V1.0

Allergy Safety Policy

Kesteven and Grantham Girls' School

Approved by:	Welfare Committee Full Governing Board	Date: 22 September 2026 20 October 2026
Last reviewed on:	New Policy	
Next review due by:	01 September 2027	

Allergy Safety Policy

1 Aims

1.1 This is the Allergy Safety Policy for Kesteven and Grantham Girls' School (the Academy). It is a dedicated policy required by the Department for Education's statutory guidance Allergy safety in schools (2026) (the Guidance) and by section 100A of the Children and Families Act 2014.

1.2 The Academy is committed to whole-school allergy safety. The aims of this policy are to identify, manage and minimise the risk of exposure to allergens for the whole school community, including pupils, staff and visitors; to ensure that pupils at risk of anaphylaxis are supported safely; and to promote the wellbeing and inclusion of children and young people with allergies in every aspect of school life, including on visits and trips.

2 Scope and application

2.1 This policy applies to the whole Academy and to all pupils at all times when they are in or under the care of the Academy, including on Academy-organised trips and at sporting events. It applies to staff, visitors and contractors so far as their conduct affects allergy safety.

2.2 This policy should be read alongside the Academy's Supporting Pupils with Medical Conditions Policy, the First Aid Policy, food guidance document and the Health and Safety Policy.

3 Regulatory framework

3.1 This policy meets the Academy's duties under section 100A of the Children and Families Act 2014, and has regard to the DfE statutory guidance Allergy safety in schools (2026), the DfE guidance Using emergency adrenaline auto-injectors in schools, and the British Society for Allergy and Clinical Immunology (BSACI) model policy for allergy management at school.

4. Publication and review

4.1 This policy is published on the Academy's website and is available in hard copy on request. It is publicised to parents, staff and pupils.

4.2 This policy is reviewed at least annually by the Head, and sooner if the guidance changes or following any serious incident or near miss.

5. Responsibility

5.1 The Head has overall responsibility for allergy safety and for approving this policy annually.

5.2 The Deputy Head has operational oversight of allergy safety, including ensuring that this policy is implemented, that staff are appropriately trained, and that arrangements for pupils at risk of anaphylaxis are in place at all times. The Head/Deputy Head may delegate day-to-day tasks to the SENCo, the Pastoral Team or Student Support Team.

6. Identifying pupils with allergies

6.1 Parents are required to inform the Pastoral Team in writing of any allergy their child has, and of any change to that allergy or its treatment. Allergy information is gathered on admission and updated through the annual medical information and consent process.

6.2 The Pastoral Team administer all medical conditions including allergies and risk of anaphylaxis to the School Management Information System and maintain an up-to-date register of pupils with

allergies and, separately, of pupils at risk of anaphylaxis. Both registers are reviewed at least annually and whenever a pupil's needs change.

7. Managing and minimising the risk of exposure

7.1 The Academy takes reasonable and proportionate steps to minimise exposure to known allergens across the school, including in catering, food technology lessons, science, art and design, and at events. Catering arrangements are managed so that pupils with allergies can be provided for safely, and ingredient information is available.

7.2 The Academy does not operate an outright ban on any specific food, but manages risk through awareness, information sharing and sensible precautions, in line with the Guidance and BSACI advice. Risk assessments take account of individual pupils' allergies.

8 Documenting support in Individual Healthcare Plans

8.1 Where a pupil has a significant allergy, and in every case where a pupil is at risk of anaphylaxis, the support the pupil needs is documented in a School Medical Information Form (SMIF), developed in partnership with parents, the pupil where appropriate, and the relevant healthcare professional.

8.2 Each such SMIF records the pupil's allergens, their signs and symptoms, the treatment required, arrangements for adrenaline auto-injectors (AAIs), and what to do in an emergency. SMIFs are held on the School Management Information System and are reviewed at least annually or sooner if the pupil's needs change.

9 Access to prescribed and spare adrenaline devices

9.1 Pupils prescribed AAIs are encouraged to carry their own devices where they are competent to do so, as set out in their SMIFs. Prescribed devices are otherwise stored securely and accessibly in the Pastoral Office.

9.2 The Academy holds spare AAIs as part of its emergency kit, kept separately from pupils' own devices and clearly labelled. The Pastoral Manager checks the spare devices monthly to confirm they are present and in date and arranges timely replacement.

9.3 Spare AAIs are used only on pupils known to be at risk of anaphylaxis for whom both medical authorisation and parental consent have been provided, as recorded on the anaphylaxis register. Spare EpiPens can also be used on non-known anaphylaxis under the direction of 999.

10 Awareness, training and emergency response

10.1 Delays in administering adrenaline have been associated with fatal outcomes. An AAI must be administered without delay if there are any signs of anaphylaxis in a pupil known to be at risk. Staff must always call 999, ask for an ambulance and state that anaphylaxis is suspected whenever an AAI is used, and must keep a detailed record of the incident.

10.2 The Academy provides allergy awareness and emergency response training to staff on induction and at regular intervals, thereafter, including how to recognise the signs of an allergic reaction and anaphylaxis and how to use an AAI. Written records of training are maintained.

11 Information sharing

11.1 Information about a pupil's allergy is shared with staff who need to know it in order to keep the pupil safe. Sharing is on a need-to-know basis and in accordance with data protection law.

12 Visits, trips and sporting events

12.1 Pupils with allergies are supported to take a full and active part in visits, trips and sporting events. Trip risk assessments address allergy management, the carriage of AAIs, catering, and the location of the nearest medical assistance. A member of staff trained to administer an AAI accompanies any pupil at risk of anaphylaxis who cannot self-medicate.

13 Responding to serious incidents and near misses

13.1 Every allergic reaction, use of an AAI, serious incident and near miss is recorded and reported to parents as soon as practicable. The Head reviews such incidents to identify any lessons and to inform the annual review of this policy. Serious incidents are reported to the relevant authorities where required.

14 Promoting wellbeing and inclusion

14.1 The Academy promotes a culture in which pupils with allergies are included and their wellbeing is protected. Pupils are not excluded from activities, catering, visits or trips on account of an allergy except where a medical professional advises otherwise, and reasonable adjustments are made to enable full participation. Bullying related to a pupil's allergy is treated as a safeguarding and behaviour matter.

Version control

Version:	Date:	Author/Role	Summary of Change/Reason for Update
1.0	September 2026	Mrs C Hausermann (ABL)	New Statutory Policy