

Allergy Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Owner: DH&SA/WCFo/KAF/CCMc

Angel Allen (Danielle Haxby/Simon Ashburner in absence) has overall responsibility for this policy. This policy has been developed in line with the Children's Wellbeing and Schools Act 2026 and the Department for Education's Allergy Safety in Schools statutory guidance.

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
Sept 2026	September 2027		1	September 2027

Introduction

The Green Room Foundation is committed to ensuring that students with allergies are safe, supported and able to participate fully in school life. The Foundation will take appropriate steps to reduce the risk of allergen exposure and ensure staff can recognise and respond effectively to allergic reactions and anaphylaxis.

This policy reflects the Children's Wellbeing and Schools Act 2026 and the Department for Education's Allergy Safety in Schools statutory guidance, which requires schools within its scope to have and publish an allergy safety policy, provide allergy awareness training for staff, identify students who require an Individual Healthcare Plan (IHP), and record and learn from serious incidents and near misses.

This policy should be read alongside the school's Supporting Students with Medical Conditions and Administration of Medicines Policy, which provides the wider framework for supporting students with medical conditions. Where a student has an allergy, both policies will apply.

The policy will be reviewed at least annually and updated where legislation, statutory guidance or the needs of students change.

Scope & Aims

This policy applies to all students with diagnosed or suspected allergies and sets out the school's arrangements for promoting allergy safety.

The aims of this policy are to:

- reduce the risk of exposure to known allergens;
- ensure staff are prepared to recognise and respond to allergic reactions and anaphylaxis;
- ensure appropriate Individual Healthcare Plans (IHPs) and emergency arrangements are in place;
- ensure students can participate safely and fully in school life; and
- promote awareness, inclusion and understanding of allergies across the school community.

Roles and Responsibilities

Executive Leadership Team (Foundation-wide)

The Executive Leadership Team is responsible for developing, approving and overseeing this policy across the Foundation. They will ensure that appropriate systems, resources, training and arrangements are in place to promote effective allergy safety across all settings.

Headteacher / Leadership Team

The Headteacher and leadership team are responsible for implementing this policy within the school and ensuring that appropriate arrangements, resources, training and procedures are in place.

Named Allergy Lead / Senior Leader

The named Allergy Lead is responsible for coordinating allergy safety within the school, overseeing IHPs and staff training, maintaining appropriate records, supporting emergency preparedness and contributing to the annual review of this policy. Overarching Lead is Simon Ashburner. Green Room Allergy Leads are our Provision Managers, supported by a named SLT member. GRC Clare McLaughlin/Ash Sheehan, GRK Anna Ford/New person/Beth Hobbs, GRW Carly Foster/Claire Sweetman

All Staff

All staff must complete required allergy awareness training, understand relevant students' needs, follow IHPs and emergency procedures, reduce allergen risks and report concerns, incidents or near misses.

Staff making food

Chefs and teachers must follow food allergy and allergen procedures, maintain accurate allergen information, prevent cross-contact and ensure appropriate food is provided for students

with identified allergies. All staff to complete food safety and hygiene training on a rolling schedule of training.

Parents/Carers

Parents/carers must provide accurate and up-to-date information about their child's allergy, provide prescribed medication where required, participate in the development and review of the IHP and inform the school of any changes.

Students

Students will be encouraged, where appropriate to their age and ability, to understand and manage their allergy, recognise when they need help and follow agreed safety arrangements. Students will be involved in their allergy support arrangements where appropriate.

Identifying and Recording Allergies

The school will maintain clear and up-to-date information about students with diagnosed or suspected allergies, including known allergens, the risk of anaphylaxis and any emergency medication required. This data will be kept in a folder in each kitchen to ensure staff can access daily.

Allergy information on admission

Allergy information will be gathered when a student joins the school, including known allergens, previous reactions, prescribed medication and any existing IHP or Allergy Action Plan.

Communication with parents/carers

Parents/carers are responsible for providing accurate and up-to-date information and informing the school of any changes to their child's allergy, medication or treatment. The school will work with parents/carers to ensure appropriate arrangements are in place. Collection data sheets are sent out annually by the office to all parents/carers at the beginning of the academic school year which includes allergy information to be checked.

Healthcare professional information

Where appropriate, the school will seek relevant information and plans from healthcare professionals, including an IHP and Allergy Action Plan. The student and parents/carers will be involved in decisions about sharing health information.

Updating records

Allergy records, IHPs and emergency medication information will be kept up to date and reviewed whenever there is a change in the student's needs, treatment or medication, and annually as part of the parent data check/collection at the beginning of the school year.

Identifying students at risk of anaphylaxis

The school will identify students who are at risk of anaphylaxis and ensure that relevant staff are aware of their needs, emergency arrangements and the location of their prescribed adrenaline

auto-injectors (AAIs), where applicable. This will be recorded along with appropriate records of students with allergies and whether they have an IHP and/or Allergy Action Plan.

Individual Healthcare Plans (IHPs)

Where a student has an allergy requiring specific support, emergency arrangements or medication, the school will consider whether an Individual Healthcare Plan (IHP) is required. The IHP will be developed with the student, parents/carers and relevant healthcare professionals.

Where applicable, the IHP will reference the student's Allergy Action Plan, Asthma Action Plan and emergency medication arrangements, including prescribed adrenaline auto-injectors (AAIs).

IHPs will be reviewed when the student's allergy, treatment, medication or circumstances change, and in line with the school's arrangements for reviewing medical needs.

The school's Supporting Students with Medical Conditions and Administration of Medicines Policy sets out the wider arrangements for developing, implementing and reviewing IHPs.

Reducing the Risk of Allergen Exposure

The school will take reasonable steps to reduce the risk of students being exposed to known allergens and will work with students, parents/carers and catering providers to maintain safe and inclusive arrangements.

Food and catering

Catering staff will maintain accurate allergen information and ensure that suitable food is provided for students with identified allergies. Changes to ingredients or menus will be checked before food is provided.

Food brought into school

Parents/carers should inform the school before food is brought in for students or shared with others, particularly for celebrations and events. Unlabelled food should not be provided where it could create an allergy risk.

Lunches and snacks

Students with food allergies will be supported to access safe meals and snacks. Students should not be encouraged to trade or share food, utensils or containers.

Food preparation and cross-contact

Staff preparing or serving food must follow appropriate allergen procedures, check ingredient information from the manufacturer or supplier and take reasonable measures to prevent cross-contact, including effective cleaning of preparation areas and utensils.

Events and celebrations

Where food is provided for birthdays, celebrations, curriculum activities or other events, arrangements will be made in advance to ensure students with allergies can participate safely. Suitable alternatives will be provided where necessary.

Non-food allergens

Where relevant, the school will consider non-food sources of allergens, including materials used in cooking, art, crafts, science and other activities, and provide suitable alternatives where necessary.

Staff Allergy Training

Each Provision will ensure that all staff receive appropriate allergy awareness training, including permanent, temporary, supply, agency, catering and regular volunteer staff. Training will be provided at induction and refreshed at least annually. First-aid training alone is not considered sufficient allergy training.

Training will cover:

- Understanding allergies and the risks they present.
- Recognising the symptoms of an allergic reaction.
- Recognising anaphylaxis.
- Knowing how to respond in an emergency, including calling 999 and informing parents/carers.
- Knowing where emergency medication is kept and how to access it.
- Understanding and practising the use of adrenaline auto-injectors (AAIs).
- Understanding the school's Allergy Safety Policy and individual arrangements for students with allergies.

All staff have completed the school's National College allergy awareness training. Staff who may be required to respond to anaphylaxis will also receive practical training in the use of an AAI training device.

Training will be recorded in the school's staff training records, including the date completed and any required refresher training. The school will ensure that appropriate trained staff are available to support students with allergies throughout the school day and during relevant activities and trips.

Adrenaline Auto-Injectors (AAIs)

The school will ensure that appropriate arrangements are in place for the safe storage, accessibility and use of adrenaline auto-injectors (AAIs), in line with students' Individual Healthcare Plans and the Department for Education's Allergy Safety in Schools statutory guidance.

Prescribed AAls

Students who have been prescribed AAls should have their medication readily accessible at all times. Parents/carers are responsible for providing prescribed AAls and ensuring that they are in date.

Spare AAls

Each Green Room provision will maintain **two spare AAls** for emergency use. The spare AAls will be clearly identified as emergency devices and stored together at the provision. They are intended as emergency backup and do not replace a student's prescribed medication.

Storage and accessibility

AAls will be stored in accordance with the manufacturer's instructions and will be readily accessible in an emergency. They must not be locked away where this could delay access.

Checking expiry dates

The school will regularly check the expiry dates and condition of all prescribed and spare AAls. Expired or damaged devices will be replaced promptly.

Staff access and emergency use

Relevant staff will know where AAls are stored and how to access them. Staff will follow their allergy training, the student's IHP and Allergy Action Plan when responding to a suspected anaphylactic reaction.

Trips and off-site activities

Students at risk of anaphylaxis must take their prescribed AAls with them on all trips and off-site activities. A risk assessment will determine whether the school's spare AAls are also required. Where spare AAls are taken on a trip, both spare devices will travel together. Staff responsible for the activity will know where the AAls are located and how to access them in an emergency.

Recording use

Any use of an AAI will be recorded as a medical incident. Parents/carers will be informed as soon as practicable, and the incident will be reviewed.

Replacement and disposal

Used or expired AAls will be replaced as soon as possible. Used or expired devices will be disposed of safely in accordance with appropriate disposal arrangements.

Trips, Visits and Activities

The school will ensure that students with allergies can participate safely in trips, visits and activities. Appropriate arrangements will be made based on the student's individual needs, IHP and the circumstances of the activity. The DfE guidance specifically requires rapid access to prescribed adrenaline devices while students are on visits and trips.

Risk assessment

Allergy risks will be considered as part of the activity risk assessment, including the location, activities, food, transport and access to emergency medication.

Access to medication

Students prescribed adrenaline devices must have rapid access to their medication throughout the activity. Prescribed AAls must travel with the student. Where appropriate, the school's spare AAls will also accompany the group.

Trained staff

Appropriately trained staff will accompany activities where required and will know which students have allergies, where emergency medication is located and how to respond to an allergic reaction.

Catering arrangements

Where food is provided, allergen information will be checked in advance and suitable arrangements made for students with allergies. This includes residential trips and activities involving meals or snacks.

Transport

Emergency medication must remain accessible during transport and must not be stored where it could be difficult to access in an emergency.

Residential and overnight stays

Additional planning will be undertaken for residential and overnight activities, including accommodation, meals, access to emergency medication, staff responsibilities and emergency contact arrangements.

The school will not unnecessarily prevent a student with an allergy from participating in a trip or activity because of their allergy. Appropriate planning and reasonable adjustments will be made wherever possible.

Inclusion and Wellbeing

The school is committed to ensuring that students with allergies are included fully in school life and are not subject to unnecessary restrictions because of their allergy. Allergy safety arrangements will be designed to protect students while supporting their participation, independence and wellbeing. Students will be supported to participate fully in lessons, social activities, trips, clubs, PE and other activities, with appropriate risk assessments, reasonable adjustments and access to emergency medication where required. The school will recognise the potential impact of living with an allergy and provide appropriate support to promote confidence, independence and emotional wellbeing. The school will also promote understanding and respect for students with allergies, with any allergy-related bullying, teasing or discrimination addressed through the school's behaviour and anti-bullying procedures.

Incidents and Near Misses

The school will record and review serious allergy incidents and near misses as soon as reasonably practicable to identify learning and reduce the risk of recurrence. Any serious or suspected anaphylactic reaction will be recorded, including what happened, where and when it occurred, the response provided and whether emergency services were called. Allergy-related near misses will also be recorded, even where no reaction occurred, to identify and address potential risks. Parents/carers will be informed as soon as possible following an incident or near miss, and the incident will be shared with the Named Allergy Lead and, where appropriate, other relevant professionals or agencies. Following an incident or near miss, the school will consider whether the student's IHP, Allergy Action Plan, risk assessment or allergy safety arrangements need to be updated, review any lessons learned, take appropriate preventative action and share relevant learning with staff.

Food Allergen Management

The school will ensure that accurate allergen information is available for food provided to students and that appropriate arrangements are in place to reduce the risk of allergen exposure. The school will work closely with catering providers and follow applicable food allergen legislation and guidance.

Allergen information

Accurate information about the presence of the 14 regulated allergens will be maintained for food provided by the school. Students and parents/carers will be able to access appropriate allergen information where required.

Catering arrangements

Catering staff and providers must have appropriate procedures for identifying allergens, preparing suitable meals and preventing cross-contact. Catering providers will be expected to provide accurate allergen information and discuss individual requirements where necessary.

Menu changes and substitutions

Any changes to ingredients, suppliers or menu items will be checked to ensure that the allergy requirements of students continue to be met. Short-notice substitutions must also be checked before food is provided.

PPDS food and allergen labelling

Where the school provides **Prepacked for Direct Sale (PPDS)** food, it will comply with the applicable labelling requirements. PPDS food must have the name of the food, a full ingredients list and any of the 14 allergens clearly emphasised within the ingredients list.

Information Sharing and Confidentiality

The school will ensure that allergy information is shared appropriately so that students can be kept safe while maintaining confidentiality and complying with data protection requirements.

Need-to-know information

Relevant allergy information will be shared with staff who need it to support the student safely. Information will only be shared where necessary and appropriate.

Staff access to allergy information

Relevant staff will have access to the allergy information, IHP and emergency arrangements they need through **Arbor**, including information about emergency medication where applicable.

Secure records

Allergy information, IHPs, medical information and medication records will be maintained securely on **Arbor** with an overview maintained on **Google Sheets**. Access will be limited to authorised staff in accordance with the school's data protection and confidentiality procedures.

Communication with parents/carers and healthcare professionals

The school will work with parents/carers and relevant healthcare professionals to ensure allergy information remains accurate and up to date. Changes to a student's allergy, treatment, medication or healthcare plan will be recorded on Arbor as appropriate.

Monitoring, Review and Publication

The **Executive Leadership Team** will oversee the implementation and review of this policy across the Foundation. The policy will be reviewed **at least annually** and updated where legislation, statutory guidance, school arrangements or student needs change.

Named responsible person

The Named Allergy Lead will monitor the day-to-day implementation of the policy and report any significant concerns to the Headteacher and Executive Leadership Team.

Staff feedback

Staff will be encouraged to provide feedback on the effectiveness of allergy arrangements, training and emergency procedures.

Incident and near-miss trends (Health and Safety Meeting reviews this)

Serious allergy incidents and near misses will be reviewed to identify trends, lessons learned and any changes needed to improve allergy safety. Relevant records will be maintained on **Arbor** and overall view on **Google Docs**.

Publication

The current Allergy Safety Policy will be made available to staff, students and parents/carers and published on the Foundation Website

Supporting Documentation

Allergy IHP template	 Student Allergy Individual Healthcare Plan (IH..
Allergy Action Plan	This must be completed and signed off by a Healthcare Professional NOT by a Green Room Staff Member.
Spare Adrenaline Auto Injectors register/check	 Spare Adrenaline Autoinjector (AAI) Register ..
Allergy incident/near-miss form	Form
Allergy risk assessment	on H&S Drive  G105 Allergy Risk Assessment.docx
Emergency anaphylaxis procedure	 Emergency Anaphylaxis Procedure
School allergy information/recording form- Allergies Mastersheet	 Allergy Mastersheet

This policy is approved by the CEO of The Green Room Foundation Ltd.

Date

CEO
