catering staff are informed of individual allergy needs. Where food is brought onto the school site by pupils, staff or visitors, individuals will be encouraged to act responsibly and follow any reasonable restrictions or guidance put in place to protect members of the school community with severe allergies. The school will implement reasonable measures to minimise exposure to known airborne and contact allergens where these present a risk to an individual. All staff planning lessons, enrichment activities, practical work, educational visits or trips must consider potential allergen risks and make suitable adjustments where required. This includes considering materials used in subjects such as science, art, design technology, food preparation and music, as well as activities involving animals. Risk assessments for educational visits and off-site activities will take account of the needs of pupils with allergies and identify appropriate control measures. Wherever possible, allergen-safe alternatives will be selected for whole-group activities to ensure that pupils with allergies can participate alongside their peers without being excluded. Staff should remain aware that allergens may be present in unexpected items, including food packaging, play materials, adhesives, animal feed and other classroom resources, and should consider these risks when planning activities.

6. Food Allergy

The school will take reasonable steps to minimise the risk of exposure to food allergens and to provide clear and accurate information about allergens in food supplied on site. Allergen information for food and drink provided by the school's catering service will be available to pupils, parents and staff, and catering staff will work closely with the school to support individuals with diagnosed food allergies. Allergen risks will also be carefully managed within food preparation and cooking lessons. Teaching staff will be informed

of relevant pupil allergies and will consider these when planning practical activities, selecting ingredients and organising classroom arrangements. Where necessary, suitable ingredient substitutions, alternative activities or additional control measures will be implemented to enable pupils with allergies to participate safely and fully in learning. The school encourages open communication between pupils, parents, catering staff and school staff regarding allergy management and individual needs. Whilst the school cannot guarantee an allergen-free environment, all reasonable measures will be taken to reduce risks, promote informed choices and provide a safe, inclusive environment for all members of the school community.

7. Individual children and young people

Identification

The school will maintain an up-to-date Allergy Register identifying pupils with diagnosed allergies. The register will be accessible to relevant staff and will serve as a prompt to refer to the pupil's Individual Healthcare Plan (IHP) for detailed information regarding allergens, signs and symptoms, medication requirements, risk reduction measures and emergency procedures. The Allergy Register will be reviewed regularly and updated as required to ensure information remains accurate and current.

The school will also maintain a register of staff who have notified the school of a diagnosed allergy. Staff are encouraged to keep the school informed of any allergies or other medical conditions which may affect their health, wellbeing or emergency treatment requirements whilst at work.

The school recognises that visitors may also have significant allergies. Where appropriate, visitors will be given the opportunity to inform the school of any allergies or medical conditions that could affect their visit. The school will take reasonable and proportionate steps to minimise foreseeable risks and support the safety of visitors whilst on school premises.

8. Individual Healthcare Plans

An Individual Healthcare Plan (IHP) will be developed for pupils whose allergy has a functional impact on their school life, places them at risk of harm, or requires support arrangements that are additional to or different from those generally available to all pupils. The IHP will set out the measures and reasonable adjustments required to support the pupil, including risk reduction strategies, medication requirements, arrangements for educational visits and extra-curricular activities, and procedures for responding to an allergic reaction or anaphylaxis. Where a pupil has an Allergy Action Plan and/or Asthma Action Plan provided by a healthcare professional, this will be

attached to or referenced within the IHP and reviewed whenever updated documentation is received.

Where a pupil is believed to have an allergy but a formal diagnosis or clinical advice is not yet available, the school will work collaboratively with the pupil, parents/carers and, where appropriate, the School Nursing Service to identify risks and agree reasonable interim support arrangements. An IHP or equivalent support plan may be put in place whilst further medical advice is sought, ensuring that appropriate precautions and emergency procedures are established to safeguard the pupil's health and wellbeing.

9. Prescribed Adrenaline Auto-Injectors

Pupils who have been prescribed an adrenaline auto-injector (AAI) are expected to carry their prescribed device with them at all times, including during lessons, break and lunch times, sporting activities, educational visits and off-site activities, unless alternative arrangements are specified within their Individual Healthcare Plan (IHP). This is to ensure that adrenaline can be administered without delay in the event of anaphylaxis.

All pupils prescribed an AAI will be recorded on the school's Allergy Register and will have an Individual Healthcare Plan (IHP) detailing their allergy, prescribed medication, Allergy Action Plan, risk reduction measures and emergency procedures.

Parents/carers are responsible for ensuring that prescribed AAIs remain in date and are replaced before expiry. As pupils take their prescribed devices home each day, parents/carers should regularly check the condition and expiry date of medication.

The school will maintain an up-to-date record of all pupils who have been prescribed an AAI. This information will be reviewed regularly and made available to relevant staff to ensure appropriate support and a prompt response in an emergency.

10. Spare Adrenaline Auto-Injectors

The school maintains a supply of five emergency anaphylaxis kits, each containing two spare adrenaline auto-injectors (AAIs), located in the Canteen, Staff Room, Administration Office, Sports Hall and a spare set for school visits. These locations have been selected to help ensure that emergency adrenaline can be brought to a pupil experiencing anaphylaxis within the recommended five-minute timeframe. All spare AAIs are clearly labelled, stored in pairs, readily accessible to staff and are not locked away.

Spare AAIs are intended for emergency use where a pupil is experiencing symptoms of anaphylaxis and:

has not previously been diagnosed with an allergy but requires life-saving treatment;

does not have their prescribed AAI available;

their prescribed AAI has misfired or cannot be administered; or

a second dose of adrenaline is required in accordance with the pupil's Allergy Action Plan or current medical guidance.

In the event of suspected anaphylaxis, the pupil should be placed flat with their legs raised where possible and adrenaline should be brought to the pupil and administered without delay. Adrenaline should be given as soon as possible and ideally within five minutes of the onset of symptoms. Emergency services must be contacted immediately by calling 999. Where a pupil has their own prescribed AAI, this should normally be used in the first instance; however, a spare AAI may be used if their prescribed device is unavailable, has misfired or where emergency treatment is otherwise required.

The Human Medicines (Amendment) Regulations 2017 permit schools to use spare AAIs for the purpose of saving a life. Whilst the school will seek consent from parents/carers for the use of spare AAIs through the pupil's Individual Healthcare Plan and medical consent processes, in a life-threatening emergency staff may take reasonable action to preserve life without first checking whether consent has been obtained.

The school will maintain a register of all spare AAIs, including their location, batch number and expiry date. All spare AAIs and emergency asthma inhalers will be checked regularly to ensure they remain in date and fit for use. Used or expired AAIs will be replaced promptly and disposed of safely in accordance with clinical waste and sharps disposal procedures. Staff will be informed of the location of emergency anaphylaxis kits to ensure a rapid and effective response in an emergency.

11. Educational Visits

The school is committed to ensuring that pupils with allergies are able to participate fully and safely in educational visits and off-site activities. Prior to any visit taking place, the Healthcare Advisors will prepare a medical information list for attending staff and undertake a review of relevant medical conditions and associated risks. The Healthcare Advisors will meet with the designated first aider attending the visit to discuss individual pupil needs, medication requirements, emergency procedures and any reasonable adjustments necessary to support participation.

Pupils who have been prescribed an adrenaline auto-injector (AAI) are expected to take their prescribed devices with them on all educational visits and off-site activities. The Visit lead will produce Educational Visit Risk Assessments to take account of pupils with allergies and identify appropriate control measures to minimise the risk of exposure to

known allergens. Where a pupil requiring an AAI is participating in a visit, the designated first aider will also take an emergency anaphylaxis kit containing spare adrenaline auto-injectors, where appropriate, to provide additional emergency cover.

12. Serious Incidents and “near misses”

The school is committed to learning from all allergy-related incidents and near misses to continuously improve allergy safety arrangements and reduce the risk of future harm. Any allergic reaction, suspected allergic reaction, anaphylaxis event, administration of emergency medication, or near miss involving exposure to an allergen will be recorded and investigated appropriately. Allergy-related safeguarding concerns or incidents involving pupils will be recorded on **CPOMS**, and any relevant health and safety incidents will be recorded and reported in accordance with the school's health and safety procedures, including notification to the **East Riding of Yorkshire Council Health and Safety Team**, where required.

The school recognises that the impact of allergen exposure may not always become apparent whilst the pupil is on site. Reports may therefore be received from pupils, parents/carers, healthcare professionals or other individuals following an incident that becomes evident after the school day. Such reports will be taken seriously and investigated as part of the school's incident management procedures.

Following any serious incident or near miss, the school will review the circumstances, identify any lessons learned and consider whether changes are required to this Allergy Policy, risk assessments, staff training, operational procedures or the pupil's Individual Healthcare Plan (IHP). Where appropriate, parents/carers, healthcare professionals and relevant staff will be involved in this review process to ensure that effective measures are implemented to prevent recurrence and maintain the safety and wellbeing of pupils with allergies

13. Information Sharing

The school will share information about pupils with allergies on a need-to-know basis to ensure their safety, health and wellbeing whilst in school and during school activities. Relevant information, including details contained within the pupil's Individual Healthcare Plan (IHP), may be shared with appropriate members of staff, supply staff, volunteers, catering staff, first aiders and activity leaders where necessary to enable them to support the pupil effectively and respond appropriately in an emergency. Information will be shared, stored and processed in accordance with the school's data protection responsibilities. Further information regarding the collection, use, storage and sharing of personal data can be found in the school's **Data Protection Policy**, available on the school website.

14. Awareness of this Policy

This Allergy Policy will be published on the school's website and made available to pupils, parents/carers, staff and other interested parties. The policy will be reviewed annually, or sooner if required following changes in legislation, guidance or school procedures. Following each review, the policy will be communicated to all staff to ensure they are aware of and understand their responsibilities in supporting pupils with allergies. Allergy awareness forms part of the school's annual staff training programme, ensuring staff are familiar with allergy management procedures, the recognition of allergic reactions and anaphylaxis, and the actions required in an emergency.