

Hayfield School
Benedict's Law
(Allergy Safety)
September 2026



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1. Purpose and Values

Hayfield School is committed to providing a safe, inclusive and supportive environment for all pupils with allergies. Allergies can be life-threatening. A severe allergic reaction, known as **anaphylaxis**, can develop rapidly and requires immediate treatment.

This policy sets out the arrangements the school has in place to:

- identify pupils with allergies;
- reduce the risk of pupils being exposed to known allergens;
- ensure pupils with allergies are supported appropriately throughout the school day;
- ensure staff understand how to recognise and respond to an allergic reaction;
- ensure emergency medication, including adrenaline auto-injectors (AAIs), is readily accessible;
- ensure appropriate arrangements are in place for school meals, food brought into school, activities, clubs, trips and residential visits;
- provide appropriate Individual Healthcare Plans (IHPs) where required;
- record, report and learn from allergic reactions, incidents and near misses; and
- support the emotional wellbeing, inclusion and participation of pupils with allergies.

This policy should be read alongside the school's Medical Conditions Policy, First Aid Policy, Medication Policy, Safeguarding Policy, Educational Visits Policy and Food Hygiene/Food Safety procedures.

2. Legal and statutory framework

This policy has been developed with regard to the legal and statutory requirements applying to schools in England, including:

- **Children and Families Act 2014**, including the school's duties concerning pupils with medical conditions;
- **Children's Wellbeing and Schools Act 2026**, including the statutory allergy-safety provisions;

- **Department for Education Allergy Safety in Schools statutory guidance**, published in July 2026;
- **Food Information Regulations 2014**, including allergen information requirements;
- relevant food safety and school food legislation; and
- applicable equality and safeguarding duties.

The school will have regard to the Department for Education's current statutory guidance when implementing this policy and will amend its procedures where legislation or statutory guidance changes.

3. Scope

This policy applies to:

- all pupils;
- all teaching and non-teaching staff;
- supply and agency staff;
- volunteers and governors where relevant;
- contractors and catering staff;
- visitors where relevant; and
- activities organised or supervised by the school, whether on or off school premises.

The policy covers food and non-food allergies, including allergies caused by foods, medicines, insect stings, latex, contact allergens and other substances.

4. Responsibilities

4.1 Governing Body

The Governing Body will:

- ensure the school has an effective allergy safety policy;
- ensure the policy is reviewed at least annually;
- ensure appropriate resources are available to implement the policy;
- monitor the school's arrangements for supporting pupils with allergies;
- ensure the policy is published on the school's website; and
- ensure the school has regard to current statutory guidance.

4.2 Headteacher

The Headteacher has overall responsibility for implementing this policy and will:

- appoint a named member of staff to coordinate allergy safety;
- ensure staff receive appropriate allergy awareness and emergency-response training;
- ensure appropriate records are maintained;
- ensure emergency procedures are regularly reviewed;
- ensure arrangements are in place for school trips and activities;
- work with parents/carers, pupils, healthcare professionals and catering providers; and
- ensure incidents and near misses are appropriately investigated and acted upon.

4.3 Named Allergy Lead

The school will appoint a **Named Allergy Lead**:

Name: Sue Wilson / Leanne Foulkes

Role: Deputy Head / Teacher

The Allergy Lead will coordinate the school's allergy arrangements, including:

- maintaining the school's allergy register;
- coordinating Individual Healthcare Plans;
- ensuring relevant staff have access to appropriate information;
- coordinating allergy training;
- checking emergency medication arrangements;
- liaising with parents/carers and healthcare professionals;
- coordinating risk assessments;
- supporting school catering arrangements;
- reviewing incidents and near misses; and
- monitoring implementation of this policy.

4.4 All staff

All staff have a responsibility to:

- take allergies seriously;
- familiarise themselves with pupils they are responsible for who have allergies;

- understand the signs and symptoms of an allergic reaction;
- know the school's emergency procedures;
- know where emergency medication is located;
- never deliberately expose a pupil to an allergen;
- follow individual risk assessments and IHPs;
- report concerns, incidents and near misses promptly; and
- support pupils with allergies without unnecessary exclusion or stigmatisation.

5. Identification and registration of pupils with allergies

Parents/carers are asked to inform the school as soon as possible if their child has an allergy. Where an allergy is identified, the school will obtain appropriate information, which may include:

- the name and nature of the allergy;
- known allergens;
- signs and symptoms;
- the severity of previous reactions;
- prescribed emergency medication;
- the pupil's emergency treatment plan;
- details of any adrenaline auto-injectors;
- recommended emergency response;
- relevant medical advice; and
- any other information necessary to keep the pupil safe.

The school will maintain an up-to-date **Allergy Register**.

Relevant information will be shared with staff on a need-to-know basis so that appropriate safety measures can be implemented. Information will be handled in accordance with the school's data protection and confidentiality procedures.

6. Individual Healthcare Plans

Where appropriate, the school will develop an **Individual Healthcare Plan (IHP)** for a pupil with an allergy.

The IHP will be developed in consultation with, as appropriate:

- the pupil;

- parents/carers;
- school staff;
- healthcare professionals; and
- other relevant professionals.

The IHP will include information such as:

- the pupil's allergy/allergies;
- known triggers;
- symptoms and warning signs;
- emergency treatment;
- location of prescribed medication;
- arrangements for administering medication;
- emergency contact details;
- arrangements for lessons, activities and clubs;
- arrangements for school meals;
- arrangements for trips and residential visits; and
- any additional support required.

IHPs will be reviewed regularly and whenever there is a significant change in the pupil's condition, treatment or circumstances.

7. Risk reduction and prevention

The school recognises that it is not possible to guarantee an entirely allergen-free environment. The school will nevertheless take **reasonable and proportionate steps to reduce the risk of exposure** to known allergens.

Risk reduction measures may include:

- identifying known allergens and potential sources of exposure;
- appropriate cleaning arrangements;
- avoiding unnecessary sharing of food;
- appropriate handwashing;
- ensuring staff supervise relevant activities;
- providing appropriate information to pupils and parents/carers;
- checking ingredients before food is provided to pupils with allergies;
- ensuring catering staff understand allergen requirements;
- considering allergens when planning activities;
- maintaining appropriate arrangements for classroom materials and practical activities; and

- ensuring staff understand that food allergens may be present in unexpected products.

Hayfield is a nut free school, however the school will avoid blanket bans on particular foods unless a specific risk assessment demonstrates that such a measure is necessary and proportionate.

8. Food and catering

The school will work with its catering provider to ensure that pupils with allergies can access safe and suitable food.

Catering staff will:

- obtain and maintain accurate ingredient and allergen information;
- check food labels and supplier information;
- consider ingredient substitutions and changes to products;
- ensure allergen information remains accurate when menus change;
- prevent avoidable cross-contact between foods where necessary;
- provide appropriate allergen information to the school and relevant parents/carers; and
- comply with applicable food information and food safety legislation.

No food will be provided to a pupil with a known allergy unless appropriate checks have been completed.

Where food is prepared or packaged on the school premises, the school/caterer will comply with applicable allergen-labelling requirements, including requirements for **prepacked for direct sale (PPDS)** food.

The school will also take reasonable steps to manage food brought into school by pupils, parents/carers or other organisations where this creates a foreseeable allergy risk.

9. Food brought into school and celebrations

Parents/carers will be informed of the school's arrangements regarding food brought into school. Where food is brought into school for birthdays, celebrations, fundraising or other activities, staff will consider the needs of pupils with allergies. The school may restrict or prohibit homemade or unidentified food where the ingredients cannot be reliably established. Pupils

must not be encouraged or permitted to share food where doing so could create an allergy risk.

10. Allergy awareness and staff training

The school will ensure that staff receive appropriate allergy awareness training.

Training will cover, as appropriate:

- what allergies are;
- common causes of allergic reactions;
- the difference between mild and severe reactions;
- signs and symptoms of anaphylaxis;
- the importance of acting quickly;
- use of adrenaline auto-injectors;
- the school's emergency procedures;
- individual pupil allergy plans;
- prevention and risk reduction;
- food allergen management; and
- incident and near-miss reporting.

Training will be provided to new staff as appropriate and refreshed in accordance with current statutory guidance and the school's training schedule. Relevant staff will receive additional training where their role requires it. Training records will be maintained by the school.

11. Adrenaline auto-injectors and emergency medication

Pupils who have been prescribed an adrenaline auto-injector should have their own prescribed medication available to them in accordance with their IHP and medical advice.

The school will also maintain an appropriate supply of **spare adrenaline auto-injectors** for use in emergencies, in accordance with current Department for Education requirements and guidance.

Emergency medication will be:

- stored securely but readily accessible;
- clearly labelled;
- checked regularly;

- monitored for expiry dates and condition;
- available during relevant school activities, trips and visits; and
- accessible without unnecessary delay in an emergency.

Staff responsible for supporting pupils with allergies will know where emergency medication is kept. The school will maintain appropriate records of medication, including checks and use.

12. Responding to an allergic reaction

Any suspected serious allergic reaction will be treated as a medical emergency.

Staff should:

- **Recognise the possibility of anaphylaxis.**
- **Stay with the pupil and call for emergency assistance.**
- **Administer the pupil's adrenaline auto-injector immediately where anaphylaxis is suspected, in accordance with their emergency plan and staff training.**
- **Call 999 and state that the pupil is suffering from anaphylaxis.**
- **Follow the pupil's emergency healthcare plan and trained first-aid procedures.**
- **Use a second adrenaline auto-injector where indicated and available, in accordance with current clinical/emergency guidance.**
- **Monitor the pupil continuously until emergency medical assistance arrives.**
- **Inform the parent/carers as soon as practicable.**

Staff should not delay administration of adrenaline while waiting for symptoms to become more severe if anaphylaxis is suspected. The school will follow current NHS, Department for Education and healthcare-professional guidance when managing an emergency.

13. Emergency arrangements

The school will ensure that:

- emergency contact details are kept up to date;
- staff know how to summon emergency assistance;
- relevant staff know the location of emergency medication;
- emergency medication can accompany pupils during activities and trips;

- first-aid arrangements take account of pupils with allergies; and
- emergency procedures are periodically reviewed.

Emergency procedures will be communicated clearly to staff.

14. School trips, visits and residential

Pupils with allergies should be enabled to participate fully in educational visits wherever reasonably possible.

Before a trip or residential visit, the school will consider:

- the pupil's allergy and IHP;
- the destination;
- food arrangements;
- access to emergency medical assistance;
- storage and accessibility of medication;
- staff training;
- emergency contacts;
- transport arrangements;
- activities and environmental exposures; and
- the availability of appropriate emergency medication.

A suitable risk assessment will be completed where necessary.

The school will ensure that staff supervising the pupil understand the relevant allergy arrangements before the visit begins.

15. Physical education, clubs and extracurricular activities

Allergy safety arrangements apply equally during:

- PE;
- forest school;
- after-school clubs;
- breakfast and after-school provision;
- school performances;
- assemblies;
- practical lessons;
- educational visits; and

- other extracurricular activities.

Emergency medication must remain accessible during these activities.

16. Supporting pupil wellbeing and inclusion

The school recognises that living with an allergy can affect a pupil's confidence, wellbeing and participation.

The school will:

- avoid unnecessary exclusion from activities;
- promote understanding and respect among pupils;
- discourage bullying, teasing or stigmatisation related to allergies;
- support pupils in developing age-appropriate self-management skills;
- encourage pupils to speak to a trusted adult if they are worried about their allergy; and
- consider the pupil's emotional wellbeing when reviewing their support.

Reasonable adjustments will be considered where appropriate.

17. Communication with parents and carers

The school will maintain open communication with parents/carers of pupils with allergies.

Parents/carers are responsible for providing the school with accurate and up-to-date information about their child's allergy and prescribed medication. Parents/carers should inform the school promptly of:

- changes to the allergy;
- new allergens;
- changes to medication;
- changes to emergency treatment;
- changes to the child's IHP; or
- any significant allergic reaction occurring outside school that may affect school arrangements.

The school will communicate relevant allergy arrangements to appropriate staff while respecting confidentiality and data protection requirements.

18. Incidents and near misses

All allergic reactions, suspected reactions and significant near misses will be reported in accordance with school procedures.

Following a significant incident, the school will:

- ensure the pupil receives appropriate medical attention;
- inform parents/carers;
- record the incident;
- review what happened;
- identify contributing factors;
- consider whether procedures were followed;
- identify any changes required;
- update the pupil's IHP or risk assessment where necessary; and
- share learning with relevant staff.

Serious incidents will be reported to the appropriate authorities where required. The school will use incidents and near misses as opportunities for learning and prevention.

19. Record keeping

The school will maintain appropriate records relating to:

- pupils with allergies;
- Allergy Register information;
- IHPs;
- risk assessments;
- emergency medication;
- staff allergy training;
- incidents and near misses;
- medication checks; and
- actions arising from reviews.

Records will be stored securely and handled in accordance with the school's data protection policies.

20. Supply, agency and temporary staff

The school will ensure that temporary, supply and agency staff receive appropriate information about allergy arrangements relevant to the pupils and activities for which they are responsible.

Where necessary, staff will be directed to the school's emergency procedures and the location of emergency medication.

21. Contractors and catering providers

The school will ensure that relevant contractual arrangements with catering providers and other contractors reflect the school's allergy safety requirements. Catering providers will be expected to comply with applicable food safety and allergen legislation and provide accurate ingredient/allergen information. The school will monitor compliance as appropriate.

22. Review and monitoring

This policy will be reviewed **at least annually** and sooner where:

- legislation changes;
- statutory guidance changes;
- there is a serious allergic reaction;
- a significant near miss occurs;
- there is a change in school arrangements; or
- monitoring identifies that amendments are required.

The review will consider:

- incidents and near misses;
- staff training;
- medication arrangements;
- catering arrangements;
- IHPs;
- educational visits;
- feedback from pupils and parents/carers; and
- current government and healthcare guidance.

The governing body/trust board will oversee the effectiveness of the policy.

23. Publication

This policy will be:

- approved through the school's governance arrangements;
- made available to staff;
- communicated to relevant pupils and parents/carers; and
- published on the school's website.

24. Related documents

This policy should be read alongside:

- Medical Conditions Policy;
- Supporting Pupils with Medical Conditions Policy;
- First Aid Policy;
- Medication Policy;
- Safeguarding and Child Protection Policy;
- Educational Visits Policy;
- Food Safety/Hygiene Policy;
- School Food/Catering Policy;
- Special Educational Needs and Disability Policy; and
- individual pupil Individual Healthcare Plans.

Appendix 1 – Emergency Anaphylaxis Procedure

If a pupil is suspected of having anaphylaxis:

- 1. Give adrenaline immediately** using the pupil's prescribed AAI where indicated by their emergency plan/training.
- 2. Call 999** and state:
“Anaphylaxis – severe allergic reaction.”
- 3. Stay with the pupil.**
- 4. Follow the pupil's emergency healthcare plan.**
- 5. Use a second AAI where required and available, following current clinical guidance.**
- 6. Monitor the pupil continuously until emergency services arrive.**

7. Contact the parent/carer.

8. Record and report the incident and review the circumstances afterwards.

Appendix 2 – Minimum Information for the School Allergy Register

For each pupil with a known allergy, the school should record, as appropriate:

- Pupil name;
- Date of birth;
- Class/year group;
- Known allergen(s);
- Type/severity of allergy;
- Symptoms/signs of reaction;
- Prescribed medication;
- Location of medication;
- Emergency treatment instructions;
- Individual Healthcare Plan;
- Parent/carer contact details;
- Relevant healthcare-professional information;
- Date information was last reviewed; and
- Any additional risk-management arrangements.