

ALLERGY SAFETY POLICY



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

Our Theologically Rooted Vision:

The vision for Hartford Church of England High School is that we will provide an exceptional, inclusive and aspirational education rooted in a shared set of Christian values that radiate the love and truth of Jesus. We will nurture, embrace and promote the God-given talents of our students both within and beyond the classroom. Growing in wisdom, our children will develop into thankful young people who will make a substantial contribution to the world. As a flourishing community, we will bring out the best in one another on a daily basis by being Happy, Achieving, Ready and Together.

And whatever we do, whether in word or deed, we do it all in the name of the Lord Jesus, giving thanks to God the Father through him.

(Vision based on Paul's Letter to the Colossians Ch3, v11b -17)

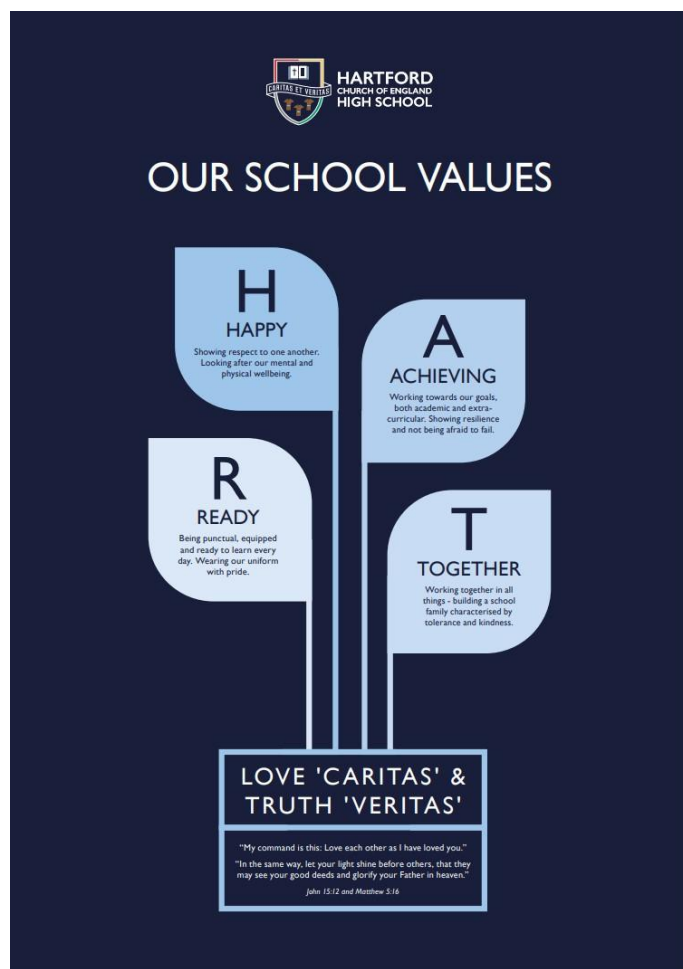
Everything we do at Hartford Church of England High School as students, staff, Governors and wider stakeholders, centres on the core values of our school:

Happy: Showing respect to one another. Looking after our mental and physical wellbeing.

Achieving: Working towards our goals, both academic and extra-curricular. Showing resilience and not being afraid to fail.

Ready: Being punctual, equipped and ready to learn every day. Wearing our uniform with pride.

Together: Working together in all things - building a school family characterised by tolerance and kindness.



Equally, the educational offer at Hartford Church of England High School is based on the Church of England's four key principles for education:

- Educating for wisdom, knowledge and skills
- Educating for hope and aspiration
- Educating for community and living well together
- Educating for dignity and respect

The Allergy Safety Policy at Hartford Church of England High School fully embodies our theologically rooted vision, our values and the key principles for education set out by the Church of England.

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1. Aims

Hartford Church of England High School endeavours to ensure that all its students achieve success in their academic work, social relationships and day-to-day experiences at the school. It is an inclusive community that aims to support and welcome students with medical conditions, including allergies.

This policy provides a sound basis for ensuring that children with allergies receive proper care and support from the school.

2. Legal Framework

This policy has been prepared with due regard to the following statutory provisions and guidance:

- Section 34 of the Children's Wellbeing and Schools Act 2026
- The Department for Education's Statutory Guidance 'Allergy safety in schools', July 2026
- The Department for Education's 'template allergy safety policy', July 2026

This policy operates in conjunction with the following school policies and procedures:

- Data Protection Policy
- Educational Trips and Visits Policy
- Local Area Visits Policy
- Supporting Children with Medical Conditions Policy

3. Roles and Responsibilities

The Governing Board holds overall responsibility for maintaining and implementing this policy.

Hartford Church of England High School has a dedicated member of the Senior Leadership Team (SLT) who is responsible for allergy safety. Mr Lee (Senior Assistant Headteacher – Inclusion) is responsible for allergy safety and the review and implementation of this policy.

4. What is an Allergy?

An **allergy** is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more serious reaction called anaphylaxis.

Anaphylaxis is a serious, life-threatening allergic reaction. It is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens.

Common UK Allergens include (but are not limited to): Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander.

5. Training

The school will ensure that all staff are trained in allergy awareness and emergency response at least annually.

Training will take place annually through our schools' subscription to Medikitt and accredited online training platform. Records of training will be collated and certificates verified.

The school will ensure that new staff are trained in allergy awareness and emergency response by including mandatory allergy awareness training as part of its standard induction sessions and training.

The school will ensure that supply and cover staff are trained in allergy awareness and emergency response by including mandatory allergy awareness training as part of its standard induction sessions and training/requiring proof of previous allergy safety training within the past year.

All staff understand and are trained in what to do in an emergency situation involving anaphylaxis for those children with allergies.

The school will ensure that all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it.
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist.
- Understand the difference between food allergy, coeliac disease and food intolerance.
- Know where to find information on allergy triggers.
- Can identify the range of symptoms of allergic reactions.
- Understand and can recognise anaphylaxis.
- Know how to respond in an emergency, including:
 - calling emergency services and informing parents;
 - how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack); and
 - training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices),
- Understand the impact allergy can have on a child or young person's wellbeing.
- Understand the school's Allergy Safety Policy.
- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan.
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens.
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").

6. Wellbeing

The school is an inclusive community that aims to support and welcome students with medical conditions, including allergies. The school is committed to promoting the wellbeing of students with allergy conditions and will do so by:

- Fostering understanding of allergies within the school community (including students) through training and information sessions.
- Not tolerating bullying or other adverse peer-on-peer interactions.

The school will address any bullying or other behavioural incidents related to allergies or allergy safety through its Behaviour and Attitudes Policy.

7. Minimising Risk

The school is committed to minimising the risk of individuals (including students, staff or visitors) coming into contact with their known allergens. The school will manage the risk by:

- Managing the risk of exposure to food allergens by food brought in by others by banning common allergens (such as nuts) at the school.
- Ensuring that staff are aware of those students in their care (regular or cover classes) who have known allergies.
- Ensuring that all staff planning activities (including craft, science, music or cooking, working with animals) consider the risk of exposure to allergens.
- Ensuring that staff leading school trips carry out a specific risk assessment.
- Putting in place reasonable measures (to be determined by the school) to manage the risk of individuals being exposed to allergens where they have a known allergy to airborne or contact allergens.

8. Food Allergies

The school has delegated its catering service to Mellors Catering.

The school will ensure that the caterer provides clear information on allergens in food provided.

The school will further manage the risk of food allergy by:

- Ensuring the caterers also have all relevant training.
- Sharing with the catering team details all known students with allergies.

9. Identification

The school will ensure that the allergies of students and other individuals (including staff members) are identified by asking the individual or parents/carers to notify them of any allergies upon induction or starting at the school. This will include asking for information about their known allergens and if they carry medication.

Where appropriate, the school will liaise with a student's parents/carers and previous educational setting to gather information about their known allergies and management of the same.

The school will keep a record of all individuals with allergies (including whether they have an Individual Healthcare Plan or Allergy Action Plan). This record will be kept by Mr Lee (Senior Assistant Headteacher – Inclusion).

10. Student Role

Many health advisers encourage children to take control of their medical condition, including taking responsibility for managing their medical care with assistance from a very young age. This can include self-administration of medicines, for example, using an inhaler or giving own adrenaline injections. The school supports this practice wherever appropriate.

Where it is not appropriate for a child to self-manage or where young children or those with special needs require medication, adult support may be needed.

11. Individual Healthcare Plans (IHPs)

Not all students with an allergy will have an Individual Healthcare Plan (IHP). However, a child with an allergy will have an IHP if:

- they have an allergy which has a functional impact on them at the school;
- they are at risk of harm as a result of their allergy; and
- they require arrangements which are additional to or different from those made generally.

The IHP will detail:

- The child's Allergy Action Plan and/or Asthma Action Plan.
- What care a child needs in the school (including medication dose, side effects, storage, other treatment, dietary and environmental issues as well as specific support for the child's educational, social and emotional needs) and the level of support required.
- When they need the care.
- If the adrenaline device is to be taken home at the end of the school day or if a spare device is to be continually kept at the school.
- The location at which the adrenaline device is stored.
- Who will be giving the care (including their training needs, expectations of their role, confirmation of proficiency to provide for the child's medical condition from a healthcare professional and cover arrangements when they are not available) and who else needs to be aware of it.
- Arrangements for written permission forms from parents/carers and the Headteacher for adrenaline to be administered by a member of staff or self-administered during school hours.
- Arrangements for school trips or other activities outside of the normal school timetable that will ensure that the child can participate.
- Where confidentiality issues are raised by the parent/carer or child, the designated individuals to be entrusted with information about the child's condition.
- Information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- Any triggers involved with the medical condition.
- What to do in an emergency including who to contact and contingency arrangements.

The IHP will be drawn up with input from the child (if appropriate), their parent/carer, relevant school employees, healthcare professional and ideally a specialist if the child has one.

The IHP shall be developed with the student's best interests in mind and will ensure that the school assesses and manages any risks to the child's education and health and social wellbeing, as well as minimising disruption.

IHPs will be regularly reviewed, at least every year or whenever the student's needs change.

The student (where appropriate), parents/carers, specialist nurse (where appropriate) and relevant healthcare services will be given a copy of the IHP. Other school employees are made aware of and have access to the IHP for the students in their care.

The school will meet with the student (where appropriate), parent/carer, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This will be recorded in the student's IHP which will accompany them on the visit.

The school will ensure that all staff providing support to a student have received suitable training and ongoing support to make sure that they have the confidence to provide the necessary support, knowledge of the student's condition and that they fulfil the requirements set out in the student's IHP.

If a student's Allergy Action Plan or Asthma Action Plan is updated by a healthcare professional, the IHP will be reviewed to incorporate it.

12. Prescribed Adrenaline

The school notes that in the case of anaphylaxis adrenaline needs to be administered within five minutes.

The school will ensure that all children and young people who are prescribed adrenaline devices have rapid access to their devices at all times.

As the school is on a large site it will ensure that adrenaline devices are stored in two locations which are in the school medical room and in the Medikitt located in the science block exit door.

The school has the following arrangements in place to govern adrenaline devices:

- Adrenaline devices will be stored no more than five minutes away from the student at any time. Students and all staff members will be informed of this location
- Adrenaline devices will be stocked as spares even if students have own devices on their person.
- Adrenaline devices will not be locked away.
- “Spare” adrenaline devices and salbutamol inhalers will be checked to confirm that they are in date on a monthly basis by members of the first aid team.
- Where the school identifies that an adrenaline device is out of date it will write to parents/carers to ask them to collect the device and provide the school with a replacement.

13. Serious Incidents and ‘Near Misses’

The school will report, record and respond to serious incidents or ‘near misses’ involving allergy safety.

Where there has been a ‘near miss’ involving allergy safety the school will provide parents/carers with the details by no later than the end of the school day.

Where there has been a serious incident involving allergy safety, the school will assess whether parents/carers need to be contacted urgently. In any event, the school will provide parents/carers with the details by no later than the end of the school day.

14. Visits and Trips

The school is committed to ensuring that, where possible, reasonable adjustments and arrangements are put in place to allow students with allergies to participate in visits and trips.

All staff planning a school visit or trip are required to carry out a specific risk assessment for any student at risk of anaphylaxis who intends to attend the visit or trip.

Where a risk has been identified the Trip Leader will ensure:

- That the student is carrying their own adrenaline device with them on the trip.
- That a member of staff on the visit or trip is trained to administer adrenaline in an emergency.
- Students unable to produce their required medication at the start of the visit or trip will not be able to attend the excursion.

15. Record Keeping

The school will keep records in line with the requirements set out in its Supporting Children with Medical Conditions Policy.

16. Data Protection

The school recognises that student and staff information related to allergens amounts to special category data under the UK GDPR and Data Protection Act 2018. The school will handle this data in accordance with the provisions set out in its privacy notices and Data Protection Policy.

17. Policy Awareness

The school will ensure that all staff are aware of this policy as part of its annual allergy awareness training.

This policy will be published and available on the school's website.

The school will raise awareness of allergy safety amongst its students by:

- Providing ad hoc information sessions about allergy safety to its students.
- Addressing matters relating to allergens and health through its PSHCE and science curriculum.
- Where appropriate, ensuring that friends of a student are aware of their allergy and how to seek help in an emergency (but this will not replace the proper emergency procedures).

18. Review

This policy will be reviewed annually.

Additional reviews of the policy may also be carried out where there has been an 'incident' or 'near miss' related to a student with an allergy.

19. Complaints

If a parent/carer has a complaint about the implementation of application of this policy, the school will first make an effort to resolve the issue informally.

If the issue cannot be resolved informally, it will be dealt with under the school's Complaints Policy, which can be found on the school's website.

Date approved by Governing Board: 20/10/2026

Applicable from: 20/10/2026

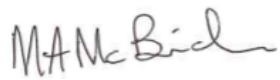
Signed by

Headteacher:



Date: 20/10/2026

Chair of Governors:



Date: 20/10/2026