



The LETTA Trust

Pupil Allergy Safety and Management Policy

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This is a dedicated, standalone policy. In accordance with safeguarding best practices and statutory expectations, this document should be read alongside the Letta Trust 'Supporting Pupils with Medical Needs' policy.

1. Aims

The LETTA Trust is committed to ensuring that pupils with allergies are supported to attend school safely, participate fully in school life and receive appropriate support to manage the risks associated with their allergies.

This policy aims to:

- set out the Trust's approach to pupil allergy safety
- reduce the risk of pupils being exposed to known allergens
- ensure appropriate arrangements are in place for pupils at risk of an allergic reaction or anaphylaxis
- ensure pupils with allergies are supported and included in school life
- establish clear responsibilities for the Trust, schools, staff, parents and carers and pupils
- promote appropriate awareness of allergy safety across the school community

2. Legislation and guidance

This policy has been developed by The LETTA Trust with reference to current legislation and government guidance.

In particular, this policy reflects the principles and recommendations contained within:

- [Benedict's Law](#): Department for Education (DfE) Stronger Protections for Children with Allergies in Schools
- DfE Statutory Guidance: Supporting pupils with medical conditions at school.
- DfE guidance on [allergy safety in schools](#)
- Department of Health and Social Care guidance: [Using emergency adrenaline auto-injectors in schools](#).
- [The Food Information Regulations 2014](#) and [The Food Information \(Amendment\) \(England\) Regulations 2019 \("Natasha's Law"\)](#).

The Trust's approach reflects emerging expectations that schools must have:

- Clear allergy procedures
- Staff training
- Emergency medication arrangements
- Individual healthcare planning

Where legislation or statutory guidance is amended, trustees will review this policy and make any necessary changes.



3. Roles and responsibilities

LETTA takes a whole-Trust, child-centred approach, underpinned by collaboration and shared responsibility. The responsibilities set out below are not exhaustive and should be adapted to reflect the context and needs of each LETTA school.

3.1 Headteachers

The Headteacher is responsible for implementing this policy within their school.

The Headteacher will:

- ensure that pupils with known allergies are identified and appropriately supported
- ensure that appropriate individual healthcare plans are developed where required
- ensure that allergy action plans are obtained where appropriate
- ensure that staff understand the arrangements for pupils with allergies in their care
- ensure that appropriate risk assessments are undertaken
- ensure that emergency arrangements are in place
- ensure that medication is stored and accessible appropriately
- ensure that allergy-related incidents and near misses are recorded and reviewed
- ensure that appropriate school-specific procedures are maintained
- take action where an incident or review identifies a need to strengthen arrangements

The Headteacher may delegate operational responsibility to an appropriate member of the senior leadership team.

3.2 Designated allergy lead

The Allergy Safety Lead will coordinate the implementation of this policy within the school and will ensure, as appropriate, that:

- pupil allergy information is accurate and up to date
- relevant staff can access allergy information when required
- pupils who require an individual healthcare plan have an appropriate plan
- pupils with known food or insect-sting allergies have an appropriate allergy action plan where issued by a healthcare professional
- emergency medication arrangements are in place
- relevant staff understand the school's allergy procedures
- appropriate risk assessments are completed
- incidents and near misses are recorded and reviewed
- learning from incidents is appropriately shared

3.3 All staff

All staff have a responsibility to contribute to the safety and inclusion of pupils with allergies.

Staff must:

- be aware of pupils with allergies in their care



- understand the risks associated with those allergies
- take reasonable steps to reduce the risk of exposure to known allergens
- know how to access relevant allergy and healthcare information
- know how to recognise the signs of an allergic reaction and anaphylaxis
- understand the school's emergency procedures
- know where relevant emergency medication is located
- administer emergency medication where appropriately trained and required to do so
- support pupils with allergies to participate fully in school activities
- report allergy-related incidents and near misses promptly

Staff must not knowingly take action that places a pupil with a known allergy at unnecessary risk.

3.4 Parents

Parents and carers are responsible for providing the school with accurate and up-to-date information about their child's medical needs, including:

- known allergies
- previous allergic reactions
- prescribed medication
- allergy action plans
- any changes to their child's condition or treatment

Where prescribed medication is required in school, parents and carers must provide the medication in accordance with the school's arrangements and ensure that it is replaced when required.

Parents and carers should inform the school promptly of any changes to their child's allergy or medical needs.

3.5 Pupils with allergies

Where appropriate to their age and level of understanding, pupils with allergies should be supported to understand:

- their allergy and known triggers
- the risks associated with their allergy
- how to reduce the risk of exposure
- the symptoms of an allergic reaction
- how and when to use their prescribed emergency medication

Schools should support pupils to develop increasing independence in managing their allergy where this is appropriate and safe.

3.6 Pupils without allergies

Pupils will:

- be supported to understand allergies and the risks associated with allergens



- contribute to a safe, respectful and inclusive environment
- follow school arrangements designed to reduce the risk of allergen exposure

4. Identifying pupils with allergies

Schools must have arrangements for identifying pupils with known allergies and obtaining relevant information from parents/carers. Schools must ensure that relevant allergy information is:

- recorded accurately
- kept up to date
- accessible to staff who need it to support the pupil
- handled in accordance with the Trust's Data Protection Policy

Parents and carers are responsible for providing the school with accurate information about their child's allergy and informing the school of significant changes to their child's medical needs or medication.

5. Individual healthcare plans

Not every pupil with an allergy will require an individual healthcare plan (IHP). An IHP should be considered where a pupil:

- has an allergy that has a functional impact on them in the school environment
- is at risk of harm as a result of their allergy
- requires arrangements or support that are additional to or different from those generally available

A formal diagnosis is not necessarily required for an IHP to be considered. The Headteacher will decide, in discussion with parents/carers and relevant healthcare professionals where appropriate, whether an IHP is required.

Where an IHP is required, it will set out the additional and/or different arrangements that will be put in place to support the pupil.

The school will make reasonable efforts to ensure that appropriate arrangements are put in place promptly and, for new pupils, by the beginning of the relevant school term wherever possible.

IHPs will be reviewed at least annually and sooner where the pupil's needs change.

Where a pupil transfers to another school, relevant healthcare information and the IHP will be shared as part of the transition process.

6. Allergy action plans



All pupils with known food or insect-sting allergies must have an appropriate allergy action plan completed by a medical professional. This is a critical requirement to satisfy our statutory duty to support pupils with medical conditions.

Where an allergy action plan is provided, the school must ensure that relevant staff know where it can be accessed and understand the arrangements that apply to the pupil. Where the action plan is updated, the pupil's IHP should be reviewed where appropriate.

7. Register of pupils with known allergies

Each school must maintain an appropriate register or record of pupils with known allergies. The register should include, where relevant:

- the pupil's name
- known allergens
- relevant risk factors for anaphylaxis
- whether the pupil has been prescribed an adrenaline auto-injector
- the type and dose of prescribed medication
- whether appropriate consent has been provided for emergency medication
- other information necessary to support the pupil safely

A photograph may be included where appropriate and with the necessary consent. The register must be stored securely but be readily accessible to staff who may need the information in an emergency.

The school-specific procedures must identify where allergy information is held and how it can be accessed quickly.

8. Allergy-aware risk management

8.1 Catering and food safety

The Trust is committed to inclusive food provision:

- Clear allergen labelling
- Adapted menus to meet pupil needs
- Staff trained in allergen awareness.
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination
- Compliance with food safety regulations - Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)

8.2 Trips, curriculum and school environment



Allergy risks must be considered as part of relevant planning and risk assessments, including activities such as food technology, science, animal handling and off-site visits. For trips and events, appropriate arrangements must ensure that:

- relevant staff are aware of pupils' allergy needs and emergency procedures
- required medication, including AAls, is accessible
- staff have appropriate allergy awareness
- contingency arrangements are in place for an allergic reaction

Where guide dogs or other assistance animals are present, appropriate consideration must be given to pupils with animal allergies.

Good hygiene practices, including handwashing and appropriate arrangements around food sharing, must be promoted.

8.3 Mental health and wellbeing

LETTA recognises that pupils with allergies may experience anxiety, distress or bullying related to their allergy. Pupils with allergies will be supported through the pastoral, safeguarding and wellbeing arrangements in place across LETTA, as appropriate to their individual needs. This may include:

- appropriate pastoral support
- regular check-ins with a member of staff
- access to targeted mental health and wellbeing support, where appropriate
- a multi-agency approach where additional support or intervention is required

Any concerns about bullying related to a pupil's allergy will be addressed in accordance with the school's Anti-Bullying Policy and safeguarding procedures. All LETTA schools have an Anti-Bullying Policy in place.

9. Adrenaline auto-injectors (AAls)

9.1 Spare AAI stock

In accordance with statutory requirements, each LETTA school will procure, hold and maintain an appropriate supply of spare adrenaline auto-injectors (AAls) for emergency use.

Spare AAls may be used where clinically appropriate, including in an emergency involving a pupil with a known allergy or a pupil experiencing a first-time anaphylactic reaction.

9.2 Storage and accessibility

AAls must be:

- stored in accordance with the manufacturer's instructions
- protected from extremes of temperature and direct sunlight
- readily accessible to appropriately trained staff
- stored in a location that enables them to be accessed promptly in an emergency



Schools must determine appropriate storage locations based on the layout and circumstances of their site and should document these arrangements within their local procedures.

9.3 Emergency use

In an emergency, staff must respond promptly to the signs and symptoms of anaphylaxis and follow the relevant emergency procedures.

Where a pupil is experiencing suspected anaphylaxis, staff must not delay seeking emergency medical assistance or administering an AAI where this is clinically indicated because of administrative arrangements or the absence of a completed consent form.

9.4 Checks and maintenance

Schools must have arrangements for regular checks of spare AAIs to ensure that:

- the required devices are available
- devices are within their expiry date
- devices are stored appropriately
- any used or expired devices are replaced and disposed of safely in accordance with local arrangements

Schools must retain an appropriate record of checks.

10. Allergy awareness training

Schools must ensure that staff have appropriate awareness of allergy and anaphylaxis and are able to respond appropriately to an allergic emergency. Training arrangements should reflect the roles and responsibilities of staff and must include appropriate information on:

- recognising the signs and symptoms of anaphylaxis
- responding to an allergic emergency
- the use of adrenaline auto-injectors
- reporting and recording allergy-related incidents
- the school's local allergy procedures

Relevant allergy awareness training must form part of induction for staff whose roles require it. Schools should retain appropriate records of training and ensure that staff who may be required to administer an AAI receive suitable training.

Schools may set out their specific training arrangements, including frequency and refresher requirements, within their school-specific procedures or appendices.

11. Incident and near-miss reporting

11.1 Recording



All allergic reactions, administration of an AAI, including a spare school-owned AAI, and allergy-related near misses must be formally recorded through the school's accident and incident reporting system.

11.2 Reporting

Following an allergic reaction or administration of an AAI, the Headteacher and relevant Allergy Lead must ensure that parents/carers are informed and that any required reporting to the Trust, health professionals or other relevant agencies is completed in line with statutory requirements and Trust procedures.

11.3 Review and learning

Following any significant allergy-related incident or near miss, the circumstances must be reviewed to identify learning and prevent recurrence. The review should consider:

- the circumstances and potential trigger
- the effectiveness and timeliness of the response
- the availability and administration of medication
- whether existing risk controls were effective
- whether any changes are required to the pupil's Individual Healthcare Plan, Allergy Action Plan, risk assessments or school procedures

Learning from significant incidents should be shared appropriately across LETTA where this may strengthen allergy management and pupil safety.

12. Links with other policies

- First Aid Policy
- Medical Needs Policy
- Child Protection and Safeguarding Policy
- Anti-bullying Policy
- Equality Policy

13. Monitoring arrangements and policy review

This policy will be reviewed annually by the Trust Board. An earlier review will be undertaken where there are changes to legislation or statutory guidance, or where learning from a significant allergy-related incident or near miss across the Trust indicates that the policy should be updated.

The Trust Board retains overall responsibility for the approval of this policy.