KINGSBURY SCHOOL

Allergy Management Policy

LOCAL LEVEL POLICY

REFERENCE NO:	TBC	DATE PREPARED: 18th May 2026	DATE REVIEWED/REVISED: June 2026
Policy compiled by: Martin Clarke		Approved by the Local Governing Body:	
Signed: M. Clarke On behalf of the Senior Leadership Team		Signed: Kate Spencer Date: September 2026	
DATE OF NEXT REVIEW: June 2027			

Date	Notes
18th May 2026	New Policy Rewritten
September 2026	Policy Approved by Kate Spencer LGB

1. Policy Statement

Kingsbury School is committed to providing a safe, inclusive and supportive environment for all students, including those with allergies and those at risk of anaphylaxis. The school recognises that allergies can have a significant impact on a student's health, wellbeing and ability to access education. The school will take all reasonable steps to reduce the risk of allergic reactions, while supporting students to participate fully in school life. The school also recognises that it is not possible to guarantee an allergen-free environment. Effective allergy management therefore relies on partnership working between the school, parents/carers, healthcare professionals, students and the school's independent catering provider. Where catering services are provided by an independent contractor, the school will work collaboratively with the provider to support students with allergies while recognising the provider's responsibility for allergen management within its catering operations.

2. Purpose

The purpose of this policy is to:

- Protect students with allergies from avoidable exposure to allergens.
- Ensure staff understand their roles and responsibilities.
- Provide clear procedures for preventing, recognising and responding to allergic reactions and anaphylaxis.
- Promote allergy awareness throughout the school community.
- Support students with allergies to participate safely in all aspects of school life.

3. Scope

This policy applies to:

- All students.
- All staff.
- Volunteers.
- Contractors and visitors.
- External organisations using school facilities.
- The school's independent catering provider.

4. Legal Framework

This policy has regard to:

- Children and Families Act 2014
- Equality Act 2010
- Department for Education guidance: Supporting Students at School with Medical Conditions
- Relevant safeguarding, health and safety, and food information legislation.

5. Definitions

Allergy

An immune system response to a normally harmless substance.

Allergen

A substance capable of causing an allergic reaction. Common allergens include:

- Peanuts
- Tree nuts
- Milk
- Eggs
- Fish
- Shellfish
- Sesame
- Wheat
- Soya
- Insect stings
- Latex

- Medication

Anaphylaxis
A severe and potentially life-threatening allergic reaction requiring immediate medical treatment.

6. Roles and Responsibilities

6.1 Governing Board

The Governing Board will:

- Ensure appropriate policies and procedures are in place.
- Monitor implementation of this policy.
- Ensure sufficient resources are available to support students with allergies.

6.2 Headteacher

The Headteacher will:

- Ensure effective implementation of this policy.
- Ensure staff receive appropriate training.
- Ensure suitable arrangements are in place for the management of students with allergies.
- Ensure effective communication between the school, parents/carers, healthcare professionals and the catering provider where necessary.

6.3 Designated Medical Lead / First Aid Lead

The designated lead will:

- Maintain records of students with allergies.
- Ensure Individual Healthcare Plans (IHPs) are in place where necessary.
- Monitor medication expiry dates.
- Coordinate staff training.
- Liaise with parents/carers and relevant professionals regarding allergy management.
- Ensure any Emergency spare adrenaline auto-injectors are maintained, stored appropriately and replaced before expiry.

6.4 Staff

All staff will:

- Be aware of students with known allergies.
- Follow allergy management procedures.
- Attend relevant training.
- Respond appropriately in an emergency.
- Report concerns regarding allergy management to the appropriate member of staff.

6.5 Parents/Carers

Parents/carers must:

- Inform the school of any allergies or allergic conditions.
- Provide medical evidence where appropriate.
- Supply in-date medication as required.
- Inform the school of any changes to their child's medical needs.
- Work collaboratively with the school to support effective allergy management.

6.6 Catering Provider

Kingsbury School uses an independent catering provider to deliver food services on site.The catering provider is responsible for:

- Compliance with all relevant food safety and food information legislation.
- Maintaining accurate allergen information for all food and drink provided.
- Safe procurement, storage, preparation and service of food.
- Training catering staff in allergen awareness and allergen management.
- Implementing procedures to minimise the risk of allergen cross-contamination.
- Responding to allergen-related enquiries relating to food provided through the catering service.
- Liaising with the school regarding students with known food allergies where appropriate.

The catering provider retains responsibility for allergen management within its catering operations.

7. Identification and Record Keeping

The school will:

- Maintain a register of students with allergies.
- Record allergies on the school's management information system.
- Ensure relevant staff have access to allergy information.
- Keep Individual Healthcare Plans under regular review.

Individual Healthcare Plans will normally include:

- Details of allergens.
- Typical symptoms.
- Medication requirements.
- Emergency procedures.
- Emergency contact details.

8. Risk Reduction Measures

The school will:

- Promote good handwashing practices.
- Encourage cleaning of eating areas and shared surfaces.
- Assess risks relating to curriculum activities, educational visits and special events.
- Provide staff with information about known allergens affecting students in their care.
- Consider reasonable adjustments for students with severe allergies.
- Promote a culture of awareness and respect regarding allergies.
- Ask staff to be mindful of known severe allergies when bringing food onto site and when organising activities involving food.

The school does not operate as an allergen-free environment.

9. Catering and Food Management

Kingsbury School recognises that food allergies present a significant risk to some students and that effective communication between the school and its independent catering provider is essential. The school does not directly manage food procurement, preparation or service. These functions are undertaken by the school's independent catering provider, which is responsible for allergen management within its catering operations.

The catering provider will:

- Comply with all relevant food safety and food information legislation.
- Maintain accurate allergen information for all food and drink supplied.
- Operate procedures designed to minimise the risk of allergen cross-contamination.
- Ensure catering staff receive appropriate allergen awareness training.
- Make allergen information available to students, parents/carers and the school as required.

The school will:

- Share relevant information regarding students' food allergies with the catering provider where appropriate and in accordance with data protection requirements.
- Work collaboratively with the catering provider to support students with food allergies.
- Ensure effective communication arrangements exist between school staff and catering staff.
- Consider allergy risks when planning educational visits, enrichment activities, curriculum activities and school events.

The school recognises that it cannot guarantee an allergen-free environment. Students, parents/carers, staff and the catering provider all share responsibility for supporting safe allergy management practices.

School Events and Food Brought onto Site

Where food is provided for school events, celebrations, fundraising activities, curriculum activities or other occasions outside of the catering contract, staff must consider allergy risks and ensure reasonable steps are taken to identify ingredients and allergens. Staff organising events involving food should seek advice from the designated medical lead where students with known allergies may be affected. Students must not share food, drinks or eating utensils. Parents/carers are encouraged to support the school's allergy management arrangements when providing food for school activities and events.

10. Educational Visits and Off-Site Activities

Before educational visits, staff will:

1. Review allergy information and Individual Healthcare Plans.
2. Ensure emergency medication is available and accessible.
3. Consider specific allergy risks associated with the venue or activity.
4. Ensure supervising staff understand emergency procedures and the use of adrenaline auto-injectors where relevant.

No student will be excluded from educational visits solely because they have an allergy, unless a risk assessment identifies that participation cannot reasonably be made safe.

11. Allergy Awareness

The school will promote:

- Awareness among staff through regular training and updates.
- Age-appropriate awareness among students.
- Respectful behaviour towards students with allergies.

Bullying, teasing or deliberate exposure of another person to an allergen may be treated as a serious disciplinary matter.

Students with allergies will be encouraged, where age and understanding permit, to take increasing responsibility for recognising risks, managing their condition and carrying emergency medication where appropriate.

12. Medication

Medication will be managed in accordance with the school's Supporting Students with Medical Conditions Policy. Where prescribed:

- Adrenaline auto-injectors (AAIs) will be readily accessible.
- Students may carry their own medication where appropriate and agreed.
- Spare emergency medication may be held by the school where permitted and agreed with parents/carers.

The school may hold emergency spare AAIs in accordance with current government guidance. The school may also hold emergency salbutamol inhalers in accordance with current Government guidance.

13. Recognising an Allergic Reaction

Mild to Moderate Reactions

Symptoms may include:

- Itching
- Rash or hives
- Swelling of lips, face or eyes
- Abdominal pain
- Nausea or vomiting
- Sneezing or runny nose

Severe Reactions (Anaphylaxis)

Symptoms may include:

- Difficulty breathing or wheezing
- Swelling of the tongue or throat
- Difficulty speaking or swallowing
- Persistent coughing
- Dizziness or collapse
- Loss of consciousness

Anaphylaxis is a medical emergency and requires immediate action.

14. Emergency Procedures

Where anaphylaxis is suspected:

1. Administer the student's adrenaline auto-injector immediately, or a spare school adrenaline auto-injector where appropriate and in accordance with current guidance.
2. Call 999 and request an ambulance.
3. State clearly that anaphylaxis is suspected.
4. Contact parents/carers as soon as possible.
5. Monitor the student continuously while awaiting emergency services.
6. Administer a second adrenaline auto-injector if symptoms persist or worsen and a second device is available, in accordance with training and medical advice.
7. Complete the school's incident reporting procedures following the event.

A student who receives adrenaline must always be assessed by medical professionals, even if symptoms improve.

15. Incident Review

Following any serious allergic reaction or use of an adrenaline auto-injector, the school will review the circumstances of the incident and consider whether any changes are required to risk assessments, healthcare plans or procedures.

16. Staff Training

The school will ensure that appropriate staff receive training covering:

- Allergy awareness.
- Recognition of allergic reactions and anaphylaxis.
- Use of adrenaline auto-injectors.
- Emergency response procedures.
- Relevant aspects of this policy.

Training records will be maintained and refreshed as appropriate.

17. Monitoring and Review

This policy will be reviewed:

- Annually.
- Following a serious allergy-related incident.
- Following significant changes in legislation or guidance.

Appendix 1 – Emergency Anaphylaxis Procedure

Suspected Anaphylaxis

1. Administer the adrenaline auto-injector immediately.
2. Call 999 and request an ambulance.
3. Inform the ambulance service that anaphylaxis is suspected.
4. Contact parents/carers.
5. Monitor the student continuously.

6. Give a second adrenaline auto-injector if required and available.
7. Complete incident reporting procedures after the event.

A student who receives adrenaline must always go to hospital for medical assessment.

This procedure should be displayed prominently in staff areas, the medical room and included with emergency medication packs.