The Hurlingham Academy
Allergy Safety Policy 2026-27

Policy Owner: Assistant Principal: Inclusion and SEND
Named Allergy Lead (Senior Leadership Team): Assistant Principal: Inclusion and SEND
Approved by: Principal and Governing Body
Effective from: September 2026
Review Date: September 2027

1. Statement of Commitment

The Hurlingham Academy is committed to providing a safe, inclusive and supportive environment for all pupils, including those with allergies.

We recognise that allergies can have a significant impact on a pupil's health, wellbeing and ability to participate fully in school life. Some allergies can result in anaphylaxis, a severe and potentially life-threatening allergic reaction requiring immediate treatment.

In line with the Department for Education's statutory guidance *Allergy Safety in Schools* and the requirements introduced under Benedict's Law, the Academy adopts a whole-school approach to allergy awareness, prevention, management and emergency response.

All staff share responsibility for allergy safety.

2. Aims

This policy aims to:

- Ensure pupils with allergies are safe, included and able to participate fully in school life.
- Reduce the risk of accidental exposure to allergens.
- Ensure staff understand allergy risks and their responsibilities.
- Ensure appropriate emergency procedures are in place.
- Ensure pupils with severe allergies have appropriate Individual Healthcare Plans (IHPs).
- Promote a culture of awareness, understanding and vigilance.
- Ensure lessons are learned from any allergy-related incident or near miss.

3. Scope

This policy applies to:

- All pupils

- All employees
- Agency and temporary staff
- Cover teachers
- Volunteers
- Contractors working directly with pupils
- Catering staff
- Educational visits and off-site activities

The policy applies during:

- The school day
- Before and after-school activities
- Educational visits
- School transport where organised by the Academy

4. Roles and Responsibilities

Principal/Head of School

The Principal/Head of School is responsible for:

- Ensuring the Academy complies with statutory requirements.
- Ensuring adequate resources are available to implement this policy.
- Supporting the named Allergy Lead.

Named Allergy Lead

The Assistant Principal: Inclusion will act as the Academy's Allergy Lead and is responsible for:

- Overseeing implementation of this policy.
- Ensuring allergy information is shared with relevant staff.
- Coordinating staff training.
- Reviewing incidents and near misses.
- Monitoring emergency medication arrangements.
- Leading annual review of this policy.

First Aid Team Lead

The First Aid Team Lead will:

- Maintain records of pupils with significant allergies.
- Maintain oversight of pupils with allergies.

- Coordinate healthcare plans.
- Liaise with families and healthcare professionals.
- Support staff in implementing adjustments where required.
- Implement emergency medication arrangements

Data manager

The Data Manager will:

- Ensure accurate reporting of pupils with allergies and medical needs
- Maintain online MIS where medical records are recorded
- Support the First Aid Team Lead with online record keeping and updating records annually

Teaching and Support Staff

All staff are expected to:

- Understand the Academy's allergy procedures.
- Attend annual allergy awareness training.
- Familiarise themselves with pupils who have significant allergies.
- Follow Individual Healthcare Plans where applicable.
- Consider allergy risks when planning lessons, activities and rewards.
- Respond promptly to any allergic reaction.
- Report incidents and concerns.

Parents and Carers

Parents and carers are responsible for:

- Informing the Academy of any allergy diagnosis.
- Providing relevant medical evidence where required.
- Providing in-date prescribed medication.
- Informing the Academy of any changes to medical needs.
- Participating in reviews of Healthcare Plans.

Pupils

Where appropriate, pupils will be encouraged to:

- Understand their allergy.
- Avoid known allergens.

- Carry prescribed medication where agreed.
- Inform staff immediately if they feel unwell.
- Avoid sharing food and drinks.

5. Identification of Pupils with Allergies

The Academy will identify pupils with allergies through:

- Admission information.
- Individual Health Care Plans
- Communication from parents or carers.
- Healthcare professionals.
- Annual data collection processes.

A record of pupils with significant allergies will be maintained and shared with relevant staff.

Pupils at risk of anaphylaxis will normally have an Individual Healthcare Plan.

6. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will normally be developed where a pupil:

- Is prescribed an adrenaline auto-injector (AAI).
- Has a history of anaphylaxis.
- Has a medical professional recommendation.

Healthcare Plans will be developed in partnership with:

- Parents/carers
- Relevant healthcare professionals
- The pupil (where appropriate)
- School staff

Plans will include:

- Known allergens
- Signs and symptoms
- Medication requirements
- Emergency procedures
- Staff responsibilities

- Arrangements for educational visits

Plans will be reviewed annually or sooner if circumstances change.

7. Allergy Awareness and Staff Training

All staff present during times when pupils are on site will receive annual allergy awareness training.

Training will include:

- Understanding allergies and allergic reactions.
- Recognition of anaphylaxis.
- Emergency procedures.
- Use of adrenaline auto-injectors.
- Location of emergency medication.
- School-specific procedures.

8. Reducing Risk

The Academy recognises that allergen avoidance forms an important part of allergy safety.

The Academy does not operate as an allergen-free environment because this cannot be guaranteed.

However, reasonable steps will be taken to minimise risk.

These include:

Food and Reward Systems

- Staff should avoid using food rewards unless it is known to be safe for all pupils involved.
- Alternative rewards should be considered wherever possible.

Sharing Food

- Pupils will be reminded not to share food, drinks or utensils.

Curriculum Activities

Staff must consider allergy risks during activities including:

- Food Technology
- Science practicals
- Art activities
- Enrichment events

Risk assessments are undertaken by Heads of Dept within high risk curriculum areas such as Science and Food Tech to identify any potential allergen exposure.

Events and Celebrations

Food brought into school for celebrations must be clearly labelled. Additional signage will be displayed to remind staff, students and visitors that allergens may be present.

Educational Visits

In line with all educational visits, visit leaders must:

- Identify pupils with medical needs and allergies.
- Ensure medication accompanies the visit.
- Ensure supervising staff understand emergency procedures.
- Consider allergy risks during planning.

9. Catering Arrangements

The Academy works closely with its catering provider to support pupils with allergies.

The catering provider is responsible for training its staff and complying with food safety and allergen legislation.

The Academy will ensure effective communication between:

- Parents/carers
- School staff
- Catering staff

where necessary to support pupils with dietary requirements.

10. Emergency Medication

The Academy will maintain arrangements for:

- Named pupil medication.
- Spare adrenaline auto-injectors, where permitted by legislation and guidance.
- Secure but accessible storage.

Staff will be informed of storage locations. These will be in at least two areas of the school, including but not limited to Food Tech, Science and Student Services to ensure swift administration of medication when needed.

Medication will be checked regularly by First Aid Lead to ensure it remains in date.

11. Emergency Response

If anaphylaxis is suspected:

STAY

- Stay with the pupil.
- Reassure them.
- Do not leave them alone.

If breathing is difficult:

- Sit the pupil upright.

Do not allow them to stand or walk.

CALL

Call 999 immediately.

State:

"This is a suspected anaphylactic reaction."

Provide:

- School name
- Exact location
- Symptoms
- Details of medication given

Parents/carers should be informed as soon as practicable.

GIVE

If anaphylaxis is suspected:

Give adrenaline without delay.

Staff should not delay treatment while:

- Waiting for parents
- Waiting for senior staff
- Waiting for symptoms to worsen
- Waiting for emergency services

The risk of delaying adrenaline is greater than the risk of administering it unnecessarily.

12. Recording Incidents and Near Misses

All allergy-related incidents and near misses will be recorded by the First Aid member on duty.

The Academy will review incidents to:

- Identify contributory factors.
- Improve systems and procedures.
- Reduce future risks.
- Inform future staff training.

Serious incidents will be reviewed by the Allergy Lead and Principal.

13. Bullying and Inclusion

The Academy recognises that pupils with allergies may be vulnerable to:

- Bullying
- Teasing
- Social exclusion

Any behaviour placing a pupil at risk because of their allergy will be treated as a serious safeguarding concern and managed in accordance with the Academy Behaviour and Safeguarding Policies.

14. Monitoring and Review

This policy will be reviewed:

- Annually; and
- Following any significant allergy-related incident; and
- Following changes to legislation or statutory guidance.

The review will consider:

- Incident data
- Near misses
- Staff feedback
- Parent feedback
- Pupil feedback

to ensure continuous improvement in allergy safety.

Appendix 1 – Signs of Possible Anaphylaxis

Seek emergency assistance immediately if a pupil develops any of the following:

- Difficulty breathing
- Wheezing
- Persistent coughing
- Tight throat
- Swollen tongue
- Voice change
- Difficulty speaking
- Dizziness
- Collapse
- Pale, floppy or confused appearance

You do not need every symptom before acting.

If anaphylaxis is suspected, act immediately.