



Leatherhead Trinity School and Nursery

Allergy Policy



Status: Statutory	Responsible Manager: Deputy Headteacher
Review Period: Annually (or sooner after any serious incident)	Responsible Governor: Safeguarding Governor
Valid From: September 2026	Next Review Date: September 2027

Leatherhead Trinity School and Nursery is committed to keeping pupils, staff and visitors safe from the risks posed by allergy and anaphylaxis. This policy sets out how we meet our statutory duties under current legislation (Benedict's Law and the Allergy Safety in Schools guidance) and the school's duty to make reasonable adjustments so pupils with allergies can access education and free school meals. It reflects our school vision to "All Things are Possible for One Who Believes" and our inclusive Christian values.

Scope

- Applies to all pupils, staff, volunteers, visitors and contractors on school premises, on school trips, and during off-site activities organised by the school.
- Covers food and contact allergies, emergency response (including anaphylaxis), Individual Healthcare Plans (IHPs), training, catering, communications and complaint procedures.

Principles

- Safety is paramount: reduce risk of exposure, ensure timely emergency response, and enable access to education.
- Individualised provision: use IHPs where required to set out specific arrangements.
- Publish and communicate: the allergy safety policy will be published on the school website and made available in hard copy on request.
- Named senior leader: a senior leader has responsibility for allergy safety and implementation (not delegated only to catering).
- Record and learn: incidents and near misses are recorded and reviewed; serious incidents reported through complaints procedures and to the governing body and trust as appropriate.

Responsibilities

Governing body

- Ensure an allergy safety policy is in place, kept under review and published on the website.
- Ensure risks for pupils with allergy are on the school risk register and are actively managed.
- Ensure sufficient resources for training, spare adrenaline devices and reasonable adjustments.

Headteacher

- Ensure policy implementation and that a named senior leader is responsible for allergy safety.
- Ensure staff have access to annual allergy awareness training and specific emergency response training.

Named senior leader for allergy safety Hannah Gray

- Lead implementation and review of the policy.
- Maintain central register of pupils with allergies and copies of IHPs.
- Liaise with families, healthcare professionals, catering, trip leaders and class teachers.
- Maintain stock of school-held AAls (adrenaline auto-injectors) and check expiry dates.
- Ensure allergy risks are considered in school trips, after-school clubs and whole-school events.
- Report incidents and near misses to governors and update the risk register.

Class teachers, learning support assistants and support staff

- Know pupils in their class with allergies, where their medication is stored and how to respond in an emergency.
- Implement IHPs and reasonable adjustments in everyday classroom practice.
- Ensure that classroom activities minimise the risk of cross-contamination.

Catering provider Aspens and kitchen staff

- Ensure compliance with School Food Standards while meeting individual needs.
- Communicate menus and ingredients to staff, pupils and parents.
- Prepare allergen-free alternatives where required and follow catering risk control measures.
- Keep accurate records of recipes, suppliers and allergen declarations.

Parents and carers

- Inform the school promptly of any known allergy or change in medical status.
- Provide up-to-date medical information, prescribed medication, allergy action plans and emergency contact details.
- Agree and co-operate in creation and review of IHPs.

Pupils

- Where appropriate, be involved in their own IHP and taught to manage their allergy (age-appropriate).
- Pupils prescribed AAls should carry them if able and safe to do so (as agreed in IHP).

Individual Healthcare Plans (IHPs)

When required

- The headteacher will decide, with parents and healthcare professionals, whether an IHP is necessary. An IHP is required where normal school adjustments are insufficient to manage risk or where prescribed medication (including AAls) or emergency plans are necessary.
- IHPs will be completed for pupils with any history of anaphylaxis, moderate/severe allergy likely to affect access to education, or where staff need specific training.

IHP content

- Clear description of allergy trigger(s) and likely symptoms.
- Agreed adjustments to reduce exposure (classroom, lunch, trips).
- Location and administration details for any medicines (AAI, antihistamine).
- Emergency plan with step-by-step actions and named staff who will administer medication.
- Communication plan (who knows what and when), including friends who may need awareness training if appropriate and agreed with parents.
- Contact information for parents, GP and any specialist.
- Review date and signatures (parents, healthcare professional, school).

Emergency medicines and adrenaline auto-injectors (AAls)

School-held AAls

- The school will hold and maintain a supply of spare AAls in line with legal guidance (Benedict's Law / Allergy Safety guidance). These are for use where a pupil's own device is not available or in an emergency.
- Spare AAls will be stored securely but accessible; location(s) will be recorded on IHPs and shared with relevant staff.
- The named senior leader will check expiry dates monthly and replace devices as required.

Storage and carriage

- Individual pupil AAls should be stored as set out in their IHP. Where pupils are competent, they may carry their own AAI.
- Staff administering an AAI in an emergency should follow the school emergency plan and call emergency services immediately.

Administering medication

- Any member of staff may administer emergency (including AAls) under the law if required to save a life. Staff will be supported and protected for acting in good faith.
- Non-emergency medication will be administered only with parental consent and recorded.

Training and awareness

All staff

- Receive annual allergy awareness training (content to include recognising allergic reactions, anaphylaxis, use of AAls and school emergency procedures).
- New staff and supply staff are briefed on the policy, location of IHPs and emergency medication as part of induction.

Named trained responders

- The school will identify a small team of staff trained to use AAls in practice (face-to-face, hands-on), updated at appropriate intervals recommended by health professionals.
- Training records and refresher schedule will be maintained by the named senior leader.

Pupil and whole-school awareness

- Age-appropriate education about allergies and empathy will be part of the curriculum and assemblies to reduce stigma and bullying.
- Where agreed with parents, friends of a child with an AAI may be taught how to summon adult help quickly.

Catering, lunchtime and free school meals

Menu and allergen information

- Menus and ingredient/allergen information will be available to parents and staff.
- Catering staff will follow allergen controls to avoid cross-contamination; separate preparation areas and cleaning routines will be used where necessary.

Reasonable adjustments for pupils on Free School Meals (FSM)

- The school will make reasonable adjustments to enable FSM-eligible pupils with allergies to access suitable meals in line with duty under the Children and Families Act and School Food Standards. Adjustments must be recorded in the pupil's IHP and agreed with parents.

Trips, clubs and off-site activities

- The trip leader must consult the IHP and the named senior leader when planning any off-site activity.
- Risk assessment must identify allergy risks and control measures; appropriate medication and trained staff must attend.
- Catering or packed-lunch arrangements for trips will accommodate individual needs.

Record keeping, incidents and complaints

Records

- The school will keep records of: all pupils with allergies and IHPs, medication administered, staff training, incidents and misses.
- IHPs and medication records are stored centrally by the named senior leader and copies held in classes as appropriate.

Incidents and near misses

- All allergic reactions or near misses will be recorded, investigated and reviewed by the named senior leader and reported to governors as appropriate.
- Serious incidents will trigger review of the IHP, policy and training; any systemic failures may be escalated via the complaints process.

Complaints

- Parents may complain via the school complaints procedure after a serious incident or a failure to implement an agreed IHP. The governing body will ensure complaints are investigated and lessons learned.

Monitoring, review and governance

- The named senior leader will report termly to governors/trust on allergy safety, training completion, incidents and AAI stock.
- The policy will be reviewed at least annually or after any serious incident, change in legislation or guidance (for example new requirements under Benedict's Law).

Risk register

- Allergy risks and controls will be included on the school risk register and monitored by governors.

Annexes (templates and practical details)

- Annex A: Template Individual Healthcare Plan (IHP) — to be completed for each pupil with allergy.
- Annex B: Emergency action plan for anaphylaxis (step-by-step).
- Annex C: Permission form for use of school-held AAI (consent for administration and for recording).
- Annex D: Staff training log (names, dates, content, trainer).

- Annex E: Location map for pupil AAls and school-held AAls.
- Annex F: Catering checklist and meal-accommodation request form.
- Annex G: Incident / near-miss reporting form.

Practical classroom guidance (everyday expectations)

- Class teachers will have a simple one-page summary of pupils with allergy in their class and the location of medication.
- No food-sharing policies in class, especially for infants and vulnerable pupils.
- Clean surfaces and handwashing before and after food activities.
- Parties, bake sales and food-based activities must be risk-assessed and agreed with parents; non-food alternatives encouraged.
- Labelling and ingredient checks required for any food used in curriculum activities.

Communication and publication

- This policy will be published on the school website and available in hard copy from the school office.
- Parents will be reminded annually to update medical information and to supply AAls and action plans where required.
- The policy will be shared with staff, governors, catering staff and regular external providers.

Equality and reasonable adjustments

- The school will make reasonable adjustments to ensure pupils with allergies are not discriminated against and can access all aspects of school life (including clubs and visits).
- Adjustments will be recorded in the IHP and reviewed regularly.

Legal and statutory references / Sources

- Allergy Safety in Schools guidance (Department for Education / Government) — July 2026.
- Children's Wellbeing and Schools Act 2026 (requirements re: allergy safety policy).
- SpareAdrenalineInSchools.uk (BSACI / DHSC / National Allergy Strategy Group).
- Department for Education guidance on supporting pupils with medical conditions (Children and Families Act 2014).

Local Authority School Nursing Team Contact Details

- **Service Name:** Children and Family Health Surrey (School Nursing 5–19 Service)
- **Central Advice Line / Single Point of Access:** 0300 247 0025 (Open Monday to Friday, 9am to 5pm)
- **Central Contact Email:** scfh.contact@hcrhcaregroup.com
- **Text Support (ChatHealth):** 07507 329 951
- **Official Website:** Surrey Child and Family Health School Nursing

How this policy aligns with Leatherhead Trinity School's context

- Given our pupil profile (FSM 38.9%; SEND 21.2%; EAL 21.5%), we will ensure IHP communication includes translated documents where necessary and that reasonable adjustments are sensitive to potential safeguarding and access barriers. The policy prioritises Quality First teaching and inclusion so pupils with allergy access the full curriculum and school life.

Review

- Next full review date: September 2026

Sources

- Allergy Safety in Schools — Department for Education / Government guidance (July 2026).
- SpareAdrenalineInSchools.uk — British Society for Allergy & Clinical Immunology / DHSC / NASG.
- Children's Wellbeing and Schools Act 2026 (provisions requiring allergy safety policy).