

Allergy Safety Policy

Roselyn House School

2026 – 2027



Approved by:	Rachel Smith	Date: 14/07/2026
Last reviewed on:	July 2026	
Next review due by:	July 2027	

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1. Policy Statement

Roselyn House School is committed to providing a safe, inclusive and supportive environment for all pupils, including those with diagnosed or suspected allergies.

As an Independent Social, Emotional and Mental Health (SEMH) School, we recognise that many pupils may have additional vulnerabilities which can impact their ability to communicate symptoms, manage medical needs independently or respond appropriately during emergencies.

The school will take all reasonable steps to:

- Prevent exposure to known allergens.
- Support pupils with allergies to participate fully in school life.
- Ensure staff are appropriately trained.
- Maintain effective emergency procedures.

- Minimise risk while promoting inclusion.
- Work collaboratively with parents, carers, healthcare professionals and pupils.

This policy operates alongside:

- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Educational Visits Policy
- Food Safety Procedures
- Behaviour Policy
- SEND Policy

2. Legal and Regulatory Framework

This policy has regard to:

- Children and Families Act 2014.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974.
- Food Information Regulations 2014.
- Independent School Standards Regulations.
- Keeping Children Safe in Education (KCSIE).
- DfE Allergy Safety in Schools Statutory Guidance 2026.
- DfE Guidance on Supporting Pupils with Medical Conditions.

3. Scope

This policy applies to:

- All pupils.
- Employees.
- Volunteers.
- Agency workers.
- Contractors.

- Visiting professionals.
- Catering providers.
- Transport providers commissioned by the school.

This policy applies:

- On school premises.
- During educational visits.
- Residential visits.
- Off-site learning activities.
- Transport arrangements organised by the school.

4. Definitions

Allergy

An abnormal immune response to a substance (allergen).

Anaphylaxis

A severe and potentially life-threatening allergic reaction requiring immediate emergency treatment.

Allergen

A substance capable of causing an allergic reaction.

Common allergens include:

- Nuts
- Peanuts
- Milk
- Eggs
- Fish
- Shellfish
- Sesame
- Wheat
- Soya

- Certain fruits
- Insect stings
- Latex
- Medicines

5. Roles and Responsibilities

Proprietors

The Proprietors will:

- Ensure the school has an effective allergy policy.
- Monitor implementation.
- Review incidents and near misses.
- Ensure sufficient resources are available.
- Receive annual allergy safety reports.

Headteacher

The Headteacher will:

- Ensure policy implementation.
- Ensure risk assessments are completed.
- Ensure training is provided.
- Appoint an Allergy Lead.
- Report significant incidents to governors.

School Allergy Lead

The Allergy Lead will:

- Maintain allergy registers.
- Coordinate Individual Healthcare Plans (IHPs).
- Monitor medication storage.
- Arrange staff training.
- Conduct incident reviews.

Staff

All staff must:

- Understand pupil allergy needs.
- Follow Healthcare Plans.
- Recognise signs of allergic reactions.
- Know emergency procedures.
- Complete mandatory training.
- Report concerns or incidents immediately.

Parents and Carers

Parents must:

- Inform school of allergies promptly.
- Provide medical evidence where available.
- Supply prescribed medication.
- Update the school about changes.
- Participate in annual reviews.

6. Identification of Pupils with Allergies

On admission and throughout a pupil's placement:

The school will:

- Gather detailed medical information.
- Obtain allergy action plans.
- Record allergies on the Management Information System.
- Assess risks associated with school activities.
- Consider impacts linked to SEMH needs and behaviours.

All known allergies will be recorded on the school's Allergy Register.

7. Individual Healthcare Plans (IHPs)

All pupils identified as requiring allergy management will have an Individual Healthcare Plan where appropriate.

The IHP will include:

- Diagnosed allergy.
- Known triggers.
- Signs and symptoms.
- Emergency response procedures.
- Medication requirements.
- Storage arrangements.
- Contact details.
- Reasonable adjustments.
- Educational visit considerations.

Plans will be reviewed:

- Annually.
- Following any incident.
- Following any significant medical change.

8. Adrenaline Auto Injectors (AAIs)

Where prescribed:

- Pupils must have in-date AAIs available.
- The school will maintain spare AAIs where legally permitted.
- Regular expiry-date checks will occur.
- Locations will be clearly identified.

Emergency medication must:

- Be readily accessible.
- Never be locked away during the school day.
- Accompany pupils on visits and transport.

DfE guidance now expects schools to maintain allergy policies, staff training and spare AAIs as part of whole-school allergy safety arrangements.

9. Reducing Exposure to Allergens

The school is not an allergen-free environment but will take reasonable measures to minimise risk.

Measures include:

Food Management

- Accurate allergen information from catering providers.
- Menu risk assessment.
- Food labelling procedures.
- Staff awareness of cross-contamination risks.

Classroom Activities

Risk assessments will be completed for:

- Cooking activities.
- Food-based rewards.
- Science experiments.
- Art materials.

Visits and Trips

Risk assessments must include:

- Food provision.
- Emergency medication.
- Access to emergency services.
- Staff competence.

10. SEMH-Specific Risk Management

The school recognises additional SEMH-related risks such as:

- Impulsivity.
- Risk-taking behaviour.
- Food sharing.
- Difficulty communicating symptoms.
- Emotional dysregulation.

Therefore:

- Staff supervision levels will reflect risk.
- Pupils may require enhanced monitoring.
- Behaviour plans will align with healthcare plans.
- Positive education will focus on self-management skills.

11. Training

All staff will receive allergy awareness training covering:

- Common allergens.
- Recognition of allergic reactions.
- Recognition of anaphylaxis.
- Use of AAls.
- Emergency procedures.
- Recording and reporting requirements.

Additional practical training will be provided for:

- First aiders.
- Residential staff.
- Catering staff.
- Educational visit leaders.

Training records will be maintained.

12. Emergency Procedures

If an allergic reaction is suspected:

Mild Reaction

1. Stay with the pupil.
2. Follow Healthcare Plan guidance.
3. Monitor continuously.
4. Inform designated staff and parents.

Severe Reaction / Suspected Anaphylaxis

1. Administer AAI immediately.
2. Call 999.
3. State:
 - "Anaphylaxis."
 - Child's age.
 - Location.
4. Administer second AAI if required.
5. Contact parents/carers.
6. Continue monitoring.
7. Send pupil to hospital even if symptoms improve.

No pupil receiving emergency adrenaline will be left alone.

13. Educational Visits

Prior to any visit:

- Allergy risks will be assessed.
- Medication availability confirmed.
- Staff responsibilities allocated.
- Emergency arrangements documented.

Attendance on trips will not be refused solely because of an allergy where reasonable adjustments can be implemented.

This is consistent with Equality Act duties.

14. Recording Incidents and Near Misses

The school will record:

- Allergic reactions.
- Anaphylactic incidents.
- Medication administration.
- Near misses.

- Exposure incidents.

Following serious incidents:

- Investigation will occur.
- Lessons learned will be identified.
- Risk assessments will be updated.
- Findings reported to governors.

15. Safeguarding

Failure to meet a pupil's known allergy needs may present a safeguarding risk.

Where concerns exist regarding:

- Medication not being provided.
- Repeated failures to follow plans.
- Neglect of medical needs.

Safeguarding procedures will be followed.

16. Equality and Inclusion

The school will ensure pupils with allergies:

- Are not disadvantaged.
- Have equal access to learning.
- Participate in trips and enrichment activities.
- Receive reasonable adjustments where required.

17. Monitoring and Review

The Headteacher and Senior Business Manager will review:

- Training compliance.
- Incident trends.
- Near misses.
- Healthcare Plans.
- Risk assessments.

- Policy compliance.

This policy will be reviewed:

- Annually.
- Following legislative change.
- Following serious incidents.
- Following Ofsted or regulatory recommendations.

Appendix A – Emergency Anaphylaxis Signs

- Difficulty breathing
- Wheezing
- Persistent cough
- Swollen tongue
- Swollen throat
- Hoarse voice
- Collapse
- Dizziness
- Loss of consciousness

Treat as an emergency. Administer adrenaline and call 999 immediately.

Appendix B – Allergy Register Information

- Pupil Name
- Date of Birth
- Allergy Type
- Trigger
- Severity
- Medication
- Location of Medication
- Healthcare Plan Date
- Parent Contact Numbers
- GP / Consultant Details