



Lake Haven School

Allergy Safety Policy and Procedures 2026/27

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1. Policy Statement

In line with Benedict's Law, Lake Haven School is committed to providing a safe, inclusive and welcoming environment for all children, young people, staff and visitors with allergies. Recognising the serious and potentially life-threatening risk posed by anaphylaxis, this dedicated policy establishes robust risk-mitigation measures and emergency response protocols.

Lake Haven recognises that allergies can be life threatening and that some pupils may be at risk of severe allergic reactions (anaphylaxis). As a school we are committed to reducing risks, supporting pupils with allergies and ensuring that all staff understand their responsibilities in preventing and responding to allergic reactions.

Whilst it is not possible to guarantee an allergen free environment, Lake Haven will take all reasonable steps to minimise risks and safeguard the health and wellbeing of all members of the school community.

Lake Haven School has a whole school awareness approach because it ensures all staff and students are aware of what allergies are, the importance of avoiding the individuals' allergens, the signs and symptoms, how to deal with allergic reactions and to ensure procedures are in place to minimise risk of exposure. Lake Haven School understands that severe allergies are included in the Equality Act 2010. The act considers a person disabled if they have a physical or mental impairment that has a substantial and long-term negative effect on their ability to carry out normal daily activities.

Lake Haven also recognises that pupils may experience food intolerances, coeliac disease and other hypersensitivities which may affect their health, wellbeing and ability to access education safely.

2. Aims

This policy aims to:

- Protect pupils with diagnosed allergies.
- Ensure effective communication between school staff, parents/carers and healthcare professionals.
- Minimise exposure to known allergens within Lake Haven's environment.
- Ensure staff are trained to recognise and respond appropriately to allergic reactions.
- Promote inclusion and equal access to education and activities for pupils with allergies.
- Provide clear procedures for managing medical emergencies relating to

3. Definition of Allergy and Anaphylaxis

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an “allergen”) they are allergic to. Asthma, food allergy, eczema and seasonal rhinitis (hay fever) are all forms of allergy.

Anaphylactic reactions usually begin within minutes of being in contact with the allergen i.e. eating a trigger food, though can occur several hours later (i.e. allergy to Mammalian meat). Anaphylaxis involves difficulty in breathing and affects the heart rhythm. In extreme cases there could be a dramatic fall in blood pressure leading to collapse.

Once started, anaphylaxis reactions progress quickly. Investigations into fatal anaphylaxis show that there is only a 20-30 minute window of opportunity during which steps can be taken to prevent death – therefore giving emergency adrenaline **immediately** and calling Emergency Services (999) is crucial. **Anaphylaxis always requires an emergency response**

Anaphylaxis can occur without any other signs (such as a skin rash) being present. **Always consider anaphylaxis in someone with a known food allergy who has sudden difficulty in breathing.** Giving adrenaline in this context is very safe and may be lifesaving.

An allergy is the body's immune response to a normally harmless substance.

Common allergens include:

- Foods (eg peanuts, tree nuts, cow's milk/dairy foods, eggs, fish/shellfish, wheat, sesame).
- Insect stings (eg bees and wasp).
- Medication (eg antibiotics, pain medicines such as Ibuprofen)
- Latex (eg rubber gloves, balloons, swimming caps)

4. Emergency Treatment and Management of Anaphylaxis

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes

- stomach pain or vomiting
- mild throat tightness
- sudden change in behaviour

These symptoms are treated with antihistamines.

More serious symptoms are often referred to as the ABC symptoms and can include:

- **AIRWAY** - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- **BREATHING** - sudden onset wheezing, breathing difficulty, noisy breathing, persistent cough.
- **CIRCULATION** - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more serious reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.
Action:

- Keep the individual where they are, call for help and do not leave them unattended.
- **LIE individual FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- **USE ADRENALINE DEVICE WITHOUT DELAY** and note the time given. AAIIs should be given into the muscle in the outer thigh or nasal into the nostril. Specific instructions vary by brand – always follow the instructions on the device.
- CALL **999** and state **ANAPHYLAXIS (ana-fil-axis)**.
- If no improvement after 5 minutes, administer second adrenaline device
- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the individual where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

All individuals must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can recur after treatment.

5. Minimising Risk and Exposure to Allergens

Minimising risk and the exposure to allergens is central to ensuring that individuals with allergies are safe from harm. Lake Haven School will ensure that the staff and

students are actively aware of the risk posed by allergens, take steps to minimise the risk or exposure and have robust emergency response plans in place.

Lake Haven School completes a school wide allergy risk assessment that seeks to minimise the risks of exposure to known allergens. The risk assessment will include:

- Identifying the food used within the curriculum and making adaptations to remove allergens that pose a risk for the whole group, not just the student who has the allergy.
- Conducting specific risk assessments to manage the risks of exposure to allergens in individuals when planning external visits or trips
- Identify measures to manage risks of exposure to a food allergen through food brought in by others (for example, parents, students, staff).
- Identify measures to manage the risks of exposure to a food allergen through food provided by the school.
- Putting in reasonable measures to manage the risk of individuals being exposed to allergens where they have a known allergy to airborne or contact allergens .
- Identifying non-food allergens within the environment and making adaptations to remove/reduce allergens that pose a risk such as animals and environment.

Lake Haven School will ensure that allergy is included in all school risk assessments to identify risks and plan control measures to minimise the risk of exposure by:

- All school staff receive allergy training every year.
- Educate students through class discussions, assemblies and PSHE
- Communicating with all visitors of the allergy needs within the school and sharing allergy policy.
- Work closely with parents/carers and health professionals to understand the student's allergy
- Monitor this policy to ensure that the agreed practices are implemented.
- Establish and maintain high hygiene standards amongst staff, students and visitors.
- Careful supervision of food-related activities.
- Risk assessments for curriculum activities by identifying the food used and making adaptations to remove allergens that pose a risk.
- Conducting specific risk assessments to manage the risks of exposure to allergens in individuals when planning visits or trips.
- Appropriate cleaning of tables, equipment and shared areas.
- Staff awareness of pupils with allergies - manage risks of exposure to a food allergen through food brought in by students, staff and visitors.

Lake Haven recognises that a completely allergen-free environment cannot be guaranteed.

6. Food Management

Lake Haven School will manage the risk of food allergy and provide clear information on allergens in food provided by:

- All staff supervising meals have been allergy training and are aware of pupils with severe allergies.
- Provide students allergen information to staff in a timely manner so that students can eat safely.
- Always check labels on weekly shopping, do not anticipate that ingredients and allergens will stay the same. Changes in manufacturing and ingredients to occur.
- Ensure food is always labelled. Unlabelled food poses a greater risk of allergen exposure than packaged food with a precautionary 'may contain' label.
- Teach students not to food share, trade food or share utensils or food containers and explain the reasons why.
- Teach children to read and understand food labels.

7. Medication and Adrenaline devices

People at risk of Anaphylaxis are prescribed two adrenaline devices which they should carry with them at all times. Serious Anaphylaxis is a time critical situation, delays in administering adrenaline have been associated with fatal reactions. An adrenaline device needs to be administered within 5 minutes and should be located near to the student at all times.

Parents/carers are responsible for providing prescribed medication.

Adrenaline Auto-Injectors (AAIs) must:

- Be stored at room temperature and not exposed to extremes of heat. They should not be refrigerated or left in direct sunlight.
- Be clearly labelled.
- Be in date.
- Be stored in an accessible location.
- Accompany pupils on all off-site visits.

The Human Medicines (Amendment) Regulations 2017 permit "spare" adrenaline devices to be used for the purpose of saving a life. This might be, for example, a child presenting for the first time with anaphylaxis due to an undiagnosed allergy.

Lake Haven School holds spare adrenaline devices for use in emergency situations. These are not a replacement for a student's own adrenaline device. Students prescribed adrenaline are expected to have their own adrenaline devices with them at school for use in an emergency.

Spare emergency anaphylaxis medication will be held in accordance with current guidance, located at the bottom of the stairs, wall mounted in the orange Anaphylaxis box in the main school building. 2 x AAIs & 1 x Salbutamol Inhaler

Medication checks will be completed regularly by designated staff.

- Adrenaline should be administered as soon as possible, within five minutes. **Do not wait** to contact the emergency services before administering adrenaline.
- The child, young person or individual should not be moved. Adrenaline devices should be brought to them whether their own or the spare.
- If the child, young person or individual **has their own prescribed adrenaline device**, these should be used in the first instance.
- If the child, young person or individual **does not have a prescribed adrenaline device**, the spare adrenaline device can be used.
- If the child, young person or individual's **prescribed adrenaline device is not available or misfires**, the spare adrenaline device can be used.
- If the individual has a serious allergy and asthma and there is any doubt if they are presenting with anaphylaxis or having an asthma attack always administer the adrenaline first.

8. Staff Training

Lake Haven is committed to maintaining a whole school approach to allergy safety.

All staff will receive annual allergy awareness training through the Allergy Schools online Training programme which includes:

- Allergy awareness, the risks it poses, how allergic reactions occur and how to manage them.
- Allergy includes multiple co-existing conditions: asthma, eczema, hay-fever
- Understand the difference between food allergy, intolerance and coeliac disease
- That a student can be allergic to any food, not just the top 14 allergens
- Know the symptoms of allergic reactions and how to treat
- Know the symptoms of anaphylaxis and how to treat
- How to locate and administer adrenaline or an asthma inhaler
- All adrenaline devices should be used to train with as the student may have different ones to the spare adrenaline
- How to report an allergic reaction
 - Mild to moderate
 - Anaphylaxis
 - Near miss/incident
- Understand their responsibilities in risk reduction to ensure that students are prevented from coming into contact with their allergens
- Understand the impact that an allergy can have on a student's wellbeing
- Understand the school's allergy safety policy and whether a student is on the record of those with a known allergy and how to use their allergy and asthma plan.

Additional training will be given face to face to discuss the individual children with severe allergies and their needs and Emergency Plan as well as practising using the trainer Adrenaline auto pen (AAI).

Training records will be maintained and refreshed regularly. New staff will receive allergy information and emergency procedures as part of their induction programme.

9. Emergency Response

Lake Haven School will annually hold a practice response to anaphylaxis, review how the practice went and update policy and procedures.

Throughout the year staff will be reminded of key aspects of the policy such as:

- How to find out who has an allergy
- Location of student adrenaline
- The storage of spare adrenaline
- Practice with adrenaline trainer devices

During fire drills and lockdown practices, Lake Haven School will ensure that a student's adrenaline device is with them.

10. Roles and Responsibilities

Proprietors

The Proprietors are responsible for ensuring that the school's policy sets out the arrangements to reduce the risk of individuals coming into contact with their known allergens and sets out the emergency response plan for cases of anaphylaxis. They will monitor this policy and work closely with the Allergy Lead.

Headteacher and Allergy Lead

The Headteacher & Allergy Lead are responsible for allergy safety which includes driving the implementation of the allergy safety policy and contributing to the review of the policy.

The allergy lead is responsible for:

- Systems to collect allergy information during the enrolment process, ensuring that this information is shared with staff.
- Holding a register of students and staff with allergies including whether they hold adrenaline and whether they have an allergy action plan.
- Ensures that systems are robust for the identification of students at meal times
- Communication about:
 - the policy
 - the students who are on the register of those with allergies
 - the importance of recording and reporting near misses and incidents

- Communication with:
 - Proprietors and Headteacher to provide updates about the policy implementation
 - Health and Safety and Designated Safeguarding Leads to keep allergy safety as part of their roles
 - Outside agencies such as HSE if a report under RIDDOR is needed
 - Parents/carers to enable them to input into IHPs and to request allergy action plans when appropriate
 - Students to develop an understanding of allergy through information assemblies, class discussions and PSHE
- Spare adrenaline devices and making sure these are checked and in date, with replacements being secured before the current ones expire.
- That IHPs are created and communicated
- Training
 - ensuring that all staff annual training and that allergy is included in induction even for short term members of staff
 - ensures that all staff have the opportunity to practice with trainer adrenaline devices at least annually but ideally a few times a year.

Staff

All staff will:

- Understand their role in implementing this policy.
- Recognise signs of allergic reactions and act swiftly in an emergency.
- Complete Allergy Awareness training.
- Take reasonable precautions to reduce allergen exposure.
- Respond appropriately during an allergic reaction.
- Support the creation of IHP.
- Implement the students IHP.
- Create an inclusive curriculum.
- Adapt the curriculum to minimise risks.
- Complete risk assessments for curriculum activities involving food, trips and visits.
- Build proactive relationships with parents/carers.
- Report near misses and incidents.

Parents and Carers

Parents/carers will:

- Inform Lake Haven of any diagnosed allergy and provide information needed to create an IHP.
- Update school when reactions happen outside of school.
- Inform school of any changes to the student's allergy and its management.
- Supply in-date prescribed medication.
- Work in partnership with Lake Haven to manage risks.

11. Identification of Individuals with Allergies

Admissions Data Collection: Lake Haven collects detailed medical information from parents/carers regarding known allergies, dietary restrictions, and treatment histories prior to admission. {insert how}.

Information Sharing: UK GDPR does not prevent the sharing of a student's health information (special category data). Relevant information is securely compiled and shared as necessary in a controlled way with teaching staff, support staff and any supply cover while maintaining appropriate data privacy. This is done through: {CPOMs, Posters in the staffroom, One page profiles and Juniper MIS}

Transition: Allergy information and existing care plans are shared as part of a student's transition. Lake Haven will request allergy information from the previous school or setting and will consider whether any of the arrangements are suitable to implement. Lake Haven will work with parents/carers and the student if appropriate to write a new IHP Staff will provide information about students for transition visits ahead of a formal move.

Staff: pre-employment questionnaires will ask whether they have any allergies. If an allergy is declared, there will be a discussion and action plan created to ensure that the member of staff has a safe working environment.

Visitors and regular volunteers: will be asked about allergies ahead of their visit. If an allergy is declared, the allergy lead will be notified, and this information will be communicated as necessary to ensure that the visitor or regular volunteer has a safe working environment.

12. Student Individual Healthcare Plans (IHPs) and Allergy Action Plans

Allergy Action Plans:

- These are clinical documents that are created by a GP / allergy nurse or clinic. They detail the student's allergy and medication.
- These contain parent/carer contact details and must be signed by the parent/carer as this is the parental authority to administer medication including the administration of spare adrenaline devices.
- These will only be updated by the medical professional following a review of the student's allergy management, this could be annually or 5 yearly. Parents/carers or school need to update the photo of the student annually so the student is recognisable.

Allergy action plans are for students who have an IgE food allergy that could lead to anaphylaxis. Students with non IgE allergies do not experience anaphylaxis and so an allergy action plan is not issued.

Plans will include:

- Details of allergens.

- Signs and symptoms of reactions.
- Medication requirements.
- Emergency procedures.
- Emergency contact details.

Parents/carers must provide school with the most recent Allergy Action Plan issued by a medical professional where one exists.

Individual Healthcare Plan (IHPs):

IHPs are an essential communication tool that provide clarity about the arrangements which need to be in place to ensure that a student is fully included in the life of the school. It identifies exact risk-mitigation measures that need to be followed. Where a child has an allergy action plan or an asthma plan, this must be included with the IHP. IHPs should be reviewed annually or when an incident or a near miss occurs.

Lake Haven School will:

- Maintain an up-to-date Allergy Register.
- Students with an allergy action plan and or an asthma plan have an IHP.
- Students without an allergy action plan or asthma plan but have an allergy that needs active management over and above what other students need will have an IHP.
- IHP are created whilst students are waiting for a diagnosis.

13. Educational Visits and Off-Site Activities

Lake Haven School will ensure that students with allergies are fully included in every trip and visit. A risk assessment addressing allergen exposure in each activity, emergency medication, transport and proximity to local emergency care will be undertaken with control measures identified. In order to ensure that the student is safe and included, alternative activities will be planned if necessary. This will include the safe storage adrenaline for the duration of the school trip.

Staff leading school trips will ensure they carry all relevant emergency supplies and emergency contact details. They will check that all students have their medication including adrenaline devices.

In conjunction with the allergy lead, the trip leader will review the risk assessment to determine whether the school's spare adrenaline devices should be taken on the trip whilst ensuring that students remaining in school still have access to spare adrenaline devices should the need arise.

14. Incident, Near Miss and Emergency Review Procedures

Lake Haven School recognises the importance of learning from allergy-related

incidents.

An allergy incident includes:

- Any allergic reaction occurring on school premises or during school activities.
- Administration of antihistamines or adrenaline medication.
- Accidental exposure to a known allergen.
- Any event requiring emergency medical assistance.

A near miss includes:

- Situations where a pupil was exposed to potential risk but no reaction occurred.
- Incorrect food being provided but identified before consumption.
- Medication or healthcare plan errors identified before harm occurred.

All incidents and near misses will be:

- Recorded using Lake Haven's incident reporting procedures.
- Reviewed by the Allergy Safety Lead.
- Used to identify improvements to practice.
- Reported to the Headteacher and Proprietors where appropriate.
- Inform parents and outline actions that Lake Haven School has taken as a result. If necessary the student's IHP will be updated.

Following any serious allergic reaction, Lake Haven will undertake a formal review of procedures and risk assessments

15. Record Keeping

Lake Haven will maintain:

- Identification of children with allergies
- An Allergy and adrenaline device register
- Allergy Action Plans
- Individual Healthcare Plans.
- Staff training.
- Allergy Lead checklist
- Risk assessments to include action for children with allergies
- Medication checks.
- Allergy-related incidents.
- Reviews and updates.
- Annual practice response to anaphylaxis
- Records of Fire drills and emergency lockdowns

16. Wellbeing and Support

At Lake Haven School allergy safety is a priority and actions to ensure that students are included and safe are embedded into the school's culture. Students with allergy become anxious as a result of the risk of exposure to allergens and the potential for anaphylaxis, which may be compounded by living with difficult-to-control asthma or

eczema.

Lake Haven School will:

- regularly communicate to students, parents and staff about allergies, ensuring ongoing awareness and appreciation of the severity of the potential risks
- includes allergy and anaphylaxis lessons during assembly, tutor time or in PSHE
- plans school celebrations and communal events inclusively from the outset to eliminate social isolation
- involves students and staff with allergies in developing and reviewing the policy and procedures for allergy management
- understands that allergy bullying is extremely serious and actively monitors, prevents, and addresses any stigmatisation or bullying directed at individuals due to their allergies or dietary constraints
- has proactive engagement with new joiners with known allergies, setting out the school, college or setting's policies and the support available

17. Safeguarding and Inclusion

Lake Haven School recognises that pupils with allergies may be vulnerable to anxiety, exclusion or bullying relating to their medical condition.

Any deliberate exposure of a pupil to a known allergen, threats involving allergens, or behaviour which places a pupil at risk will be treated as a safeguarding concern and managed in accordance with Lake Haven's Behaviour and Safeguarding Policies.

Lake Haven recognises that a safeguarding referral may be needed if an incident highlights a concern that the child or young person might be at an increased risk of being neglected, abused or exploited by persons inside or outside of their family unit because of their medical condition. This might occur where relevant information about a child or young person's medical condition is not provided to a school, college or setting, or where they are repeatedly sent without essential medication, thereby putting the individual at risk.

18. Unacceptable practice

Lake Haven staff are clear about what constitutes unacceptable practice and are committed to ensuring that only good practice occurs. Should unacceptable practice occur the school will follow its own procedures to identify and address this using staff conduct policies.

Examples of unacceptable practice include (but are not limited to):

- preventing children and young people from easily accessing and administering their medication in line with what is agreed in their Individual Healthcare Plan (for example prescribed adrenaline devices and asthma reliever inhalers)

when and where necessary;

- assuming that every child with the same condition requires the same support;
- assuming that older children and young people do not require support related to their allergy, even if they are able to take increasing responsibility for its management;
- ignoring the views of the child or young person or their parents or carer;
- ignoring medical evidence or the opinion and advice of healthcare professionals;
- assuming that a child or young person does not have an allergy because they do not yet have a diagnosis, for example while medical investigation is under way;
- sending a child or young person who becomes unwell to a school office or medical room without suitable supervision. In the case of an emergency or suspected emergency (for example anaphylaxis) help should come to the child or young person;
- penalising children or young people for their attendance record if their absences are related to their medical condition, e.g. hospital appointments and health management. This includes excluding children and young people from rewards for 100% attendance where their non-attendance is the result of a medical condition. This should be reflected in attendance policies;
- requiring parents / carers (or otherwise making them feel obliged) to attend the school, college or setting to administer medication or provide medical support to their child; or
- preventing children and young people from participating or creating unnecessary barriers to them participating in any aspect of school, college or setting life, including external visits and trips, e.g. by requiring parents to accompany the child.

19. Monitoring and Review

This policy will be reviewed every year or sooner if:

- Legislation changes.
- Guidance changes.
- A significant allergy-related incident or a near miss occurs.
- School procedures require amendment.

20. Related Policies

This policy should be read alongside:

- Medication and Medical Conditions Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- First Aid Policy
- SEND Policy

- Risk Assessment Procedures

21. References and further reading

- Department for Education (2026), *Supporting Children and Young People with Medical Conditions and Allergy* (Draft Statutory Guidance).
- Department for Education, *Supporting Pupils at School with Medical Conditions*.
- Department of Health, *Using Emergency Adrenaline Auto-Injectors in Schools*.
- Anaphylaxis UK Guidance for Schools.
- Anaphylaxis UK: for teachers by teachers, the one stop shop for all school allergy needs: <https://www.anaphylaxis.org.uk/education>
- Allergy UK: <https://www.allergyuk.org/about-allergy/types-of-allergies>
- Allergy Safety in Schools July 2026: <https://www.gov.uk/government/publications/allergy-safety-in-schools>
- [Guidance on the use of adrenaline auto-injectors in schools](https://www.gov.uk/government/publications/allergy-safety-in-schools)
- Spare Pens in School: <https://www.sparepensinschools.uk>
- **Benedict's law:**
<https://benedictblythe.com/benedicts-law>
<https://www.anaphylaxis.org.uk/education/benedicts-law>
- **Food:** Allergy Guidance for Schools: <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools>
Allergy Guidance for food businesses: <https://www.gov.uk/government/publications/allergen-guidance-for-food-businesses>

22. Legislation and Guidance

This policy has been developed with reference to:

- Children and Families Act 2014
- Equality Act 2010
- Health and Safety at Work Act 1974
- Food Information Regulations 2014
- Department for Education: *Supporting Pupils at School with Medical Conditions*
- Department for Education Draft Statutory Guidance (2026): *Supporting Children and Young People with Medical Conditions and Allergy*
- Department of Health Guidance: *Using Emergency Adrenaline Auto-Injectors in Schools*
- UK Resuscitation Council Guidance on Anaphylaxis
- Anaphylaxis UK Best Practice Guidance

Lake Haven School will have regard to current and emerging statutory guidance relating to allergy safety and will review this policy in line with any future legal requirements. Lake Haven recognises the Department for Education's expectation that allergy safety should be managed through a dedicated whole school policy

supported by staff training, Individual Healthcare Plans, emergency procedures and effective communication with families