HORIZONS EDUCATION TRUST

Allergy Safety Policy

September 2026

POLICY ISSUE CONTROL

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September 2026	New policy following introduction of 'Benedicts Law', guided by Allergy Safety in Schools Statutory Guidance (Published 6 July 2026)

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1.0 AIMS

1.1 This policy aims to:

- Set out our academies approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our academies support pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the academy communities

2.0 LEGISLATION & GUIDANCE

2.1 This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019
- The Children's Wellbeing and Schools Act 2026, which amended the Children and Families Act 2014 to introduce statutory allergy safety requirements for schools

3.0 ROLES & RESPONSIBILITIES

3.1 The Board of Trustees

3.1.1 The Board of Trustees is responsible for ensuring:

- Risks relating to pupils with allergies are included in the risk register and actively managed
- The academies have an allergy safety policy which sets out:
  - Arrangements to reduce the risk of individuals coming into contact with their known allergens
  - Emergency response plans for cases of anaphylaxis
- Ensuring the allergy safety policy is reviewed at least annually, updated when needed, and is published

3.1.2 The board of trustees delegates strategic oversight of the implementation of this policy to the Director of Operations, with day-to-day implementation delegated to headteachers, supported by the academy H&S Leads.

3.2 Allergy safety lead

3.2.1 For the purposes of this policy, references to the **'allergy safety lead'** mean the academy's nominated **Health & Safety (H&S) Lead**. Horizons Education Trust does not appoint a separate allergy safety lead. Responsibility for supporting the management of allergy safety at academy level forms part of the responsibilities of the nominated H&S Lead.

3.2.2 Each academy will have a nominated H&S Lead in accordance with the Trust's Health & Safety Policy.

3.2.3 They're responsible for:

- Implementing this allergy safety policy
- Contributing to the review of the allergy safety policy at least annually, updating it when needed, and making sure it is published
- Promoting and maintaining allergy awareness across the academy community
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (AD)
- Ensuring:
    - All allergy information is up to date and readily available to relevant members of staff
- All pupils who require support with allergies have an up-to-date individual healthcare plans (IHCP)
    - All pupils with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional
- All staff receive annual allergy awareness training via the Trust's recommended training provider
- All staff are aware of the academy's policy and procedures regarding allergies
    - Relevant staff are aware of what activities need an allergy risk assessment
- Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider sharing with staff:
    - What lessons there are to learn
    - Any potential changes to the medical conditions and/or allergy safety policies and/or to any pupil's IHCP

3.3 Headteacher

3.3.1 The headteacher is responsible for:

- Deciding (in discussion with the parent/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the medical conditions policy or whether an IHCP is required to specify arrangements that reflect the pupil's circumstances
- Ensuring this policy and the Trust's allergy safety arrangements are implemented effectively within their academy
- Ensuring appropriate arrangements, resources and staff responsibilities are in place to manage allergy safety
- Ensuring the academy's nominated H&S Lead carries out the allergy safety responsibilities set out in section 3.2
- Ensuring any academy-specific risks or concerns relating to allergy safety are identified, managed and escalated appropriately

3.4 Site Managers

3.4.1 The site manager, or site lead for each academy site where there is no site manager, is responsible for:

- Checking that spare adrenaline devices (ADs) are present and in date on a monthly basis, with the check recorded through the Trust's compliance management system
- Ensuring that replacement ADs are obtained when expiry dates approach

3.4.2 First aiders are responsible for supporting the emergency response to allergic reactions and anaphylaxis in accordance with their training and the procedures set out in this policy.

3.5 Teaching and support staff

3.5.1 All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy safety policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific pupils with allergies in their care
- Reducing the risk to pupils with known allergies coming into contact with known allergens
- Ensuring the wellbeing and inclusion of pupils with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead
- Completing allocated Trust training

3.6 Parent/carers

3.6.1 Parent/carers are responsible for:

- Being aware of the allergy safety policy
- Providing the academy with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Following the academy's guidance on food brought in to be shared
- Updating the academy on any changes to their child's condition

3.7 Pupils with allergies

3.7.1 Where appropriate to their age, understanding, communication needs and individual circumstance, these pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Carrying their AD on their person and only using it for its intended purpose
- Understanding how and when to use their AD

3.8 Pupils without allergies

3.8.1 Where appropriate to their age, understanding and individual circumstances, pupils without allergies will be supported to:

- Be aware of allergens and the risk they pose to their peers

Older pupils might also be expected to support their peers and staff in the case of an emergency.

4.0 IDENTIFYING INDIVIDUALS AT RISK

4.1.1 Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis
- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

4.1 Identifying pupils at risk

4.1.1 We will:

- For new starters, send the enrolment form to all parent/carers of pupils after their place at the academy has been confirmed, but before their first academy year starts, to confirm any allergy the pupil has and whether they carry medication. Where a pupil has a new diagnosis and/or has moved to the academy mid-term, we will send a form and put arrangements in place within 2 weeks
- Send a reminder to parent/carers at the start of each year asking them to update their child's medical information as necessary as part of our annual data collection

4.1.2 We ask that parent/carers proactively inform by either phone call or an email to the academy if their child's medical needs change during the academy year.

4.2 Identifying staff and visitors at risk

4.2.1 The Trust identifies staff and visitors with known allergies through the following arrangements:

- New staff are required to provide relevant health information, including details of any known allergies, through the Trust's pre-employment medical questionnaire as part of the onboarding process.
- Staff are responsible for informing the Trust of any relevant changes to their health or allergy information during their employment.

- Visitors will be asked to provide details of any known allergies in advance of their visit, where relevant and reasonably practicable, particularly where food or other potential allergens may be present as part of the visit.
- Where the Trust or academy is made aware of a staff member's or visitor's allergy, appropriate information will be shared with relevant staff on a need-to-know basis and reasonable steps will be taken to minimise the risk of exposure.

4.3 Individual healthcare plans (IHCP)

4.3.1 Pupils should have an IHCP if they:

- Have an allergy which has a functional impact on them in the academy environment
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally

4.3.2 It is not necessary for a pupil to have a formal diagnosis of allergy for them to have an IHCP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

4.3.3 The IHCP will set out the additional and/or different arrangements that will be in place for supporting the pupil. The academy will ensure that arrangements are put in place prior to the pupil's first day of attendance.

4.3.4 Not all children with an allergy will require an IHCP. Some allergies will have little or no impact on the pupil while they are at the academy, or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

4.3.5 The headteacher is responsible for deciding (in discussion with the parent/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the medical conditions policy or whether an IHCP is required to specify arrangements that reflect the pupil's circumstances.

4.3.6 The academy will consider the following principles:

- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, an IHCP may not be required
- If the pupil only needs non-prescription medication and the medical conditions policy would permit them to carry and administer it, an IHCP may not be required

4.3.7 IHCPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new academy/school or college, their IHCP will be shared as part of the transition.

4.4 Allergy and asthma action plans

4.4.1 All pupils who have a known allergy to food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

4.4.2 All pupils who have asthma should be issued with an asthma action plan by their healthcare professional.

4.4.3 The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

4.4.4 If the pupil has an IHCP, the allergy action plan and/or asthma action plan should be included.

4.4.5 Whenever an allergy/asthma action plan is updated, that should be updated in the IHCP and pinned to the and pupil MIS profile.

4.5 Register of pupils with known allergies

4.5.1 Each academy maintains an up-to-date record of pupils with known allergies as part of its medical needs records. This record is held on the Trust's medical reporting software. The H&S Lead is responsible for ensuring that this information is maintained and kept up to date in accordance with the Trust's Supporting Children with Medical Needs Policy.

4.5.2 The record will include:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed adrenaline devices (ADs) and, if so, the type and dose
- Where a pupil has been prescribed an AD, whether parental consent has been provided for the administration of emergency medication
- A photograph of the pupil, where appropriate and with the necessary parental consent, to enable staff to identify the pupil quickly

4.5.3 Relevant allergy information, including the pupil's allergy action plan and/or Individual Healthcare Plan (IHCP), will be readily accessible to staff who may need it, including in areas where food is served or handled. Information will be stored and shared appropriately in accordance with the Trust's Data Protection Policy.

4.5.4 Staff must be able to access the relevant information quickly as part of an emergency response.

4.5.5 Arrangements for the storage, accessibility and, where appropriate, self-carrying of a pupil's prescribed AD will be determined according to the pupil's individual needs and documented within their IHCP and/or allergy action plan. Emergency medication must always be readily accessible without unnecessary delay.

5.0 ASSESSING RISK

5.1 The academy will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and academy trips

- Any other activities involving animals or food, such as animal handling experiences or baking

5.2 A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

6.0 MINIMISING RISK

6.1 Hygiene procedures

- Pupils are reminded to wash their hands before and after eating
- Sharing of food, food containers, and food utensils is not allowed
- Pupils should have their own named water bottles, and lunch boxes provided to pupils with food allergies should be clearly labelled with the name of the child for whom they are intended
- Where food is not directly provided by the academy, parental engagement and permission will be sought in advance and confirmed in writing.

6.2 Catering

6.2.1 The academy is committed to providing safe food options to meet the dietary needs of pupils with allergies.

6.2.2 Catering services across the Trust are provided by an external catering provider. The provider is made aware of pupils with identified allergies and other relevant medical or dietary needs and is required to ensure that appropriate meals and menus are provided to meet those individual requirements.

6.2.3 The academy will work with the catering provider, parent/carers and, where appropriate, relevant healthcare professionals to ensure that accurate and up-to-date information about a pupil's allergies and dietary requirements is communicated and appropriate arrangements are in place.

6.2.4 Catering staff receive appropriate training and are able to identify pupils with allergies.

6.2.5 The academy will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements.

Academy menus are available for parent/carers and pupils to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parent/carers.

6.2.6 Where changes are made to academy menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of pupils.

6.2.7 Allergen information relating to the 14 allergens required to be declared by law will be provided in accordance with applicable food information and labelling requirements. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA).

6.2.8 Where food is provided by the academy, staff will understand how to read labels for food allergens.

Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination.

6.3 Insect bites/stings

6.3.1 When outdoors:

- Shoes should always be worn
- Food and drink should be covered

6.4 Animals

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals

6.5 Visits and trips

- No pupils with allergies will be excluded from taking part.
- The academy will plan accordingly for all events and academy trips and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training.
- The academy will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in academy trips.
- Pupils at risk of anaphylaxis should have their own AD with them.
- Staff trained to administer adrenaline in an emergency will be present on the academy trip.
- Appropriate measures will be taken in line with the academies AD protocols for off-site events and academy trips (see section 8.5).

6.5.1 Arrangements for pupils with allergies on academy visits and trips must also be considered alongside the Trust's Supporting Children with Medical Needs Policy and the individual pupil's IHCP and/or allergy action plan, where applicable.

7.0 PROCEDURES FOR HANDLING AN ALLERGIC REACTION

7.1 As part of the whole-academy awareness approach to allergies, all staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately.

7.2 Staff are trained in the administration of adrenaline to minimise delays in an emergency.

7.3 If the pupil has an allergy action plan, this must be followed.

7.4 Where anaphylaxis is suspected, staff must respond without delay in accordance with their training and the pupil's allergy action plan, where available. A spare academy AD may be used where the pupil does not have a prescribed AD available, or where their prescribed AD is unavailable or fails to operate correctly.

8.0 ADRENALINE DEVICES (ADS)

8.1 Prescribed ADs

8.1.1 Pupils who are prescribed ADs are encouraged to keep them near or on their person at all times including when travelling to or from the academy and on academy trips. It is recommended that two devices are carried at all times. Pupils with prescribed ADs should take them home with them at the end of each academy day, and parent/carers are responsible for ensuring that they are in date.

8.1.2 If a pupil cannot keep their ADs with them in the classroom (due to age or other considerations), then the devices will be stored:

- In an appropriate central location that is unlocked and accessible at all times
- **No more than** 5 minutes away from where they may be needed
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

8.1.3 A copy of the pupil's allergy action plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

8.1.4 Arrangements for the storage, accessibility and taking home of individually prescribed ADs will be agreed according to the pupil's individual needs and recorded, where appropriate, within their IHCP and/or allergy action plan. Parent/carers are responsible for ensuring that prescribed ADs remain in date and are replaced as required.

8.1.5 Records of pupils who have been prescribed ADs, together with their allergy action plan and/or IHCP, will be maintained in accordance with the Trust's Supporting Children with Medical Needs Policy.

8.2 Spare ADs and inhalers

8.2.1 **Please note:** current regulations only allow academies to purchase adrenaline auto-injectors (AAIs) as spare devices. Non-injectable adrenaline devices (nasal spray) may be prescribed to individuals but cannot currently be stocked as a spare device. If an individual who is prescribed nasal adrenaline suffers anaphylaxis, an academy's spare AAI(s) may be used in an emergency. Academies can purchase an emergency asthma reliever inhaler which can only be used if the pupil's prescribed inhaler is not available and where written consent has been obtained.

8.2.2 All Trust academies will maintain a supply of spare AAIs for emergency use. Academies providing primary and secondary-age education will hold two lower-dose and two higher-dose AAIs. Academies providing secondary-age education only will hold two higher-dose AAIs. The dosage and devices held will be kept under review in accordance with current national guidance and the needs of the academy's pupil population.

8.2.3 The Trust does not currently require academies to hold emergency asthma reliever inhalers. Academies may choose to hold an emergency salbutamol inhaler in accordance with current national guidance and the Trust's Supporting Children with Medical Needs Policy.

8.2.4 The headteacher will ensure that appropriate arrangements are in place for the sourcing and replacement of spare ADs.

8.2.5 Each academy will determine an appropriate location, or locations where necessary, for the storage of spare ADs, taking account of the size and layout of the academy and ensuring the following requirements are met:

- In an appropriate central location that is unlocked and accessible to **staff only** at all times.
- **No more than 5 minutes away** from where they may be needed.
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature.

8.2.6 Spare AAIs will be kept:

- In pairs, in case a second one is necessary.
- Separate from any pupils' prescribed ADs and clearly labelled to avoid confusion.

8.2.7 Site staff are responsible for:

- Checking monthly that spare ADs are present and in date, with the check recorded through the Trust's compliance management system.
- Ensuring replacement ADs are obtained when expiry dates approach.

8.3 Disposal

8.3.1 ADs can only be used once. Once an AD has been used, it will be disposed of in line with the manufacturer's instructions.

8.4 Using spare ADs in an emergency situation without prior consent

8.4.1 The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

8.4.2 The academy will obtain advance consent from parent/carers or pupils for spare adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place.

8.4.3 However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

8.5 Use of ADs off academy premises

8.5.1 Pupils at risk of anaphylaxis who are able to administer their own adrenaline should carry their own ADs with them on academy trips and off-site events

8.5.2 Where appropriate, spare ADs will be taken on academy trips and off-site activities where a pupil at risk of anaphylaxis is participating. Arrangements will be determined through the trip risk assessment and with reference to the pupil's IHCP and/or allergy action plan. The spare ADs must remain readily accessible to staff throughout the activity.

9.0 SERIOUS INCIDENTS & 'NEAR MISSES'

9.1 A serious incident is any event relating directly to a medical condition (including allergy) in which a pupil, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

9.2 A 'near miss' is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

9.1 Incident recording

9.1.1 The academy will record serious incidents and 'near misses' relating to allergy safety as soon as is reasonably practicable. The incident will be recorded through the Trust's recognised recording platform and will include, as appropriate:

- Who was affected
- What happened, when and where
- Why the incident occurred, as far as is known
- How staff and, where applicable, pupils responded and what was done to support the individual
- Whether emergency medication was administered
- Whether emergency services were called
- How the incident concluded
    - The academy will approach serious incidents and 'near misses' with a primary focus on understanding what happened, identifying learning and preventing recurrence. This does not prevent appropriate action being taken where concerns regarding conduct, competence or compliance with established procedures are identified.

9.2 Incident reporting and review

9.2.1 Parent/carers of a pupil aged under 16 will be notified of a serious incident or 'near miss' as soon as possible.

9.2.2 For pupils aged 16 and over, information will be shared with parent/carers taking account of the pupil's capacity, communication needs, individual circumstances and applicable information-sharing requirements. Where a pupil is able to understand and make the relevant decision, their wishes will be taken into account. Where a pupil is unable to make the relevant decision independently, the academy will act in accordance with applicable capacity and best-interest principles and the pupil's established care and communication arrangements.

9.2.3 The academy will share appropriate information about the incident with the pupil's parent/carers, the pupil and/or the individual involved, taking account of the pupil's age, capacity, communication needs and individual circumstances.

9.2.4 Pupils will be supported to understand what happened and to express their views in a way that is appropriate and accessible to them. This may include the use of their usual communication methods, communication aids and support from staff who know the pupil well. Parent/carers and the pupil, where appropriate, will be given the opportunity to discuss what happened and contribute their views to the subsequent lessons-learned review.

9.2.5 The academy will confirm, as appropriate, what has been learned from the incident and any actions being taken as a result.

9.2.6 In some cases, the impact of exposure to an allergen at the academy may be delayed and not recognised until the pupil is at home. Incident reporting is therefore not limited to academy staff. Pupils, parent/carers and others, such as healthcare professionals, should report to the academy any incident or suspected exposure which results in a delayed reaction.

9.2.7 Staff will always share the incident report with the Designated Medical Needs Lead and the academy H&S Lead (referred to within this policy as the allergy safety lead), if they are not the same person

9.2.8 The Designated Medical Needs Lead and Allergy Safety Lead (if they are not the same person) will consider, within their respective areas of responsibility, whether the medical and allergy safety arrangements in place were appropriate and whether any changes are required to:

- The pupil's Individual Healthcare Plan (IHCP) and/or Allergy Action Plan
- Academy procedures or operational arrangements
- Relevant risk assessments or control measures
- Staff information, instruction or training
- This policy

9.2.9 Any learning will be shared appropriately with relevant staff so that action can be taken to reduce the likelihood of a similar incident occurring again.

9.2.10 Where an incident may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), it will be reported and escalated in accordance with the Trust's Health & Safety Policy and established RIDDOR reporting arrangements.

Where an incident relates to food provided by the Trust's external catering provider, the academy will notify the catering provider so that the incident can be investigated and any necessary food safety reporting or action can be undertaken by the appropriate responsible party.

9.2.11 Where an incident or 'near miss' relates to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified where appropriate.

Serious allergy-related incidents will also be escalated in accordance with the Trust's Supporting Children with Medical Needs Policy and wider health and safety reporting arrangements.

10.0 ALLERGY AWARENESS

10.1 Staff training

10.1 The Trust ensures that all staff expected to be present during times when pupils are scheduled to be on site receive allergy awareness training at least annually.

10.2 Allergy awareness training forms part of the Trust's annual mandatory training cycle and is provided through the Trust's recognised training platform. New starters are required to complete the relevant training as part of their induction and onboarding requirements.

10.3 This requirement applies to permanent and temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers, as appropriate to their role. Appropriate arrangements will also be made to ensure that other individuals who regularly supervise pupils, including those involved in breakfast or after-school provision, have received suitable allergy awareness information and/or training.

10.4 Where staff have specific responsibility for supporting a pupil with an allergy, additional information, instruction or training will be provided where required by the pupil's IHCP, allergy action plan or advice from a relevant healthcare professional.

10.5 Allergy awareness training will ensure that all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Understand the difference between food allergy, coeliac disease and food intolerance
- Know where to find information on allergy triggers
- Can identify the range of symptoms of allergic reactions
- Understand and can recognise anaphylaxis
- Know how to respond in an emergency, including:
  - Calling emergency services and informing parent/carers
  - How to locate and administer emergency medication
  - How to use the medication/device in an emergency
- Understand the impact allergy can have on a pupil's wellbeing
- Understand the allergy safety policy
- Know how to check whether an individual is on the record of those with known allergy and how to use an allergy or asthma action plan
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss')

10.2 Awareness of allergy safety policy

10.2.1 This Allergy Safety Policy will be published on the Trust and academy websites and made generally known within each academy and to parent/carers.

10.2.2 At least annually, each academy will take appropriate steps to bring the policy to the attention of pupils, parent/carers and all persons who work at the academy, whether paid or unpaid. The way in which the policy is communicated to pupils will take account of their age, understanding, communication needs and individual circumstances.

10.2.3 All staff will be made aware of and are expected to understand the policy as part of the Trust's annual allergy awareness training.

11.0 WELLBEING

11.1 Pupils with allergies will be supported appropriately according to their individual needs. This may include:

- Pastoral care
- Regular check-ins with their class teacher
- Reassurance that steps are being taken to minimise the risks of exposure to allergens and that robust measures are in place in the event of anaphylaxis

11.2 The academy will respond to any instance of bullying in line with its behaviour policy.

11.3 Wellbeing support following an incident or 'near miss'

11.3.1 The academy recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the pupil but their family, those involved in responding, and any witnesses. The academy will provide support to those involved. The academy will support staff involved in any incident or 'near miss'. See section 9 of the policy for more detail on incidents and 'near misses'.

12.0 INFORMATION SHARING

12.1 Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

13.0 MONITORING ARRANGEMENTS

13.1 This policy will be monitored by the Director of Operations. It will be reviewed at least annually and approved in accordance with the Trust's Scheme of Delegation. At the date of publication, approval is delegated to the Full Board of Trustees.