



WELLSPRING



Allergy Safety Policy

Author / Lead	Head of Services & DCEO
Policy version	Revision 1
Approval date	September 2026
Approved by	Finance & Resources Committee
Date last reviewed	New Policy
Review interval (years)	Every 12 months
Review date	August 2027
Target audience	Public, Staff & Pupils

Statement of intent

Wellspring Academy Trust is fully committed to protecting the safety and wellbeing of our entire school community. To ensure a secure environment, this policy must be strictly adhered to by all staff, parents, and pupils, with the explicit aim of eliminating preventable risks and minimising the occurrence of anaphylaxis across all academy settings.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside the academy in identifying allergens and potential risks, in order to ensure the health and safety of their children.

The academy does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Department of Health 'Guidance on the use of adrenaline auto-injectors in academies'
- DfE 'Supporting pupils at academy with medical conditions'
- DfE 'Allergy guidance for academies'
- Section 34 of the Children's Wellbeing and Schools Act 2026

This policy will be implemented in conjunction with the following academy policies and documents, where applicable:

- Health and Safety Policy
- Allergen Procedure
- Administering Medication Policy
- Supporting Pupils with Medical Conditions Policy
- Animals in School Policy / School Dog Policy
- Educational Visits and School Trips Policy
- Student and Staff Medical needs (and medication), Dietary needs and Allergies Risk Assessment

2. Definitions

For the purpose of this policy:

Allergy

A condition in which the body has an exaggerated response to a substance. Also known as hypersensitivity.

Allergen

A normally harmless substance that triggers an allergic reaction for a susceptible person.

Allergic reaction

The body's reaction to an allergen.

Anaphylaxis

Referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction.

Adrenaline Devices

An Adrenaline Auto Injector (AAI) is commonly prescribed to individuals at risk of anaphylaxis. A non-injectable nasal adrenaline device may also be prescribed to some pupils. Both AAI's and Nasal devices are referred to as Adrenaline Devices (ADs).

3. Roles and Responsibilities

The Governing Board is responsible for:

- Ensuring policies, plans, and procedures are in place to support pupils with allergies and those who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities and minimise risks.
- Ensuring that the academy's approach to allergies and anaphylaxis focuses on, and accounts for, the needs of each individual pupil.
- Ensuring that staff are properly trained to provide the support that pupils need, and that they receive allergy and anaphylaxis training at least annually.

The Academy leader is responsible for:

- The development, implementation and monitoring of this policy and related policies.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all relevant risk assessments have been carried out and controls to mitigate risks are implemented for Academy-led food activities (responsibility is delegated to Catering Services for Catering provision).
- Ensuring that all key staff are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis, and in ensuring there are ample numbers of Trained First Aiders in line with the First Aid Needs Risk Assessment .
- Ensuring that all staff members are provided with information regarding allergic reactions and anaphylaxis, including the necessary precautions and how to respond.
- Ensuring that Academy staff responsible for cooking, food preparation and orders are aware of pupils' allergies and act in accordance with the academy's policies regarding food and hygiene, including this policy.
- Ensuring appropriate staff member is assigned to medical procedures, including
 - Ensuring a named senior leader is assigned the responsibility of allergy safety and implementation and review of the allergy procedures.
 - Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including covering and temporary staff.
 - Seeking up-to-date medical information about each pupil from parents on an annual basis, including information regarding any allergies.
 - Contacting parents for required medical documentation regarding a pupil's allergy.
- Ensuring that in satellite provisions, risk assessments specifically cover the handling and storage of parent-provided food, ensuring that high-risk items are managed safely within the classroom or designated dining space.
- In SEND settings with External Healthcare Provision, ensuring that for pupils requiring targeted or specialist SEND support, staff are briefed on specific healthcare provider instructions which may supersede or augment standard first aid responses.

All staff members are responsible for:

- Attending relevant training regarding allergens and anaphylaxis.
- Being familiar with and implementing pupils' individual healthcare plans (IHPs) as appropriate.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Ensuring that pupils do not share food and drink in order to prevent accidental contact with an allergen.
- Reporting Allergy incidents and near misses for appropriate follow up by the Safety & Compliance Team
- In satellite provisions where catering arrangements are subject to external influences, class teams act as the primary 'food managers'. They are responsible for overseeing the consumption of parent-provided food (packed lunches) with the same level of vigilance and allergen awareness as professional catering staff to prevent cross-contamination or accidental exposure.

All Catering Services staff are responsible for:

- Ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented
- Ensuring they are fully aware of the rules surrounding allergens, the processes for food preparation in line with this policy, and the processes for identifying pupils with specific dietary requirements.
- Ensuring they are fully aware of whether each item of food served contains any of the main 14 allergens, as is a legal obligation, and making sure this information is readily available for those who may need it.
- Ensuring that the required food labelling is complete, correct, clearly legible, and is either printed on the food packaging or attached via a secure label.
- Ensuring that staff responsible for food preparation and orders are aware of pupils' allergies and act in accordance with the academy's policies regarding food and hygiene, including this policy.
- Monitoring the food allergen matrix and allergen tracking information for completeness.
- Reporting any non-conforming food labelling to the supplier, where necessary.
- Ensuring the practices of staff comply with food allergen labelling laws and that training is regularly reviewed and updated.
- Recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe practice, in an allergen incident log.
- Acting on entries to the allergen incident log and ensuring the risks of recurrence are minimised.
- Reporting to the Catering Services Leaders if food labelling fails to comply with the law.

All parents are responsible for:

- Notifying the academy of their child's allergens, the nature of the allergic reaction, what medication to administer, specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- Keeping the academy up-to-date with their child's medical information.
- Providing written consent for the use of a spare AAI for a child with a diagnosed risk of anaphylaxis
- Providing the academy with written medical documentation, including instructions for administering medication.
- Raising any concerns they may have about the management of their child's allergies with a member of Academy Staff.
- SEND settings with External Healthcare Provision, parents are responsible for ensuring the academy has the most recent healthcare provider protocols for rescue medications, and for granting permission for the academy to liaise directly with the health care provider.

All pupils are responsible (*where possible) for:

- Ensuring that they do not exchange food with other pupils.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown, or have come into contact with an allergen.
- State their dietary requirements at secondary school/post 16 stage or wear/follow the identification method at primary school age as listed within this policy.

*keeping in mind that reasonable adjustments and additional staff support will be provided for pupils with Special Educational Needs and Disabilities (SEND) who may lack the capacity or developmental maturity to fully manage these responsibilities independently.

3. Parental Consent

Academies need to obtain written parental consent from a parent/carer for the administration of AAI. Consent should only be collected where there is a known risk of anaphylaxis, and should not be managed via a blanket approach. For an emergency (spare) AAI to be used legally, the school must hold both medical authorisation (usually in the form of a diagnosed allergy/Individual Healthcare Plan) and written parental consent. Consent should be obtained within the usual procedures, and refreshed annually.

Under current UK regulations (including the Human Medicines Regulations), schools are permitted to purchase 'spare' adrenaline auto-injectors (AAIs) without a prescription for emergency use. However, the law strictly

outlines that the AAI's can only be administered in an emergency to a pupil who is known to be at risk of anaphylaxis and if the pupil's own device is broken, out of date, misfired, or simply not immediately available. See **Undiagnosed anaphylaxis protocol** below.

For pupils with complex needs, medical authorisation may include specific rescue medication protocols provided directly by a healthcare provider. In these instances, the healthcare provider's directive acts alongside parental consent to authorise administration.

All pupil AAI's and Trust emergency spare AAI kits must be stored in unlocked, central, clearly signposted locations accessible to staff within 5 minutes from anywhere on the academy site (including outdoor fields and satellite spaces).

Undiagnosed anaphylaxis Protocol

Around 20% of severe allergic reactions in schools happen to children with no prior history of allergies. If a completely undiagnosed child goes into anaphylaxis, Academy staff must immediately call 999.

The 999 emergency dispatcher is legally authorised to give the school permission over the phone to use a spare AAI on an undiagnosed child to save their life.

4. Food Allergies

Parents will provide the Academy with written information of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. This information is collected via a Dietary Information Form and also stored on the pupil's record on the Academy's Management Information System and shared with the Academy's catering provider.

The Trust provides in-house catering services to the majority of its Academies, and the Catering Service will follow the specific outline within the Trust Allergen Procedure when creating personalised menus, cooking and preparing food. There are a small number of Academies where catering services are provided via external contracted services. Where this applies, the Academy will run this policy in conjunction with the Contractor's policies and procedures.

Learning activities which involve the use of food, such as food technology lessons, will be planned in accordance with pupils' IHPs, taking into account any known allergies of the pupils involved, and food hygiene trained practices.

All staff involved in food activities will be trained appropriately around food safety and allergy management. This includes, but is not limited to - wraparound care provision, cooking intervention, breakfast/snack provision.

5. Animal allergies

The School Dog / Animals / Reptiles Risk Assessment will be adhered to at all times. This can be located on the Academy H&S Page on Wellspring Digital by all staff.

In the event of an animal on the Academy site, staff members will be made aware of any pupils to whom this may pose a risk and will be responsible for ensuring that the pupil does not come into contact with the specified allergen.

The Academy will ensure that any pupil or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of the allergen spreading.

6. Seasonal allergies

The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites. Precautions regarding the prevention of seasonal allergies include:

- ensuring that grass within the academy premises is not mown whilst pupils are outside.

- pupils with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.
- staff members will monitor pollen counts, making a professional judgement as to whether the pupil should stay indoors.
- pupils will be encouraged to wash their hands after playing outside.
- pupils with known seasonal allergies are encouraged to bring an additional set of clothing to the academy to change into after playing outside, with the aim of reducing contact with outdoor allergens, such as pollen.
- staff members will be diligent in the management of wasp, bee and ant nests on Academy grounds and in the academy's nearby proximity, reporting any concerns to the site team.
- Estates Service are responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the academy premises.
- where a pupil with a known allergy is stung or bitten by an insect, medical attention will be provided immediately by trained First Aiders.

7. School Trips

In line with the Academies Educational Visits / Trips Policy, the Academy Leader will ensure a risk assessment is conducted for each academy trip to address pupils with known allergies attending. If a threat exists, alternative activities will be planned to ensure the pupils are included.

A designated adult will be available to support the pupil at all times during an academy trip. If the pupil has been prescribed an AAI, at least one adult trained in administering the device will attend the trip. The academy will liaise with the parents of pupils with allergies where appropriate to ensure their co-operation with any special arrangements required for the trip.

Where the venue or site being visited cannot assure appropriate food can be provided to cater for pupils' allergies, the pupil will take their own food or the Academy will provide a suitable packed lunch.

8. Staff Training

In accordance with the Supporting Pupils with Medical Conditions Policy, staff members will receive appropriate additional training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies. The academy will arrange specialist training on a regular basis where a pupil in the academy has been diagnosed as being at risk of anaphylaxis. All staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so.

All staff participate in at least one practical, simulated anaphylaxis response drill annually to test emergency pathways, AAI deployment, and 999 communication.

Following any allergic reaction or AAI deployment, a formal debrief must occur and the pupil's IHP must be reviewed immediately.

9. Adults on Academy Sites

There is a requirement for all staff and regular visitors to formally disclose severe allergies to the Academy Leader during induction and in the event that the medical needs change.

For staff with severe allergies, the academy should implement a Staff Individual Risk Assessment. Adults who are prescribed AAIs must carry their own AAI at all times. If this is not possible, the AAI needs to be stored in a known location which is documented within the staff member's Individual Risk Assessment. The AAI must be accessible to the staff member in an emergency and within a maximum of 5 minutes.

Visitor notices should be displayed at all Academy visitor entry points.

10. Data Sharing & Records Management

Health information is **special category data under UK GDPR**. Information sharing must be done in a controlled and respectful way to avoid embarrassing pupils or reducing their confidence.

The academy is responsible for maintaining accurate, up-to-date records to ensure a swift response during emergencies and to meet legal obligations under the Human Medicines Regulations and Natasha's Law. All records must be managed in accordance with the **Wellspring Academy Trust Retention Schedule**.

11. Pupil Wellbeing & Bullying

To promote the wellbeing of pupils with allergies, Academies must acknowledge that the constant risk of anaphylaxis is a significant cause of anxiety.

Furthermore, if pupils are involved in allergy safety drills, they should participate in the planning process to ensure these exercises provide reassurance rather than having a negative impact on their wellbeing.

12. Monitoring and Review

The Academy Leader is responsible for the local adoption of this policy and for monitoring its operational implementation on an ongoing basis.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the Academy Leader immediately.

Following each occurrence of an allergic reaction, this policy and pupils' IHPs will be updated and amended as necessary.

13. Operational Hub (WAT Digital)

To ensure operational guidance remains up-to-date, detailed Standard Operating Procedures (SOPs), forms, and technical risk frameworks are maintained centrally on **WAT Digital**. Staff must access their role-specific toolkits directly via the platform:

Target Role	Key Responsibilities	WAT Digital Quick-Link
Academy Leaders / SLT	Policy oversight, drill completion, incident escalation	? Leadership & Compliance Hub
Staff involved with Catering	POS hard blocks, Natasha's Law labelling, HACCP segregation, Allergen Procedure	? Trust Catering Operations SOP
Teachers, TAs & Trip Leads	Classroom surface sanitization, satellite dining, trip IHPs	? Educational & Trips Safety Toolkit
Estates and Cleaning teams	COSHH chemical storage, groundskeeping/mowing, pest control	? Estates & Grounds Management SOP

Medical / Office Admin	AAI Register, annual consent logs, IHP templates (Forms 1–6)	  <i>Medical & Admin Management Toolkit</i>
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