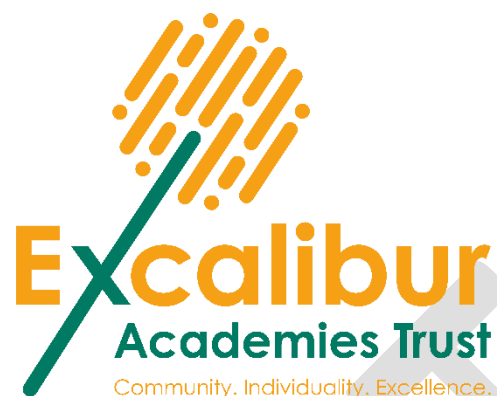




Excalibur Academies Trust

Pupil Allergy Procedure

Version	Author	Created	Updated
07.2026	Davina Nicholls (DOE)	02.07.2026	
09.2026	Mel Wright	14.09.2026	

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Document Control Page

Revision	Date	Change	Origin of Change
Draft	14.07.2026	Creation of new procedure	Supporting Allergy Safety Policy
V1	14/09/2026	MW update JOG specific	JOG specific

Other Policies and Documents Associated
EAT Supporting Pupils with Medical Conditions Pupil Allergy Procedure Template EAT Child Protection and Safeguarding Policy EAT Health and Safety Policy Allergy safety in school's statutory guidance First Aid Policy Pupil Allergy Policy Allergy procedure templates

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1. Introduction

- 1.1 Excalibur Academies Trust has a Pupil Allergy Policy in place which is reviewed annually to ensure it remains compliant with current legislation, statutory guidance and best practice.
- 1.2 The Trust Policy has been developed in accordance with the requirements of the Children's & Families Act 2014, including the statutory duty to make arrangements to support pupils with medical conditions. It also reflects the statutory duty to make arrangements introduced through Benedict's Law as implemented from September 2026 and should be read alongside the latest Department for Education statutory guidance relating to supporting pupils with medical conditions and allergy management in schools.
- 1.3 This Policy establishes the Trust's overarching approach to supporting pupils with allergies. Each school within the Trust will implement this Policy through a local Allergy Procedure, which sets out the operational arrangements specific to that school.

2. Aims

- 2.1 This procedure sets out how John O Gaunt implements the Trust's Pupil Allergy Policy. It provides clear operational guidance to ensure pupils with allergies are supported safely and consistently while in school, during educational visits, and whilst participating in school activities.

This document should be read alongside the Trust Pupil Allergy Policy and all associated medical procedures.

- 2.2 This procedure applies to all pupils attending the school, together with all employees, governors, volunteers, agency and supply staff, contractors and visitors who may have responsibility for, or come into contact with, pupils during the school day or whilst participating in school activities, educational visits or extracurricular provision.

3. Procedure Review

- 3.1 This procedure will be reviewed annually by the Headteacher or designated Allergy Lead to ensure it remains effective and reflects current legislation, statutory guidance and Trust policy.
- 3.2 An immediate review will also be undertaken following any significant allergy-related incident, serious near miss, changes to legislation or statutory guidance, or where monitoring identifies that improvements to local arrangements are required. Any actions arising from the review will be implemented promptly and communicated to relevant staff.

4. Leadership Roles Require

- 4.1 The Board of Trustees has overall responsibility for ensuring that the Trust complies with its statutory duties in relation to supporting pupils with allergies and medical conditions. The Board will ensure that appropriate policies, procedures and governance arrangements are in place across all Trust schools to safeguard pupils with allergies. To strengthen oversight and assurance, the Board requires each school within the Trust to appoint a designated Allergy Governor. The Allergy Governor will provide strategic oversight of the school's allergy management arrangements, monitor compliance with the Trust's Pupil Allergy Policy and local procedures, seek assurance that appropriate training, risk assessments and emergency arrangements are in place, and report any significant issues or concerns through the school's governing body and the Trust's governance framework.
- 4.2 The Headteacher is responsible for ensuring this procedure is implemented effectively within the school. A designated member of staff will oversee the day-to-day management of allergy arrangements, including maintaining records, monitoring medication, coordinating staff training and liaising with parents, carers and healthcare professionals. All staff are expected to familiarise themselves with pupils' allergy needs, understand emergency procedures and follow Individual Healthcare Plans where applicable.

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- 4.3 SLT Allergy Lead Responsibilities are:
- Maintaining allergy records,
 - Checking individual Healthcare Plans,
 - Monitoring expiry dates of medication,
 - Arranging staff training,
 - Liaising with parents and healthcare professionals.
- 4.4 School staff are expected to:
- Know which pupils have allergies,
 - Understand emergency procedures,
 - Know how to summon assistance,
 - Follow individual Healthcare Plans,
 - Participate in required training.
- 4.5 Parents/Carers are responsible for:
- Informing school of allergies,
 - Providing prescribed medications,
 - Replacing medications before expiry,
 - Updating medical information promptly.

5. Identifying Pupils & Care Planning

- 5.1 The Allergy Lead must ensure that accurate and up-to-date records are maintained for all pupils with diagnosed allergies. Allergy information must be obtained during the admission process, when a parent/carer notifies the school of a new diagnosis, or when updated medical advice is provided by a healthcare professional.

On receipt of new or updated allergy information, the Allergy Lead must:

- update the pupil allergy register.
- obtain and review relevant medical documentation.
- determine whether an Individual Healthcare Plan or Allergy Action Plan is required.
- ensure prescribed medication and emergency arrangements are in place where applicable.
- inform relevant staff who require the information to support the pupil safely.

All allergy information must be stored and shared securely in accordance with data protection requirements. Information must only be shared with staff who need to know in order to support the pupil and manage potential risks effectively.

- 5.3 Where appropriate, pupils with significant allergies, including those at risk of anaphylaxis, will have an Individual Healthcare Plan. Plans will be developed in partnership with parents or carers and, where appropriate, healthcare professionals. They will clearly identify the pupil's allergens, symptoms, medication requirements, emergency procedures and any reasonable adjustments required to support full participation in school life. Healthcare Plans will be reviewed at least annually or sooner where a pupil's medical needs change.

The pupil must be added to the Pupil Allergy Register and relevant records completed before allergy support arrangements are considered in place.

6. Allergy risk management & “Allergy-Aware” Culture

- 6.1 The Allergy Lead, in consultation with relevant staff, must ensure that allergy risks are identified and managed through appropriate risk assessments. Risk assessments must be completed where a pupil has a diagnosed allergy that may require additional control measures and must be reviewed following any

significant change in the pupil's needs, an allergy-related incident, or changes to school activities.

Risk assessments must consider potential allergen exposure within relevant areas, including classrooms, dining areas, practical lessons, clubs, extracurricular activities, educational visits and other school activities. Control measures must be identified, implemented and communicated to staff responsible for supporting the pupil.

Staff must follow agreed control measures, promote good hygiene practices, and take reasonable steps to minimise the risk of allergen exposure and cross-contamination. Staff must not assume that an environment is allergen-free and should remain alert to potential risks arising from food, materials, activities or changes to routine.

Where additional arrangements are required, these must be recorded within the pupil's Individual Healthcare Plan or relevant allergy documentation.

7. Storage and Accessibility of Medication

- 7.1 The Allergy Lead must ensure that appropriate arrangements are in place for the storage and accessibility of prescribed adrenaline auto-injectors (AAIs).

Where agreed with parents/carers and documented within the pupil's Individual Healthcare Plan or Allergy Action Plan, pupils who are able to self-manage must carry their prescribed AAIs with them at all times. Pupils who are unable to carry or self-administer their medication must have their AAIs stored in a secure location that is immediately accessible to trained staff in an emergency.

The location of emergency medication must be known to the pupil (where appropriate) and all staff responsible for supporting the pupil. Emergency medication must never be locked away, stored in an inaccessible location, or placed somewhere that could delay administration during an allergic reaction.

Storage arrangements must be reviewed regularly and whenever there is a change to the pupil's needs, medication requirements or school activities.

- 7.2 All prescribed AAIs, inhalers and other emergency medication will be clearly labelled with the pupil's name and, where appropriate, accompanied by a current Individual Healthcare Plan or Allergy Action Plan to support prompt identification and appropriate administration.
- 7.3 The Allergy Lead must ensure that the location of emergency allergy medication is recorded, communicated and accessible to all staff responsible

for supporting pupils with allergies. Staff must be aware of where emergency medication is stored before supervising a pupil with an identified allergy.

Where a pupil experiences a suspected anaphylactic reaction and their emergency medication is not immediately available to them, a trained member of staff must retrieve the medication without delay and bring it to the pupil. A pupil experiencing symptoms of anaphylaxis must never be expected or instructed to leave the area to collect their own medication.

Emergency allergy medication, including prescribed adrenaline auto-injectors, must be stored securely while remaining immediately accessible during all school activities, including lessons, breaktimes, extracurricular activities and educational visits. Medication must not be stored in a location that could delay emergency treatment.

The Allergy Lead must check medication storage arrangements regularly and monitor expiry dates in accordance with the school's medication checking procedures. Parents/carers must be notified promptly where replacement medication is required.

Medication expiry dates must be checked monthly using the Adrenaline Auto-Injector Monthly Inspection and Termly Expiry Check records.

7.5 Emergency Adrenaline Auto-Injectors (Spare AAls)

In accordance with statutory guidance, each school will maintain an appropriate supply of spare adrenaline auto-injectors (AAls) for use in an emergency. As a minimum, schools should hold up to Four spare AAls, with the devices selected to reflect the age and weight profile of the pupils within the school. Spare AAls are intended for use where a pupil's prescribed device is unavailable, has expired, has been administered and a second dose is required, or has failed to operate correctly. In exceptional circumstances, and where permitted, by current legislation and statutory guidance, a spare AAI may also be administered to a pupil who is experiencing symptoms of anaphylaxis but does not have a prescribed AAI, where this is necessary to preserve life.

School Type	AAI for children under 6 years (150mg) Junior	AAI for individuals over 6 years of age (300mg) Senior
State-funded nursery school	Two "spare" devices	n/a
Primary schools	Two "spare" devices	Two "spare" devices
Secondary school	n/a	Two to Four "spare" devices
Special school	Two "spare" devices*	Two "spare" devices*

Secondary schools should consider having two pairs of “spare” devices, so that the “spare” AAI's are not located more than five minutes away from where they may be needed.

8. Catering Arrangements

- 8.1 The Allergy Lead must work with the school's catering provider to ensure appropriate arrangements are in place to safeguard pupils with food allergies. The school and catering provider must implement agreed allergen management procedures to ensure pupils receive meals appropriate to their dietary needs.

Robust verification processes must be used to confirm pupil dietary requirements before meals are provided. These must include at least two methods of identification, such as digital photographs, allergy registers or catering cards.

- 8.2 Where meals are prepared on site by the school's own catering team, all food prepared and packaged on site must comply with the requirements of Natasha's Law, with clear allergen and ingredient information provided where required. Catering staff must follow appropriate food safety and allergen management procedures, including measures to minimise the risk of allergen cross-contamination during food preparation, storage and service.

Staff involved in food preparation and service must receive appropriate training in allergen awareness and safe food handling.

- 8.3 The school must promote an inclusive dining environment in which pupils with food allergies are supported to eat safely alongside their peers wherever reasonably practicable. Individual risk assessments and appropriate control measures must be implemented to manage allergy risks without unnecessarily isolating or excluding pupils from shared dining experiences.

Alternative arrangements must only be introduced where they are necessary to protect the safety and wellbeing of the pupil.

9. Educational Visits and Off-Site Activities

- 9.1 Pupils with allergies will be supported to participate fully in educational visits and extracurricular activities wherever reasonably practicable. Visit leaders will ensure allergy risks are considered during planning, emergency medication accompanies the pupil, appropriate staff are trained to administer medication where required, and emergency communication arrangements are established before departure. All educational visits and off-site activities must be recorded and managed through the Trust's Evolve educational visits system, with allergy-related risks and control measures clearly documented as part of the visit planning and approval process.

- 9.2 The school is committed to ensuring that pupils with allergies are able to participate fully in educational visits, residentials and off-site activities wherever reasonably practicable. Appropriate risk assessments will be undertaken and recorded within Evolve, and reasonable adjustments made to enable safe participation without unnecessary exclusion. Arrangements will include consideration of emergency medication, trained staff, food provision, transport and emergency response procedures, ensuring that allergy-related risks are managed effectively while promoting equal access to learning opportunities. The completed Evolve risk assessment and visit documentation must be approved in accordance with the Trust's educational visits procedures before the activity takes place.

10. Staff Training

- 10.1 The Allergy Lead must ensure that all staff receive appropriate allergy awareness and emergency response training relevant to their role. This includes teachers, teaching assistants, lunchtime supervisors, support staff, agency staff and supply staff who may come into contact with pupils with allergies.

Training must be provided as part of staff induction where appropriate and refreshed at least annually. Staff training must include:

- recognising the signs and symptoms of an allergic reaction.
- understanding the school's allergy procedures and emergency response arrangements.
- knowing how to access emergency medication.
- understanding when and how adrenaline auto-injectors (AAIs) are administered.

Where staff are required to administer medication or use an AAI, they must receive appropriate practical instruction and demonstrate sufficient competence. Training may be delivered through recognised allergy training providers, online resources or face-to-face instruction from a suitably competent person.

The Allergy Lead must maintain a record of allergy training completed by staff and monitor compliance with required refresher training.

- 10.2 Where breakfast clubs, after-school clubs or other wraparound childcare provision is delivered by an external provider on the school site, the school must seek assurance that the provider has appropriate arrangements in place to support pupils with allergies safely.

The external provider must ensure that relevant staff have received appropriate allergy awareness and emergency response training or can demonstrate the necessary competence to meet the needs of pupils in their

care. Evidence of training or competency may be requested by the school as part of its safeguarding and quality assurance arrangements.

11. Incident Report

- 11.1 All allergy-related incidents, including allergic reactions, administration of emergency medication and near misses, will be recorded using the school's incident reporting procedures. Near misses, such as delayed access to medication, incorrect meal identification or other events that could have resulted in harm, will be investigated to identify opportunities for improvement and reduce the risk of recurrence. All Allergy incidents and near-misses must be recorded on I AM Compliant.
- 11.2 Parents or carers will be informed of all significant allergy-related incidents as soon as practicable, and appropriate records will be maintained. The Headteacher and Governing Body will receive reports on allergy-related incidents and trends, where appropriate, to support monitoring, oversight and the continuous improvement of the school's allergy management arrangements.

All allergy incidents and near misses must be recorded using the Allergy Incident Report Form, and uploaded to I AM Compliant.

12. Document Adoption

Document Approval & Adoption	
Procedure Title	
School Name	
Date adopted by school:	
Approved by Principal/Headteacher:	
Signature:	
Date Signed:	
Approved by Allergy Governor:	
Signature:	
Date Signed:	
Approved by Allergy Lead	
Signature:	
Date Signed:	
Review Date:	
Reason for Review	
This procedure has been adopted by the above-named school and will be implemented in accordance with the Multi Academy Trust's approved policy	

framework. The school agrees to operate this procedure unless and until it is superseded by a revised Trust version.

13. Associated Documents

The following templates and records support the implementation of this procedure and must be completed and maintained where applicable. The Allergy Lead is responsible for ensuring that records are accurate, up to date and stored securely.

Procedure Activity	Supporting Document/Template
Recording pupils with allergies and communicating allergy information	Pupil Allergy Register
Developing and reviewing individual allergy arrangements	Individual Healthcare Plan (IHP) / Allergy Action Plan
Recording parental consent for medication administration	Parental Agreement for Settings to Administer Medicines
Checking adrenaline auto-injector availability and expiry dates	Adrenaline Auto-Injector Monthly Inspection Record; Adrenaline Auto-Injector Termly Expiry Check
Recording emergency medication locations	Adrenaline Auto-Injector Location Plan
Assessing allergy risks in school activities	Allergy Risk Assessment Checklist
Managing allergy risks during educational visits and off-site activities	Off-site Activities – Allergy Specific Risk Assessment
Communicating allergy requirements with catering teams	Catering Communication (Allergy)
Recording medication administered to pupils	Record of Medicines Administered to an Individual Child; Record of Medicines Administered to All Children
Recording allergy incidents, reactions and near misses	Allergy Incident Report Form
Recording staff allergy training and competency	Staff Training Record
Communicating key allergy information to relevant staff	Staff Allergy Information Record

All records must be reviewed regularly and updated following any changes to a pupil's allergy diagnosis, medication, Individual Healthcare Plan, school arrangements or following an allergy-related incident.