CASTLE HILL
Academy

A PLATANOS TRUST SCHOOL

Allergy Safety Policy

2026 - 2027

Prepared in line with Section 34 of the Children's Wellbeing and Schools Act 2026 and associated statutory guidance

Review procedures

This Policy is to be reviewed annually or as necessary with notification being given to the Board of Trustees on the results of any review.

If any amendments to the Policy are required as a result of a review, then these will be presented to the Board of Trustees for consideration and acceptance of the amendments.

Policy owner:	Head of School
Approved by:	Board of Trustees
Date adopted:	1 September 2026
Date of next review:	By 31 August 2027
Review cycle:	Annually
Applies to:	All Castle Hill Academy sites: Early Years / Oak Centre site and Upper site

1. Introduction and statutory basis

Castle Hill Academy [the school] is committed to providing a safe, inclusive environment for every child, young person, member of staff and visitor with an allergy. This policy sets out how the school identifies, supports and safeguards individuals with allergy, and how it prepares for and responds to allergic reactions, including anaphylaxis.

This policy is written in line with Section 34 of the Children's Wellbeing and Schools Act 2026, which requires that local-authority-maintained schools, academies and Pupil Referral Units have an allergy safety policy, and with the associated statutory guidance.

This policy applies across the two school sites (Early Years / Oak Centre (Enhanced Learning Provision) and Upper site) and to all staff, pupils, volunteers and visitors.

This policy should be read alongside the school's SEND Information Report, policy statement on medical needs, and Data Protection Policy.

1.1 Named responsibility

The Headteacher is the named member of the senior leadership team with overall responsibility for allergy safety at the school. This responsibility includes:

- Driving implementation of this allergy safety policy across the school;
- Leading the annual review of the policy, informed by incidents and near misses;
- Ensuring allergy awareness training is arranged and completed by all relevant staff;
- Reporting on allergy safety matters to the Trust Board, via the Chair of Trustees.

The Special Educational Needs Co-ordinator (SENCO) and Designated Safeguarding Lead (DSL) jointly manage the central record of pupils with allergies and associated healthcare plans, working closely with the school office.

1.2 Publication and review

This policy is reviewed at least annually, and may be reviewed more frequently where an incident or near miss indicates a need for earlier review. Any review takes account of recorded incidents and near misses, with the aim of learning lessons and strengthening practice.

This policy is published on the school website and is available in hard copy from the school office on request.

2. Culture

2.1 Awareness training

All staff present when pupils are on site receive allergy awareness and emergency response training at least annually. This includes permanent staff, temporary and supply staff, peripatetic staff, agency workers, regular volunteers, and catering staff. It does not extend to contractors carrying out work with no pupil-facing role.

Training is delivered by an external provider early in the autumn term each academic year, with refresher input provided through the year (for example at staff briefings and INSET days) so that any staff joining after the main session, or requiring a reminder, are not left without training.

New staff receive allergy awareness training as part of their induction, before or as soon as possible after they begin working with pupils. Supply and cover staff are briefed on essential allergy information — including which pupils have known allergies, where allergy records are kept and how to raise an emergency — as part of the school's standard cover arrangements, ahead of taking on any class or group.

Allergy awareness training at the school ensures all staff:

- Have an awareness of allergy, the risks it poses, and how allergic reactions occur and are managed;
- Understand that allergy covers multiple conditions — food allergy, asthma, eczema, hay fever and others — which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers for individual pupils;
- Can identify the range of symptoms of an allergic reaction;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including calling emergency services, informing parents, locating and administering emergency medication (adrenaline for anaphylaxis, reliever inhalers for asthma), and using the relevant device;
- Understand the impact allergy can have on a pupil's wellbeing;
- Understand this allergy safety policy;
- Know how to check whether a pupil is on the record of known allergies and how to use an Allergy or Asthma Action Plan;
- Understand their responsibilities in reducing the risk of pupils with known allergy coming into contact with their allergens;
- Know how to report an allergic reaction or case of anaphylaxis, whether an incident or a near miss.

This training is allergy awareness and emergency response training. It does not replace any separate clinical governance, competency or delegation arrangements needed where a pupil requires individual healthcare support beyond school-level allergy safety arrangements.

2.2 Wellbeing

Living with an allergy, and the possibility of anaphylaxis, can be a significant source of anxiety for a child or young person. The school's inclusive ethos — including the pastoral approaches used across the school — supports pupils with allergy through open, matter-of-fact conversations about their needs, consistent use of the school's Zones of Regulation approach where relevant to anxiety about allergens, and close liaison between class teams, the SENCO and parents.

Pupils with allergy are supported to take part fully in school life, including snack times, cooking activities, celebrations and trips, with adjustments made so that they are included rather than excluded for safety reasons wherever possible.

Bullying or teasing relating to a pupil's allergy is treated as seriously as any other form of bullying and is addressed in line with the school's Anti-Bullying Policy. Staff are alert to the risk of a pupil with allergy feeling singled out or excluded, and take proactive steps — including through the school's CHABOP merit system and pastoral curriculum — to promote understanding and inclusion among peers.

2.3 Minimising risk

The school takes the following measures to minimise the risk of pupils, staff or visitors coming into contact with their known allergens:

- Food provided by the school (breakfast club, lunches and snacks) is managed to reduce the risk of exposure to known allergens, in line with section 2.4 below;
- Food brought into school by parents, pupils or staff — for packed lunches, celebrations or shared treats — is managed through clear guidance to parents, allergen-aware classroom rules, and, where a class or year group includes a pupil with a severe allergy, specific restrictions communicated to families;
- Where a pupil has a known allergy to an airborne or contact allergen, the class team, SENCO and office agree reasonable measures for that pupil, recorded in their Individual Healthcare Plan;
- Staff planning any activity — including craft, science, food technology, cooking and musical activities, or activities involving animals — are expected to consider and plan around the risk of exposure to allergens for any pupil involved;
- Specific risk assessments are completed for external visits and trips to manage the risk of exposure to allergens, as set out in section 4.2.

Allergen posters are displayed around the school to support staff and pupil awareness, and this information is reviewed and updated regularly, particularly whenever a new pupil with an allergy joins the school.

2.4 Food allergy

The school's catering is provided in-house. At the start of each academic year, the school office shares allergen information for all pupils with known food allergies with kitchen staff. Kitchen staff keep photographs of pupils with specific food allergies on display in the kitchen, and pupils with food allergies are provided with lanyards to support quick identification at lunch and snack times.

Allergen information is updated regularly through the year, and always promptly when a new pupil with a food allergy joins the school or an existing pupil's allergy status changes. Catering staff receive allergy awareness training alongside other staff, with particular focus on allergen management in food preparation and service.

3. Individual children and young people

3.1 Identification

The school gathers information about known allergies for every pupil, member of staff and regular visitor through admission and starting forms, direct conversations with parents and pupils, and information passed on from a pupil's previous setting. This includes whether an individual carries medication such as an adrenaline autoinjector (AAI).

A central record of all individuals with allergies is maintained on the school's management information system, managed jointly by the SENCO and DSL. The record shows, for each pupil with allergy, their known allergens, whether they have an Individual Healthcare Plan and/or an Allergy or Asthma Action Plan, and whether they carry or have access to an adrenaline device on site.

3.2 Individual Healthcare Plans

A pupil will have an Individual Healthcare Plan (IHP) where:

- their allergy has a functional impact on them at school;
- they are at risk of harm as a result of their allergy; and
- they require arrangements that are additional to, or different from, those made generally for all pupils.

The IHP sets out the additional or different arrangements in place to support the pupil, including in an emergency. This includes pupils whose allergy requires reasonable adjustments as well as those who require medication, whether proactively or in an emergency.

Where a pupil has an Allergy Action Plan and/or Asthma Action Plan issued by a healthcare professional, this is attached to, or referenced in, their IHP. Whenever an updated Action Plan is provided, the pupil's IHP is reviewed and updated to reflect it. IHPs are held centrally and are accessible to relevant staff, including class teams, the school office and first aiders.

3.3 Prescribed adrenaline

Pupils prescribed an adrenaline device have rapid access to it at all times, including in the lunch hall, on the playground, on sports fields and on trips and visits, recognising that adrenaline should be administered within five minutes of the onset of anaphylaxis.

- Where a pupil takes their prescribed adrenaline device home each day (for example for the journey home), arrangements are agreed with parents and recorded in the pupil's IHP;
- The school office checks that prescribed devices held on site remain in date, and liaises with parents in good time ahead of expiry;
- Records of which pupils have been provided with a prescribed adrenaline device, and of their Allergy Action Plan, are kept centrally alongside the pupil's IHP.

4. School-wide policies

4.1 "Spare" adrenaline devices

The school operates across two sites. Spare adrenaline devices are held at each of the two school offices at each of the two sites, ensuring that no pupil on site is more than five minutes from a spare device.

- Spare adrenaline devices are stocked and stored in pairs at each location;
- Spare devices are readily accessible and are never locked away;
- Spare devices, and spare salbutamol inhalers, are checked regularly by the school office to confirm they remain in date, with replacements ordered promptly when a device is used or nears its expiry date;
- Spare devices are clearly labelled as "spare" / "emergency use" to avoid confusion with any device prescribed to a named pupil;
- Used adrenaline autoinjectors are disposed of safely, in line with sharps disposal procedures, given that they contain a needle.
- The school maintains a single marked "emergency anaphylaxis kit" per location (spare adrenaline devices, emergency asthma reliever inhaler, spacers and instructions)

4.2 Visits and trips

The school makes arrangements and adjustments so that pupils with allergy can take part in visits and trips safely, including ensuring access to adrenaline devices where required.

Every trip or visit requires a completed risk assessment on the school's standard risk assessment template. This template highlights any pupil with medical needs, including allergies, so that staff planning and leading the visit are aware of relevant pupils, their allergens and the arrangements needed to keep them safe. Pupils at risk of anaphylaxis take their own adrenaline device with them on visits, and staff attending are trained to administer adrenaline in an emergency.

4.3 Serious incidents and near misses

The school records, reports and responds to serious incidents and near misses involving allergy safety, in order to learn lessons and improve practice. Any incident or suspected allergic reaction — including anaphylaxis — occurring on site or on a school visit is recorded and reported to the Headteacher and the SENCO/DSL, and communicated to parents on the same day.

Because the impact of exposure to an allergen at school is not always immediately obvious, and may only become apparent once a pupil is at home, parents, healthcare professionals and pupils themselves are encouraged to report any suspected reaction to the school office so it can be recorded and investigated, even where it was not recognised as an incident at the time.

Incidents and near misses are considered as part of the annual policy review, and reviewed more frequently where they suggest that current arrangements may leave a pupil, member of staff or visitor with allergy at risk.

4.4 Information sharing

A pupil's allergy and health information is special category data under UK GDPR and is handled with the additional care this requires. The school has a lawful basis to hold, use and share this data where necessary for a pupil's safety and wellbeing, and does so in a controlled and proportionate way.

Information about a pupil's allergy is shared with staff who need to know it in order to keep that pupil safe — including class teams, catering staff, first aiders, supply and cover staff, and trip leaders — and is not shared more widely than is necessary. The school is mindful that unnecessary or public sharing of a pupil's health information can be embarrassing for them and can reduce their confidence in the adults around them.

Further detail on how pupil data is stored, shared and protected is set out in the school's Data Protection Policy.

4.5 Awareness of this policy

This policy is published on the school website and is available in hard copy from the school office on request. All staff are made aware of, and understand, this policy as part of their annual allergy awareness training.

Age-appropriate awareness of allergy safety is built into the wider pastoral and PSHE curriculum, so that pupils understand how to look after a friend with allergy and how to seek adult help in an emergency. Where a pupil is prescribed an adrenaline device, any wider awareness among their peers about how to seek help is discussed and agreed with the pupil and their parents first, and never replaces staff emergency response arrangements.

5. Roles and governance summary

Role	Responsibility
Headteacher	Named SLT lead for allergy safety; drives implementation and leads the annual policy review; reports to trustees.
SENCO / DSL	Jointly maintain the central record of pupils with allergy, IHPs and Action Plans; work with the school office.
School office (both sites)	Hold and check spare adrenaline devices; share allergen information with kitchen staff annually and on pupil changes; issue pupil allergy lanyards; check prescribed devices remain in date.
Catering staff	Maintain allergen photo/reference materials in the kitchen; follow allergen procedures in food preparation and service; complete allergy awareness training.
Class teams and all staff	Complete annual allergy awareness training; know pupils' allergies and IHPs; respond to emergencies; report incidents and near misses.
Chair of Trustees	Trustee link for allergy safety; receives reporting from the Headteacher; supports Governing Board oversight and approval of this policy.

6. Related policies

- Policy statement on Medical Needs
- SEND Information Report
- Educational Visits Policy
- Anti-Bullying Policy
- Data Protection Policy
- First Aid Policy

This policy was prepared with reference to DfE statutory guidance issued under Section 34 of the Children's Wellbeing and Schools Act 2026.