



Document Control
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Allergy Policy

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Date of Next Review: September 2027



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1. Aims

- Set out the College's whole-school approach to allergy management, reducing avoidable exposure and responding to allergic reactions and anaphylaxis.
- Support the wellbeing, safety, inclusion and full participation of pupils with allergies.
- Promote and maintain allergy awareness across the school community.
- Meet the statutory allergy-safety duties introduced by section 34 of the Children's Wellbeing and Schools Act 2026.

2. Legislation and statutory guidance

This policy has regard to section 100 and sections 100A-100B of the Children and Families Act 2014, as inserted by section 34 of the Children's Wellbeing and Schools Act 2026, and the Department for Education statutory guidance Allergy safety in schools, published 6 July 2026.

It also takes account of DfE statutory guidance Supporting pupils with medical conditions at school; Department of Health and Social Care guidance on emergency adrenaline auto-injectors in schools; the Food Information Regulations 2014; the Food Information (Amendment) (England) Regulations 2019; and relevant equality, safeguarding, food-safety and health-and-safety duties.

The Governing Board will review this policy at least annually, make appropriate changes, make it generally known within the College and to parents/carers, bring it to the attention of pupils, parents/carers and all persons who work at the College at least annually, and publish it on the College website.

3. Roles and responsibilities

3.1 Governing Board

- Ensure the College has, publishes and annually reviews a dedicated allergy safety policy.
- Seek assurance that effective arrangements are in place to manage and reduce allergy risks and that policy is reflected in practice.
- Receive assurance on annual training, IHPs, emergency adrenaline arrangements, serious incidents and near misses.

3.2 Allergy Lead

The nominated Allergy Lead is Helen Cox. The Allergy Lead is responsible for:

- Promoting and maintaining allergy awareness across the College.
- Ensuring allergy and special-dietary information is current and available to staff who need it.



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- Ensuring pupils with identified allergies have an Individual Healthcare Plan (IHP) under the College's agreed approach, with an Allergy Action Plan forming part of the IHP where appropriate.
- Ensuring relevant risk assessments are completed and reviewed.
- Ensuring annual allergy awareness and emergency-response training is completed by all staff present when pupils are scheduled to be on site.
- Maintaining oversight of spare adrenaline auto-injectors (AAIs), incident learning and annual policy review.

3.3 School Nurse / First Aid & Medical Lead

- Coordinate medical information and paperwork from families and healthcare professionals.
- Coordinate medication arrangements and IHPs.
- Check prescribed and spare AAIs are accessible, correctly stored and in date.
- Support staff training, emergency planning and incident review with the Allergy Lead.

3.4 Staff

- Maintain awareness of this policy and recognise allergic reactions and anaphylaxis.
- Attend required annual allergy awareness and emergency-response training.
- Know the pupils with allergies in their care and how to access emergency medication.
- Consider food and other allergens in lesson, activity, catering, trip and event planning.
- Support inclusion and challenge allergy-related bullying or unsafe behaviour.

3.5 Parents/carers

- Provide accurate and current information about allergies, reactions, dietary needs and medication.
- Provide two in-date prescribed AAIs where required by the pupil's clinical plan, plus other prescribed emergency medication, and replace them before expiry.
- Provide updated Allergy Action Plans/clinical information when needs change.
- Work with the College on IHPs, risk assessments and safe participation.

3.6 Pupils

- Be supported to understand their allergens and reduce risk in an age-appropriate way.
- Where competent, understand how and when to use their AAI and carry emergency medication in line with their IHP.
- Not share food and tell an adult immediately if they feel unwell or believe they have been exposed to an allergen.

4. Identification, IHPs and information sharing

The College will identify pupils with allergies through admissions/Arbor, transition information, parents/carers, healthcare professionals and updates during the year. Under the College's agreed approach, all pupils with identified allergies will have an IHP proportionate to their needs. Where a healthcare professional provides an Allergy Action Plan, it will be attached to and form part of the IHP.



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Information will be shared on a need-to-know basis with staff responsible for the pupil, including relevant supply/cover staff, catering staff and visit leaders, while respecting confidentiality and data-protection requirements.

5. Assessing and managing risk

The College will take reasonable, proportionate steps to reduce avoidable allergen exposure. It is not possible to guarantee a completely allergen-free environment. The Hayling College therefore operates an allergy-aware and nut-aware approach rather than describing the site as 'nut free'.

Risk assessment will be used where appropriate, including food technology, science experiments involving food, crafts using food packaging, animal activities, trips, off-site events and other activities where a pupil's allergen may be present.

5.1 Hygiene

- Pupils and staff will wash hands thoroughly with soap and water before and after eating and after known contact with food allergens.
- Food sharing is not permitted.
- Hand sanitiser may be used for infection control but will not be relied upon as a substitute for effective handwashing/removal of food-allergen residue.
- Surfaces and equipment will be cleaned appropriately after food use and where allergen contamination may have occurred.

5.2 Catering

- The College will work with its catering contractor to provide safe, inclusive food choices and accurate allergen information.
- Catering staff will receive appropriate allergen training and identify pupils with relevant dietary needs.
- Menu, ingredient or substitution changes will be checked so special dietary needs continue to be met.
- Information on the 14 regulated allergens and prepacked-for-direct-sale foods will meet applicable legal requirements.
- Food preparation and service procedures will minimise cross-contamination.

5.3 Food restrictions and nut-aware arrangements

To reduce avoidable risk, parents/carers, pupils, staff and visitors are requested not to bring packaged nuts, bars containing nuts, peanut/nut butters or spreads, peanut-based sauces such as satay, or sesame seeds/products containing sesame onto the school site. These controls reduce risk but do not guarantee an allergen-free environment.

If such an item is brought onto site, staff will take proportionate action to prevent avoidable exposure, which may include removing it from use or safely storing it until the end of the school day.



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5.4 Mental health, inclusion and bullying

The College recognises that allergy can affect anxiety, confidence, social participation and mental health. Pastoral support will be available. Allergy-related bullying, harassment or deliberate exposure to allergens will be addressed through safeguarding and behaviour procedures.

6. Events, trips and off-site activities

Pupils with allergies will not be excluded from trips, events, sport or other activities where reasonable adjustments can enable safe participation. Planning will address allergen exposure, food, medication, trained staff, emergency access, travel and accommodation. Prescribed AAIs will remain with or immediately accessible to the pupil in accordance with the IHP.

The visit leader will consider whether a College spare AAI should accompany the visit, taking account of the group, location, access to emergency services and the College's emergency AAI arrangements.

7. Recognising and responding to allergic reactions

7.1 Mild/moderate reactions

Staff will follow the pupil's IHP/Allergy Action Plan, monitor the pupil and inform parents/carers as appropriate. Staff will remain alert for progression to anaphylaxis.

7.2 Suspected anaphylaxis

Anaphylaxis is a medical emergency. Help and emergency medication should be brought to the pupil; the pupil should not be sent to collect medication.

- Administer adrenaline without delay in accordance with the pupil's Allergy Action Plan/device instructions.
- Use the pupil's own prescribed AAI first where it is immediately available. If unavailable or unusable, a College spare AAI may be used in accordance with current guidance and the College's emergency AAI arrangements.
- Call 999 immediately and state 'anaphylaxis'. Do not delay adrenaline while waiting for parents/carers or emergency services.
- Position and monitor the pupil in accordance with training and the Allergy Action Plan. A second dose may be required if symptoms persist, in line with the plan/device instructions and emergency-service advice.
- Contact parents/carers as soon as possible. A suitable member of staff will accompany the pupil to hospital by ambulance if a parent/carer is not present.

8. Adrenaline auto-injectors (AAIs)

8.1 Prescribed AAIs

Competent pupils will be encouraged to carry their prescribed AAIs. Where this is not appropriate, devices will be stored so they are immediately accessible. The IHP will record the agreed arrangements.



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8.2 College spare AAI's

The College will purchase and maintain spare AAI's in accordance with current Department of Health and Social Care guidance. The current standard-dose device used by the College is 0.3 mg (300 micrograms), subject to the product supplied and current clinical/manufacture guidance. The School Nurse will verify the device, dose, expiry and stock against pharmacy/manufacture labelling.

At least two spare AAI's will be maintained. The number and location will be reviewed through risk assessment, taking account of site size/layout and the expectation that an AAI can reach a person experiencing anaphylaxis within five minutes.

8.3 Storage and maintenance

- AAI's will be stored at room temperature in line with manufacture guidance and protected from direct sunlight/extremes of temperature.
- Spare AAI's will be clearly labelled, readily accessible, not locked away and stored separately from named pupils' prescribed devices.
- The current planned locations are the staff room kitchen and pastoral/medical office, subject to the annual access-time risk assessment.
- The School Nurse will check spare AAI's at least monthly and arrange replacement before expiry.

8.4 Disposal

Used or expired AAI's will be disposed of safely in accordance with manufacture/pharmacy advice, including use of an approved sharps container where appropriate.

9. Serious incidents, near misses and learning

All allergic reactions, suspected serious allergic reactions and allergy-related near misses will be recorded promptly through the College incident-reporting system and reviewed by the Allergy Lead.

- Parents/carers of pupils under 16 will be informed as soon as possible following a serious incident or near miss.
- The review will be no-blame and consider immediate and underlying causes, including communication, catering, supervision, training, IHPs, medication access and risk assessments.
- Actions and learning will be recorded, allocated and monitored to completion.
- Significant themes and assurance will be reported to senior leaders and the Governing Board.
- External reporting, including RIDDOR or food-safety reporting, will be completed where the relevant legal criteria are met.

10. Training

All staff present when pupils are scheduled to be on site will receive allergy awareness and emergency-response training at least annually. This includes relevant permanent, temporary, supply, agency and peripatetic staff,



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catering staff and regular volunteers. New staff will receive appropriate information/training before or as part of induction.

- How to reduce and prevent avoidable allergic reactions.
- How to recognise allergic reactions and anaphylaxis.
- Where prescribed and spare AAIs are kept and how to access and use them.
- The importance of acting immediately in suspected anaphylaxis.
- The wellbeing, inclusion and anti-bullying implications of allergy.
- The College's incident and near-miss reporting arrangements.

First-aid training alone does not satisfy the College's allergy awareness and emergency-response training requirement. Training records will be maintained and monitored.

11. Monitoring, publication and review

The Allergy Lead will monitor implementation with the School Nurse, Health & Safety Coordinator, catering contractor and senior leaders. The Governing Board will receive assurance through the College's health-and-safety/governance monitoring arrangements.

This policy will be reviewed at least annually and sooner after a serious incident/near miss, significant change, or updated legislation/guidance. Following approval, the policy will be published on the College website and brought to the attention of pupils, parents/carers and all persons working at the College at least annually.

12. Links with other policies

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy
- SEND Policy / SEN Information Report
- Educational Visits/Trips Policy
- Risk Assessment Policy
- Attendance Policy
- Complaints Policy

13. References

DfE - Allergy safety in schools (statutory guidance), 6 July 2026:

<https://www.gov.uk/government/publications/allergy-safety-in-schools>



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DfE - Supporting pupils with medical conditions at school:

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

DfE - Allergy guidance for schools, updated July 2026: <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools>

Children's Wellbeing and Schools Act 2026, section 34:

<https://www.legislation.gov.uk/ukpga/2026/21/section/34>