

## Pupil/Student Allergy Policy

|                                                         |             |
|---------------------------------------------------------|-------------|
| This Policy was ratified by the Board of Directors on : | Autumn 2026 |
| This Policy will be reviewed by the GLC Board on :      | Autumn 2027 |

### GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

### Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

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## 1. Aims

This policy aims to:

- Set out the GLC's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction;
- Fully comply with the core tenets of Benedict's Law, ensuring robust safeguarding measures, mandatory annual staff training, and immediate access to emergency medication;
- Make clear how we will support pupils with allergies to ensure their wellbeing and inclusion;
- Promote and maintain allergy awareness among the school community.

## 2. Legislation and guidance

This policy is based on the Department for Education [DfE] guidance on [allergies 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:

- <http://www.legislation.gov.uk/ukxi/2014/1855/contents> The Food Information Regulations 2014
- <https://www.legislation.gov.uk/ukxi/2019/1218/made> The Food Information (Amendment) (England) Regulations 2019

**Benedict's Law Alignment:** This policy mandates that every pupil with a diagnosed food allergy must have an Individual Healthcare Plan [IHP] and an Allergy Action Plan. The Allergy Action Plan should be provided by the pupils healthcare professional [GP/Specialist nurse or paediatrician]. It ensures that spare emergency Adrenaline Auto-Injectors [AAIs] are readily available across all school environments without locking mechanisms or delays.

## 3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

### 3.1 Trust Allergy Leads & SLT Safeguarding

While the ultimate statutory responsibility rests with the GLC Board of Directors, operational oversight is delegated to the designated Senior Leadership Team [SLT] members and First Aid Leads at each individual academy:

| GLC Academy                 | Designated SLT / Allergy Lead   | First Aid Lead          |
|-----------------------------|---------------------------------|-------------------------|
| The Gateway Academy         | Trudi Bryant                    | Natalie Steel           |
| Gateway Primary Free School | Emma Pattison                   | Elisha Ryan             |
| Herringham Primary Academy  | Sam Otto/ Zoe Singh             | Donna Dennett/Jo Sanham |
| Lansdowne Primary Academy   | Dan Burnett                     | Kathryn Luckin          |
| Tilbury Pioneer Academy     | Clare Hall/<br>Claire Sanderson | Teresa Fleming          |

**Note on SLT Qualifications:** To align with Benedict's Law and ensure high-level emergency decision-making, the designated SLT Allergy Leads hold an active First Aid / Anaphylaxis certificate.

The Allergy Leads are responsible for:

- Promoting and maintaining allergy awareness across our GLC schools;
- Collating, updating, and distributing allergy and special dietary information to all staff via the school's Management Information System [SIMS/CPOMS];
- Ensuring every pupil with an allergy has a signed, professionally verified Allergy Action Plan. If this is not provided at the time of completing the Individual Healthcare Plan, it will be requested and the date requested will be added to the IHCP.

**The Allergy Leads will achieve the above by ensuring that:**

- All allergy information is up to date and readily available to relevant members of staff;
- All pupils with allergies have an allergy action plan;
- All staff receive an appropriate level of allergy training;
- All staff are aware of the GLC policy and procedures regarding allergies;
- Relevant staff are aware of what activities need an allergy risk assessment;
- Keeping stock of the each GLC academy's adrenaline auto-injectors [AAIs];
- Regularly reviewing and updating the allergy policy.

### **3.1.1 Interim Operational Delegation Protocol**

Where a named Designated SLT Allergy Lead's formal accredited Anaphylaxis & AAI Leadership Training is marked as Pending, the following mandatory safeguards apply until training is completed and verified:

1. Delegated First Aid Oversight: Immediate operational responsibility for emergency anaphylaxis management and first-aid response is delegated to the named Interim Delegated Operational Lead [or an appropriately qualified First Aider holding a current certificate in Anaphylaxis & AAI Administration].
2. Guaranteed On-Site Responder Coverage: The Academy SLT must verify that at least one fully trained, certified Anaphylaxis Responder is present on site at all times during school operating hours, including breakfast/after-school clubs, break times, and off-site educational visits.
3. Mandatory E-Learning Stopgap: Designated SLT Leads with pending training must complete an accredited online anaphylaxis awareness module [e.g., *Anaphylaxis UK / BSACI e-Learning*] as an immediate stopgap prior to their accredited face-to-face training session.
4. Target Resolution Date: All pending SLT training must be completed no later than [Insert Target Date, e.g. 31 October 2026].

### **3.1.2 Core Responsibilities of the SLT Allergy Lead**

*[Once fully certified, the Designated SLT Lead maintains ultimate accountability for:]*

- Ensuring full implementation of this policy and compliance with Benedict's Law campaign standards across their academy.
- Maintaining up-to-date Individual Healthcare Plans [IHPs] / Allergy Action Plans and medical records in coordination with parents and healthcare professionals.
- Overseeing the routine monthly inspection, audit, and expiry-date tracking of all prescribed and spare Trust Adrenaline Auto-Injectors [AAIs].
- Ensuring all academy staff receive mandatory annual allergy and anaphylaxis training.
- Reporting any allergic reaction, near miss, or system failure to the Trust Board and conducting formal post-incident investigations.

### **3.2 Medical Officers / School First Aid Teams**

Supported by individual site personnel, the medical staff are responsible for:

- Coordinating medical paperwork and individual care plans with families;
- Ensuring that spare trust-purchased AAIs and antihistamines are monitored, kept in date, and stored safely but accessible;
- Any other appropriate tasks delegated by the allergy lead.

### 3.3 Teaching and support staff

All teaching and support staff must:

- Promote and maintain allergy awareness among pupils;
- Maintain awareness of our allergy policy and procedures;
- Maintain active awareness of the signs of severe allergic reactions and anaphylaxis;
- Check SIMS/care records before hosting practical lessons [e.g., Food Technology, Science experiments, or crafts using food packaging] and ensure that relevant risk assessments are carried out;
- Attend appropriate allergy training as required.

### 3.4 Parents/carers

Parents/carers are responsible for:

- Be aware of the GLC allergy policy;
- Provide up-to-date details of their child's medical needs, dietary requirements and history of anaphylaxis upon admission and immediately when changes occur;
- If their child needs an AAI, ensure they have provided the academy with two in-date personal AAIs [where prescribed] alongside any necessary daily antihistamines or relevant emergency treatments. In the case of their child being age-appropriate to carry their prescribed AAI ensure that they take it every day to school and it is securely carried.

### 3.5 Pupils with allergies

**Pupils with allergies:** Must maintain awareness of their specific allergens, understand how to report a reaction instantly, and if age-appropriate, securely carry their prescribed AAI on their person.

**Pupils without allergies:** Must exhibit a culture of peer support, adhere strictly to food restrictions, and immediately notify an adult if they suspect a peer is experiencing a reaction.

## 4. Assessing risk

Each GLC academy will conduct a formalised risk assessment no longer than **two weeks prior** to any off-site events, school trips. Internal lessons involving potential allergens [such as Food Technology, Science experiments, and animal-handling experiences] will hold a dedicated risk assessment. A dedicated risk assessment will also be drafted if a visitor brings a registered guide dog onto premises where a pupil has severe animal dander allergies.

## 5. Managing risk

### 5.1 Hygiene and Food Controls

- Strict handwashing protocols are encouraged before and after all meal and snack times;
- Food sharing is strongly discouraged unless part of a pre-organised educational event that has been fully vetted by an SLT-approved risk assessment;
- At the primary level, pupils must use named water bottles. At secondary level [The Gateway Academy], pupils are actively encouraged to use distinct, identifiable personal bottles to avoid cross-contamination.

### 5.2 Catering Safeguards & Digital Alert Systems

The GLC catering services are committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering staff receive explicit training to recognise individual pupils with high-risk allergies;
- To ensure compliance with Benedict's Law and protect the pupil's mental health, we do not rely solely on public "allergy walls." Instead, the Trust utilises a secure **Point-of-Sale [POS] Till Alert System**. A digital alert triggers on the staff terminal flagging the student's allergy profile before transactions are finalised;
- School menus are published in advance with all 'top 14' allergens explicitly tracked and labelled.

### **5.3 High-Risk Food Restrictions**

The GLC operates an "allergy-aware" environment. The following high-risk items are restricted and should not be brought into schools:

- Packaged nuts, peanut butter, or chocolate nut spreads;
- Cereal/granola bars containing visible or trace nuts;
- Sesame seeds and foods directly containing sesame [e.g., hummus].

### **5.4 Insect bites/stings**

When outdoors:

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

### **5.5 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.

### **5.6 Support for mental health & wellbeing**

Recognising that severe allergies can trigger anxiety, depression, or exposure to isolation/bullying, affected pupils are monitored through our pastoral systems. Regular check-ins with class teachers or form tutors are maintained to ensure complete inclusion and psychological safety.

### **5.7 Events and school trips**

- For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part;
- The school will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training;
- Appropriate measures will be taken in line with the school's AAI protocols for off-site events and school trips [see section 7.5].

## **6. Procedures for handling an allergic reaction**

### **6.1 Register of pupils with AAIs**

A master allergy register complete with known allergens, risk factors, photos, and AAI details is hosted securely on SIMS and within central care plans. Photos are updated at a minimum of every two years.

### **6.2 Allergic reaction procedures**

- As part of the GLC awareness approach to allergies, all staff are trained in the allergic reaction procedure, to recognise the signs of anaphylaxis and respond appropriately and in the administration of AAIs to minimise delays in pupils receiving adrenaline in an emergency;
- If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan;
- If an AAI needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available, a school one;
- If the pupil has no allergy action plan, staff will follow the school's procedures on responding to allergy and if needed, the school's normal emergency procedures.

If a pupil shows signs of an allergic reaction, the nearest staff member must initiate an immediate first aid request:

| SUSPECTED ALLERGIC REACTION                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MILD REACTION                                                                                                                                                             | SEVERE ANAPHYLAXIS                                                                                                                                                                                                                                                                                                                    |
| <i>e.g. skin rash, itching, sneezing</i>                                                                                                                                  | <i>e.g. wheezing, swollen tongue, stridor, floppy, loss of consciousness</i>                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>- Administer the prescribed antihistamine.</li> <li>- Continually monitor the child.</li> <li>- Contact parents/carers.</li> </ul> | <ul style="list-style-type: none"> <li>- Call 999 immediately.</li> <li>- Administer the pupil's own AAI [if available] or a school spare AAI without delay.</li> <li>- Note the time of administration.</li> <li>- Call parents immediately.</li> <li>- Prepare a second AAI if there is no improvement within 5 minutes.</li> </ul> |

A school AAI device will be used instead of the pupil's own AAI device if:

- Medical authorisation and written parental consent have been provided; or
- The pupil's own prescribed AAI(s) are not immediately available [for example, because they are broken, out-of-date, have misfired or been wrongly administered];
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance;
- If the allergic reaction is mild [e.g. skin rash, itching or sneezing], the pupil will be monitored and the parents/carers informed.

### 6.3 Incident Recording, Reporting and 'Near Misses'

The GLC is committed to continuous learning and maintaining the highest safety standards across all academies.

#### 6.3.1 Recording and Reporting

**Mandatory Recording:** Where any serious allergic incident or "near miss" occurs [e.g., accidental allergen exposure where no reaction occurred, cross-contamination warnings, unlabelled allergen served, or mislaid emergency medication], it must be logged immediately on CPOMS / the school management system.

**Parental Notification:** The child or young person's parents/carers must be informed of the incident or near miss on the same day.

**Governance & Statutory Reporting:** All serious incidents and near misses will be reported to the Academy SLT and Trust Allergy Lead, logged on the central serious incident log, and submitted to the Board of Directors alongside any required statutory reporting [e.g., RIDDOR/HSE where applicable]."

#### 6.3.2 Investigation and Policy Review

Following any serious incident or near miss:

1. A formal internal review will be conducted by the Academy Allergy Lead and SLT within 5 working days.
2. Lessons learned from the investigation will be documented and shared across all GLC academies to prevent recurrence.
3. The outcome of the review will prompt an immediate reassessment of relevant risk assessments, operational catering/classroom procedures, and this Allergy Policy.

### 7. Adrenaline auto-injectors [AAIs]

Following the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#), the GLC sets out its procedures for AAIs, covering the following areas:

### 7.1 Purchasing of spare AAIs

The individual Academy Allergy Leads/Heads of School are authorised to source spare AAIs from verified online pharmaceutical suppliers.

- **Brand Consistency:** The Trust standardises on the **EpiPen** brand to minimise operational confusion during a crisis.
- **Stock & Dosage Layout:**
  - o **Secondary-The Gateway Academy:** Maintains 4 spare EpiPens [300mcg] distributed systematically across Student Services [2 kits, including 1 for trips], the Main Canteen [1], and the Food Technology Office [1].
  - o **Primary Academies:** Maintain age-appropriate emergency kits containing both 150mcg [under 30kg / EYFS & KS1] and 300mcg [over 30kg / KS2] variations positioned central to dining halls, playgrounds, and front admin offices.

### 7.2 Storage and maintenance

The allergy lead will make sure all AAIs are:

- Stored at room temperature [in line with manufacturer's guidelines], protected from direct sunlight and extremes of temperature;
- Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children;
- Not locked away, but accessible and available for use at all times;
- Not located more than 5 minutes away from where they may be needed;
- Spare AAIs will be kept separate from any pupil's own prescribed AAI and clearly labelled to avoid confusion;
- Two designated staff members at each academy are assigned to check kits monthly to ensure units are present, visible, and safely within their expiry dates.

### 7.3 Safe Disposal

Used AAIs must be handed directly to emergency services or placed immediately inside a dedicated medical sharps bin.

### 7.4 Use of AAIs off school premises

Pupils at risk of anaphylaxis must have their personal prescribed AAIs and care plans with them on all trips. Trust spare emergency AAIs and antihistamines are handed directly to the trip lead alongside the primary First Aid Kit prior to departure.

### 7.5 Emergency anaphylaxis kit

Each GLC school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs;
- Instructions for the use of AAIs;
- Instructions on storage;
- Manufacturer's information;
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded;
- A note of arrangements for replacing injectors;
- A list of pupils to whom the AAI can be administered;
- A record of when AAIs have been administered.

## 8. Training

In compliance with Benedict's Law, the GLC mandates **annual allergy and anaphylaxis training** for all staff.

This training encompasses:

- Risk reduction strategies and allergen avoidance;
- Rapid identification of mild vs. severe systemic symptoms;
- Administration practice utilising AAI trainer pens;
- Understanding of the psychological impact of severe medical conditions.

## **9. Links to other policies**

This policy directly supplements and operates in tandem with:

- GLC First Aid Policy [including Appendix 1 Accident Reporting and Appendix 6 Medication Protocols];
- Supporting Medical Conditions at school;
- GLC Health and Safety Policy.

## Appendix 1 Individual Healthcare Plan

| NAME – Individual Healthcare Plan for allergy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Date of birth:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Current photo |
| Year / class:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |
| Emergency contacts:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |
| Staff who need to be aware:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |               |
| <p><b>Allergy:</b><br/> <i>Note what allergy the child or young person has.</i><br/> <i>Note any known allergens.</i><br/> <i>Note whether the child or young person is likely to be aware that they are having an allergic reaction and whether they can alert others.</i></p>                                                                                                                                                                                                                                                       |               |
| <p><b>How the allergy is managed:</b><br/> <i>Note any care or action plans or prescribed medication issued by healthcare professionals.</i><br/> <i>If the allergy can be partly or wholly managed by practical adjustments [for example avoidance of known allergens], note them here.</i><br/> <i>Note the extent to which the child or young person is able to take responsibility for managing their allergy.</i></p>                                                                                                            |               |
| <p><b>Impact on education:</b><br/> <i>Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.</i><br/> <i>Indicate how the allergy may impact on the child or young person's learning.</i><br/> <i>Indicate how the allergy may impact on the child or young person's emotional wellbeing.</i><br/> <i>If relevant, note any interaction between allergy and SEN.</i></p>                                                                                                |               |
| <p><b>Arrangements for support:</b><br/> <i>Give details of the specific support or adaptations which the school, college or early years setting will put in place, within its educational remit.</i><br/> <i>Outline measures to reduce the risk of contact with known allergens.</i><br/> <i>Give details of the specific support or adaptations to manage food allergy at meal and snack times.</i><br/> <i>Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.</i></p> |               |

**Visits and trips:**

- Give details of any arrangements or procedures which may be required for school trips or other activities outside of the normal timetable that will ensure the child can participate.
- Note any requirement for a risk assessment and prompts for specific issues which should be considered.

**Emergency response:**

Where an Action Plan issued by a healthcare professional covers emergency response, refer to it and ensure it is attached.

Otherwise summarise the signs or symptoms which would indicate an emergency.

Set out what to do in an emergency, including whom to contact.

If relevant, note where "spare" adrenaline devices are located.

**Last discussed with parents:****Date****Issued by:****Date:****Next planned review:****Date:**