Allergy Safety Policy

Where there is reference to Ambitious about Autism (AaA) in this policy, it is referring to both Ambitious about Autism (AaA) and the Ambitious about Autism Schools Trust (AaAST).

1. Purpose

The purpose of this policy is to set out AaA's approach to allergy safety, including how we identify known or reported allergies, reduce exposure to known allergens, and respond to allergy-related emergencies. Controls will be proportionate to the risk, individual need, activity and setting. This policy covers allergic conditions linked to food, insect stings, airborne and contact allergens, from mild reactions to anaphylaxis.

Nuts and nut-based products are not permitted within AaA settings. AaA cannot guarantee that any setting is completely free from allergens but will take reasonable and proportionate steps to maintain an allergy-aware environment and reduce the risk of exposure to known allergens.

2. The Statutory Guidance

The following statutory guidance shall be followed by AaA:

- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- Children Act 1989
- Education Act 2002
- Equality Act 2010
- Children and Families Act 2014 (Section 100)
- Education (Independent School Standards) Regulations 2014
- Non-Maintained Special Schools (England) Regulations 2015
- SEND code of practice: 0-25 years
- Keeping Children Safe in Education (DfE)
- Allergy Safety in Schools (DfE, 2026)
- Supporting pupils at school with medical conditions (DfE, 2015)

3. Policy Statement

AaA will take reasonable and proportionate steps to reduce the risk of allergic reactions, respond effectively when they occur, and support individuals with known or reported allergies to participate safely in work, school and college life.

4. Key Principles

The following key principles should be followed to support the policy statement above:

4.1 Staff training

All staff will be required to read the Allergy Safety Policy.

All staff should receive allergy awareness training. This includes permanent and temporary/agency staff, supply teachers and volunteers. This includes catering or any staff who oversee meal preparation, independent life skills or food technology.

Training will cover whole school/college awareness of allergies, common allergens and allergic reactions, how to recognise and respond to allergy-related emergencies and how to locate and administer an adrenaline auto-injector (AAI) or asthma inhaler in an emergency.

For temporary/agency staff, AaA will request evidence that appropriate allergy awareness training has been completed. On arrival at a setting, they will be required to read the Allergy Safety Policy and be informed of local arrangements, including the location of AAIs. Agency/temporary staff must not be allocated responsibility for supporting a pupil/learner with known medical needs unless they have received the required setting-specific information, training and supervision.

Staff who support pupils/learners during food preparation and/or consumption must also complete a level 2 food safety and hygiene course.

Each setting will maintain local allergy safety arrangements that identify:

- Named senior person responsible for allergy safety;
- How staff are trained and briefed;
- How allergy information is obtained and reviewed;
- How emergency medication is accessed;
- How compliance is monitored.

These arrangements must be reviewed at least annually and sooner following an allergy-related incident, near miss, significant change to a learner's needs, or relevant change in legislation or statutory guidance.

Who	When	Provider	Training	Refresh
All staff	Induction – successful completion of training is required to pass probation	On LMS	<u>Read:</u> Allergy Safety Policy <u>eLearning:</u> Children with Allergies / Anaphylaxis *(52mins)*	Annually Annually
All setting-based staff (not for central teams)	Induction – successful completion of training is required to pass probation	On LMS	<u>Read:</u> Medical Conditions Policy <u>eLearning:</u> Children with Asthma *(42mins)* Children with Epilepsy *(47mins)* Food Safety & Hygiene Level 2 *(70mins)*	Annually Annually Annually Every 2 years
All setting-based staff (not	Induction – successful completion	School Nurses and key	<u>In person:</u> Supporting pupils/learners with emergency medical needs:	As required or directed, following

for central teams)	of training is required to pass probation	staff trained in each setting	1. Administration of emergency medication 2. Inhalers (asthma) 3. Adrenaline Auto-injectors (allergies/anaphylaxis) 4. Buccal Midazolam (epilepsy) *(6hrs)*	initial training

4.2 Wellbeing of pupils/learners with allergies

This policy will be shared with parents/carers of pupils/learners with an identified allergy. Arrangements and available support will be discussed during planned transition visits.

Regular communication will ensure ongoing awareness, appreciation of risk, reassurance about the measures in place to mitigate this and our response in the event of an emergency.

Individual Healthcare Plans (IHPs) will detail the potential impact that allergies may have on a pupil's/learner's wellbeing and detail the support and any adjustments required to mitigate this. In keeping with our Mental Health and Emotional Wellbeing, and Behaviour, policies, we will ensure that everyday interactions, routines and relationships, our environment and curriculum support and promote the wellbeing of learners with allergies.

After an incident, error or near miss, support for the pupil/learner, family, any witnesses and staff involved will be considered. Pupils/learners and their parents/carers will be involved in reviewing arrangements where appropriate.

4.3 Planning and risk assessment for school/college-based activities

Activities must be planned and risk assessed in advance, considering allergen exposure, intolerances and dietary restrictions where relevant. This includes food-related activities and other activities such as craft, science, music or those involving animals. Where risks cannot be reduced to an acceptable level, reasonable adaptations or alternatives will be considered to support participation and avoid exclusion where possible.
Risk assessments will consider:

- Known pupil/learner allergies and medical needs
- Ingredients and allergen content
- Potential for cross-contamination
- The nature of the activity and level of learner independence
- Required staff supervision
- Emergency response arrangements

4.4 Managing food preparation activities

Where food is prepared, handled or consumed, settings must have arrangements to identify, communicate and control allergen risks, in line with health and safety, food safety and statutory guidance requirements.

Ingredients or resources must not be used where allergen information cannot be verified; and cross-contamination controls must be recorded in the activity risk assessment or pupils/learner's IHP where relevant.

4.5 Allergen information and ingredient management

Staff leading activities must ensure that allergen information is available for all ingredients or resources used.

Ingredients/resources must remain in original packaging wherever practicable or otherwise be clearly labelled to ensure allergen information remains accessible throughout the activity.

Where ingredients/resources are donated, transferred, or repackaged, staff must ensure allergen information can still be verified before use.

4.6 Cross-contamination controls

Appropriate controls must be implemented to reduce the risk of allergen cross-contamination. Controls may include:

- Separation of allergenic and non-allergenic ingredients
- Use of dedicated or thoroughly cleaned equipment and utensils
- Effective handwashing arrangements
- Cleaning and disinfection of surfaces
- Appropriate supervision of during activities

Particular consideration must be given where pupils/learners are developing life skills and may require additional support to follow hygiene and allergen control measures consistently.

4.7 Identifying pupils/learners, staff and visitors with allergies

Parents/carers must be asked to provide current allergy information, prescribed medication details, emergency action plans and relevant clinical advice before admission and whenever needs change. Where appropriate, pupils/learners should be supported to understand their own allergy arrangements in a way that is suitable for their age, capacity, communication needs and level of independence.

Staff and visitors remain responsible for carrying their own emergency medication where this has been prescribed, unless alternative arrangements have been agreed in advance.

4.8 Management of individual learner allergies and Individual Healthcare Plans (IHPs)

An IHP will be prepared for all pupils/learners whose allergy requires the setting to put supportive arrangements in place, including all learners who have allergy-related medication in school/college or who require adjustments to reduce allergen exposure. Where a pupil/learner has been issued an Allergy Action Plan (AAP) from a healthcare professional, staff shall ensure that the relevant allergy-related information is incorporated into the pupil's/learner's IHP. IHPs should be reviewed at least annually and sooner where there is a

change in allergy status, medication, emergency advice, setting arrangements, or following an allergy-related incident or near miss. Further information about IHPs and a template is provided in our Medical Conditions Policy.

4.9 Access to prescribed and 'spare' adrenaline devices and asthma inhalers

Pupils/learners with prescribed devices and reliever inhalers should have rapid access at all times, including mealtimes, playgrounds and sports areas. Local arrangements should identify who checks availability during the day and during activities away from the usual classroom, teaching base or on transport to/from home.

For schools only, 'spare' non-prescribed AAIs may be held and used in exceptional circumstances to save life where a person is believed to be experiencing anaphylaxis, including where there is no previous diagnosis.

- 'Spare' AAIs should be readily available and not locked away
- AAIs should be accessible within five minutes
- AAIs should be stored in pairs and clearly labelled as 'spare'
- Expiry of prescribed and 'spare' devices should be recorded and monitored locally
- Expired prescription devices should be sent home and expired 'spare' devices should be disposed of appropriately.

For colleges, 'spare' non-prescribed AAIs should not be held or used. Pupils/earners who have been prescribed an AAI must have rapid access to their own prescribed medication at all times. Storage, access, expiry checks and emergency response arrangements must be recorded in the pupils/learner's IHP and local medication arrangements.

4.10 Trips, visits and extracurricular activities

Medical needs, conditions and allergies should be considered as part of planning and risk assessment, and wherever possible, adjustments should be made to ensure that all pupils/learners are able to participate safely. This includes considering transport to/from the destination as well as the activities being carried out.

Risk assessments should specify medical needs, conditions and allergies; any existing or additional control measures and arrangements to ensure access to medication.

Where a trip, visit or extracurricular activity includes time outside of normal school/college hours (e.g. during residential), parents/carers will be asked, in advance, to provide full details of any additional medication required. The receipt, storage, dispensing and administration of this medication will follow procedures as per all other medication, as outlined in this policy. Risk assessments will clearly identify who is trained and responsible for any medication that needs to be administered.

Risk assessments for trips, visits and extracurricular activities must confirm how emergency medication will be transported, who will have access to it, who is trained to administer it, and how emergency services will be contacted if required.

4.11 Serious incidents and near misses

Where a pupil/learner, parent/carer or healthcare professional reports that a possible allergen exposure occurred in the setting but was only recognised after the pupil/learner left, the matter will be recorded, reviewed and followed up under AaA incident reporting procedures. The review will consider whether existing controls were followed, whether additional controls are needed, and whether any learning should be shared across the setting or wider organisation.

4.12 Information sharing

Information about allergies, IHPs and any accompanying action plans or protocols provided by healthcare professionals will be recorded and shared with staff who directly or indirectly support the learner, in line with data protection requirements.

A list of pupils/learners with known food allergies will be kept in places where food may be served or handled. The list will include current photographs and known allergens, will be kept up to date, and will be accessible only to staff who need the information to keep pupils/learners safe.

5 Roles and Responsibilities

A named member of the Senior Leadership Team in each setting – supported by Health and Safety staff where needed, will monitor and review allergen management arrangements to ensure controls are effective, consistently applied, evidenced and aligned with legal duties, statutory guidance and local procedures.

Monitoring evidence should include:

- IHP review dates
- staff training and competency records
- medication availability and expiry checks
- allergy-related incidents and near misses
- catering and food activity controls
- communication with parents/carers
- completion of corrective actions

Staff planning or delivering activities must apply allergen controls and adapt activities where needed to meet individual pupil/learner needs.

Roles and responsibilities in relation to individual healthcare plans, medication, training, audit, investigation of incidents and near misses, and policy review and approval are set out in the Medical Conditions Policy.

6 Other Key Policies

This policy should be read alongside the following other policies, which can be found on the One World ‘Policies and Procedures Hub’:

- First Aid Policy
- Medical Conditions Policy
- Food Safety Policy
- Educational Visits Policy
- Risk Assessment Policy
- Incident Reporting and Investigation Procedure
- Data Protection Policy
- Visitor Policy
- Safeguarding Policy
- Mental Health and Emotional Wellbeing of autistic learners policy

7 Monitoring Arrangements

This policy shall be reviewed by the Director of Property & IT and approved by the Deputy CEO on an annual basis, or more frequently should there be any change in legislation, statutory guidance, working practices or following an allergy-related incident (including near misses). The policy should be made available on each school/college website.