

Allergy Awareness and Management Policy

KTS Academy



Approved by:	Governing Body	Date: September 2026
Policy Author:	Alexis Gardner	
Last reviewed on:	September 2026	
Next review due by:	September 2027	
Review Frequency:	Annually	

1. Aims

This policy aims to:

- Ensure pupils with allergies and intolerances are properly supported and kept safe
- Create an 'allergen aware' environment throughout the school
- Ensure all staff understand their responsibilities regarding pupils with allergies
- Provide clear procedures for preventing and responding to allergic reactions
- Comply with the statutory requirements under Benedict's Law (effective September 2026)

2. Legislation and Statutory Responsibilities

This policy meets the requirements under:

- Section 100 of the Children and Families Act 2014
- The statutory guidance on supporting pupils with allergies (Benedict's Law, effective September 2026)
- The DfE's statutory guidance on supporting pupils with medical conditions at school

3. Our Approach: Allergen Aware, Not Allergen Free

KTS Academy takes an 'allergen aware' rather than 'allergen free' approach because:

- It's difficult to enforce complete bans
- Nuts aren't the only allergens
- It's impractical to ban all allergens from the site
- Bans could give pupils with allergies a false sense of security

Instead, we create an environment where our community is aware of the risks posed by allergens and put strategies in place to mitigate those risks.

4. Roles and Responsibilities

4.1 The Governing Body

The governing body will:

- Ensure this policy is implemented effectively
- Ensure sufficient staff are trained in allergy management
- Monitor the effectiveness of allergy management procedures

The governing body will appoint a named governor with specific responsibility for overseeing allergy safety and monitoring the implementation of this policy

4.2 The Headteacher

The headteacher will:

- Ensure all staff understand this policy and their role in implementing it
- Ensure sufficient trained staff are available to support pupils with allergies
- Ensure systems are in place for obtaining and updating information about pupils' allergies
- Oversee the development and review of allergy action plans

4.3 The Deputy Headteacher (Alexis Gardner)

The deputy headteacher has day-to-day responsibility for:

- Coordinating allergy management across the school
- Ensuring Individual Healthcare Plans (IHPs) and allergy action plans are in place
- Maintaining the allergen register
- Coordinating staff training
- Liaising with parents and healthcare professionals

4.4 All Staff

All staff should know:

- The allergy basics
- Your emergency procedures
- Which pupils have allergies, and what they're allergic to

All staff will:

- Be aware of pupils with allergies in their classes
- Follow the procedures in pupils' allergy action plans
- Know how to recognise signs of an allergic reaction
- Know how to respond in an emergency
- Never give food to a pupil without checking for allergies first

4.5 Parents and Carers

Parents and carers will:

- Inform the school of their child's allergies before admission or as soon as diagnosed
- Provide up-to-date information about their child's allergies
- Work with the school to develop and review allergy action plans
- Provide any required medication (e.g., antihistamines, adrenaline auto-injectors)
- Ensure medication is in date
- Inform the school of any changes to their child's condition

4.6 Pupils

Where appropriate, pupils will:

- Understand their own allergies and how to keep themselves safe
- Know not to share food
- Know how to ask for help if they feel unwell
- (Older pupils) Learn to manage their own allergies with appropriate supervision

5. Identifying and Recording Allergies

5.1 Before Administration

Before admitting a child into the setting, we will get information on special dietary needs, preferences, allergies and intolerances, and health special requirements

This information will be:

- Obtained through admission forms
- Verified with parents at induction meetings
- Shared with all relevant staff

For EYFS pupils and pupils with feeding, drinking and swallowing needs, we will also regularly consult with parents/carers to:

- Discuss the child's progress with solid foods
- Update allergy action plans based on developmental changes
- Review any changes to dietary requirements

(This will be done alongside the specialist Dysphagia Speech and Language Therapist)

5.2 Allergen Register

We will maintain an allergen register that includes:

- The pupil's name and photo
- What they're allergic to
- The date that the information was last updated

This information will be:

- Stored on our MIS (Evolve system)
- Displayed in the staff room and canteen (visible only to staff)
- Updated regularly by the deputy headteacher

5.3 Individual Healthcare Plan

We will regularly consult with parents/carers to create Individual Health Care Plans (IHPs) for managing known allergies/intolerances with health professionals, keep this information up to date and share it with all staff.

For pupils with severe allergies or those at risk of anaphylaxis, we will develop comprehensive IHPs in consultation with:

- Parents/carers
- The pupil (where appropriate)
- Healthcare professionals (e.g., GP, allergist, school nurse)

These plans will include:

- Details of the allergen(s)
- Symptoms of allergic reaction (mild, moderate, severe)
- Emergency procedures
- Location of emergency medication
- Staff trained to administer medication
- Photograph of the pupil

6. Food Management

6.1 School Meals

Where children are provided with meals and snacks, we will have regard for the Early Years Foundation Stage nutrition guidance.

We will share allergy information with all staff involved in food preparation and handling.

At every snack/mealtime, we will be clear on who is responsible for checking the food provided meets every child's requirements

Our catering team will:

- Maintain detailed allergen information for all meals
- Follow strict procedures to prevent cross-contamination
- Label food clearly with allergen information
- Provide alternative meals for pupils with allergies
- Never serve food to a pupil without checking their allergen requirements

6.2 Packed Lunches

We encourage parents to:

- Avoid sending in foods containing common allergens where possible
- Clearly label packed lunches
- Inform us of any changes to packed lunch contents that might affect other pupils

6.3 Snacks and Treats

Staff will:

- Never give food to pupils without checking for allergies first
- Ensure any snacks provided by school are suitable for all pupils
- Check with parents before giving treats or celebration food
- Ensure birthday treats are approved and safe for all pupils in the class

6.4 Cooking Activities

When planning activities, lessons and trips, we will:

- Check what allergies are present in the group of pupils
- Think about how the activity can be adapted so it's safe for all pupils
- Remember that allergens aren't just present in food

Before any cooking activity, staff will:

- Review the allergen register for participating pupils
- Plan recipes that accommodate all allergies
- Ensure thorough hand washing before and after
- Supervise closely to prevent sharing of food

7. Safer Eating Practices

While children are eating:

- While EYFS children are eating, there will always be a member of staff in the room with a valid PFA certificate.
- For all other pupils, a qualified first aider will be available and accessible on site during all mealtimes.
- For pupils with severe allergies or at risk of anaphylaxis, a first aider trained in administering adrenaline auto-injectors will be readily available in the dining area.
- Children will be seated in appropriate chairs.
- Children will eat in a designated eating space.

We will prepare food in a way that:

- Prevents choking – in the event of a choking incident, we will record details and make parents/carers aware
- Meets each child's individual developmental needs

Additional measures include:

- Ensuring pupils wash hands before and after eating
- Supervising younger/pupils with eating, drinking and swallowing needs, very closely whilst eating/drinking.
- Ensuring pupils with allergies are seated safely
- Having emergency medication readily accessible during mealtimes
- Never forcing a pupil to eat something they're unsure about

Choking prevention measures include:

We will prepare food in a way that prevents choking by:

- Cutting food into appropriate sizes for each child's developmental stage
- Avoiding high-risk foods for younger children (e.g., whole grapes, hard sweets, popcorn)
- Supervising children closely while eating
- Ensuring children are seated properly while eating
- Teaching children to chew food thoroughly

In the event of a choking incident, we will:

- Follow emergency first aid procedures
- Record full details of the incident on Evolve
- Inform parents/carers immediately
- Review the incident to prevent recurrence

8. Preventing Allergic Reactions

8.1 Hand Hygiene

All pupils and staff will:

- Wash hands thoroughly before and after eating
- Wash hands after handling potential allergens
- Use soap and water (hand sanitiser may not remove all allergens)

8.2 Classroom Equipment and Cleaning

- Tables and surfaces will be cleaned before and after food activities
- Shared equipment will be cleaned regularly
- Play dough and craft materials will be checked for allergens

8.3 Outdoor Learning

When planning outdoor learning, we will consider the risks of bee or wasp stings and contact with animals, and anything else we know a pupil in the group is allergic to

9. Recognising and Responding to Allergic Reactions

9.1 Signs and Symptoms

All staff will be trained to recognise the signs of allergic reactions:

Mild to moderate reactions:

- Itching or tingling in the mouth
- Hives or rash
- Swelling of lips, face or eyes
- Stomach pain, vomiting or diarrhoea

Severe reactions (anaphylaxis):

- Difficulty breathing or wheezing
- Swelling of tongue or throat
- Difficulty swallowing or speaking
- Persistent cough
- Pale or floppy appearance
- Collapse or unconsciousness

9.2 Emergency Response Procedures

For mild to moderate reactions:

1. Stay calm and reassure the pupil
2. Remove the allergen if still present
3. Alert the deputy headteacher or first aider immediately
4. Follow the pupil's allergy action plan
5. Administer antihistamine if prescribed and authorised
6. Monitor the pupil closely
7. Contact parents
8. Record the incident on Evolve
9. Seek medical advice if symptoms worsen

For severe reactions (anaphylaxis):

1. Call for help immediately – alert the deputy headteacher and office staff
2. Follow the pupil's allergy action plan
3. Administer adrenaline auto-injector (EpiPen) if trained to do so
4. **Call 999 immediately** – state "anaphylaxis" and request an ambulance
5. Lay the pupil flat (unless they're having breathing difficulties, in which case let them sit up)
6. A second dose of adrenaline can be given after 5 minutes if there's no improvement

7. Contact parents
8. Stay with the pupil until the ambulance arrives
9. Send the used auto-injector with the pupil to hospital
10. Record the incident on Evolve

Important: Even if symptoms improve after administering adrenaline, the pupil must still go to hospital for observation.

10. Medication Management

10.1 Adrenaline Auto-Injector (EpiPens)

- Parents must provide in-date adrenaline auto-injectors for pupils at risk of anaphylaxis
- Auto-injectors will be stored in an accessible location known to all staff (not locked away)
- Each auto-injector will be clearly labelled with the pupil's name and photo
- Staff will check expiry dates termly
- Parents will be notified when medication needs replacing
- The school will hold spare auto-injectors for emergency use (following DfE guidance)

10.2 Antihistamines

- Antihistamines may be administered for mild allergic reactions if prescribed and with parental consent
- These will be stored securely but accessibly
- Administration will be recorded on Evolve

10.3 On School Trips

- Pupils' emergency medication must accompany them on all trips
- At least one trained member of staff must attend trips with pupils at risk of anaphylaxis
- Trip leaders will carry a copy of the pupil's allergy action plan
- Mobile phones must be available to call 999 if needed

11. Staff Training

We will provide staff with robust allergy training to ensure they are ready to prevent and deal with allergic reactions

11.1 All Staff Training

All staff will receive training on:

- Understanding allergies and anaphylaxis
- Recognising symptoms of allergic reactions
- Emergency procedures
- How to use an adrenaline auto-injector
- The school's allergy policy and procedures
- Which pupils have allergies

This training will be provided:

- During induction for new staff
- Annually for all staff
- As refresher training when needed

11.2 Designated Staff Training

- Designated staff will receive enhanced training in:
 - Administering adrenaline auto-injectors
 - Managing specific allergies
 - Paediatric first aid
- Paediatric first aid certificates must be renewed every 3 years.
- Refresher training will be provided ideally annually, but at least before certificates expire.
- Staff responsible for allergy management will also receive safeguarding training consistent with the criteria for effective safeguarding training, renewed at least every 2 years.

11.3 Training providers

All allergy training will meet the criteria set out in the DfE's statutory guidance on supporting pupils with allergies. This includes training from recognised providers and coverage of allergy awareness, recognising symptoms, and administering adrenaline auto-injectors.

12. Inclusion and Support

12.1 Emotional Support

We recognise that pupils with allergies may feel:

- Excluded if they can't participate in celebrations or events
- Anxious that they will have an allergic reaction
- Embarrassed that they are different from other pupils

Pupils with allergies may also be bullied on account of their allergy

We will:

- Ensure pupils with allergies can participate fully in school life
- Provide alternative foods for celebrations and events
- Teach all pupils about allergies to normalise them
- Address any bullying related to allergies immediately
- Provide emotional support where needed

12.2 School Trips and Activities

We will consider what reasonable adjustments need to be made to enable pupils with allergies to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted

We will never exclude a pupil from an activity solely because of their allergy.

13. Educating the School Community

13.1 Pupil Education

We will teach pupils about allergies through PSHE lessons and assemblies

Primary pupils will learn:

- What an allergy is
- The importance of hand washing
- Not to share food
- What to do if a friend is having an allergic reaction
- What their friends are allergic to (if their friends want to share this)

Secondary pupils would learn (when applicable):

- What an allergy is and signs of reactions
- Which foods to avoid bringing into school
- How to read labels to check for allergens
- How to support friends with allergies
- The risks of cross-contamination

13.2 Parent and Carer Communication

We will bring parents and carers up to speed with our approach to minimising the risks of allergic reactions

We will:

- Send information letters home
- Provide factsheets about allergies
- Update parents when we teach about allergies in class
- Send reminders about not sending in allergens where possible

13.3 Whole School Awareness

We will:

- Display allergy awareness posters in classrooms and communal areas
- Discuss allergies in staff meetings

14. Record Keeping

We will maintain records of:

- All pupils with allergies (on our allergen register)
- Individual Healthcare Plans
- Staff training completed
- Incidents and allergic reactions (on Evolve)
- Medication administered (on Evolve)

- Parent communications about allergies

Parents will be informed if their pupil has been unwell at school

We will record all allergic reactions, serious incidents, and 'near misses' on Evolve. Serious incidents (e.g., anaphylaxis requiring emergency treatment) and near misses will be reviewed by the allergy lead and reported to the governing body. Lessons learned will inform updates to our procedures and staff training

15. Monitoring and Review

This policy will be:

- Reviewed annually
- Updated in line with new guidance and legislation
- Monitored by the governing body

Individual allergy action plans will be:

- Reviewed at least annually
- Updated when a pupil's condition changes
- Reviewed after any allergic reaction incident

16. Linked Policies

This policy should be read alongside:

- Supporting Pupils with Medical Needs Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding Policy
- Food Policy
- Educational Visits Policy
- Accessibility Plan
- Equality Information and Objectives

Appendices

Appendix A: IHP (includes allergy information)

Appendix B: Emergency Response Flowchart

Appendix C: Letter to Parents about Allergies



Individual Healthcare Plan (IHP)

Insert photo here

Pupil Name:				
Class				
Date of birth				
Date plan created				
Last review date				
Primary diagnosis or condition				
Additional conditions				
Medication information (if applicable)	Name	Dose	Method of administration	Self/staff administered
Does the pupil have an emergency care plan provided by a healthcare professional? (circle)	Yes		No	
If yes, complete this box: Clinical care plan provided by: Clinical management:	Dr [Name], Consultant Paediatrician, [Hospital] [Pupil name] has a comprehensive care plan provided by their consultant paediatrician which contains detailed clinical information about their condition, symptoms, triggers, and medical management. This care plan is attached and should be referred to for: • Detailed symptom information • Clinical triggers • Medical management protocols • Emergency clinical procedures • Medication dosages and administration guidance			
For pupils without a clinical care plan complete the following:				
Describe medical needs and give details of pupil's symptoms, triggers, signs				
When to administer medication				
How to support the pupil when they need help				
What constitutes an emergency and what action to take				
Arrangements for educational visits				
Any other information				
Staff training	What?	Who?	When?	

Emergency Contact details

1. Name	
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Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
2. Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
Clinic/Hospital Contact	
Name	
Phone no.	
G.P.	
Name	
Phone no.	



Dear Parent/Guardian,

At KTS Academy, all pupils with medical conditions or needs have an Individual Healthcare Plan (IHP) which ensures staff have access to the information needed to support pupils.

Some pupils with medical conditions e.g. epilepsy, severe allergies, already have clinical care plans that are provided by specialists, in which case they will still be followed. However, for those without these plans, we have IHPs for school staff to follow.

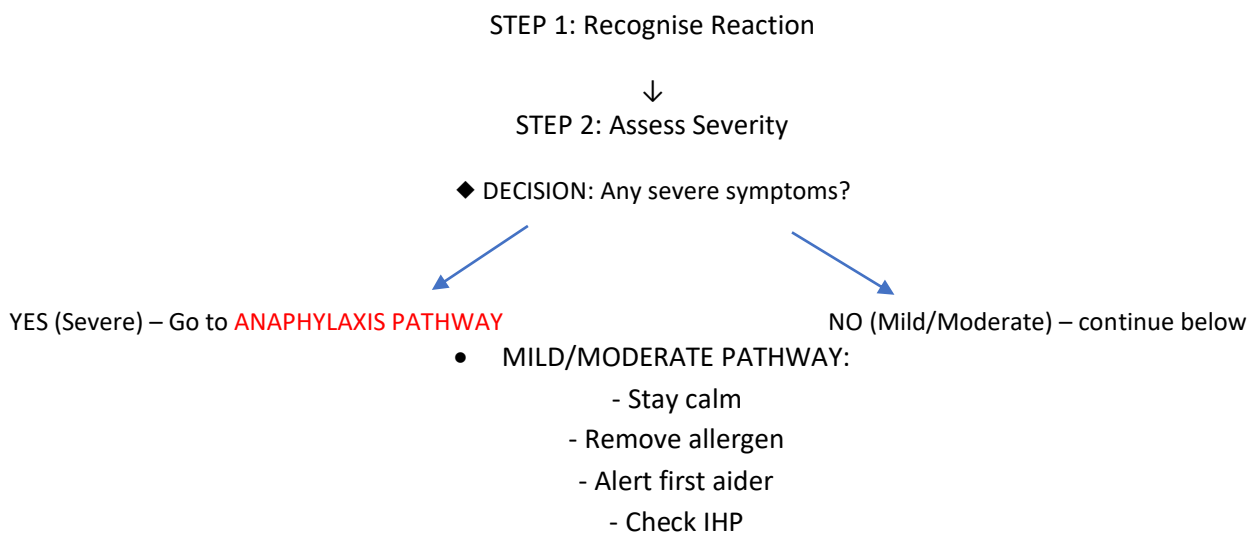
Please read the plan we have formulated for your child and check the information is accurate. If you feel it needs changing, please let your child's teacher know and they will give you a call to discuss the changes needed.

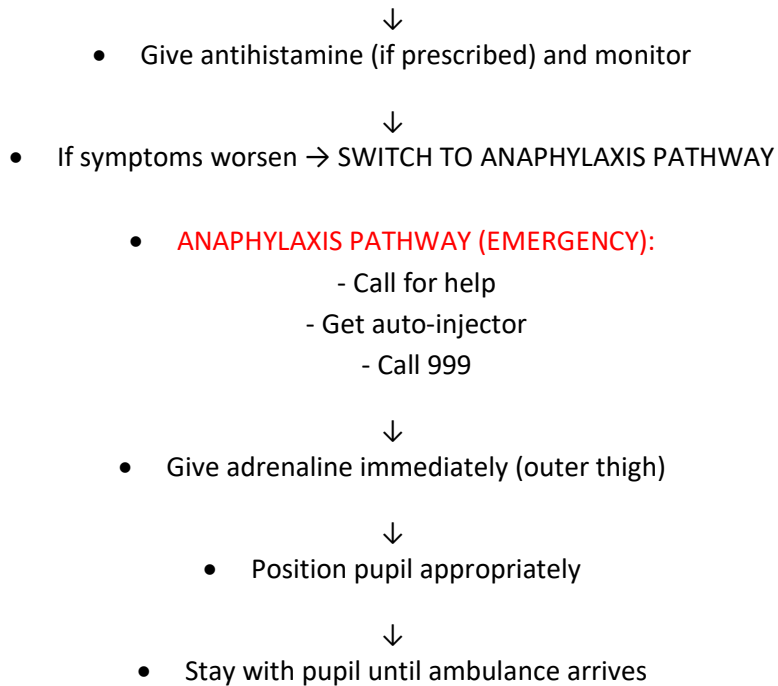
Kind Regards,

Alexis Gardner

Appendix B

Emergency Allergy Response Flowchart





Appendix C – Allergy letter to parents/carers

Dear Parents/Carers,

At KTS Academy, the safety and wellbeing of every pupil is our highest priority. As part of our commitment to providing a safe and inclusive environment, we are writing to inform you about our allergy policy and the measures we have in place to support pupils with allergies.

Why Is This Important?

Some of our pupils have allergies that can cause severe and potentially life-threatening reactions. We ask all members of our school community to help us keep everyone safe.

What Steps Does the School Take?

- **Staff Training:** All staff receive regular training on allergy awareness, recognising symptoms, and emergency response procedures.
- **Medication Storage:** Emergency medication (e.g., EpiPens, inhalers) is stored securely and accessibly. Each pupil's medication is clearly labelled with their name, instructions, and expiry date.
- **Allergy aware school:** Classrooms where there is a pupils with a severe nut allergy are nut free. The rest of the school are aware of this and ensure they adhere to the guidance when in these classrooms.
- **Cleaning Protocols:** Surfaces in classrooms and dining areas are cleaned regularly to minimise allergen exposure.

- **Supervision:** Pupils are supervised during lunch and snack times to reduce the risk of accidental exposure.
- **Risk Assessments:** All trips and events are risk assessed to ensure appropriate safeguards are in place for pupils with allergies.

What Do We Need from Parents/Carers?

Please support us by:

- **Notifying Us of Allergies:** Inform the school in writing of any known allergies your child has. Provide an up-to-date Individual Healthcare Plan and any emergency medication required, with clear instructions and expiry dates.
- **Labelling Packed Lunches:** Clearly label all packed lunches and snacks with your child's name.
- **Avoiding High-Risk Foods:** Do not send foods containing common allergens (e.g., nuts) into school.
- **Discouraging Food Sharing:** Remind your child not to share food or utensils.
- **Providing Safe Snacks:** For class parties or special events, provide a safe snack for your child if needed.

Emergency Procedures

- **Symptoms to Watch For:** Swelling, rash, difficulty breathing, vomiting, or sudden collapse.
- **Immediate Actions:** Staff will administer emergency medication as per your child's plan and call an ambulance if symptoms are severe.
- **Parent Contact:** We will contact you and your listed emergency contacts immediately in the event of an allergic reaction.

Contact Information

If you have questions or need to update your child's allergy information, please contact:

- School Nurse/First Aider: [insert name and contact details]
- School Office: 01287677265 or office@ktsacademy.org.uk

Thank You

Thank you for your cooperation and support. By working together, we can keep all our pupils safe and ensure Kilton Thorpe Specialist Academy remains a welcoming environment for everyone.

Best wishes,

Alexis

Deputy Headteacher