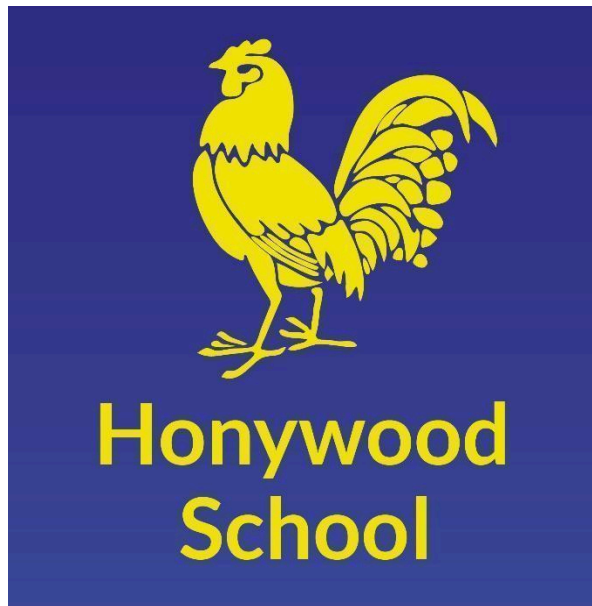




ALLERGY SAFETY POLICY

*Approved by the Governing Body: September 2026
Next review: September 2027*

At Honywood School, we are committed to providing a safe, inclusive, and welcoming learning environment for all learners. This policy outlines our whole-school approach to identifying, managing, and mitigating the risks associated with severe allergies (anaphylaxis).

In compliance with Benedict's Law—enacted to prevent avoidable tragedies and establish consistent, life-saving protections—this document stands as a standalone policy. It is published on the school website and is integrated into our wider first aid practices.

Objectives

- To minimize the risk of exposure to known allergens across all school settings.
- To ensure all staff can confidently recognize the symptoms of an allergic reaction and respond rapidly in an emergency.
- To facilitate immediate access to prescribed and spare emergency Adrenaline Auto-Injectors (AAIs).
- To ensure learners with severe allergies are fully included in all aspects of school life, free from exclusion or stigma.

Roles and Responsibilities

Named Senior Leadership (SLT) Allergy Safety Lead

- Designated lead: Danny Scott (DSc), Associate Assistant Headteacher
- Responsibilities: Overseeing the implementation of this policy, managing the school's allergy register, coordinating staff training, monitoring compliance and reviewing "near misses" and emergency accidents

Staff Members

- Must undertake allergy safety training
- Taking appropriate steps to support children with allergies.
- Where necessary, making reasonable adjustments to include learners with allergies into lessons.
- Familiarising themselves with procedures detailing how to respond when they became aware that a learner with an allergy needs help.
- Completing risk assessments for school visits and other school activities.

Parents and Carers

- Must notify the school immediately of any diagnosed allergy or suspected severe allergic sensitivity.
- Must partner with the school to develop and sign their child's Individual Healthcare Plan (IHCP).
- Must provide the school with two in-date, prescribed Adrenaline Auto-Injectors (AAIs) and ensure they are replaced before their expiration date.

Learners

- Learners should carry their prescribed AAI on their person at all times (e.g., in a secure bag or blazer pocket).
- Must notify a member of staff immediately if they suspect they are experiencing an allergic reaction.

Governing Body

- Must ensure that the Medical Care and First Aid Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Must handle complaints regarding this policy as outlined in Saffron Academy Trust's Complaints Policy which covers all schools within the Trust.

- Must ensure that all learners with allergies are able to participate fully in all aspects of school life.
- Must ensure that relevant training provided by the appropriate authorities is delivered to staff members who take on responsibility to support children with allergies.

Staff Training Requirements

Under Benedict's Law, allergy safety is a collective, whole-school responsibility. Training is **not** restricted to designated first aiders.

- All staff likely to be on site while learners are present (including teaching staff, support assistants, administrative staff, catering teams, site team) must undergo approved allergy and anaphylaxis training.
- Training must be completed annually (e.g., during September INSET sessions).
- Staff will be trained to:
 1. Recognize the early signs of mild/moderate allergic reactions.
 2. Identify the acute symptoms of anaphylaxis (such as airway compromise, breathing difficulties, or circulatory collapse).
 3. Administer AAls quickly and confidently.
 4. Understand local emergency protocols.

Individual Healthcare Plans (IHCPs) & Register

Every learner at Honywood School with a known, medically significant allergy will have a personalized Individual Healthcare Plan (IHCP). A formal medical diagnosis is not strictly required to initiate an IHCP if there is a demonstrated functional impact or risk of harm to the student.

Components of the IHCP:

- Specific allergen(s) and potential triggers.
- Clear symptoms of mild, moderate, and severe reactions specific to the individual.
- Prescribed emergency medication and dosages.
- Emergency contact numbers and parental consent forms.

A centralized, digital register of all learners with allergy-related IHCPs is maintained securely on the school database (accessible to all staff, with physical summaries placed discreetly in the Staff Room, Medical Room and Kitchen).

Emergency Medication & Spare AAls

Prescribed Medication

Learners prescribed AAls must have immediate access to them. Learners should self-carry their AAls. A second, back-up prescribed AAI should be stored securely but in an easily accessible location in the Medical Room, clearly labeled with the learner's name.

Spare Emergency AAls

Honywood School holds a stock of emergency "spare" AAls on the premises.

- These are not intended to replace a learner's personal, prescribed device. They act as a critical safety net if a learner's own device fails, is misplaced, or if a severe reaction occurs in an individual with no prior history of allergy.
- Spare emergency AAls must be stored in designated emergency kits in central locations (e.g., Medical Room, Main Office, and PE/Sports Department).

- Spare AAI's are kept in unlocked, clearly signposted cabinets, ensuring they can be retrieved and administered within 5 minutes of a reaction starting anywhere on the school site.
- The SLT Allergy Safety Lead is responsible for physical checks of the spare AAI's to verify they are in-date, undamaged, and stored at the correct temperature.

Risk Minimisation in the Secondary Environment

Catering & Mealtimes

- The school catering staff must have access to the allergy register with photographs of affected learners.
- Strict color-coded preparation areas, utensils, and cleaning protocols are enforced in the kitchen.
- All pre-packaged and freshly made food options in the canteen must clearly display allergen information.

Practical Classrooms

- Ingredients used in practical lessons are carefully screened. Learners with severe allergies will be provided with safe alternative ingredients to prevent exclusion. Thorough washing of worktops and equipment is mandated before and after cooking.
- Materials (e.g., organic compounds, botanical specimens, or certain adhesives) must be cross-checked against learner allergy registers.

School Trips and Co-Curricular Activities

- A comprehensive risk assessment must be completed for every educational trip or off-site visit.
- No learner with a prescribed AAI is permitted to leave the school premises on a trip without carrying their devices.
- A trained staff member who is competent in administering an AAI must accompany any trip involving a learner with a severe allergy.

Inclusion, Well-being, and Anti-Bullying

Allergy safety must not lead to social isolation. Honywood School actively promotes an inclusive environment:

- Any incident of "allergen bullying" (e.g., teasing a learner with food, threatening them with an allergen, or isolating them during lunch) will be treated as a major safeguarding breach and handled under the school's behavior policy.
- Age-appropriate assembly or PSHE content will be delivered annually to raise awareness among the student body regarding the seriousness of allergies and the importance of hand hygiene.

Emergency Response Protocol

If there is suspicion that someone is experiencing anaphylaxis:

1. **ADMINISTER ADRENALINE IMMEDIATELY:** If the learner has a prescribed AAI, administer it into the outer thigh. If unavailable, retrieve and use the school's spare emergency AAI. Note the exact time of administration.
2. **DIAL 999:** Call the emergency services immediately. State clearly that a person is suffering from **anaphylaxis**.
3. **POSITION THE LEARNER:** Keep the learner lying flat on their back with their legs raised (or sitting up slightly if they are struggling to breathe). **Do not** allow them to stand up or walk, even if they claim to feel better.

4. **STAY WITH THEM:** Never leave the learner unattended. Send a runner to fetch a second AAI and notify the Learner Receptionist (Medical) team.
5. **ADMINISTER A SECOND DOSE:** If there is no improvement after 5 minutes, administer a second AAI in the opposite thigh.

Incident Reporting and "Near-Miss" Logs

Any incident of an allergic reaction (mild, moderate, or severe) must be formally recorded using our school's internal incident reporting system. Instances where a learner was nearly exposed to an allergen (e.g., a mislabeled food item, or an expired AAI found during checks) must be logged as a "near-miss". Following any severe allergic reaction, the SLT Allergy Lead will conduct a debriefing meeting with involved staff and the learner's family to review the response and, if necessary, update the school's risk assessments and protocols.