



Chenderit School

Aim High, Work Hard, Be Kind

CHENDERIT SCHOOL Allergy Safety Policy

REVIEWED BY GOVERNING BODY: September 2026

ADOPTED BY GOVERNING BODY:

Designated Allergy Lead: Billy Belstone (Deputy Headteacher)

Designated Allergy Governor: TBC

1. Policy Aim

Chenderit School is committed to ensuring the safety, health, and inclusion of all pupils with allergies. We recognise that severe allergies can be life-threatening and that reactions (including anaphylaxis) can occur in pupils with or without a prior diagnosis.

This policy aims to:

- Provide a safe, inclusive environment where pupils with allergies can participate fully in all aspects of school life, including trips and extracurricular activities.
- Establish clear roles, governance, and responsibilities across the school community.
- Maintain robust risk-minimisation and allergen management protocols.
- Ensure all staff are trained to recognise allergic reactions and respond swiftly in an emergency.
- Set out procedures for the safe storage, handling, and administration of prescribed and emergency spare Adrenaline Auto-Injectors (AAIs).

2. Statutory Framework

This policy complies with DfE statutory guidance *Allergy Safety in Schools* and aligns with:

- Supporting Pupils at School with Medical Conditions (Section 100 of the Children and Families Act 2014)
- The Human Medicines (Amendment) Regulations 2017 (permitting schools to hold spare AAIs)
- Benedict's Law standards

3. Roles and Responsibilities

3.1 The Governing Body

- Ensures the school publishes and implements a dedicated Whole-School Allergy Safety Policy.
- Oversees policy compliance, receiving annual reports on training completion and any severe allergy incidents or near-misses.

3.2 The Headteacher & Senior Lead for Allergy Safety

- Appoints a designated **Senior Lead for Allergy Safety** (Billy Belstone; Deputy Headteacher).
- Oversees the implementation of Individual Healthcare Plans (IHPs) for those students with one or more of the 14 known allergies (these are detailed in Appendix A). These will be overseen and completed by the school's first aider.
- Ensures whole-staff training is completed and logged.
- Monitors the audit and stock of emergency spare AAI devices.

3.3 School Staff (Teaching and Support Staff)

- Complete mandatory whole-staff allergy awareness and emergency response training.
- Know which pupils in their care have allergies and understand their IHPs.
- Be prepared to recognise signs of allergic reactions/anaphylaxis and administer adrenaline without delay.

3.4 Parents and Carers

- Inform the school immediately upon enrolment—or following a new diagnosis—of any medical conditions or severe allergies.
- Provide an up-to-date Allergy Action Plan signed by a medical professional.
- Supply two in-date prescribed AAIs (if required) and replace them prior to expiry.

4. Identification and Individual Healthcare Plans (IHPs)

1. **Notification:** On entry to the school (or mid-year diagnosis), parents/carers complete a health record declaration detailing all known allergies. They will also be required to provide the school with a copy of any Allergy Action Plans completed by a medical professional. This will be used to underpin the student's IHP.
2. **Plans:** Every pupil requiring active allergy management or prescribed emergency medication (e.g., AAIs or antihistamines) will have a standardised **Individual Healthcare Plan (IHP)**.
3. **Data Protection & Accessibility:** Pupil allergy details and IHPs are held securely on the school's network and are easily accessible to staff in an emergency.

4. **Review:** IHPs are reviewed annually or immediately if a child's health needs or treatment change.

5. Risk Reduction and Allergen Avoidance

While Chenderit School cannot guarantee a 100% allergen-free environment, proactive measures are taken to minimise exposure:

- **Catering:**
 - Catering staff receive allergen training and strictly manage the 14 major recognised allergens (see Appendix A) in line with food standard regulations. This training is overseen by the catering company, Culinera.
 - Pupil allergen profiles are cross-referenced before food is served.
 - Allergens are clearly labelled on all foods sold by the catering company.
- **Lessons:**
 - Food activities are risk-assessed to ensure safe substitute ingredients are used.
 - Compulsory taught modules in Food Science in Year 7 and Year 8 include formalised work on allergen awareness to ensure all students are aware of these.
 - Food Science and Nutrition staff receive regular updates to their training from the Food Teachers Centre and the Food Standards Agency to ensure that allergen knowledge is up to date to support lesson planning and implementation.
 - Allergen awareness is delivered to Year 7 and Year 8 students in Food Science and Nutrition lessons, and is also supported through our Personal Development curriculum.
- **Peer Practices:**
 - Food sharing or trading between pupils is strongly discouraged.
 - Handwashing with soap and water (or hand wipes, as hand sanitising gel does not remove food proteins) is promoted before and after eating.
- **Non-Food Triggers:**
 - Specific risk assessments are conducted for insect venom, latex, or animal contact where applicable.

6. Staff Training and Capacity Building

- **Whole-Staff Training:** All teaching and non-teaching staff (including lunchtime supervisors, caretakers, and office staff) complete annual training covering:
 1. Early recognition of allergic reactions and signs of anaphylaxis.
 2. How to use different types of Adrenaline Auto-Injectors (e.g., EpiPen, Jext, Emerade).
 3. Emergency escalation and 999 protocols.
- **Records:** The school's HR Manager maintains a central register of staff training completion.

7. Emergency Response Procedures (Anaphylaxis)

In the event of a suspected severe allergic reaction or anaphylaxis, **staff must act immediately**:

1. **Recognise and Stay with Pupil:** Identify signs of severe reaction (Airway, Breathing, Consciousness/Circulation distress). **Never leave the pupil alone** or require them to stand/walk.
2. **Administer Adrenaline (AAI) Immediately:** Administer the pupil's prescribed AAI into the outer mid-thigh. **Adrenaline is the first-line treatment—do not delay.** Note the exact time of injection.
3. **Call 999:** Call Emergency Services (999) immediately and state clearly: **"Anaphylaxis"**.

4. Position the Pupil Safely:

- Keep the pupil lying flat with legs elevated.
- *If breathing is difficult:* allow them to sit up slowly, but do not stand up.
- *If unconscious/vomiting:* place in the recovery position.

5. Second Dose & Contact Parents:

If symptoms do not improve after **5 minutes**, administer a second AAI (using the child's second device or a school spare device). Contact the parent/carers immediately.

8. Prescribed and Spare Emergency Adrenaline Auto-Injectors (AAIs)

- **Prescribed Devices:** Pupils requiring AAIs must have two devices in school at all times. These are stored in unlocked, labelled medical kits in the medical room in inclusion. All students who require an AAI must also carry one on their person in their school bag at all times which will be easily accessible.
- **School Spare AAIs:** The school holds 4 **spare AAI devices** in central emergency grab bags located at main reception, the medical room, the English workroom and the Pastoral Support Manager office.
- **Use of Spare AAIs:** Spare AAIs may be administered to:
 1. A pupil whose own prescribed device is missing, unusable, or requires a second dose.
 2. Any pupil/individual experiencing a first-time anaphylactic reaction for whom written medical consent/IHPs are in place, or under explicit 999 emergency call handler instruction.
- **Audit Checks:** A designated staff member audits AAI expiry dates and functionality on a monthly basis. This is the lead first aider.

9. Educational Visits and Trips

Chenderit School ensures that pupils with severe allergies are fully included in all school trips, residential visits, and sporting events.

- **Risk Assessment:** A specific risk assessment is completed for all off-site visits to account for allergen risks, distance to emergency services, and catering safety. This will be checked by the school's Educational Visits Coordinator.
- **Medication on Trips:** Designated trained staff carry the pupil's two prescribed AAls (and spare school AAls if indicated by the risk assessment) in an emergency trip bag.
- **Inclusion:** Parents will **not** be required to accompany their child as a condition of participation.

10. Incident Reporting and Post-Incident Review

- Every serious allergic reaction or "near-miss" (e.g., incorrect meal served, missing medication) must be recorded on the school's incident management system.
- Following an incident, the Senior Lead for Allergy Safety will conduct a review to identify root causes and update risk assessments, policies, or staff practices as necessary.
- Incident summaries and lessons learned are reported to the Governing Body by the Senior Lead for Allergy Safety.

Appendix A: The 14 Food Allergens (Credit: [Anaphylaxis UK](https://www.anaphylaxis.org.uk/))



The 14 Food Allergens

If you are one of the estimated two million people in the UK with a food allergy, you might recognise your allergen in the pictures below. If a food contains or uses one of the 14 allergens, information about the allergen must be provided to you. If you have a serious allergy, don't forget to always check ingredient labels or ask questions, even if it's a product you've eaten before or eat regularly. Click on the picture of each allergen below to find out more about it, its use as an ingredient, and how to avoid it.



Cereals containing gluten

'Cereals containing gluten' includes wheat, which is a common cause of food allergy.



Sulphites/Sulphur Dioxide

Sulphites are preservatives added to food and drinks to extend their shelf life.



Celery

Celery is used in food in various forms, including celery sticks, leaves, seeds and root (celeriac).



Crustaceans

Crustaceans include crab, lobster, crayfish, and prawns.



Egg

Egg can be found in a wide range of foods including cakes, pastries, desserts, meat products, mayonnaise, and many more.



Fish

Fish allergy refers to fish that have fins such as cod, plaice, haddock, herring, trout, salmon and tuna.



Lupin

The lupin is well-known as a popular garden flower with its tall, colourful spikes. The seeds from certain lupin species are also cultivated as food.



Milk

Cow's milk is used to make many foods including butter, cheese, cream, yogurt and more.



Mustard

Mustard plants have seeds that can be white, yellow, brown or black. They can be used to make different types of mustard.



Molluscs

Molluscs include mussels, oysters, scallops, snails, squid, octopus and many more.



Tree Nuts

Tree nuts include almonds, Brazil nuts, cashew nuts, hazelnuts, walnuts, pecans, pistachios and macadamia nuts.



Peanuts

The peanut is a legume and is in the same plant family as peas, beans and lentils.



Sesame

Sesame seeds can be black, white, brown or red. Foods made with sesame include tahini, hummus and halvah.



Soya

'Soya' or 'soy' is made from the soya bean, which is a legume. Soya is used to make soy sauce and tofu and is used as an ingredient in many food products.