

OUR LADY'S CATHOLIC COLLEGE

Allergy Safety Policy

(Benedict's Law Compliance)



Vision Statement

At Our Lady's Catholic College we are committed to creating a school community where every child is known, valued and safe.

We recognise that for some pupils, allergies can present a significant risk to health and, in some circumstances, can become life-threatening within minutes.

Our aim is therefore to create a culture where:

- allergy awareness is everyone's responsibility;
- risks are reduced wherever reasonably practicable;
- pupils are empowered rather than excluded;
- staff feel confident responding to emergencies;
- parents work in partnership with school;
- safeguarding remains central to every decision.

The school adopts a whole-school approach to allergy management that combines prevention, education, preparedness and rapid emergency response.

Distribution

This policy applies to all:

- Governors
- Employees
- Volunteers
- Agency staff
- Contractors
- Peripatetic staff
- Visitors working with pupils
- Pupils
- Parents and carers

The policy is available:

- On the school website
 - Staff shared drive
 - Governor portal
 - School office upon request
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Approval Statement

The Governing Board of Our Lady's Catholic College recognises that children and young people with allergies have the right to participate fully and safely in every aspect of school life.

The Governing Board is committed to ensuring the school complies fully with the Department for Education's statutory guidance on **Allergy Safety in Schools (2026)** and all associated legal duties relating to safeguarding, equality, health and safety, and supporting pupils with medical conditions.

Governors recognise that allergy management is not solely a medical matter but forms an integral part of safeguarding, inclusion and pupil wellbeing.

The Governing Board therefore commits to ensuring that:

- suitable policies and procedures are in place;
- appropriate staff training is completed annually;
- emergency medication is available where required;
- robust risk assessments are undertaken;
- all pupils with allergies are supported to participate fully in school life.

Policy Review

This policy will be reviewed:

- every academic year;
- following any significant allergy incident;
- following changes in legislation;
- following updated Department for Education guidance;
- following recommendations arising from audits or governor monitoring.

Minor amendments may be authorised by the Headteacher between review dates where these improve clarity or reflect operational practice.

Monitoring

Implementation of this policy will be monitored through:

- Governor safeguarding visits
 - Health and Safety audits
 - Annual medical needs audit
 - Kitt Medical training reports
 - Healthcare Plan audits
 - Incident monitoring
 - Medication audits
 - Educational visit monitoring
 - Staff training compliance reports
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Equality Statement

Our Lady's Catholic College is committed to ensuring equality of opportunity for every pupil.

No pupil will be disadvantaged because they have an allergy or are at risk of anaphylaxis.

Reasonable adjustments will be made where required under the Equality Act 2010 to enable pupils with allergies to access education safely and participate fully in all aspects of school life.

The school recognises that pupils with allergies may also have additional vulnerabilities, including SEND, disability, anxiety or other medical conditions, and will ensure support is coordinated appropriately.

Use of Kitt Medical

Our Lady's Catholic College has adopted **Kitt Medical** as its allergy management and staff training platform.

Kitt Medical supports the school by providing:

- annual CPD-accredited allergy awareness training;
- adrenaline auto-injector training;
- staff certification;
- allergy awareness resources;
- guidance aligned to current national expectations.

The school expects **100% of staff** to complete the annual Kitt Medical allergy training before pupils return at the start of each academic year.

Training records will be retained as evidence of compliance and will be monitored by the Assistant Headteacher (Safeguarding), DSL and SENCO.

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SECTION 1 – PURPOSE, SCOPE AND CATHOLIC ETHOS

1. Purpose

The purpose of this policy is to ensure that Our Lady's Catholic College provides a safe, inclusive and supportive environment for all pupils with allergies, including those at risk of severe allergic reactions and anaphylaxis.

The Governing Board recognises that allergic disease is increasingly common amongst children and young people and that anaphylaxis is a potentially life-threatening medical emergency requiring prompt recognition and treatment. Effective allergy management is therefore an essential component of the school's safeguarding arrangements and wider duty of care.

This policy has been developed to implement the Department for Education's statutory guidance **Allergy Safety in Schools (2026)** and to support the school's obligations under relevant legislation, including the Children and Families Act 2014, the Equality Act 2010, the Health and Safety at Work etc. Act 1974, and statutory guidance relating to supporting pupils with medical conditions.

The policy aims to ensure that:

- every pupil with an allergy is identified promptly and supported appropriately;
- pupils with allergies are able to participate safely and fully in all aspects of school life;
- all staff understand their responsibilities for allergy prevention, recognition and emergency response;
- appropriate training is completed and refreshed regularly;
- emergency medication is available and accessible where required;
- robust systems exist for communication between parents, healthcare professionals and school staff;
- risk assessments are proportionate, practical and reviewed regularly;
- incidents are recorded, investigated and used to improve practice; and
- governors receive assurance that statutory duties are being met.

The school recognises that effective allergy management is not solely about responding to emergencies. It requires a proactive, whole-school culture in which awareness, prevention and partnership working reduce the likelihood of allergic reactions occurring in the first place.

2. Scope

This policy applies to all activities organised by or on behalf of Our Lady's Catholic College, whether they take place on the school site or elsewhere.

It applies to:

- all registered pupils;
- prospective pupils during transition arrangements where relevant;
- staff employed by the school;
- agency and supply staff;
- volunteers;
- governors;
- trainee teachers and students on placement;
- contractors working on the school site during the school day;
- visiting professionals delivering services to pupils;
- peripatetic teachers;
- coaches and instructors delivering extracurricular activities;
- pupils attending before- or after-school provision operated by the school;
- educational visits, residential visits and off-site learning activities organised by the school.

The principles within this policy should also be considered whenever school premises are hired by external organisations. Whilst external organisations remain responsible for their own health and safety arrangements, the school will communicate relevant site procedures where appropriate.

This policy applies throughout the academic year and during any period where the school retains responsibility for pupils.

3. Policy Objectives

The objectives of this policy are to:

Safeguard pupils

Ensure that pupils with allergies are protected from avoidable harm through robust identification, planning and emergency arrangements.

Promote inclusion

Enable pupils with allergies to participate fully in education, enrichment activities, educational visits, sporting activities and wider school life without unnecessary restrictions.

Reduce risk

Implement practical control measures that minimise exposure to known allergens whilst recognising that a completely allergen-free environment cannot be guaranteed.

Develop staff confidence

Ensure all staff have the knowledge, skills and confidence to recognise allergic reactions promptly, administer emergency treatment where required and summon appropriate medical assistance.

Strengthen partnership working

Promote effective communication between parents, healthcare professionals and school staff so that allergy management is based on accurate, up-to-date information.

Maintain statutory compliance

Meet all legal responsibilities relating to safeguarding, equality, medical conditions and allergy safety, including the expectations set out within the Department for Education's statutory guidance.

Continuous improvement

Review incidents, near misses and emerging evidence to strengthen procedures and improve outcomes for pupils.

4. Whole-School Commitment

Our Lady's Catholic College adopts a **whole-school approach** to allergy management.

This means that allergy safety is embedded within the school's culture rather than being viewed solely as the responsibility of first aid staff or individual teachers.

The school is committed to ensuring that:

- allergy awareness is promoted across the school community;
- staff understand their individual responsibilities;
- emergency procedures are clear and consistently applied;
- pupils are encouraged to develop age-appropriate independence in managing their medical condition;
- parents are active partners in planning and reviewing support;
- healthcare professionals are consulted where specialist advice is required;
- decisions are based on individual risk assessments rather than blanket restrictions wherever possible.

The school recognises that effective allergy management requires coordination between education, safeguarding, pastoral care, healthcare and catering services. Accordingly, relevant staff will work collaboratively to ensure consistent support for pupils with allergies.

5. Catholic Ethos and Inclusion

- As a Catholic school, Our Lady's Catholic College is committed to recognising the dignity and inherent worth of every individual.
- The school believes that every pupil is created in the image and likeness of God and should therefore be welcomed, valued and enabled to flourish within a safe, caring and inclusive community.
- Pupils with allergies should never feel isolated, stigmatised or excluded because of their medical condition.
- Where adjustments are required to support a pupil with allergies, the school will seek to make these in a manner that promotes inclusion whilst maintaining the safety and wellbeing of all members of the school community.

- The school recognises that living with a severe allergy can have emotional, psychological and social implications. Some pupils may experience anxiety about accidental exposure to allergens, participation in educational visits, eating in communal areas or carrying emergency medication.
- Staff will respond sensitively to these concerns and will work in partnership with parents, healthcare professionals and the pupil to develop practical strategies that promote confidence, resilience and independence.
- The school will also promote understanding amongst pupils through age-appropriate education and the modelling of respectful, considerate behaviour. Bullying, teasing or discriminatory behaviour relating to a pupil's allergy, medication or dietary requirements will be treated seriously and managed in accordance with the school's Behaviour Policy and Anti-Bullying Policy.

6. Principles Underpinning this Policy

The implementation of this policy is guided by the following principles:

- **Safety first:** The welfare of the pupil is paramount in all decision-making.
- **Individualised support:** Arrangements will be based on individual needs and risk assessments rather than generic assumptions.
- **Inclusion:** Pupils with allergies should participate fully in all aspects of school life wherever it is safe to do so.
- **Preparedness:** All staff should be ready to recognise and respond to allergic reactions promptly.
- **Partnership:** Effective allergy management depends on collaboration between school, parents, pupils and healthcare professionals.
- **Proportionate risk management:** Risks will be reduced through sensible, evidence-informed measures without imposing unnecessary restrictions on the wider school community.
- **Continuous review:** Procedures will be monitored and refined in light of incidents, feedback, audits and developments in statutory guidance.

7. Legal and Statutory Framework

Our Lady's Catholic College recognises that the management of allergies is not governed by a single piece of legislation. Rather, it is informed by a range of statutory duties relating to safeguarding, health and safety, equality, medical needs and education.

The Governing Board is committed to ensuring that the school complies with all relevant statutory requirements and follows national best practice in order to protect pupils from avoidable harm. This policy has therefore been developed with reference to the legislation and statutory guidance set out below.

8. Department for Education Statutory Guidance – Allergy Safety in Schools (2026)

This policy has been written to implement the Department for Education's **Allergy Safety in Schools** statutory guidance, published in 2026.

The guidance places clear expectations upon schools to adopt a **whole-school approach** to allergy management, recognising that allergic disease is increasingly common amongst children and young people and that anaphylaxis constitutes a medical emergency.

The Governing Board recognises that the statutory guidance expects schools to:

- maintain an Allergy Safety Policy;
- identify pupils with allergies promptly;
- prepare and review Individual Healthcare Plans where appropriate;
- ensure staff receive appropriate allergy awareness and anaphylaxis training;
- implement effective arrangements for storing and accessing medication;
- maintain suitable emergency procedures;
- undertake appropriate risk assessments;
- support pupils to participate fully in school life;
- communicate effectively with parents and healthcare professionals;
- review incidents and continuously improve practice.

The school has adopted **Kitt Medical** as its chosen allergy management and staff training platform to support implementation of these expectations.

9. Benedict's Law

The statutory guidance commonly referred to as **Benedict's Law** was introduced following the tragic death of Benedict Blythe, who suffered a fatal allergic reaction after exposure to cow's milk protein.

The purpose of the guidance is to strengthen allergy safety arrangements within schools by ensuring that allergy management becomes an embedded part of safeguarding practice rather than relying solely upon individual staff knowledge or parental expectations.

The Governing Board acknowledges that Benedict's Law has reinforced the expectation that schools should demonstrate:

- strong leadership of allergy management;
- consistent whole-school procedures;
- regular staff training;
- robust emergency planning;
- effective communication;
- proactive risk reduction;
- continuous review and monitoring.

Accordingly, Our Lady's Catholic College has incorporated allergy management into its wider safeguarding systems.

10. Supporting Pupils with Medical Conditions

The school will comply with the Department for Education statutory guidance **Supporting Pupils at School with Medical Conditions**.

The Governing Board recognises that:

- children with medical conditions should be properly supported;
- pupils should have full access to education wherever possible;
- schools should make arrangements for supporting pupils with medical conditions;
- Individual Healthcare Plans should be prepared where appropriate;
- staff should receive suitable training before assuming responsibility for supporting pupils.

The school's allergy arrangements operate alongside its wider Medical Conditions Policy and should be read in conjunction with that document.

11. Equality Act 2010

Many pupils with significant allergies may meet the legal definition of disability under the Equality Act 2010.

Where this is the case, the school has a duty to:

- avoid unlawful discrimination;
- avoid harassment;
- avoid victimisation;
- make reasonable adjustments;
- promote equality of opportunity.

The school recognises that reasonable adjustments may include:

- modifications to classroom practice;
- adjustments during educational visits;
- arrangements regarding food;
- supervision during specific activities;
- access to medication;
- individual emergency planning.

Reasonable adjustments will always be determined on an individual basis following consultation with parents and healthcare professionals where appropriate.

12. Children and Families Act 2014

The Children and Families Act reinforces the principle that children with medical needs should receive appropriate support in educational settings.

Where allergies form part of wider SEND, disability or Education, Health and Care Plan (EHCP) provision, the school will ensure that healthcare arrangements complement educational provision and statutory SEND duties.

The Assistant Headteacher (Safeguarding), DSL and SENCO will coordinate support where allergy management forms part of wider additional needs.

13. Health and Safety Legislation

The Governing Board recognises its responsibilities under health and safety legislation to protect employees, pupils, visitors and others who may be affected by school activities.

Accordingly the school will:

- identify foreseeable allergy risks;
- assess those risks;
- implement proportionate control measures;
- review arrangements regularly;
- investigate significant incidents;
- learn from near misses.

Health and safety considerations relating to allergies will be incorporated into routine risk assessment processes.

14. Safeguarding Responsibilities

The school considers allergy management to be an important element of safeguarding.

Failure to:

- identify allergies;
- respond appropriately to medical information;
- maintain emergency medication;
- train staff;
- respond appropriately to anaphylaxis

could place pupils at risk of significant harm.

Consequently:

- allergy management forms part of safeguarding governance;
- significant incidents are reviewed through safeguarding systems where appropriate;
- the DSL will be informed of serious incidents involving allergies or anaphylaxis.

Where concerns arise regarding parental engagement in the management of a child's significant allergy, the school will consider whether additional safeguarding support or referral to appropriate agencies is required.

15. Human Rights

In implementing this policy the school recognises pupils' rights to:

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|--------------|------------------|
| • life; | • privacy; |
| • education; | • equality; |
| • dignity; | • participation. |

Decisions relating to allergy management will seek to balance these rights whilst protecting the health and safety of the wider school community.

16. Data Protection

Information relating to a pupil's allergy constitutes special category personal data.

Accordingly, allergy information will be:

- processed lawfully;
- stored securely;
- shared only with staff requiring the information to fulfil their duties;
- retained in accordance with the school's records management procedures.

Healthcare Plans will only be shared with those staff who require the information to safeguard the pupil effectively.

The school will maintain confidentiality whilst recognising that appropriate sharing of medical information is essential for safeguarding.

17. Accountability

Ultimate accountability for compliance with this policy rests with the Governing Board.

Operational responsibility rests with the Headteacher.

Day-to-day oversight is delegated to the Assistant Headteacher (Safeguarding), Designated Safeguarding Lead and SENCO, who will:

- monitor implementation;
 - oversee staff training;
 - ensure Healthcare Plans remain current;
 - monitor Kitt Medical compliance;
 - review incidents;
 - report annually to governors regarding compliance with statutory guidance.
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18. Relationship with Other School Policies

This policy should be read alongside the school's:

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|--|---|
| • Safeguarding and Child Protection Policy | • |
| • Supporting Pupils with Medical Conditions Policy | • Medicines Policy |
| • SEND Policy | • Equality Policy |
| • Health and Safety Policy | • Attendance Policy |
| • Educational Visits Policy | • Risk Assessment Procedures |
| • Behaviour Policy | • Food Safety Procedures |
| • Anti-Bullying Policy | • Intimate Care Policy (where applicable) |
| • First Aid Policy | • Emergency Planning and Business Continuity Plan |

Together, these policies ensure a coordinated and consistent approach to safeguarding, inclusion and the health, safety and wellbeing of pupils with allergies.

SECTION 2

Roles and Responsibilities

1. Introduction

The effective management of allergies requires a whole-school approach in which all members of the school community understand their individual responsibilities.

Whilst specific duties are delegated to appropriately trained staff, safeguarding pupils with allergies remains a shared responsibility. Every adult working within the school has a role in helping to minimise risk, recognise allergic reactions and respond appropriately during an emergency.

The Governing Board expects all staff to familiarise themselves with this policy, complete the required training and follow agreed procedures consistently.

The school recognises that prompt recognition of allergic reactions and timely administration of adrenaline can be life-saving. Consequently, no member of staff should assume that responsibility rests solely with first aid staff or senior leaders.

2. Governing Board

The Governing Board has overall strategic responsibility for ensuring that the school complies with its statutory duties relating to allergy safety.

In fulfilling this responsibility, governors will:

- approve and adopt this Allergy Safety Policy;
- ensure that the policy is reviewed at least annually or sooner where required;
- satisfy themselves that the school complies with the Department for Education's *Allergy Safety in Schools* statutory guidance;
- ensure adequate financial resources are available to implement this policy effectively;
- receive annual reports regarding allergy management, staff training and significant incidents;
- monitor the effectiveness of the school's arrangements through safeguarding and health and safety governance;
- seek assurance that appropriate Individual Healthcare Plans are maintained;
- ensure appropriate insurance arrangements are in place;
- monitor compliance through governor visits where appropriate.

The Governing Board recognises that allergy safety forms part of the school's wider safeguarding responsibilities and will therefore receive regular assurance regarding compliance.

3. Headteacher

The Headteacher has overall operational responsibility for ensuring that this policy is implemented consistently throughout the school.

The Headteacher will:

- promote a culture in which allergy safety is regarded as everyone's responsibility;
- ensure appropriate systems are established to identify pupils with allergies;
- ensure suitable staffing arrangements are maintained;
- ensure adequate emergency medication is available where appropriate;
- ensure staff receive appropriate training before assuming responsibility for pupils;
- allocate sufficient resources to implement this policy effectively;
- ensure appropriate risk assessments are undertaken;
- ensure suitable arrangements exist for educational visits;
- ensure significant incidents are investigated;
- report significant matters to governors where appropriate;
- promote continuous improvement following incidents or audits.

The Headteacher may delegate operational responsibilities but retains overall accountability for implementation.

4. Senior Leadership Team

The Senior Leadership Team (SLT) will provide strategic leadership to ensure allergy management is embedded within everyday school practice.

Members of SLT will:

- promote consistent implementation across departments;
- ensure allergy management is considered within school improvement planning where appropriate;
- support staff in implementing Healthcare Plans;
- monitor compliance through quality assurance activities;
- respond promptly to concerns raised by staff or parents;
- ensure allergy safety is reflected within wider safeguarding and inclusion arrangements;
- ensure emergency procedures remain effective;
- review significant incidents and identify lessons learned.

SLT will ensure allergy safety remains an agenda item where significant developments or incidents arise.

5. Assistant Headteacher (Safeguarding), Designated Safeguarding Lead and SENCO

At Our Lady's Catholic College, the Assistant Headteacher with responsibility for Safeguarding, who is also the Designated Safeguarding Lead (DSL) and Special Educational Needs Coordinator (SENCO), has strategic oversight of allergy management within the school.

This role includes responsibility for ensuring that allergy safety is integrated into safeguarding, medical needs, inclusion and wider pupil welfare arrangements.

The Assistant Headteacher (Safeguarding), DSL and SENCO will:

Leadership

- oversee implementation of this policy;
- ensure allergy management reflects current statutory guidance;
- coordinate annual policy reviews;
- advise governors regarding compliance.

Identification

- ensure pupils with significant allergies are identified promptly;
- ensure information received during transition is acted upon;
- coordinate communication with feeder schools where appropriate;
- ensure allergy information is accurately recorded.

Individual Healthcare Plans

- oversee preparation and review of Individual Healthcare Plans;
- ensure Healthcare Plans are distributed appropriately;

- coordinate multi-agency meetings where required;
- ensure plans remain accurate following medical updates.

Training

The Assistant Headteacher (Safeguarding), DSL and SENCO will oversee the school's allergy training programme and ensure that:

- all staff complete annual **Kitt Medical** allergy and anaphylaxis training before pupils return each academic year;
- new staff complete training as part of their induction before undertaking unsupervised duties;
- training records are maintained and monitored;
- refresher training is arranged where required;
- staff requiring additional support receive appropriate guidance.

Compliance with training requirements will be monitored regularly, with follow-up arrangements made for staff who have not completed the required training within agreed timescales.

Monitoring

The Assistant Headteacher (Safeguarding), DSL and SENCO will:

- review allergy incidents;
- monitor near misses;
- identify emerging themes;
- recommend improvements;
- undertake periodic audits of allergy arrangements;
- provide reports to governors.

Safeguarding

Where concerns arise that a pupil's allergy is not being appropriately managed outside school, or where parental actions place a child at risk of harm, the Assistant Headteacher (Safeguarding), DSL and SENCO will consider whether safeguarding procedures should be initiated in accordance with the school's Child Protection and Safeguarding Policy.

6. School Business Manager

The School Business Manager will support implementation of this policy by ensuring that appropriate operational arrangements are maintained.

Responsibilities include:

- ensuring sufficient resources are available for allergy management;
- supporting procurement of emergency equipment and spare adrenaline auto-injectors where required;
- ensuring appropriate contracts with suppliers support allergy management;
- assisting with health and safety monitoring;
- ensuring appropriate insurance arrangements remain in place.

SECTION 2

Roles and Responsibilities (Part 2)

7. First Aid Team

The school's First Aid Team plays a central role in ensuring that pupils with allergies receive timely and appropriate medical support.

Whilst every member of staff is expected to respond appropriately to an allergic emergency, the First Aid Team provides specialist oversight of medication, records and post-incident management.

The First Aid Team will:

Medication Management

- maintain an up-to-date register of pupils requiring emergency allergy medication;
- ensure prescribed medication is received from parents before the pupil attends school where appropriate;
- check that medication is clearly labelled with the pupil's name and expiry date;
- monitor expiry dates of all prescribed medication and spare adrenaline auto-injectors (AAIs);
- notify parents in good time when replacement medication is required;
- ensure medication remains readily accessible during the school day.

Emergency Equipment

The First Aid Team will ensure:

- emergency medication is stored in accordance with manufacturers' recommendations;
- spare AAIs are maintained in line with current statutory guidance;
- emergency kits remain complete and accessible;
- medication accompanies pupils during educational visits and off-site activities where required.

Incident Management

Following an allergic reaction, the First Aid Team will:

- provide immediate medical assistance;
- support staff involved in the incident;
- ensure emergency services are contacted where appropriate;
- notify parents or carers as soon as practicable;
- complete all required medical documentation;
- arrange replacement medication where emergency devices have been used;
- contribute to the post-incident review.

Record Keeping

The First Aid Team will maintain accurate records relating to:

- medication held in school;
 - expiry dates;
 - medication administration;
 - emergency treatment;
 - incidents and near misses;
 - communications with parents.
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8. Teachers

All teachers have a duty of care towards the pupils they teach and must contribute to the safe management of allergies.

Teachers are not expected to diagnose allergic reactions; however, they are expected to recognise signs of a possible allergic reaction, respond appropriately and seek assistance without delay.

Teachers will:

Awareness

- familiarise themselves with pupils' Individual Healthcare Plans (IHPs);
- know which pupils within their classes have significant allergies;
- understand any agreed classroom adaptations;
- be aware of emergency procedures.

Classroom Practice

Teachers will:

- promote a safe classroom environment;
- discourage food sharing between pupils;
- ensure classroom activities are planned with allergy risks in mind;
- consider allergy risks when using food, plants, animals or other potential allergens as part of learning activities;
- consult relevant staff where uncertainty exists.

Communication

Teachers will:

- report any concerns regarding allergy management promptly;
- notify pastoral and medical staff if parents provide updated medical information;
- communicate concerns arising during educational visits;
- contribute to reviews where appropriate.

Emergencies

If a pupil develops symptoms suggesting anaphylaxis, teachers will:

- remain with the pupil;
- summon assistance immediately;
- ensure emergency medication is brought promptly;
- administer an AAI if required and trained to do so;
- ensure that emergency services are contacted;
- continue supervising the pupil until relieved by appropriately trained staff or emergency services.

No teacher should delay treatment whilst waiting for a member of the First Aid Team if anaphylaxis is suspected.

9. Teaching Assistants and Specialist Teaching Assistants

Teaching Assistants (TAs) and Specialist TAs often provide additional support to pupils with medical needs and therefore play an important role in implementing Individual Healthcare Plans.

Teaching Assistants will:

- understand the Healthcare Plans of pupils they support;
- attend annual Kitt Medical allergy training;
- reinforce safe practices within the classroom;
- monitor pupils where specified within Healthcare Plans;
- accompany pupils on educational visits where required;
- carry emergency medication when allocated responsibility during off-site activities;
- report concerns promptly.

Teaching Assistants are not expected to make independent clinical judgements but should act immediately in accordance with training and the pupil's emergency care plan if an allergic emergency occurs.

10. Pastoral Staff, Progress Leaders and Pupil Support Officers (PSOs)

Pastoral staff have an important role in supporting pupils whose allergies may affect attendance, wellbeing, participation or emotional health.

Pastoral staff will:

- promote pupils' confidence in managing their allergies;
- respond sensitively to anxiety relating to allergies;
- support pupils during transitions and educational visits;
- communicate concerns with parents and healthcare staff where appropriate;
- ensure new information is shared promptly with relevant colleagues.

Pastoral staff should also be alert to:

- bullying related to allergies;
- deliberate exposure to allergens;
- misuse or interference with emergency medication;
- emotional wellbeing concerns linked to living with a severe allergy.

Any such concerns should be managed in accordance with the school's Behaviour Policy and Child Protection and Safeguarding Policy.

11. Office Staff

Office staff often receive medical information directly from parents and therefore play an important administrative role.

Office staff will:

- receive medical documentation from parents;
- forward information promptly to the appropriate member of staff;
- maintain secure medical records;
- ensure emergency contact details remain current;
- assist with communications relating to medication expiry dates;
- support arrangements for educational visits where required.

Office staff should never assume that another colleague has already received important medical information.

12. Cover Supervisors, Supply Staff and Agency Staff

Temporary staff may teach pupils with allergies at short notice.

Accordingly:

- allergy information must form part of induction arrangements;
- temporary staff must know how to summon assistance;
- they should be informed of pupils requiring emergency support within lessons they supervise;
- they must follow the school's emergency procedures if concerns arise.

The school recognises that temporary staff may not know pupils well; therefore, clear communication and accessible emergency information are essential.

SECTION 2

Roles and Responsibilities (Part 3)

13. Catering Staff

The school recognises that catering staff play a vital role in reducing the risk of accidental exposure to allergens and supporting pupils with food allergies.

The Catering Manager will ensure that food provision is planned and delivered with due regard to pupils' medical needs, relevant food safety legislation and the Department for Education's *Allergy Safety in Schools* statutory guidance.

Catering staff will:

- maintain an awareness of pupils with significant food allergies who access school catering;
- work in partnership with the school's designated medical lead where dietary adjustments are required;
- follow all food hygiene and allergen management procedures;
- ensure accurate allergen information is available for food prepared or served on site;
- minimise the risk of cross-contamination during food preparation, storage and service;
- ensure that allergen information provided by suppliers is retained and reviewed;
- participate in annual allergy awareness training appropriate to their role;
- report any concerns regarding allergen management immediately.

The school recognises that it cannot guarantee an entirely allergen-free environment. Consequently, risk reduction will focus on proportionate control measures rather than absolute elimination of allergens. Parents remain responsible for informing the school of any changes to their child's dietary requirements.

14. Site Team and Premises Staff

Site staff contribute to maintaining a safe environment for pupils with allergies.

The Site Manager and premises team will:

- support safe storage arrangements for emergency medication where appropriate;
- notify the designated medical lead before introducing chemicals, plants or materials that may present significant allergy risks;
- support the management of contractors working on site;
- ensure that emergency access routes remain unobstructed;
- assist in maintaining appropriate signage where required;
- report any concerns relating to environmental allergens.

Where building works are undertaken, the Site Manager will liaise with contractors and school leaders to assess whether additional precautions are required for pupils with known allergies.

15. Cleaning Staff

Cleaning staff have an important role in maintaining hygienic learning environments.

Cleaning staff will:

- follow agreed cleaning schedules;
- use cleaning products safely and in accordance with manufacturers' instructions;
- report any concerns regarding spillages or contamination;
- notify the Site Manager if cleaning chemicals appear to be causing adverse reactions.

Where specific cleaning arrangements are identified within a pupil's Individual Healthcare Plan, these will be communicated to relevant staff.

16. Educational Visit Leaders

Educational visits present additional considerations for pupils with allergies and require careful planning. Visit Leaders are responsible for ensuring that allergy management forms part of every visit risk assessment.

Prior to every visit, Visit Leaders will:

- identify pupils with allergies attending the visit;
- review relevant Individual Healthcare Plans;
- ensure emergency medication accompanies the pupil;

- confirm that supervising staff understand emergency procedures;
- identify the nearest emergency medical facilities where appropriate;
- ensure emergency contact information is readily available;
- consider catering arrangements, travel arrangements and overnight accommodation.

No pupil will be excluded from an educational visit solely because they have an allergy unless a robust risk assessment demonstrates that participation cannot be made reasonably safe.

The school will seek to make reasonable adjustments wherever possible to enable participation.

17. Volunteers

Volunteers who work regularly with pupils are expected to contribute to the safe implementation of this policy.

Volunteers will:

- follow school procedures;
- receive appropriate information regarding pupils with allergies where necessary;
- know how to summon assistance during an emergency;
- never administer medication unless specifically authorised, trained and acting within school procedures.

Volunteers must immediately report any concerns regarding a pupil's health or safety to a member of staff.

18. Parents and Carers

Parents and carers remain the primary source of information regarding their child's allergy and play an essential role in ensuring that school staff have accurate, up-to-date medical information.

Parents are expected to:

Provide Accurate Information

- notify the school of all diagnosed allergies;
- provide copies of medical advice where appropriate;
- notify the school immediately of changes to diagnosis or treatment.

Medication

Parents will:

- provide prescribed medication before it is required in school;
- ensure medication is clearly labelled;
- ensure medication remains within expiry dates;
- replace medication promptly following use or expiry.

Individual Healthcare Plans

Parents will:

- contribute to the development of Individual Healthcare Plans;
- review Healthcare Plans when requested;
- notify the school of any required amendments.

Communication

Parents should inform the school promptly if:

- symptoms change;
- medication changes;
- hospital treatment is received;
- emergency medication has been used outside school;
- healthcare professionals provide updated advice.

The school values positive partnerships with parents and recognises that effective allergy management depends upon open, timely and accurate communication.

19. Pupils

The school recognises that, as pupils mature, they should be encouraged to develop increasing independence in managing their allergies, appropriate to their age, understanding and medical advice.

Pupils will be encouraged to:

- understand their allergies;
- recognise symptoms where appropriate;
- avoid known allergens;
- inform staff if they feel unwell;
- carry prescribed medication where agreed within their Healthcare Plan;
- treat emergency medication responsibly;
- avoid sharing food;
- report bullying or unsafe behaviour.

No pupil will be expected to manage an allergic emergency independently.

20. Visitors

Visitors to the school must comply with relevant health and safety procedures.

Where visitors are working directly with pupils:

- they should follow staff instructions regarding allergy management;
- they should avoid bringing allergens into activities where risks have been identified;
- they must notify staff immediately if an emergency occurs.

Where external providers are delivering activities involving food or animals, appropriate risk assessments will be completed before the activity takes place.

21. Contractors

The school expects contractors to work safely and with due regard to pupils' medical needs.

Contractors will:

- comply with school health and safety procedures;
- cooperate with reasonable requests designed to reduce allergy risks;
- notify the Site Manager before introducing substances or materials that may significantly affect pupils with known allergies.

The school reserves the right to require alternative arrangements where contractor activities present an unacceptable risk.

22. Accountability

Although individual responsibilities are allocated throughout this policy, safeguarding pupils with allergies remains a collective responsibility.

Every adult working within the school has a duty to:

- act in the best interests of pupils;
- follow this policy;
- complete required training;
- respond promptly to concerns;
- seek assistance whenever required.

No member of staff should assume that another colleague has already responded to an emergency unless this has been clearly confirmed.

23. Professional Standards

All staff are expected to:

- complete annual Kitt Medical allergy and anaphylaxis training before pupils return each academic year;
- follow Individual Healthcare Plans;
- participate in refresher training where required;
- report concerns promptly;
- contribute positively to the school's inclusive culture.

Failure to follow agreed procedures may place pupils at unnecessary risk and may be managed through the school's professional standards and capability procedures where appropriate.

SECTION 3

Identification of Pupils, Healthcare Planning and Daily Allergy Management

1. Introduction

The Governing Board recognises that effective allergy management begins with the prompt identification of pupils with allergies and the establishment of robust systems for recording, communicating and reviewing relevant medical information.

The school aims to ensure that no pupil experiences unnecessary delay in receiving appropriate support because allergy information has not been identified, shared or acted upon.

Early identification allows staff to undertake suitable risk assessments, develop Individual Healthcare Plans where required and ensure that appropriate medication and emergency procedures are in place before a pupil is exposed to foreseeable risks.

The school adopts a proactive approach, recognising that allergy management should begin before a pupil starts at the school wherever reasonably practicable.

2. Identification of Pupils with Allergies

Information regarding a pupil's allergy may be received through several routes, including:

- admission documentation;
- transition information from primary schools;
- information provided by parents or carers;
- Individual Healthcare Plans from previous schools;
- medical professionals;
- Education, Health and Care Plans (EHCPs);
- annual data collection exercises;
- notification following diagnosis;
- emergency incidents occurring during school attendance.

The school will not assume that allergy information has been transferred automatically between settings and will seek clarification where necessary.

Where uncertainty exists, parents will be contacted promptly to confirm the pupil's medical needs.

3. Admission Arrangements

During the admissions process, parents and carers will be asked to provide comprehensive information regarding any diagnosed allergy.

Where a pupil is known to have a severe allergy, the school will seek appropriate information before admission wherever practicable, including:

- diagnosis;
- identified allergens;
- prescribed medication;
- healthcare professional advice;
- previous episodes of anaphylaxis;
- dietary requirements;
- emergency action plans.

This information will enable the school to prepare appropriate support before the pupil's first day.

4. Transition from Primary School

The school recognises that effective transition arrangements are particularly important for pupils with significant medical conditions.

Where allergy information is identified during transition, the school will, where appropriate:

- liaise with the primary school;
- review existing Healthcare Plans;
- meet with parents prior to admission;
- identify any environmental risks;
- ensure emergency medication is available;
- prepare teaching and support staff;
- ensure relevant information is entered onto school systems before the pupil starts.

The school may also invite healthcare professionals to contribute where appropriate.

5. Notification of New Allergies

Parents are expected to notify the school immediately if:

- a new allergy is diagnosed;
- allergy testing identifies additional allergens;
- medication changes;
- emergency medication has been prescribed;
- emergency treatment has been required.

The school will review arrangements promptly following notification.

Healthcare Plans will be amended where necessary.

Relevant staff will be informed as soon as practicable.

6. Allergy Register

The school will maintain a central Allergy Register containing information regarding pupils requiring allergy support.

The register will include, where appropriate:

- pupil name;
- year group;
- photograph (where appropriate and with consent);
- diagnosed allergy;
- identified allergens;
- location of medication;
- emergency contacts;
- Healthcare Plan review date;
- any agreed reasonable adjustments.

The register will be reviewed regularly to ensure accuracy.

Only staff with a legitimate professional need will have access to detailed medical information.

7. Use of Kitt Medical

Our Lady's Catholic College has adopted **Kitt Medical** as its chosen allergy management and staff training platform.

Kitt Medical supports the school's commitment to delivering a consistent, evidence-informed approach to allergy safety and provides resources that complement the Department for Education's statutory guidance.

The school will utilise Kitt Medical to support:

Staff Training

Annual allergy awareness and anaphylaxis training for all staff, including:

- recognising allergic reactions;
- recognising anaphylaxis;
- use of adrenaline auto-injectors (AAIs);
- emergency response procedures;
- prevention strategies;
- legal responsibilities.

Training Records

The school will retain records of staff completion certificates and will monitor compliance to ensure all relevant staff complete annual training before pupils return each academic year.

Awareness Resources

Where appropriate, the school may utilise Kitt Medical educational resources to support staff awareness and understanding of allergy management.

Kitt Medical complements—but does not replace—the school's statutory responsibilities under Department for Education guidance.

8. Individual Healthcare Plans (IHPs)

The school recognises that Individual Healthcare Plans are central to the effective management of pupils with significant allergies.

An Individual Healthcare Plan provides staff with clear information regarding:

- | | |
|----------------------------------|-----------------------------------|
| • the pupil's medical condition; | • medication requirements; |
| • known allergens; | • agreed reasonable adjustments; |
| • early symptoms; | • educational visit arrangements; |
| • emergency procedures; | • parental contact details. |

Healthcare Plans are intended to ensure consistency of practice across all members of staff.

9. When an Individual Healthcare Plan Will Be Required

An Individual Healthcare Plan will normally be prepared where a pupil:

- has a severe allergy;
- has been prescribed adrenaline auto-injectors;
- has experienced anaphylaxis;
- requires emergency medication during school hours;
- requires significant adjustments to school practice;
- is identified through professional advice as requiring coordinated support.

The school may also prepare a Healthcare Plan where it considers this necessary following consultation with parents.

10. Developing Healthcare Plans

Healthcare Plans will normally be developed collaboratively involving:

- parents or carers;
- the pupil where appropriate;
- the Assistant Headteacher (Safeguarding), DSL and SENCO;
- first aid staff;
- healthcare professionals where appropriate.

The school values collaborative working and seeks to ensure that plans are practical, proportionate and clearly understood by all staff.

11. Contents of an Individual Healthcare Plan

Healthcare Plans should include:

- | | |
|---------------------------------|------------------------------------|
| • pupil details; | • emergency procedures; |
| • diagnosis; | • parental contact details; |
| • photograph where appropriate; | • healthcare professional details; |
| • allergens; | • educational visit arrangements; |
| • symptoms; | • dietary information; |
| • prescribed medication; | • review date. |
| • location of medication; | |

Plans should be concise, practical and readily accessible to relevant staff.

12. Review of Healthcare Plans

Healthcare Plans will normally be reviewed:

- annually;
- following significant medical changes;
- following an allergic reaction;
- following hospital treatment;
- where requested by parents;
- where requested by healthcare professionals.

Reviews may also take place following educational visits or other significant events where learning has been identified.

13. Staff Training

The Governing Board recognises that appropriately trained staff are fundamental to ensuring the safety and wellbeing of pupils with allergies.

The school will maintain a programme of annual allergy awareness and anaphylaxis training to ensure that staff remain confident in recognising allergic reactions, responding appropriately to emergencies and implementing this policy consistently.

Training is intended to ensure that every member of staff understands both their individual responsibilities and the school's wider approach to allergy management.

14. Annual Allergy Training

Our Lady's Catholic College has adopted **Kitt Medical** as its whole-school allergy management and staff training provider.

The school requires **all members of staff** to complete the Kitt Medical Allergy and Anaphylaxis Training annually.

This includes, but is not limited to:

- Senior Leadership Team
- Teachers
- Specialist Teaching Assistants
- Pupil Support Officers
- Pastoral Staff
- Office Staff
- Reception Staff
- Catering Staff
- School Counsellors
- Sports Coaches
- Peripatetic Teachers
- Teaching Assistants
- Site Team
- Cleaning Staff working during the school day
- Cover Supervisors
- Learning Mentors
- Chaplaincy Staff
- Agency Staff undertaking extended placements
- Volunteers working regularly with pupils

The school expects **100% completion** of the annual training programme before pupils return at the beginning of each academic year.

Where operationally necessary, a newly appointed member of staff who joins after the start of term must complete the training as part of their induction and before undertaking unsupervised responsibilities for pupils.

15. Content of Training

The annual Kitt Medical training programme will ensure that staff understand:

- the difference between a mild allergic reaction and anaphylaxis;
- common food and non-food allergens;
- how allergic reactions may present differently in different pupils;
- the importance of acting without delay;
- when and how to administer an adrenaline auto-injector (AAI);
- the school's emergency procedures;
- arrangements for educational visits;
- recording and reporting requirements;
- preventative strategies within school.

Where appropriate, the school may supplement Kitt Medical training with practical demonstrations or scenario-based discussions during INSET or staff meetings.

16. Induction Training

All newly appointed staff will receive allergy awareness as part of their induction programme.

Induction will include:

- the location of emergency medication;
- how to access Individual Healthcare Plans;
- the school's emergency response procedures;
- how to summon assistance;
- expectations regarding annual Kitt Medical training.

Supply teachers, agency staff and regular volunteers will receive proportionate information relevant to their role.

17. Training Records

The school will maintain accurate records of staff training.

Training records will include:

- staff name;
- role;
- date of completion;
- training provider;
- certificate where applicable;
- refresher due date.

Training records will be monitored by the Assistant Headteacher (Safeguarding), DSL and SENCO.

Where staff have not completed mandatory training, appropriate follow-up arrangements will be made.

Training compliance will be reported annually to governors.

18. Medication

The school recognises that prompt access to prescribed medication is essential in the effective management of severe allergic reactions.

Parents remain responsible for providing prescribed medication.

The school will:

- ensure medication is readily accessible;
- maintain secure but accessible storage;
- monitor expiry dates;

- notify parents when replacement medication is required;
- ensure medication accompanies pupils on educational visits.

Medication must:

- remain in its original packaging;
- be clearly labelled;
- be within its expiry date;
- include the dispensing pharmacy label where appropriate.

19. Adrenaline Auto-Injectors (AIs)

Where prescribed, pupils should normally have access to **two** adrenaline auto-injectors, in accordance with clinical advice.

Examples of AIs include:

- EpiPen®
- Jext®
- Emerade® (where still clinically appropriate)

The school recognises that the specific device prescribed will depend upon medical advice.

Staff will receive training covering the safe administration of commonly prescribed devices.

20. Spare Adrenaline Auto-Injectors

In accordance with current statutory guidance, the school maintains spare adrenaline auto-injectors for emergency use.

These devices:

- supplement rather than replace prescribed medication;
- may only be used in accordance with current national guidance;
- will be stored securely whilst remaining readily accessible;
- will be checked regularly for expiry;
- will be included within the school's medication audit programme.

The location of spare AIs will be known to all staff through induction and annual training.

21. Storage of Medication

Medication should be:

- readily accessible during the school day;
- protected from excessive heat and cold;
- stored in accordance with manufacturers' instructions;
- available during educational visits;
- available during sporting activities;
- transferred promptly if pupils move between activities where required.

Medication must never be locked away in a manner that delays emergency treatment.

22. Pupils Carrying Their Own Medication

Some pupils may be considered sufficiently mature to carry their own prescribed adrenaline auto-injectors.

This decision will be made following discussion with:

- parents;
- the pupil;
- healthcare professionals where appropriate.

Where self-carry is agreed:

- the pupil must understand when to seek help;
- a second device should normally be available in accordance with the Individual Healthcare Plan;
- staff remain responsible for responding appropriately during emergencies.

The school reserves the right to review self-carry arrangements where concerns arise regarding safety or compliance.

23. Expiry Date Monitoring

The First Aid Team will undertake formal medication audits at least once each term.

These audits will confirm:

- medication remains in date;
- medication remains correctly labelled;
- emergency kits remain complete;
- replacement medication has been requested where necessary.

Parents will normally be contacted at least one month before medication expires where practicable.

24. Consent

Written parental consent will normally be obtained for:

- administration of prescribed medication;
- development of Individual Healthcare Plans;
- sharing of medical information with relevant staff;
- educational visit arrangements where additional medication is required.

The school recognises, however, that in a genuine life-threatening emergency, staff have a duty to act in the best interests of the pupil. Where anaphylaxis is suspected, emergency treatment will not be delayed because a parent cannot immediately be contacted.

25. Individual Risk Assessments

Risk assessment is a fundamental element of allergy management.

The school will undertake proportionate risk assessments wherever a pupil's allergy may reasonably present an increased risk.

Risk assessments may be required for:

- | | |
|--|---|
| <ul style="list-style-type: none">• classrooms;• practical lessons;• Food Technology;• Science;• PE;• educational visits;• residential visits;• school catering;• enrichment activities; | <ul style="list-style-type: none">• work experience placements;• Duke of Edinburgh activities;• external providers using school premises. |
|--|---|

Risk assessments will be reviewed:

- annually;
 - following significant incidents;
 - following changes to medical advice;
 - where activities change.
-

26. Principles of Risk Assessment

Risk assessments will seek to:

- identify foreseeable hazards;
- evaluate the likelihood and severity of harm;
- identify appropriate control measures;
- promote inclusion;
- avoid unnecessary restrictions;
- balance safety with participation.

The school recognises that it is neither practical nor proportionate to eliminate all allergens from a secondary school environment. Instead, the focus will be on implementing reasonable, evidence-informed measures that reduce the likelihood of accidental exposure while enabling pupils to participate fully in school life.

SECTION 3 (Part 3)

Curriculum Activities, Catering and Educational Visits

27. General Principles

The Governing Board recognises that pupils with allergies should be enabled to participate fully in all aspects of school life wherever it is safe to do so.

The school will not routinely exclude pupils from activities because they have an allergy.

Instead, individual risk assessments will be undertaken to identify practical, proportionate measures that reduce foreseeable risks whilst promoting inclusion.

The school recognises that secondary schools present a complex environment in which pupils move between multiple classrooms, teachers and activities throughout the day. Accordingly, allergy management must be embedded across all curriculum areas rather than confined to medical or pastoral teams.

28. Classroom Activities

Teachers should consider allergy risks when planning classroom activities.

Where appropriate, staff will:

- avoid using known allergens where suitable alternatives are available;
- check Individual Healthcare Plans before planning activities involving food, plants, animals or chemicals;
- consider seating arrangements where these reduce identified risks;
- discourage pupils from sharing food, drinks, utensils or containers;
- ensure pupils have access to emergency medication in accordance with their Healthcare Plan.

Classroom activities should be adapted where necessary to ensure pupils with allergies can participate safely without unnecessary exclusion.

29. Food Technology

Food Technology presents particular risks for pupils with food allergies due to the handling, preparation and cooking of multiple ingredients.

Prior to practical lessons, teachers will:

- review relevant Individual Healthcare Plans;
- identify any ingredients that may present a foreseeable risk;
- consider whether suitable substitutions can be made;
- undertake an activity-specific risk assessment where required;
- ensure pupils know not to taste or handle ingredients that may trigger an allergic reaction.

Where a pupil has a severe allergy, teachers should liaise with parents and, where appropriate, the Assistant Headteacher (Safeguarding), DSL and SENCO before practical work takes place.

The school recognises that reasonable adjustments may include:

- ingredient substitutions;
- alternative recipes;
- adapted practical tasks;
- enhanced supervision;
- seating adjustments;
- modified cleaning arrangements to reduce cross-contamination.

Pupils should not be excluded from practical Food Technology lessons unless a robust individual risk assessment demonstrates that participation cannot be made reasonably safe.

30. Science

Science lessons may involve allergens such as plants, biological materials, latex or chemicals that could present a risk to some pupils.

Science teachers will:

- review Individual Healthcare Plans before practical activities where appropriate;
- identify foreseeable allergy risks during lesson planning;
- consider suitable alternatives where allergens are not essential to learning outcomes;
- ensure emergency medication remains accessible during practical work.

Where live animals are used within teaching, individual risk assessments will be completed for pupils with known allergies.

31. Physical Education and Sport

The school recognises that physical activity is important for pupils' health and wellbeing and that pupils with allergies should be encouraged to participate fully wherever it is safe to do so.

PE staff will:

- familiarise themselves with relevant Individual Healthcare Plans;
- know how to summon assistance during an emergency;
- ensure emergency medication is accessible during lessons and fixtures;
- consider environmental factors that may increase allergy risks, such as pollen or insect exposure during outdoor activities.

Where activities take place away from the main school site, staff will ensure that emergency medication accompanies the pupil.

32. Educational Visits

Educational visits should be planned to ensure that pupils with allergies are able to participate safely.

The Visit Leader will ensure that allergy management forms part of the educational visit planning process.

Risk assessments will consider:

- | | |
|---|--|
| • travel arrangements; | • supervision arrangements; |
| • meal provision; | • storage and accessibility of medication; |
| • accommodation; | • environmental allergens; |
| • access to emergency medical services; | • communication procedures. |

Visit Leaders will ensure that:

- Individual Healthcare Plans are reviewed before departure;
 - supervising staff understand emergency procedures;
 - emergency medication accompanies the pupil throughout the visit;
 - staff know the location of the nearest emergency medical facilities where appropriate.
-

33. Residential Visits

Residential visits require enhanced planning due to overnight accommodation and extended supervision.

Prior to residential visits, the school will consider:

- | | |
|--|---|
| • catering arrangements; | • medication storage; |
| • accommodation providers' allergy procedures; | • overnight supervision; |
| • emergency healthcare facilities; | • access to refrigeration where required; |
| | • travel times to emergency services. |

Parents may be invited to attend planning meetings where necessary to ensure that arrangements are appropriate.

Reasonable adjustments will be made wherever practicable to facilitate participation.

34. Work Experience

Where pupils participate in work experience, the school will ensure that allergy information is shared with employers on a need-to-know basis and with appropriate consent.

The work experience provider will be expected to:

- understand relevant medical information;
- know emergency procedures;
- ensure medication is readily accessible;
- contact emergency services if required.

Work experience placements presenting unacceptable risks may require additional control measures or, in exceptional circumstances, an alternative placement.

35. Catering Arrangements

The school recognises that catering arrangements play an important role in reducing the risk of accidental exposure to allergens.

The Catering Manager will work collaboratively with school leaders to support pupils with food allergies.

The catering service will:

- maintain accurate allergen information;
- comply with relevant food information legislation;
- seek to minimise cross-contamination where reasonably practicable;
- ensure staff receive appropriate allergy awareness training;
- cooperate with the school's Individual Healthcare Plans.

The school recognises that it cannot guarantee an allergen-free kitchen or dining environment.

Accordingly, parents will be informed that allergen avoidance cannot be guaranteed and that risk management depends upon effective partnership between home and school.

36. Break and Lunchtime Arrangements

The school aims to ensure that pupils with allergies can access social dining opportunities safely.

Staff supervising breaks and lunchtimes will:

- remain vigilant for signs of allergic reactions;
- discourage food sharing;
- know how to summon assistance;
- understand the location of emergency medication where appropriate.

The school does not routinely prohibit specific foods across the entire site. Instead, individual risk assessments will determine whether additional control measures are necessary for particular pupils or activities.

37. Extracurricular Activities

Pupils with allergies should be able to participate in clubs, sporting activities and enrichment opportunities wherever reasonably practicable.

Staff leading extracurricular activities will:

- review relevant Healthcare Plans;
- ensure emergency medication is available;
- undertake activity-specific risk assessments where required;
- understand emergency procedures.

External coaches and providers will be informed of relevant allergy information where appropriate and with due regard to data protection requirements.

38. Lettings and Community Use

Where external organisations hire school premises, they remain responsible for managing the safety of participants attending their activities.

However, the school will:

- inform hirers of relevant site procedures where appropriate;
- require compliance with health and safety arrangements;
- ensure that emergency access routes remain unobstructed.

Where community activities involve pupils known to the school, organisers are encouraged to discuss allergy management arrangements in advance.

39. School Events

When organising events such as:

- | | |
|-------------------|-----------------------|
| • open evenings; | • reward activities; |
| • performances; | • celebration events; |
| • charity events; | • transition days; |

staff will consider whether food, drink or other allergens are likely to be present and whether any additional control measures are required.

Parents should be informed in advance where food forms part of a planned activity so that appropriate arrangements can be discussed if necessary.

40. Continuous Review

The school recognises that curriculum activities evolve over time.

Accordingly, departments will review allergy-related risk assessments regularly and following:

- | | |
|---------------------------|------------------------------------|
| • significant incidents; | • feedback from pupils or parents; |
| • changes in curriculum; | • changes to statutory guidance. |
| • updated medical advice; | |

Learning from incidents and near misses will be shared across departments to strengthen practice and promote a culture of continuous improvement.

SECTION 4

Emergency Response, Incident Management and Post-Incident Procedures

1. Introduction

The Governing Board recognises that anaphylaxis is a potentially life-threatening medical emergency requiring immediate recognition and treatment.

Delays in recognising symptoms or administering adrenaline may significantly increase the risk of serious harm or death.

All staff should therefore understand that **if anaphylaxis is suspected, adrenaline should be administered without delay in accordance with the pupil's Individual Healthcare Plan and current clinical guidance.**

Staff are **not expected to make a medical diagnosis** before taking action.

Where there is reasonable suspicion that a pupil is experiencing anaphylaxis, staff should **act immediately.**

The school adopts the principle:

"If in doubt, treat as anaphylaxis and call 999."

2. Recognising an Allergic Reaction

Allergic reactions can vary considerably in severity.

Some reactions remain mild.

Others can develop rapidly into anaphylaxis.

Staff should therefore remain vigilant whenever a pupil with a known allergy reports feeling unwell.

Early symptoms may include:

- itching
- rash
- redness
- swelling
- nausea
- tingling lips
- itchy mouth
- watery eyes
- abdominal pain
- vomiting

Although these symptoms may initially appear mild, they may progress rapidly.

3. Recognising Anaphylaxis

- swelling of tongue
- swelling of throat
- difficulty swallowing
- hoarse voice

Breathing

- wheezing
- noisy breathing
- persistent cough
- difficulty breathing
- shortness of breath

Circulation

- dizziness
- collapse
- pale appearance
- loss of consciousness
- weak pulse

Other Symptoms

- severe abdominal pain
- repeated vomiting
- sudden feeling of impending doom
- confusion

Not every pupil will display every symptom.

Staff should respond to the overall presentation rather than waiting for additional symptoms to develop.

4. Immediate Response

If anaphylaxis is suspected:

Step 1

Stay with the pupil.

Do not allow them to walk unaccompanied.

Remain calm and reassure them.

Step 2

Send another responsible adult to:

- call 999;
- collect the pupil's emergency medication;
- inform the First Aid Team;
- alert the school office.

Step 3

Administer the adrenaline auto-injector immediately.

Do **not** wait for symptoms to worsen.

Do **not** delay treatment whilst attempting to contact parents.

Step 4

State clearly to the emergency operator:

"A child is experiencing suspected anaphylaxis. Adrenaline has been administered."

Provide:

- school address;
- exact location within school;
- age of pupil;
- current condition.

Step 5

Continue monitoring the pupil.

Record:

- breathing;
- consciousness;
- response to adrenaline.

5. Positioning the Pupil

Where possible:

If breathing is difficult

Allow the pupil to sit upright.

Do not force them to lie flat.

If dizzy or collapsed

Lay the pupil flat.

Raise their legs if appropriate.

If unconscious

Place them in the recovery position if breathing normally.

Do Not

Do not allow the pupil to:

- stand suddenly;
- walk;
- leave the area;
- return to lessons.

6. Second Adrenaline Auto-Injector

A second AAI should be administered if:

- symptoms persist;
- symptoms worsen;
- there is little improvement after approximately five minutes;
- a second prescribed device or spare school device is available.

Staff should continue monitoring until emergency services arrive.

7. Calling Parents

Parents or carers should be informed **as soon as reasonably practicable** after emergency treatment has commenced.

However:

Contacting parents must never delay administration of adrenaline or calling 999.

The welfare of the pupil remains the overriding priority.

8. Transfer to Hospital

Any pupil who receives adrenaline should be assessed by healthcare professionals.

The school will ensure:

- relevant medical information accompanies the pupil;
- used medication is retained where appropriate;
- parents know which hospital the pupil has been taken to.

A member of staff may accompany the pupil where appropriate until parents arrive.

9. During the Incident

One member of staff should coordinate the response.

Responsibilities may include:

- directing emergency services;
- supervising other pupils;
- contacting parents;
- collecting medication;
- recording timings;
- supporting staff involved.

Clear leadership reduces confusion during emergencies.

10. Recording the Incident

Following the incident the school will complete:

- medical incident record;
- first aid record;
- medication administration record;
- accident report where appropriate;
- safeguarding notification where relevant.

Records should include:

- symptoms observed;
 - timings;
 - medication administered;
 - staff involved;
 - emergency services response;
 - outcome.
-

11. Replacement Medication

Where adrenaline has been administered:

Parents will be asked to provide replacement medication before the pupil returns to school.

The First Aid Team will:

- update medication records;
 - check emergency kits;
 - replace spare medication where required.
-

12. Debrief

Following every significant allergic reaction, the school will undertake a structured debrief.

This should consider:

- what happened;
- whether procedures were followed;
- communication;
- equipment;
- training needs;
- lessons learned.

The aim is continuous improvement rather than attributing blame

13. Review of Individual Healthcare Plan

Following an allergic reaction:

The Individual Healthcare Plan will be reviewed.

Where appropriate the review will involve:

- parents;
- healthcare professionals;
- Assistant Headteacher (Safeguarding), DSL and SENCO;
- First Aid Team.

Changes will be communicated promptly to relevant staff.

14. Emotional Support

The school recognises that anaphylaxis can be frightening for:

- the pupil;
- classmates;
- parents;
- staff.

Where appropriate, pastoral support will be offered following significant incidents.

Some pupils may require reassurance before returning to practical activities, educational visits or dining areas.

15. Learning from Incidents

Every significant incident represents an opportunity to strengthen practice.

The school will review:

- causes;
- contributing factors;
- environmental issues;
- communication;
- staff confidence;
- policy effectiveness.

Recommendations arising from reviews will be incorporated into future training and policy updates.

16. Emergency Response Flowchart

The following procedure should be displayed in staff rooms, medical rooms, catering areas and included with emergency medication kits:

1. **Recognise symptoms**
 2. **Stay with the pupil**
 3. **Send for help**
 4. **Administer adrenaline immediately if anaphylaxis is suspected**
 5. **Call 999**
 6. **Monitor continuously**
 7. **Give a second AAI after approximately 5 minutes if symptoms persist and another device is available**
 8. **Contact parents (without delaying treatment)**
 9. **Record the incident**
 10. **Review the Healthcare Plan and debrief**
-

SECTION 5

Monitoring, Governance, Record Keeping and Quality Assurance

1. Introduction

The Governing Board recognises that effective allergy management requires robust systems of monitoring, review and continuous improvement.

The purpose of monitoring is not simply to demonstrate compliance with statutory guidance, but to ensure that arrangements remain effective, proportionate and responsive to the needs of pupils.

The school is committed to maintaining a culture of continuous improvement in which incidents, audits and stakeholder feedback are used to strengthen allergy management across the school.

2. Policy Monitoring

The implementation of this policy will be monitored throughout the academic year.

Monitoring activities may include:

- policy compliance audits;
- review of Individual Healthcare Plans;
- staff training compliance;
- medication audits;
- incident reviews;
- educational visit monitoring;
- governor monitoring visits;
- health and safety inspections;
- safeguarding quality assurance.

Findings will be used to inform policy development and future training.

3. Governance

The Governing Board retains overall responsibility for ensuring that appropriate allergy management arrangements are maintained.

Governors will seek assurance that:

- statutory requirements are met;
- appropriate policies remain in place;
- staff training is completed;
- medication is available and in date;
- Healthcare Plans are maintained;
- incidents are reviewed appropriately;
- sufficient resources are available.

The Governing Board may delegate detailed scrutiny to the Safeguarding or Health and Safety Committee, but retains overall accountability.

4. Annual Governor Report

The Assistant Headteacher (Safeguarding), DSL and SENCO will provide governors with an annual report summarising the school's allergy management arrangements.

The report should include, where appropriate:

- number of pupils with diagnosed allergies;
- number of pupils prescribed adrenaline auto-injectors;
- completion rate for annual Kitt Medical training;
- medication audit outcomes;
- Healthcare Plan review compliance;
- significant incidents;
- near misses;
- educational visit compliance;
- recommendations for improvement.

Governors should use this information to provide constructive challenge and support.

5. Record Keeping

Accurate record keeping is essential to demonstrate compliance, support safeguarding and facilitate effective communication.

The school will maintain appropriate records relating to:

- Individual Healthcare Plans;
- emergency action plans;
- parental consent forms;
- medication held in school;
- medication administration;
- staff training;
- educational visit risk assessments;
- incident reports;
- near misses;
- medication expiry dates.

Records will be maintained securely and retained in accordance with the school's records management procedures.

6. Confidentiality

Medical information is confidential and will be handled in accordance with UK GDPR and the Data Protection Act 2018.

Information will only be shared with staff who require access in order to fulfil their professional responsibilities.

The school will seek to balance confidentiality with the need to ensure that relevant staff have sufficient information to safeguard pupils effectively.

7. Incident Reporting

All allergy-related incidents, regardless of severity, should be reported promptly.

Reports should include:

- date and time;
- location;
- activity taking place;
- symptoms observed;
- treatment provided;
- staff involved;
- emergency services involvement;
- outcome;
- recommendations.

Near misses should also be recorded where learning can be identified.

8. Learning from Incidents

Following significant incidents, the school will undertake a structured review to identify:

- immediate causes;
- contributing factors;
- environmental issues;
- communication strengths and weaknesses;
- procedural improvements;
- additional training requirements.

Where necessary, findings will be incorporated into revised procedures, staff training and future risk assessments.

The purpose of the review is to improve practice and reduce the likelihood of recurrence.

9. Audit Programme

The Assistant Headteacher (Safeguarding), DSL and SENCO will coordinate an annual allergy audit.

The audit should review:

- compliance with this policy;
- completion of Individual Healthcare Plans;
- availability of emergency medication;
- storage arrangements;
- medication expiry dates;
- staff training compliance;
- educational visit arrangements;
- communication with parents;
- incident records.

An action plan will be developed where improvements are identified.

10. Staff Training Audit

Training compliance will be reviewed annually.

The school expects **100% completion** of annual Kitt Medical allergy and anaphylaxis training by all relevant staff before pupils return at the start of each academic year.

Monitoring should identify:

- staff who have completed training;
- staff requiring refresher training;
- new starters awaiting induction;
- any barriers to compliance.

Appropriate follow-up arrangements will be made where necessary.

11. Medication Audit

The First Aid Team will undertake regular medication audits to confirm that:

- prescribed medication remains in date;
- medication is correctly labelled;
- emergency kits remain complete;
- spare adrenaline auto-injectors are available and within expiry dates;
- replacement medication has been requested where required.

Audit findings will be reported to the Assistant Headteacher (Safeguarding), DSL and SENCO.

12. Monitoring of Educational Visits

Educational visits will be monitored periodically to ensure that allergy management arrangements are being implemented consistently.

Monitoring may include:

- review of visit risk assessments;
 - confirmation that medication accompanied pupils;
 - evaluation of emergency arrangements;
 - post-visit feedback.
-

13. Policy Review

This policy will be formally reviewed:

- annually;
- following significant legislative change;
- following updated Department for Education guidance;
- following significant allergy incidents;
- where monitoring identifies the need for revision.

Minor operational amendments may be authorised by the Headteacher between formal review dates where these do not alter the policy's intent.

14. Equality Impact

The Governing Board recognises that allergy management should promote equality of opportunity.

The implementation of this policy will therefore be monitored to ensure that pupils with allergies are not disadvantaged or excluded unnecessarily from:

- learning;
- educational visits;
- enrichment;
- school meals;
- extracurricular activities;
- wider school life.

Where barriers are identified, reasonable adjustments will be considered.

15. Success Criteria

The Governing Board will regard this policy as effective where evidence demonstrates that:

- all pupils with significant allergies are identified promptly;
 - Individual Healthcare Plans are current and accessible;
 - annual Kitt Medical training has been completed by all relevant staff;
 - medication is available, accessible and within expiry dates;
 - staff respond confidently to emergencies;
 - educational visits are planned safely;
 - incidents are managed appropriately;
 - pupils with allergies participate fully in school life;
 - parents express confidence in the school's arrangements;
 - governors receive appropriate assurance regarding compliance.
-

16. Conclusion

Our Lady's Catholic College is committed to providing a safe, inclusive and supportive environment in which pupils with allergies can thrive.

Through effective leadership, robust procedures, high-quality staff training, partnership with parents and a culture of continuous improvement, the school seeks to reduce avoidable risks whilst enabling every pupil to participate fully in school life.

Allergy safety is recognised as an integral part of safeguarding, inclusion and pupil wellbeing.

Every member of the school community has a role to play in ensuring that pupils with allergies are protected, respected and supported.

APPENDIX 1

Example Completed Individual Healthcare Plan (Allergy)

INDIVIDUAL HEALTHCARE PLAN

Pupil Details

Item	Information
Name	Alex Smith <i>(Example Only)</i>
Date of Birth	14 March 2013
Year Group	Year 8
Tutor Group	8J
Photograph	<i>(Insert school photograph)</i>
NHS Number	Not recorded by school
Date Plan Written	2 September 2026
Review Date	1 September 2027
Responsible Member of Staff	Assistant Headteacher (Safeguarding), DSL & SENCO

Medical Condition

Alex has a clinically diagnosed **severe allergy to peanuts and tree nuts**.

Exposure may result in a rapid onset allergic reaction progressing to anaphylaxis.

Alex has previously required emergency hospital treatment following accidental exposure.

Alex has been prescribed **two adrenaline auto-injectors (AAIs)**.

Known Allergens

Food Allergens

- Peanuts
- Tree Nuts
- Foods containing peanut oil

Environmental Allergens

None known.

Medication Allergies

None known.

Typical Symptoms

Mild

- Tingling lips
- Itchy mouth
- Mild rash
- Redness
- Mild swelling

Moderate

- Facial swelling
- Persistent itching
- Vomiting
- Abdominal pain

Severe (Anaphylaxis)

- Difficulty breathing
- Wheezing

- Swollen tongue
- Swollen throat
- Difficulty speaking

- Collapse
- Loss of consciousness

Daily Management

Alex:

- understands his allergy well;
- knows not to share food;
- washes hands before and after eating;
- immediately reports symptoms;
- carries one prescribed adrenaline auto-injector.

A second prescribed device is stored in the Medical Room.

A school spare AAI is also available.

Medication Held in School

Medication	Quantity	Location
Prescribed AAI	1	Carried by pupil
Prescribed AAI	1	Medical Room
Spare School AAI	1	Medical Room Emergency Kit

Emergency Contacts

Parent 1

Name:

Jane Smith

Relationship:

Mother

Mobile:

07XXX XXXXXX

Parent 2

Name:

David Smith

Relationship:

Father

Mobile:

07XXX XXXXXX

Emergency Contact

Grandparent

07XXX XXXXXX

Hospital Consultant

Lancashire Children's Allergy Service

Royal Lancaster Infirmary

GP

Ash Tree Surgery

Emergency Action

If Alex reports exposure to peanuts or develops symptoms suggesting anaphylaxis:

Immediately

Remain with Alex.

Send another adult to:

- collect emergency medication;
- call 999;
- alert First Aid.

Administer adrenaline immediately.

Do **not** wait.

Continue monitoring.

Administer second AAI after approximately five minutes if symptoms continue and another device is available.

Parents should be informed once emergency treatment has commenced.

School Adjustments

Alex will:

- ✓ Participate in all lessons.
- ✓ Attend educational visits.
- ✓ Attend residential visits.
- ✓ Participate in PE.
- ✓ Participate in extracurricular activities.

Reasonable adjustments include:

- awareness of allergy by relevant staff;
 - emergency medication accompanying visits;
 - Food Technology ingredient substitutions where required;
 - allergen information checked before residential visits.
-

Break and Lunchtime

Alex normally purchases school meals.

Catering staff are aware of his allergy.

Alex understands:

- not to swap food;
 - to check unfamiliar foods;
 - to report concerns immediately.
-

Food Technology

Teachers will:

- avoid recipes containing peanuts;
- substitute ingredients where appropriate;
- ensure cleaning reduces cross-contamination.

Alex will not be excluded from practical lessons unless a specific risk assessment identifies unavoidable risks.

Science

Where biological materials present allergy risks, practical activities will be risk assessed.

Alternative materials will be used where appropriate.

Educational Visits

Visit Leaders will ensure:

- medication accompanies Alex;
- supervising staff know emergency procedures;

- emergency contacts are available;
 - nearest emergency medical facilities identified.
-

Residential Visits

Prior to residential visits the school will:

- discuss catering arrangements;
 - review accommodation;
 - ensure medication remains immediately accessible;
 - confirm supervising staff understand emergency procedures.
-

Staff Training

Relevant staff supporting Alex have completed:

- ☒ Annual Kitt Medical Allergy Training
 - ☒ Adrenaline Auto-Injector Training
 - ☒ Individual Healthcare Plan briefing
-

Pupil Responsibilities

Alex agrees to:

- carry prescribed medication where agreed;
 - report symptoms immediately;
 - avoid sharing food;
 - inform staff if medication is used.
-

Parent Responsibilities

Parents agree to:

- provide in-date medication;
 - notify school of changes;
 - attend annual review;
 - provide updated medical advice where available.
-

School Responsibilities

The school agrees to:

- maintain this Healthcare Plan;
 - review annually;
 - ensure staff complete annual Kitt Medical training;
 - maintain emergency medication;
 - undertake appropriate risk assessments.
-

Review Record

Date	Outcome	Staff Initials
Sept 2026 Initial Plan		JL
Sept 2027 Annual Review		