CROOKHORN COLLEGE
Allergy Safety Policy

Date of Policy **September 2026**
Review Date **September 2027**

Policy Statement

At Crookhorn College we are committed to providing a safe, inclusive, and supportive environment for all students, staff, visitors, and members of the wider College community who have allergies. We recognise that allergies can have a significant impact on health, wellbeing, attendance, and participation in education.

This policy sets out the measures the College will take to minimise the risk of exposure to allergens, ensure effective emergency responses, and support the physical and emotional wellbeing of individuals with allergies.

This policy complies with the requirements of Section 34 of the Children's Wellbeing and Schools Act 2026.

Roles and responsibilities

Headteacher

The Headteacher has overall responsibility for implementing this policy and ensuring that appropriate systems are in place to safeguard students with allergies.

Allergy Safety Lead

The designated Allergy Safety Lead is Lorraine Tuff, Business and Operations Manager, DSL.

The Allergy Safety Lead will:

- Oversee the implementation of this policy.
- Maintain oversight of allergy records and Individual Healthcare Plans (IHPs).
- Ensure staff training is completed and recorded.
- Monitor allergy-related incidents and near misses.
- Lead annual reviews of the policy.
- Liaise with parents, healthcare professionals, and external agencies where required.

Staff

All staff are responsible for:

- Following this policy and associated procedures.
- Attending annual allergy awareness and emergency response training.
- Familiarising themselves with students' allergy needs and care plans where relevant.
- Responding appropriately in an emergency.
- Reporting allergy incidents and near misses.

Parents and carers

Parents and carers are responsible for:

- Informing the College of any diagnosed allergy.
- Providing up-to-date medical information and prescribed medication, clearly labelled.
- Supplying Allergy and /or Asthma Action Plans where applicable.
- Ensuring prescribed medication remains in date.
- Informing the College of any changes in medical circumstances.

Students

Where age and understanding permit, students are encouraged to:

- Take an active role in managing their allergies.
- Inform staff if they feel unwell or believe they have been exposed to an allergen.
- Carry prescribed medication where agreed and appropriate.
- Avoid sharing food.

Definitions

Allergy is a medical condition in which the body's immune system has an abnormal reaction to normally harmless substances such as food, insect stings, contact allergens and airborne allergens.

Anaphylaxis is a potentially fatal reaction affecting the Airway/Breathing/Circulation ("ABC"). Many individuals with allergies to food or insect stings are at risk of anaphylaxis.

Asthma is a lung disease caused by inflammation and tightening of the airways, it is frequently associated with allergy and anaphylaxis, because exposure to allergens can provoke an asthma attack, a potentially life-threatening condition.

Intolerance to foods or ingredients that the body is unable to digest is different to allergy and does not cause a serious allergic reaction. It can cause long term health problems if not avoided. Common food intolerances include lactose and gluten. Coeliac disease is intolerance to gluten, found in rye, barley and wheat.

Allergy awareness training

All College staff present during times when students are on site will receive annual allergy awareness and emergency response training.

This includes, but is not limited to:

- teaching staff
- teaching assistants
- administrative staff
- catering staff
- site/facilities managers
- breakfast and after-school club staff
- agency and supply staff
- regular volunteers
- peripatetic staff.

Crookhorn College staff will have their training provided by the College; staff employed by wider organisations will have their training provided by their employer.

Annual allergy awareness training will be delivered by a suitably qualified provider such as approved online training providers, or other competent healthcare professionals. Practical training in the use of prescribed and spare adrenaline auto-injectors will form part of annual refresher training; trainer devices of EpiPen are used as part of our training.

The Allergy Safety Lead will ensure that annual training has been completed for all staff not employed directly by the College who work regularly with students.

New staff will receive allergy awareness and emergency response training as part of their induction, in line with other safeguarding training requirements.

Supply staff and temporary workers will be provided with information regarding students with severe allergies and emergency procedures before commencing duties.

Staff will also be informed where allergy information, Individual Healthcare Plans (IHPs), Allergy Action Plans, Asthma Action Plans and emergency procedures are stored and how these can be accessed quickly during normal College activities and emergency situations.

Annual training will cover, and ensure staff understand:

- What allergies are and the risks they present.
- The relationship between food allergy, asthma, eczema, hay fever, and other allergic conditions.
- The difference between food allergy, food intolerance, and coeliac disease.
- Symptoms of allergic reactions.
- The signs and symptoms of anaphylaxis.

- How to respond in an emergency:
  - How to contact emergency services and inform parents.
  - How to locate and administer adrenaline auto-injectors (ADs/AAIs).
  - How to locate and administer emergency asthma medication where required.
  - How to access Allergy Action Plans and Individual Healthcare Plans.
- Their role in reducing allergen exposure.
- Procedures for reporting incidents and near misses.

Training records will be maintained by the Allergy Safety Lead.

Supporting wellbeing

The College recognises that living with allergies can contribute to anxiety and emotional distress.

Crookhorn College will:

- Foster an inclusive and supportive environment.
- Promote student confidence and independence in managing allergies.
- Support students who are able to self-manage their allergy with supervision as appropriate.
- Ensure students with allergies can participate fully in College life.
- Provide appropriate pastoral support where needed.
- Work closely with parents and carers to address concerns.
- Promote understanding of allergies through age-appropriate education.

Bullying, teasing, intimidation, or exclusion relating to a student's allergy or medical condition will not be tolerated.

Any incidents will be managed in accordance with the College's Anti Bullying Policy and Behaviour Regulation Policy.

Minimising risk

Crookhorn College will take reasonable measures to reduce the likelihood of exposure to known allergens. Measures include:

- Maintaining accurate allergy records.
- Informing relevant staff of allergy risks.
- Considering allergy risks during lesson planning and special events.
- Promoting good hygiene practices, including handwashing.
- Cleaning eating areas appropriately, and in line with guidance.
- Conducting individual risk assessments where necessary.

Curriculum activities

Staff planning activities involving food, animals, science experiments, art materials, cooking ingredients or other potential allergens will consider allergy risks beforehand, and ensure these are detailed in the risk assessment completed for that activity.

Suitable alternatives and reasonable adjustments will be provided where appropriate to ensure students are not excluded from taking part.

Airborne and Contact Allergens

Crookhorn College recognises that not all allergies are food related. Where a student has a known allergy to airborne or contact allergens, such as pollen, animal dander, dust mites, latex, fragrances, chemicals or other environmental allergens, the College will implement reasonable measures to minimise exposure.

These measures will consider:

- Adjustments to classroom seating arrangements if required.
- Restrictions on the use of specific products or materials.
- Enhanced cleaning arrangements.
- Consideration of allergens during curriculum activities.

Any specific arrangements required will be recorded within the student's Individual Healthcare Plan and supported by individual risk assessments where appropriate.

Food allergy management

The College will work closely with the canteen staff, and families to manage food allergy risks. Crookhorn College will:

- Seek accurate allergen information from catering suppliers.
- Ensure students and families can access relevant allergen information.
- Assess risks associated with food brought into College where possible.
- Employ at least two methods of identifying students with a known allergy at mealtimes, for example photographs displayed in staff-only areas and adult verification procedures.

The College will undertake suitable risk assessments for celebrations, fundraising events, food technology lessons, cultural events, educational visits and any activity involving the preparation or sharing of food.

The College cannot guarantee an allergen-free environment but will take reasonable steps to minimise risk.

Identification and record keeping

Crookhorn College will maintain an up-to-date register of students with known allergies and, where voluntarily disclosed and necessary to support health and safety arrangements, records of staff and regular visitors with severe allergies.

Information regarding allergies will be collected:

- During admission processes
- Through annual medical information updates issued to all parents at the start of each academic year.
- Through Individual Healthcare Plan reviews.
- Following notification from parents or healthcare professionals of any change in a student's medical condition.

Records will include:

- Students with allergies and the severity of reactions.
- Their known allergens.
- Prescribed medications and the location of their medication.
- Individual Healthcare Plans.
- Allergy Action Plans.
- Asthma Action Plans where relevant.
- Emergency contacts.

Information will be obtained from:

- Parents and carers.
- Healthcare professionals.
- Previous educational settings.
- Admission documentation.

All records will be reviewed at least annually by the Allergy Safety Lead and updated whenever circumstances change. The allergy register, associated Allergy Action Plans, Asthma Action Plans and Individual Healthcare Plans will be formally reviewed with parents and carers at least annually and whenever there is a significant change in medical advice, diagnosis or treatment.

Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed for students where:

- Their allergy has a functional impact within the College environment.
- They are at risk of harm because of their allergy and they require arrangements that are additional to or different from those provided generally.

IHPs will set out:

- The student's allergy and known triggers.
- Symptoms requiring action.
- Medication arrangements, including storage.
- Any reasonable adjustments required.
- Emergency procedures.
- Educational visits arrangements.
- How the student’s wellbeing will be supported, including how they will be supported to participate fully in College life.

Where provided, Allergy Action Plans and Asthma Action Plans will be attached to or referenced within the IHP.

Plans will be reviewed at least annually and following any significant reaction, or following changes to treatment or diagnosis.

Prescribed Adrenaline Devices (ADs) or Auto-Injectors (AAIs)

Students prescribed ADs/AAIs will have rapid access to their medication at all times. The College will ensure that students prescribed adrenaline devices are never more than five minutes from access to those devices during the College day, on educational visits and during extra-curricular activities.

This includes enabling rapid access:

- In classrooms.
- During break and lunch periods.
- On sports fields.
- During educational visits.
- During extra-curricular activities.

Students have their prescribed ADs/AAIs on them at all times and these are routinely taken between home and College, parents and carers remain responsible for ensuring the devices accompany the student each day and remain in date. Students are encouraged to keep their devices in their bag, ensuring they have access to them when travelling to or from College.

Spare Adrenaline Auto-Injectors

The College will order ADs/AAIs and emergency asthma inhalers from a registered pharmaceutical supplier.

Crookhorn College will maintain suitably located spare ADs/AAIs where permitted and appropriate.

Storage

Spare ADs/AAIs will:

- Be clearly labelled as emergency stock, with their strengths easily visible
- Be easily accessible.
- Never be locked away.
- Be stored at room temperature, away from extremes of heat and direct sunlight.
- Be located so that emergency medication can reach a student within five minutes.

The College will organise the storage of spare adrenaline devices so that no student at risk of anaphylaxis is more than five minutes from access to adrenaline at any point during the College day.

The spare ADs/AAIs will be located in reception and clearly labelled.

Monitoring

The College will maintain a listed record of all devices and their location, and

- Check expiry dates termly.
- Replace expired devices promptly.
- Replace devices promptly following use.
- Dispose of used devices safely in accordance with medical waste requirements.

'Spare' Asthma Inhalers

The College holds emergency asthma inhalers and a spacer. These are located in the medical room:

- Emergency asthma inhalers will only be given to students who have been prescribed an inhaler when their own inhaler is not available and where written parental and carer consent has been obtained to do so.
- Emergency asthma inhalers will remain on the College site at all times and will not be taken on any trips or visits.

Educational visits and off-site activities

Students with allergies will be fully included in educational visits.

Risk assessments will be undertaken ahead of a planned trip and include consideration of:

- Itinerary and venue risks.
- Known allergens.
- Food arrangements.
- Access to emergency medication.
- Staff trained in emergency response.
- Emergency medical services available at the destination.
- Availability of a mobile phone signal.

- Contingency arrangements in the event of allergen exposure.

All staff and supporting adults on the trip will be briefed about the known allergen risks of students.

Students at risk of anaphylaxis will have access to their prescribed AD/AAI throughout the visit by holding it themselves.

Responding to allergic reactions

In the event of an allergic reaction:

- A member of staff will assess the situation immediately and remain with the student.
- If there is an Action Plan in place, the emergency procedures outlined within it will be followed.
- Adrenaline will be administered without delay where anaphylaxis is suspected.
- Emergency services will be called.
- Parents or carers will be informed as soon as possible.
- The incident will be recorded and reviewed.

Where there is any doubt, staff will treat a suspected anaphylactic reaction as a medical emergency, including where a student with no known allergy presents with symptoms consistent with anaphylaxis.

- Staff will immediately call 999.
- A trained member of staff may administer a spare AD/AAI where permitted and clinically indicated.
- Parents and carers will be informed as soon as possible.
- The incident will be investigated and appropriate medical follow-up encouraged.

Reporting serious incidents and near misses

All allergy-related incidents and near misses will be reported on the same day and, wherever possible, within two hours of the incident.

The report will include:

- Date and time.
- Individuals involved.
- Circumstances of exposure.
- Actions taken.
- Outcomes.
- Lessons learned.
- Parents will be informed.
- Risk assessments and procedures will be updated as necessary.

The Allergy Safety Lead will review incidents to identify improvements and reduce future risks, at least on a termly basis. Trends arising from incidents and near misses will be analysed and reported to senior leaders and governors as appropriate.

Crookhorn College encourages parents and carers to report incidents occurring outside College that may be relevant to a student's safety within College.

Information sharing and confidentiality

The College will manage allergy information in accordance with UK GDPR and Data Protection legislation.

Information will only be shared on a need-to-know basis to protect a student's health and safety.

Information will be handled sensitively and respectfully at all times.

Monitoring and review

This policy will be reviewed annually by the Allergy Safety Lead and Governing Body, or sooner following:

- A serious allergic reaction.
- An anaphylaxis incident.
- A significant near miss.
- Changes in legislation or statutory guidance.
- Changes to College arrangements.