VOYAGE LEARNING CAMPUS

Voyage Learning Campus

ALLERGY POLICY

This policy has been adopted by the Management Committee on:	
Date adopted:	8 October 2026
Signed:	
Next review due:	October 2027

Allergy safety policy

1. Aims
This policy aims to:

- Set out how the school will identify and manage allergy-related risks affecting pupils, staff and visitors.
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

2. Legislation and guidance
This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

- Children and Families Act 2014, as amended by the Children's Wellbeing and Schools Act 2026
- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. Roles and responsibilities

3.1 The Management Committee

The management committee is responsible for ensuring:

- Risks relating to pupils with allergy are included in the risk register and actively managed
- The school has an allergy safety policy which sets out:
    - Arrangements to reduce the risk of individuals coming into contact with their known allergens
    - Emergency response plans for cases of anaphylaxis

The management committee delegates the day-to-day implementation of this policy to the allergy safety lead.

3.2 Principal and Allergy safety lead

The nominated allergy safety lead will be the Principal, who is responsible for:

- Deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances
- Reviewing the allergy safety policy at least annually, updating it when needed, and making sure it is published
- Implementing this allergy safety policy

- Promoting and maintaining allergy awareness across our school community
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (AD)
- Ensuring:
    - All allergy information is up to date and readily available to relevant members of staff
    - All pupils who require support with allergies have an up-to-date individual healthcare plan (IHP)
    - All pupils with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional
    - All staff receive appropriate allergy awareness training
    - All staff are aware of the school's policy and procedures regarding allergies
    - Relevant staff are aware of what activities need an allergy risk assessment
    - Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and that lessons learned and any required changes to policies, procedures or individual healthcare plans are considered and shared with staff where relevant.

3.3 Business Manager and Finance Officer

The Business Manager and Finance Officer are responsible for:

- Checking spare AAIs are present and in date on a monthly basis
- Making sure that replacement AAIs are obtained when expiry dates approach

3.4 All Staff

All staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy safety policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific pupils with allergies in their care
- Reducing the risk to pupils with known allergies coming into contact with known allergens
- Ensuring the wellbeing and inclusion of pupils with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead
- Following any school-wide measures introduced to reduce the risk of exposure to known allergens.

3.5 Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy safety policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

3.6 Pupils with allergies

If age-appropriate, these pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Where appropriate for their age and individual circumstances, carrying their prescribed adrenaline device in accordance with their agreed healthcare arrangements
- Understanding, where appropriate, how and when their adrenaline device should be used.

3.7 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers

4. Identifying individuals at risk

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an "allergen") they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mould
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis
- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

4.1 Identifying pupils at risk

Information about a pupil's allergies and other medical needs will be obtained as part of the admission and induction process.

Parents/carers will be asked to provide details of:

- any known allergies

- any previous allergic reactions or anaphylaxis
- prescribed medication, including adrenaline devices
- any dietary requirements associated with an allergy.

Where a pupil joins VLC during the school year, appropriate arrangements will be put in place as soon as practicable and, where required, an Individual Healthcare Plan (IHP) and/or allergy action plan will be obtained.

Parents/carers are responsible for informing the school promptly of any new diagnosis or change to their child's allergy, medication or medical needs.

Medical information will be reviewed periodically and parents/carers will be asked to confirm or update information where necessary.

4.2 Identifying staff and visitors at risk

Staff are encouraged to inform the school of any allergy which may affect them at work, particularly where there is a risk of a serious allergic reaction or anaphylaxis.

New staff will be given an opportunity to provide relevant medical information as part of the induction process. Existing staff should inform HR if they develop a new allergy or if an existing allergy becomes more severe.

Where a member of staff has a severe allergy, the school will discuss with them any reasonable measures required to reduce the risk of exposure and to support an appropriate response in an emergency. This may include an individual risk assessment and arrangements for making relevant colleagues aware of the allergy and the location of any emergency medication, with the staff member's agreement.

Where the school is made aware that a visitor, contractor or other person attending the premises has a severe allergy, reasonable steps will be taken to reduce the risk of exposure where practicable.

4.3 Individual healthcare plans (IHP)

Pupils should have an IHP where:

- an allergy has a functional impact on them within the school environment
- they are at risk of harm as a result of their allergy; and
- they require arrangements which are additional to, or different from, those ordinarily available.

It is not necessary for a pupil to have a formal diagnosis of allergy for them to have an IHP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the pupil. The school will seek to put appropriate arrangements in place as soon as reasonably practicable.

Not all children with an allergy will require an IHP. Some allergies will have little or no impact on the pupil while they are at school, or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

The Principal is responsible for deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether a pupil's allergy can be managed through the adjustments made under the school's medical conditions policy or whether an IHP is required to specify arrangements that reflect the pupil's circumstances.

The school will consider the following principles:

- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, an IHP may not be required
- If the pupil only needs non-prescription medication and the school's medical conditions policy would permit them to carry and administer it, an IHP may not be required

IHPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school or college, their IHP will be shared as part of the transition.

4.4 Allergy and asthma action plans

Pupils with a known food or insect-sting allergy should have an appropriate allergy action plan provided by their healthcare professional.
Pupils with asthma should have an asthma action plan provided by their healthcare professional.
The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.
The allergy action plan and/or asthma action plan should be attached to the pupil's IHP. Whenever the allergy action plan is updated, the pupil's IHP should be reviewed to incorporate it.

4.5 Register of pupils with known allergies

Information about pupils with known allergies is recorded on SIMS as part of the pupil's medical information. Relevant information will be made readily available to staff who need it in order to support the pupil safely. For pupils with allergies, information recorded will include, where applicable:

- known allergens and identified risk factors for anaphylaxis
- whether the pupil has been prescribed an adrenaline device and, if so, the type and dose
- details of any allergy action plan or IHP
- the agreed arrangements for emergency medication.

Relevant staff will know how to access this information quickly in the event of an emergency.

5. Assessing risk

The school will consider the need for an allergy-specific risk assessment for any pupil at risk of anaphylaxis when taking part in activities where there is an increased risk of exposure to a known allergen. This may include:

- lessons such as food technology
- science activities involving food or other known allergens
- arts and crafts activities using food or food packaging
- off-site events, educational visits and school trips
- activities involving animals
- cooking or baking activities.

Where a pupil has a known allergy to animals, a risk assessment will also be considered where a visitor or other person on site is accompanied by an assistance dog.

Any risk assessment will take account of the individual pupil's known allergens, the nature of the activity, the likelihood of exposure, the controls already in place and the arrangements required in the event of an allergic reaction.

6. Minimising risk

6.1 Hygiene procedures

The school will take reasonable steps to reduce the risk of accidental exposure to known allergens. This includes:

- reminding pupils to wash their hands before and after eating
- discouraging the sharing of food, drinks, food containers and utensils
- ensuring that food provided for an individual pupil with a known allergy is clearly identifiable
- ensuring that surfaces and equipment used for food preparation or eating are cleaned appropriately
- seeking parental/carer involvement where food is to be brought in or provided from an external source and there is a known allergy risk.

6.2 Catering and food provision

The school is committed to providing food safely and to taking account of the dietary needs of pupils with known allergies.

Where food is purchased, prepared or provided by the school:

- relevant staff will be made aware of known pupil allergies and any required dietary arrangements
- food labels and allergen information will be checked where necessary before food is provided to a pupil with a known allergy
- appropriate steps will be taken to reduce the risk of cross-contamination

- any substitution or change to a food product will be checked where this may affect a pupil with a known allergy
- where the school uses an external food provider, the school will seek appropriate information about allergen controls and dietary arrangements.

Food allergen information will be considered in accordance with applicable food information requirements and guidance from the Food Standards Agency.

Where a pupil has a significant food allergy or requires a specific medical diet, arrangements will be agreed with the pupil, parents/carers and, where appropriate, relevant healthcare professionals.

6.3 Nut-Aware arrangements

VLC operates a nut-aware approach across its sites in order to reduce the risk of exposure for pupils and staff with severe nut allergies.

Staff, pupils and visitors are asked not to bring nuts or products containing nuts onto school premises. This includes, for example, packets of nuts, peanut butter and foods where nuts are a named ingredient.

Staff should take particular care when bringing food onto site for meetings, celebrations or to share with others.

The school recognises that it cannot guarantee a completely allergen-free environment. Products labelled as “may contain” or “made in a factory that also handles nuts” will be considered on a case-by-case basis where an individual has a known severe allergy.

Where an individual requires additional controls because of the severity or nature of their allergy, these will be considered through an individual risk assessment or healthcare arrangements.

6.4 Insect bites and stings

Where a pupil has a known allergy to insect bites or stings, this will be considered as part of their individual healthcare arrangements and any relevant risk assessment.

Staff supervising outdoor activities will be made aware of any pupil known to be at risk of a severe reaction and of the location of any prescribed emergency medication.

6.5 Animals

Where activities involve animals, known allergies will be considered in advance.

Pupils will be encouraged to wash their hands after contact with animals.

Where a pupil has a known animal allergy, reasonable steps will be taken to avoid or reduce exposure in accordance with their individual needs and any relevant risk assessment.

6.6 Visits and trips

Pupils with allergies will not be excluded from visits or trips solely because of their allergy.

When planning an educational visit or off-site activity, staff will:

- consider the known allergies of participating pupils as part of the visit risk assessment
- ensure relevant staff are aware of pupils' allergies and the action to take in an emergency
- ensure that prescribed emergency medication is readily available throughout the visit
- ensure that appropriate arrangements are in place for food and drink where relevant
- take account of the school's arrangements for adrenaline devices when off site (see section 8.5).

Where a pupil is at risk of anaphylaxis, the level of staff training and any additional controls required will be determined by the pupil's individual healthcare arrangements and the nature of the visit.

7. Procedures for handling an allergic reaction

All staff will receive appropriate information and training to help them recognise the signs of an allergic reaction, including anaphylaxis, and to respond appropriately.

Where a pupil has an allergy action plan, this must be followed.

In the event of suspected anaphylaxis:

- adrenaline should be administered without delay where indicated by the individual's action plan or emergency guidance
- **999 must be called immediately and an ambulance requested**
- a second dose may be required if symptoms do not improve or if they return
- the individual must not be left alone.

A school spare adrenaline device may be used where:

- the pupil does not have their prescribed device available
- the pupil's prescribed device is unavailable, damaged or fails to operate.

Any allergic reaction or anaphylaxis must be reported in accordance with the school's incident reporting procedures.

8. Adrenaline devices (ADs)

8.1 Prescribed ADs

Pupils who are prescribed adrenaline devices (ADs) should have rapid access to them at all times, including when travelling to and from school and when taking part in off-site activities or school trips. Where appropriate for the pupil's age and individual circumstances, they will be encouraged to carry their own devices.

It is recommended that two devices are available.

Where pupils do not carry their own prescribed adrenaline devices, these will be stored with other pupil medication:

- at Reception at Milton and Oldmixon
- with the Head of Primary at St Martins.

These locations will be known to relevant staff and medication will remain readily accessible in an emergency.

A copy of the pupil's allergy action plan will be kept with, or readily accessible alongside, their medication.

Parents/carers are responsible for ensuring that prescribed devices remain in date and are replaced when required.

The school will maintain appropriate records of pupils for whom prescribed adrenaline is held.

8.2 Spare ADs

Schools are permitted to purchase spare adrenaline auto-injectors (AAIs) for emergency use. Non-injectable adrenaline devices may be prescribed to individuals but cannot currently be held by schools as spare devices.

The Allergy Safety Lead is responsible for ensuring appropriate arrangements are in place for the purchase and storage of spare AAIs.

Spare AAIs will be stored:

- at Reception at Milton and Oldmixon
- with the Head of Primary at St Martins.

They will be clearly identified, stored separately from individually prescribed medication and remain readily accessible to staff in an emergency.

Spare AAIs will be kept at room temperature and protected from direct sunlight and extremes of temperature.

The Business Manager and Finance Officer are responsible for checking spare AAIs monthly and arranging replacements before they expire.

8.3 Disposal

Adrenaline devices are single use. Once used, they will be disposed of in accordance with the manufacturer's instructions and the school's arrangements for the safe disposal of sharps.

8.4 Using spare ADs in an emergency situation without prior consent

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency.

Where possible, the school will obtain advance consent for the use of a spare device as part of the pupil's medical or allergy arrangements.

However, in an emergency, reasonable action may be taken to save a life without first checking whether prior consent has been obtained. Treatment must not be delayed where anaphylaxis is suspected

8.5 Use of ADs off school premises

Pupils at risk of anaphylaxis who are able to carry and administer their own adrenaline should have their prescribed devices with them on school trips and other off-site activities.

Where a pupil does not carry their own medication, staff will ensure that the pupil's prescribed ADs are taken with them and remain readily accessible throughout the activity.

The need to take a school spare AAI will be considered as part of the planning and risk assessment for the visit, taking account of the individual pupil's needs, the nature and location of the activity and access to emergency assistance.

9. Serious incidents and 'near misses'

Any allergic reaction, anaphylaxis or allergy-related near miss will be recorded, reported and investigated in accordance with the school's Health and Safety Policy and established accident and incident reporting procedures.

Where an allergy-related incident is serious or significant, the appropriate Accident and Incident Report Form must be completed by the member of staff involved and submitted in accordance with the school's usual reporting arrangements.

Allergy-related near misses must be reported through the school's established near-miss process.

Where appropriate, parents/carers will be informed in accordance with the school's existing procedures.

Following an allergy-related incident or near miss, the Allergy Safety Lead will consider whether:

- existing control measures remain appropriate
- any individual healthcare plan, allergy action plan or risk assessment requires review
- any changes are required to this policy or related procedures
- any learning should be shared with relevant staff.

Any statutory or Local Authority reporting requirements will be managed in accordance with the school's Health and Safety Policy.

10. Allergy awareness

10.1 Staff training

The school will ensure that staff who are expected to be present while pupils are on site receive appropriate allergy awareness training on an annual basis.

New staff will receive relevant information about allergy safety as part of their induction. Appropriate arrangements will also be made for temporary staff, supply staff, agency workers, volunteers and others who may have responsibility for pupils.

Training and information will be proportionate to staff roles and responsibilities and will include, as appropriate:

- awareness of allergies and the risks they may pose
- recognition of the signs and symptoms of allergic reactions and anaphylaxis
- how to respond in an emergency
- how to locate and use emergency medication where relevant
- how to follow an allergy or asthma action plan
- the school's arrangements for reducing the risk of exposure to known allergens
- the school's incident and near-miss reporting arrangements
- staff responsibilities under this policy.

Staff with specific responsibility for pupils at risk of anaphylaxis will receive any additional information or training required to support those pupils safely.

10.2 Awareness of allergy safety policy

This policy will be published on the school's website and made available to staff, pupils and parents/carers as appropriate. We will ensure that on an annual basis, this policy is circulated to all pupils, parents/carers and staff who work at the school.

Staff will be made aware of the policy through induction, training and ongoing staff communication.

Pupils will be supported to develop an age-appropriate understanding of allergies, including the importance of not sharing food where this could create a risk and of respecting the needs of others with allergies.

11. Wellbeing

The school recognises that allergies can affect a pupil's wellbeing and inclusion.

Any concerns relating to anxiety, bullying or the wider impact of an allergy will be addressed through the school's existing pastoral and behaviour arrangements.

Following a serious allergy-related incident or near miss, appropriate support will be offered to those affected, including pupils and staff, in line with the school's usual procedures.

12. Information sharing

Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

Relevant allergy information may be shared with staff or others where necessary to protect the individual's health, safety and wellbeing.

13. Monitoring arrangements

This policy will be monitored by the Allergy Safety Lead and reviewed at least annually, or sooner where a serious incident, near miss, change in legislation or change in school arrangements identifies a need for review.

The policy will be reviewed and approved by the Management Committee on an annual basis.

14. Links to other policies

This policy links to the following policies and procedures:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Data Protection Policy
- Relationships and Behaviour Policy
- Educational Visits Policy
- First Aid procedures