Allergy Safety Policy

Approved by: Samantha Coxon-Smith- Director
Date Approved: June 2026
Review Date: June 2027

1. Policy Statement
NLTE is committed to providing a safe, inclusive and supportive learning environment for all pupils, staff and visitors. We recognise that allergies can have a significant impact on health and wellbeing and, in some cases, may result in life-threatening anaphylaxis. We are committed to reducing the risk of exposure to known allergens wherever reasonably practicable and ensuring staff understand how to prevent, recognise and respond to allergic reactions. This policy is based on the Department for Education Allergy Safety Policy guidance and forms part of our wider safeguarding, health and safety and medical needs arrangements.

2. Purpose
• Promote allergy awareness across NLTE.
• Reduce the risk of exposure to known allergens.
• Support pupils with allergies to participate fully in school life.
• Ensure staff know how to respond to allergic reactions and anaphylaxis.
• Provide clear procedures for recording and reviewing allergy incidents, including near misses.

3. Scope
This policy applies to all pupils, employees, volunteers, agency and supply staff, contractors working directly with pupils and visitors participating in school activities.

4. Roles and Responsibilities

Director– Samantha Coxon-Smith
• Has overall responsibility for allergy safety and compliance.
• Ensures adequate resources, procedures and staff training are in place.
• Monitors implementation and reviews the policy annually or following significant incidents.
• Ensures lessons are learned following allergy-related incidents.

Director-Ezrah Gazelle
• Acts as the named Allergy Lead.
• Maintains the Allergy Register.
• Ensures Individual Healthcare Plans (IHPs) and Allergy Action Plans are in place and reviewed.
• Coordinates annual allergy awareness and emergency response training.
• Supports induction of new and supply staff.

• Monitors prescribed medication and spare Adrenaline Auto-Injectors (AAIs), including expiry dates.
• Liaises with parents, carers and healthcare professionals.
• Leads reviews following allergy incidents and near misses.

Designated Safeguarding Lead – Samantha Coxon-Smith
• Coordinates allergy risk assessments for educational visits and practical activities.
• Supports pupils where allergies present safeguarding or welfare concerns.
• Ensures appropriate sharing of allergy information with relevant staff.
• Works alongside the Allergy Lead where safeguarding support is required.

All Staff
• Complete annual allergy awareness training.
• Follow this policy and Individual Healthcare Plans.
• Take reasonable steps to minimise allergen exposure.
• Recognise allergic reactions and anaphylaxis.
• Act immediately in an emergency and report all incidents and near misses.

Parents and Carers

Parents and carers must inform Innovative Education of diagnosed allergies, provide up-to-date medical information and prescribed medication, and notify the school promptly of any changes.

Pupils
Where appropriate, pupils are encouraged to avoid sharing food, carry medication where agreed, and immediately tell a member of staff if they feel unwell.

5. Managing Allergies

Identification
Medical information is collected during admission and reviewed regularly. Innovative Education maintains an Allergy Register detailing known allergens, medication, Individual Healthcare Plans and Allergy Action Plans.

Individual Healthcare Plans
Pupils requiring additional arrangements because of an allergy will have an Individual Healthcare Plan developed with parents/carers and healthcare professionals. Plans are reviewed annually or whenever medical advice changes.

Staff Training
All staff receive annual allergy awareness and emergency response training. New, temporary and supply staff receive appropriate induction before working with pupils wherever practicable.

Preventing Exposure
Reasonable steps will be taken to minimise exposure to allergens. This includes considering allergies during curriculum planning, supervising meals where appropriate, discouraging food sharing, maintaining good hygiene and risk assessing practical lessons and educational visits.

6. Emergency Procedures

Suspected anaphylaxis must always be treated as a medical emergency.

- Administer the prescribed Adrenaline Auto-Injector (AAI) immediately where available.
- Call 999 and state that anaphylaxis is suspected.
- Administer a second AAI if required in accordance with medical guidance.
- Inform parents/carers as soon as possible.
- Never leave the pupil alone.
- Record the incident and review procedures afterwards.

Where held, spare AAIs will be clearly labelled, readily accessible, stored appropriately and checked regularly for expiry.

- Spare AAI's are held in main reception, alongside the fist aid cupboard, in an unlocked location, no more than 2.5 minutes distance from anywhere on site.

7. Recording, Information Sharing and Review

All allergic reactions, anaphylaxis incidents and near misses will be recorded and reviewed to identify learning and improve practice. Allergy information will only be shared with staff who need to know and will be managed in accordance with UK GDPR. Innovative Education will promote inclusion, support pupil wellbeing and challenge any bullying related to allergies. This policy will be reviewed annually, following significant incidents or when legislation or guidance changes.