QUANTOCK
EDUCATION TRUST

Allergy and Anaphylaxis Policy

LINKS: QET Health and Safety Policy and Procedures

DATE: May 2026

POSTHOLDERS RESPONSIBLE: The Chief Executive Officer, Trustees, Chief Operations Officer and Estates Lead of the Quantock Education Trust and the Governors, Head Teachers of Trust Schools

RATIFIED BY TRUSTEES: May 2026

DATE OF NEXT REVIEW: May 2028

Contents

1. Policy Statement 3
2. Policy Scope 3
3. Legal and Statutory Framework 3
4. Definitions 4
5. Roles and Responsibilities 4
6. Identification and Management of Pupils with Allergies 5
7. Prevention and Risk Reduction 6
8. Adrenaline Auto-Injectors 7
9. Emergency Response Protocols 8
10. Staff Training 9
11. Communication and Awareness 9
12. Record Keeping 9
13. Information Sharing and Data Protection 10
14. Serious Incident and Near Misses 10
15. Wellbeing and Inclusion 10
16. Unacceptable Practice 10
17. Policy Review 11

Appendix 1

Individual Healthcare Plan template 12

1. Policy Statement

The Quantock Education Trust is committed to providing a safe, inclusive, and supportive environment for all pupils, staff, and visitors with allergies. In accordance with the amendment to the UK Children's Wellbeing and Schools Bill known as the School Allergy Safety Bill, this policy sets out the Trust's approach to allergy management, anaphylaxis prevention, emergency response, staff training, and communication in all Trust Schools.

The Trust recognises that allergies can be life-threatening and requires a whole-school, proactive approach to minimise risk and ensure rapid, competent intervention when needed.

Equality, Inclusion and Wellbeing
The Trust recognises that some pupils with allergies may meet the definition of disability under the Equality Act 2010. Trust Schools will make reasonable adjustments where required to ensure that pupils with allergies are not placed at a substantial disadvantage and are able to participate fully in all aspects of school life.

The Trust also recognises that living with a severe allergy can have a significant emotional and social impact. Trust Schools will promote an inclusive environment where pupils with allergies feel safe, supported and able to participate confidently in educational, social and extra-curricular activities.

2. Policy Scope

This policy and the procedures contained within apply to all schools within the Quantock Education Trust and all staff, pupils, volunteers, visitors and contractors.

This policy and the procedures contained within apply to all school meals, snacks and all curriculum activities involving food, and all activities including off-site visits, clubs and events.

3. Legal Framework

This policy has been produced in accordance with all relevant legislation and statutory guidance including, but not limited to:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The amendment to the UK Children's Wellbeing and Schools Bill known as the School Allergy Safety Bill

4. Definitions

Allergy
An immune system reaction to a substance (allergen) that is normally harmless

Anaphylaxis
A severe, potentially life-threatening reaction to an allergen requiring immediate treatment with adrenaline

Adrenaline Auto-Injector (AAI)
A device used to deliver a dose of adrenaline which can be life-saving in the event of anaphylaxis

Individual Health Care Plans
A personalised written plan that details a pupil's medical condition, the support they require in school, and the procedures staff must follow to keep them safe and included. It outlines the child's needs, symptoms, triggers, medications, daily management requirements, and emergency actions. The purpose of an IHP is to ensure that all staff understand how to meet the pupil's health needs consistently, safely, and in line with medical advice.

5. Roles and Responsibilities

The Trustees, Chief Executive Officer and the Chief Operation Officer of the Quantock Education Trust have overall responsibility for health and safety as the employer. They will:

- Ensure that the Trust and Trust Schools comply with the requirements of the amendment to the UK Children's Wellbeing and Schools Bill known as the School Allergy Safety Bill
- Monitor the implementation of the Allergy and Anaphylaxis Policy
- Ensure adequate resources are made available to provide training, equipment and safe food provision

The Local Governance Body of each Trust School will:

- Oversee school-level compliance
- Review allergy risk assessments and incident reports

The Heads Teachers of each Trust School will:

- Ensure that this policy is implemented
- Act as Allergy Lead or delegate a suitable member of staff to ensure that local arrangements are suitable and sufficient including gathering information on allergies from pupils, staff and visitors, the implementation of Individual Healthcare Plans
- Share the details of Individual Healthcare Plans including emergency response procedures
- Ensure that spare AAIs are available and suitable arrangements are made to maintain them
- Ensure safe catering practices and allergen aware environments are maintained in their schools

All staff will**:**

- Complete induction training and annual Allergy Awareness Training via iAM Compliant
- Disclose any personal allergies so that appropriate risk assessments and workplace adjustments can be made
- Be aware of where AAIs are stored and act promptly in an emergency
- Follow food handling and safety protocols
- Ensure they are aware which pupils have allergies and understand their Individual Healthcare Plans

All Parents and Carers will:

- Provide accurate and up-to-date medical and allergy information
- Where AAIs are prescribed, provide these to the school and ensure they are in date
- Work collaboratively with the school on risk-reduction strategies

All pupils will:

- Learn age-appropriate self-management skills
- Avoid sharing food
- Report symptoms promptly to a member of staff

Visitors, Volunteers and Contractors and temporary staff:

- will be provided with relevant allergy information applicable to an individual school during sign in - in the form of a leaflet or poster and should contain the locations of AAIs
- reception staff should ask visitors to inform them if they have any allergy requirements

6. Identification, Management and Review of Pupils and Staff with Allergies

Identification

Schools must ensure that pupil allergy information is collected at the admission stage and all relevant information such as, allergens, symptoms, medication and intervention is provided by the parents/carers.

Parents/carers must be encouraged to share allergy information on pupils who receive new diagnosis.

All staff are required to disclose information regarding any known allergies on completing the New Starter Health and Capability Declaration.

Where visitors, volunteers or contractors disclose severe allergies, schools will ensure that appropriate risk control measures and emergency arrangements are implemented for the duration of their visit.

Transition Arrangements

Trust Schools will ensure that appropriate allergy information is obtained before a pupil joins the school wherever possible. Where a pupil transfers between schools, relevant allergy

information, Individual Healthcare Plans and emergency procedures will be shared in accordance with data protection requirements to ensure continuity of care and support. Where a pupil receives a new allergy diagnosis during the academic year, the school will work with parents/carers and healthcare professionals to implement appropriate support arrangements without undue delay.

Management

Schools must ensure that each pupil and staff member diagnosed with an allergy has an Individual Healthcare Plan or Risk Assessment including:

- A photograph and identifying information
- Known allergens
- Symptoms of mild, moderate and severe allergic reactions
- Protocols for providing emergency medical intervention and the type of medication to be administered
- Locations of AAIs (personal or schools own)
- Consent for the use of schools own AAIs
- Risk reduction measures

Individual Healthcare Plans/Risk Assessments must be:

- Shared with all staff
- Easily accessible at all times including during off-site activities

Review

Schools must request that the parents/carers of each pupil identified with an allergy provide routine medical updates following any reviews of their condition with a medical professional. Individual Healthcare Plans must be reviewed at least annually or sooner following an incident or changes to a diagnosis or circumstances.

7. Prevention and Risk Reduction

Allergen Aware Environment

The Trust does not operate a blanket allergen free policy in its schools unless this is strictly necessary. A risk-based allergen aware approach has been adopted including:

- Clear communication with parents/carers
- Avoidance of high-risk foods where possible in early years and primary settings
- Restrictions where medically necessary such as for airborne allergens

Allergen Risk Assessment

Each Trust School will undertake suitable and sufficient allergen risk assessments which consider:

- catering and food provision
- dining areas and communal spaces
- classrooms and curriculum activities
- science laboratories and food technology areas
- outdoor learning environments

- animal contact and environmental allergens
- educational visits and residential trips
- school events and celebrations involving food

Risk assessments will identify allergens, individuals at risk, control measures and emergency arrangements and will be reviewed regularly and following any significant change in circumstances.

Food Safety

Catering provided within Trust Schools and Catering Staff will:

- Comply with food safety and allergen labelling controls
- Maintain strict cross-contamination controls
- Provide allergen-safe options and alternatives
- Clearly and accurately display all allergen information
- Participate in suitable and sufficient allergen awareness training

Curriculum Activities

Trust Schools will ensure that they:

- Conduct risk assessments for any activity involving food or materials containing allergens
- Inform parents in advance where risks are identified
- Ensure allergen free alternatives are provided

Off-Site Activities

Trust Schools will ensure that:

- Individual Healthcare Plans for relevant pupils are readily available during off-site activities
- AAIs or any other medication necessary for the control of allergic reactions in identified pupils is readily available during off-site activities
- Sufficient staff members accompanying the off-site activity have received allergy awareness training

8. Adrenaline Auto-Injectors

School AAIs

The amendment to the UK Children's Wellbeing and Schools Bill known as the School Allergy Safety Bill requires schools to keep and maintain spare AAIs for use in the event of an emergency. Where necessary, school AAIs can be used:

- On identified pupils with food allergies and an Individual Healthcare Plan where parental consent has been given
- On any individual believed to be suffering from anaphylaxis in an emergency

Storage

Trust School must ensure that:

- Pupils with identified allergies must have immediate access to an AAI without delay
- AAIs should be stored in an identified, clearly labelled location that is easily accessible to all staff

Trust Schools will assess whether individual pupils should carry personal AAIs on a risk basis considering:

- Age, maturity and competence
- They move around a large school site independently between lessons and at breaktimes with limited staff supervision
- Medical advice recommendations in the case of severe allergies or the rapid on-set of an allergic reaction

Accessibility

AAIs must never be locked away or stored in a location where immediate access may be delayed. All staff must know the location of emergency medication and procedures for obtaining it quickly in an emergency.

Trust Schools must ensure that sufficient trained staff are available throughout the school day, during enrichment activities and on educational visits to respond effectively to allergic reactions and anaphylaxis.

Maintenance

Trust Schools must ensure that school AAIs are checked monthly to ensure that they are all present, easily accessible and in date. Used or expired AAIs must be replaced without delay.

9. Emergency Response Protocol

Recognising Anaphylaxis

All Trust Schools must ensure that staff receive suitable and sufficient allergy awareness training to include recognising the symptoms of anaphylaxis.

Anaphylaxis symptoms commonly include:

- Difficulty breathing
- Swelling of lips, tongue or throat
- Widespread hives
- Collapse or loss of consciousness

Immediate Emergency Response Actions

1. Administer AAI without delay
2. Summon help and call 999
3. Keep the affected person comfortable for breathing and maintain airways
4. Contact the parents/carers
5. Administer a second AAI after 5 minutes if symptoms persist

The incident should be recorded and the Individual Healthcare Plan and any associated risk assessments reviewed.

Indemnity

Staff administering AAIs or taking emergency action in accordance with this policy are fully indemnified by the Trust when acting in good faith.

10. Staff Training

All Trust Schools must ensure that staff complete Allergy and Anaphylaxis training annually. This is currently provided via iAM Compliant and includes the following:

- Identifying common food allergies
- Recognising common allergen containing food
- Recognising the different allergic reactions associated with food allergies
- What to do in the event of a severe allergic reaction including the use of AAIs

Training must ensure that staff understand:

- The relationship between allergy, asthma and anaphylaxis
- The difference between food allergies and food intolerances
- The emotional and wellbeing impact of allergies in pupils
- How to access Individual Healthcare Plans and Allergy Action Plans
- How to report allergic reactions, incidents and near misses

Trust Schools should periodically undertake practical emergency response exercises to ensure staff maintain confidence and competence in responding to allergic reactions and anaphylaxis. Schools are responsible for monitoring the completion of training and maintenance of records via iAM Compliant.

11. Communication and Awareness

Trust Schools should consider:

- Displaying allergy awareness and pupil allergy information in appropriate locations
- Ensuring that contractors, temporary staff, volunteers and visitors receive allergy awareness information on signing-in, including site-specific controls where relevant
- Maintaining clear communications with all parents/carers regarding allergy awareness and food policy procedures relevant to their schools
- Including allergy awareness in the curriculum for pupils
- Participating in awareness campaigns such as Allergy Awareness Week

12. Record Keeping

All Trust Schools must maintain:

- Individual Healthcare Plans and relevant risk assessments
- Incident reports (including post-incident review and follow-up actions where appropriate)
- Training records for all staff (including new starters and temporary staff) • AAI maintenance and expiry records

13. Information Sharing and Data Protection

Information relating to allergies and healthcare needs constitutes personal and, in many cases, special category data.

Trust Schools will ensure that such information is collected, stored, used and shared in accordance with UK data protection legislation and Trust policies. Information will be shared on a need-to-know basis to support safeguarding, pupil welfare and effective emergency response arrangements.

Individual Healthcare Plans and emergency response information will be made available to relevant staff whilst maintaining appropriate confidentiality.

14. Serious Incidents and Near Misses

Trust Schools recognise that, despite effective preventative arrangements, allergic reactions and near misses may still occur.
All serious incidents and significant near misses involving allergies will be:

- Recorded and investigated
- Reviewed by appropriate senior leaders
- Used to identify lessons learned
- Used to implement any necessary improvements to procedures, training or risk controls

Where appropriate, Individual Healthcare Plans and risk assessments will be reviewed following any incident or near miss.

15. Wellbeing and Inclusion

Trust schools will support pupils with allergies to participate fully in:

- Educational activities
- School visits
- Sporting activities
- Clubs and enrichment opportunities
- Social events

16. Unacceptable Practice

The following practices are not acceptable:

- Preventing pupils from accessing prescribed medication without delay
- Excluding pupils from activities without a documented risk assessment
- Requiring parents/carers to attend school routinely to administer medication
- Sending pupils experiencing an allergic reaction or suspected anaphylaxis to seek medical assistance unaccompanied
- Ignoring medical advice, Individual Healthcare Plans or Allergy Action Plans
- Creating unnecessary barriers that prevent pupils from participating in school life

Trust schools will ensure that allergy management arrangements promote inclusion, safety and equal access to educational opportunities.

17. Policy Review

This policy will be reviewed every two years or sooner following any significant incident, legislative change or new best practice guidance.

Appendix 1 – Individual Healthcare Plan Template

<table>
<tr><th colspan="2">NAME – Individual Healthcare Plan for allergy</th></tr>
<tr><td>Date of birth:</td><td rowspan="4">Current photo</td></tr>
<tr><td>Year / class:</td></tr>
<tr><td>Emergency contacts:</td></tr>
<tr><td>Staff who need to be aware:</td></tr>
<tr><td colspan="2">Allergy:
Note what allergy the child or young person has.
Note any known allergens.
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.</td></tr>
<tr><td colspan="2">How the allergy is managed:
Note any care or action plans or prescribed medication issued by healthcare professionals.
If the allergy can be partly or wholly managed by practical adjustments (for example avoidance of known allergens), note them here.
Note the extent to which the child or young person is able to take responsibility for managing their allergy.</td></tr>
<tr><td colspan="2">Impact on education:
Indicate the potential harm which might come to the child or young person if their allergy is not managed properly.
Indicate how the allergy may impact on the child or young person’s learning.
Indicate how the allergy may impact on the child or young person’s emotional wellbeing.
If relevant, note any interaction between allergy and SEN.</td></tr>
<tr><td colspan="2">Arrangements for support:
Give details of the specific support or adaptations which the school, college or early years setting will put in place, within its educational remit.
Outline measures to reduce the risk of contact with known allergens.
Give details of the specific support or adaptations to manage food allergy at meal and snack times.
Note arrangements for maintaining educational progress where absence or missed learning occurs due to allergy.</td></tr>
</table>

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**: