

South East Essex Academy Trust



SEEAT Allergy Safety Policy 2026

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Owner	SEEAT
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Rochford Primary and Nursery School

School Information and Key Contacts

School Context

This school operates an allergy-aware approach in accordance with the SEEAT Allergy Safety Policy. Whilst the school cannot guarantee an allergen-free environment, reasonable and proportionate measures are in place to minimise risk, support pupils with allergies and ensure an effective response to allergic reactions and anaphylaxis. School-specific arrangements are detailed within this section and Appendix 1.

Headteacher:

Shane Owen

Named Allergy Lead

(member of the leadership team with responsibility for allergy safety):

Hannah Reddihough

SENDCo:

Hannah Reddihough

Names of First Aiders:

First Aid: Andrea Reynolds

Emergency First Aid at Work: Lesley Ware, Lily Robertson, Natalie Bull, Ryan Swindell, Sam White, Lisa Adams, Louise Reely, Jenny Robinson

Pediatric First Aid: Louisa Chittenden, Natalie Bell, Jenny James, Sue Arrowsmith, Cara Heath, Ryan Swindell, Lily Robertson, Gracie Johnson.

School Nurse Contact Details:

Adena Sayer Adena.Sayer@hcrhcaregroup.com

Charlotte Edwards Asthma & Allergy Nurse charlotte.edwards2@nhs.net

Emergency Response Summary

Suspected anaphylaxis requires immediate action. The school will ensure that appropriately trained staff respond without delay, administer adrenaline in accordance with the pupil's Individual Healthcare Plan or emergency procedures, call 999 and state "anaphylaxis", and remain with the pupil until emergency medical assistance arrives. No pupil experiencing a suspected allergic reaction or anaphylaxis will be left unattended. Parents/carers will be informed as soon as practicable, and all incidents will be recorded, reviewed and used to inform any necessary improvements to allergy safety arrangements.

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1. Introduction

South East Essex Academy Trust (SEEAT) is committed to safeguarding and promoting the health, safety, wellbeing and inclusion of all pupils with allergies. The Trust recognises that allergies can have a significant impact on a pupil's health, education and participation in school life and that, in some cases, exposure to allergens may result in a serious or life-threatening allergic reaction, including anaphylaxis.

SEEAT is committed to maintaining an allergy-aware approach across all schools. Whilst it is not possible to guarantee an allergen-free environment, schools will take reasonable steps to minimise the risk of exposure to known allergens and ensure that effective arrangements are in place to identify, manage and respond to allergic reactions.

Through this policy, the Trust will:

- Promote a consistent Trust-wide approach to allergy management
- Reduce the risk of exposure to known allergens where reasonably practicable
- Encourage pupils to develop age-appropriate self-management and awareness of their allergies
- Ensure robust emergency procedures are in place, including access to emergency medication and trained staff
- Work in partnership with pupils, parents/carers and healthcare professionals.
- Support the full inclusion and participation of pupils with allergies in all aspects of school life, including educational visits, enrichment activities and extracurricular opportunities
- Promote allergy awareness across the wider school community.

This policy will be published on each school's website and communicated to staff, governors, parents and relevant stakeholders. New staff will be made aware of the policy during induction.

2. Aims

SEEAT is committed to providing a safe, inclusive and allergy-aware environment for all pupils. This policy aims to ensure that effective arrangements are in place to support pupils with allergies, minimise risk, promote awareness and provide an appropriate response to allergic reactions and anaphylaxis.

This policy aims to:

- Promote the safety, wellbeing and inclusion of pupils with allergies
- Reduce the risk of exposure to known allergens where reasonably practicable
- Ensure effective arrangements are in place to recognise and respond to allergic reactions, including anaphylaxis
- Promote allergy awareness across the school community
- Clarify roles and responsibilities for managing allergies and supporting pupils with allergy-related medical needs.

3. Legislation and Statutory Responsibilities

This policy is based on and should be read alongside:

- Department for Education statutory guidance, Supporting Pupils at School with Medical Conditions. [Supporting Pupils at School with Medical Conditions \(DfE\)](#)
- Department of Health and Social Care guidance, Guidance on the Use of Adrenaline Auto-Injectors in Schools. [Guidance on Using Auto-Injectors in School \(DfE\)](#)
- Department for Education Allergy Safety in Schools guidance relating to the management of allergies and anaphylaxis in education settings. [Allergy Safety in Schools 2026](#)
- Keeping Children Safe in Education (KCSIE) 2026. [Keeping Children Safe in Education \(DfE\) 2026](#)

This policy also reflects the requirements of:

- Section 100 of the Children and Families Act 2014
- Equality Act 2010
- Human Medicines (Amendment) Regulations 2017
- Health and Safety at Work etc. Act 1974

- Food Information Regulations 2014
- Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

4. Role and Responsibilities

Under the 2026 statutory Allergy Safety in Schools guidance, governing bodies, academy trusts and proprietors have a strategic responsibility for ensuring effective allergy safety arrangements are in place and monitored. Schools are now required to have an allergy safety policy, provide staff training, maintain appropriate arrangements for pupils with allergies, and learn from incidents and near misses.

All staff share responsibility for supporting the safety, wellbeing and inclusion of pupils with allergies. Staff are expected to be familiar with the school's allergy safety arrangements, understand the needs of pupils with allergies, and respond appropriately to concerns, allergic reactions and emergencies. All staff will receive allergy awareness training and will know how to access relevant Allergy Action Plans, Individual Healthcare Plans (IHPs) and emergency medication where required.

4.1 Trustees

The Trust Board has strategic oversight of allergy safety across SEEAT and is responsible for ensuring appropriate systems, policies and assurance arrangements are in place across all Trust schools. Trustees will:

- Approve and periodically review the Trust's Allergy Safety Policy
- Seek assurance that statutory requirements and Trust expectations are being implemented consistently across schools
- Ensure appropriate arrangements are in place for monitoring allergy safety, staff training and compliance
- Receive reports on significant allergy-related incidents, trends or emerging risks where appropriate
- Promote a Trust-wide culture of safety, inclusion and continuous improvement in relation to allergy management.

4.2 Local Governing Body (LGB)

The Local Governing Body is responsible for ensuring that the school has appropriate arrangements in place to support pupils with allergies and to comply with statutory requirements relating to allergy safety. The Local Governing Body will:

- Ensure the school implements and reviews this policy annually

- Monitor the effectiveness of allergy safety arrangements through appropriate reporting and assurance processes
- Ensure suitable staffing, training and resources are available to support pupils with allergies
- Review significant allergy-related incidents and lessons learned where appropriate
- Support a culture which promotes the safety, wellbeing and inclusion of pupils with allergies.

4.3 Allergy Lead and Headteacher

Each school will identify a member of the senior leadership team, or another appropriately trained member of staff, to lead on allergy safety and coordinate the implementation of this policy.

The allergy lead will:

- Promote and maintain allergy awareness across the school community
- Maintain oversight of pupils with known allergies and ensure allergy information is accurate, up to date and accessible to relevant staff
- Ensure pupils with allergies have an appropriate Individual Healthcare Plan (IHP) and/or Allergy Action Plan, supported by risk assessments where required
- Maintain oversight of the school's allergy register and emergency medication arrangements
- Ensure staff receive appropriate allergy awareness and emergency response training, including induction arrangements for new staff
- Ensure staff are familiar with the school's allergy safety procedures and emergency arrangements
- Monitor the availability, storage and expiry dates of emergency medication, including any spare adrenaline auto-injectors (AAIs) held by the school
- Review allergy-related incidents, near misses and lessons learned, and take appropriate action to improve practice
- Support the headteacher in monitoring the implementation and effectiveness of this policy.

The designated allergy lead and the headteacher may delegate aspects of the day-to-day co-ordination of allergy safety arrangements to an appropriately trained member of staff.

Delegated staff are responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAls are in date
- Creating the Individual Healthcare Plans
- Consulting the school nurse, or other medical professional where required.

4.4 All Staff

All staff share responsibility for promoting an allergy-aware, inclusive and safe school environment. Staff are expected to be aware of pupils with known allergies, follow agreed support plans, and respond appropriately to allergy-related concerns, incidents and emergencies.

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis (Appendix 3)
- Attending appropriate allergy training as required
- Being aware of specific pupils with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies
- Reporting any observations/ concerns immediately
- Following school procedures relating to high-risk allergens and allergen reduction measures.
- Ensuring risk assessments are read and understood.

4.5 Parents and Carers

Parents and carers play a key role in supporting the safe management of their child's allergy and are expected to work in partnership with the school to ensure that allergy information, medication and support arrangements remain accurate, up to date and effective.

Parents/carers are responsible for:

- Being aware of our school's allergy 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

- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included, ensuring high risk foods are avoided
- Any food which is brought into school to be shared, must be shop bought, with a clear list of ingredients, all food must be handed to the front office to be reviewed
- Updating the school on any changes to their child's condition

4.6 Pupils with Allergies

Pupils with allergies will be supported to develop an age-appropriate understanding of their allergy, take responsibility for managing their condition where appropriate, and follow the arrangements set out in their Allergy Action Plan (AAP) or Individual Healthcare Plan (IHP).

These pupils are responsible for (in line with their SEND):

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If appropriate to their age, understanding and individual needs, carry their adrenaline auto-injector and use it only for its intended purpose.

4.7 Pupils without Allergies

These pupils are responsible for (in line with their age, understanding and any SEND needs):

- Being aware that some allergens can pose a serious risk to others
- Following school expectations and guidance to help reduce exposure to allergens
- Treating pupils with allergies with kindness, respect and inclusion
- Supporting a safe environment by reporting concerns or seeking help from a member of staff if they believe a pupil may be experiencing an allergic reaction
- Not sharing food, drinks, medication or eating utensils with other pupils.

5. Awareness and Training

SEEAT schools will ensure that all staff are made aware of, and understand, this policy through induction and regular allergy awareness training, including the identification of allergic reactions, emergency response procedures and the use of adrenaline auto-injectors where appropriate. The policy will be published on the school website and communicated to relevant stakeholders. Schools may also promote age-appropriate allergy awareness amongst pupils to support a safe and inclusive environment. Any activities involving individual pupils with allergies will be undertaken sensitively, in consultation with the pupil and their parents/carers and will complement rather than replace staff training and emergency response arrangements.

5.1 Training and Induction

To support a consistent Trust-wide approach to allergy safety, SEEAT will identify mandatory allergy training requirements for staff to undertake annually. All staff are expected to complete allergy awareness and emergency response training appropriate to their role and responsibilities.

As a minimum:

- All staff, including teachers, support staff, leaders, governors and trustees, will complete allergy awareness and anaphylaxis training before the start of each academic year or as part of their induction programme
- Staff responsible for administering medication or supporting pupils with medical needs will complete appropriate medical needs and medication administration training
- Schools may access additional training and practical support from healthcare professionals and specialist providers where required
- Records of training will be maintained and monitored to ensure staff remain competent and confident in recognising and responding to allergic reactions and anaphylaxis.

Training will ensure that staff are able to:

- Recognise the signs and symptoms of allergic reactions and anaphylaxis.
- Understand and follow Allergy Action Plans (AAPs) and Individual Healthcare Plans (IHPs).
- Locate and administer emergency medication, including adrenaline auto-injectors (AAIs).
- Respond appropriately to allergic reactions, emergencies, incidents and near misses.
- Understand their responsibilities in reducing exposure to known allergens.
- Promote an allergy-aware, safe and inclusive school environment.
- Report and record allergy-related incidents, concerns and near misses in accordance with school procedures.

Training will be provided as part of staff induction and refreshed regularly to ensure staff remain competent and confident in supporting pupils with allergies.

6. Wellbeing, Inclusion and Behaviour

SEEAT is committed to promoting the wellbeing, safety and inclusion of pupils with allergies. Schools will take reasonable steps to ensure that pupils with allergies feel safe, supported and able to participate fully in all aspects of school life. Staff will promote allergy awareness,

encourage understanding of individual needs and respond appropriately to concerns that may affect a pupil's wellbeing.

Bullying, teasing, intimidation or unsafe behaviour relating to a pupil's allergy will not be tolerated and will be addressed in accordance with the school's Behaviour Policy, Anti-Bullying Policy and safeguarding procedures. Any incident that places a pupil at risk because of their allergy will be taken seriously and managed promptly and appropriately.

7. Minimising risk

SEEAT recognises that it is not possible to guarantee an allergen-free environment. Schools will adopt an allergy-aware approach and take reasonable, proportionate steps to minimise the risk of exposure to known allergens whilst supporting the inclusion, wellbeing and participation of pupils with allergies. Allergy safety arrangements will be informed by individual needs, risk assessments, Allergy Action Plans and Individual Healthcare Plans (IHPs).

Schools will:

- Take reasonable and proportionate steps to minimise the risk of exposure to known allergens
- Ensure relevant staff are aware of pupils' allergies and the support arrangements in place
- Consider allergy risks when planning lessons, enrichment activities, educational visits and events involving food
- Work in partnership with pupils, parents/carers, catering providers and healthcare professionals to identify and manage risks
- Ensure emergency medication is readily accessible and that staff know how to respond to allergic reactions and anaphylaxis
- Promote good hygiene practices to reduce the risk of accidental allergen exposure
- Review allergy-related incidents and near misses to identify lessons learned and strengthen future practice.

8. Educational Visits, Sporting Events and other Off-Site Activities

SEEAT is committed to ensuring that pupils with allergies can participate fully and safely in educational visits, residential visits, enrichment activities and other off-site provisions. Appropriate planning and risk assessment arrangements will be implemented to support inclusion whilst reducing the risk of exposure to known allergens.

Schools will:

- Ensure allergy risks are considered as part of the educational visit planning and risk assessment process
- Ensure relevant staff are aware of pupils' allergies, Allergy Action Plans (AAPs) and Individual Healthcare Plans (IHPs)
- Ensure emergency medication is available, accessible and accompanies the pupil throughout the visit
- Ensure there are sufficient suitably trained staff available to respond to an allergic reaction or anaphylaxis
- Work with parents/carers, pupils, venues and external providers to identify and manage allergy-related risks
- Consider catering arrangements, food allergens and the risk of cross-contamination where food is provided
- Take reasonable steps to enable pupils with allergies to participate fully in all activities and avoid unnecessary barriers to inclusion
- Ensure accommodation providers, residential centres and other relevant organisations are informed of significant allergy-related needs where appropriate and with due regard to confidentiality requirements.

Pupils will not be excluded from educational visits solely because they have an allergy. Where necessary, reasonable adjustments and additional control measures will be implemented to support safe participation.

9. Food Allergies

SEEAT recognises that food allergies can present a significant risk to the health, safety and wellbeing of pupils. Schools will adopt an allergy-aware approach and take reasonable and proportionate steps to reduce the risk of accidental exposure to known allergens whilst promoting inclusion and participation in all aspects of school life.

Schools will:

- Work with pupils, parents/carers, catering providers and healthcare professionals to identify and manage food allergy risks
- Ensure relevant staff are aware of pupils with food allergies and the support arrangements in place
- Consider food allergy risks when planning lessons, enrichment activities, educational visits, celebrations and events involving food

- Ensure allergen information is available in accordance with relevant food information regulations
- Promote good food hygiene practices and take reasonable steps to reduce the risk of cross-contamination
- Encourage pupils with food allergies to make safe and informed choices about food
- Ensure emergency medication and Allergy Action Plans are readily available where required
- Respond promptly and appropriately to allergic reactions and review incidents and near misses to strengthen future practice.

10. Identification of Pupils with Allergies

SEEAT is committed to ensuring that accurate and up-to-date information is maintained for pupils with known allergies. Early identification and effective information sharing are essential to reducing risk and ensuring appropriate support arrangements are in place.

Schools will:

- Obtain information about a pupil's allergies, known triggers, prescribed medication and support needs at admission, transition points or when new information becomes available
- Work in partnership with parents/carers, pupils, healthcare professionals and previous settings, where appropriate, to gather and update relevant information
- Maintain an up-to-date register of pupils with known allergies, including details of emergency medication, Allergy Action Plans (AAPs), and Individual Healthcare Plans (IHPs), where required
- Ensure allergy information is accessible to relevant staff on a need-to-know basis
- Review allergy information regularly and whenever there is a change in a pupil's condition, treatment or support arrangements
- Ensure arrangements are in place to identify and support pupils with newly diagnosed allergies or those who experience a first-time allergic reaction.

This information will be managed in accordance with data protection requirements and shared only where necessary to safeguard the health, safety and wellbeing of the pupil.

11. Transition Arrangements

The school recognises that periods of transition can present additional risks for pupils with allergies. Appropriate arrangements will therefore be put in place when pupils join the school,

move between classes or key stages, transfer to another setting, or experience significant changes in their medical needs.

The school will:

- Obtain and review relevant allergy information, Allergy Action Plans (AAPs), Individual Healthcare Plans (IHPs), and medication arrangements as early as possible
- Ensure relevant staff are informed of the pupil's allergy, support arrangements and emergency procedures before the transition takes place
- Work in partnership with parents/carers, pupils and healthcare professionals to ensure support arrangements remain appropriate and up to date
- Ensure emergency medication is available and accessible from the first day of attendance or transition
- Share relevant information with receiving schools or settings, where appropriate and in accordance with data protection requirements, to support continuity of care and safe participation in education.

Where necessary, transition arrangements will be supported through a review of the pupil's Individual Healthcare Plan and associated risk assessments.

12. Staff and Visitors with Allergies

The school recognises that staff and visitors may also have allergies and will take reasonable steps to support their health, safety and wellbeing whilst on the school site.

Staff are encouraged to inform the school of any significant allergies, known triggers and emergency medication requirements so that appropriate arrangements can be considered and, where necessary, emergency response procedures are put in place.

Where appropriate, visitors will be asked to notify the school of any significant allergies, particularly where food is being provided or activities may involve exposure to potential allergens.

The school will promote an allergy-aware environment and ensure that staff know how to summon assistance in the event of an allergic reaction affecting a pupil, member of staff or visitor. Emergency services will be contacted without delay where anaphylaxis is suspected.

13. Individual Healthcare Plans (IHPs)

Where a pupil's allergy requires additional support, risk management arrangements or emergency intervention, the school will develop and maintain an Individual Healthcare Plan

(IHP). An IHP is a personalised document that sets out how the school will support a pupil's medical needs, including day-to-day management, reasonable adjustments, medication arrangements, emergency procedures, and the roles and responsibilities of staff. IHPs are developed in partnership with parents/carers, pupils and relevant healthcare professionals to ensure that appropriate support arrangements are in place, reviewed regularly, and updated whenever the pupil's needs or medical advice change. An Allergy Action Plan, where available, should be attached to and inform the IHP.

Schools will:

- Ensure pupils with allergies have an IHP where their allergy presents a risk to their health, safety, wellbeing or access to education
- Develop IHPs in collaboration with parents/carers, pupils and relevant healthcare professionals
- Clearly document allergy triggers, symptoms, prescribed medication, emergency procedures, reasonable adjustments and support arrangements
- Ensure IHPs are accessible to relevant staff and reviewed at least annually or sooner where needs change
- Link IHPs to any Allergy Action Plan, Asthma Action Plan or other healthcare documentation provided by a healthcare professional
- Review and update the IHP whenever a revised Action Plan is received or there is a change in the pupil's medical needs
- Ensure arrangements are in place to support pupils during lessons, social times, educational visits, enrichment activities and emergency situations
- Consider how the pupil's allergy may impact their wellbeing, attendance, participation and inclusion within school life.

Not all pupils with allergies will require an IHP. Decisions will be based on the nature and severity of the allergy, the level of risk presented, and the support arrangements required to ensure the pupil's safety and inclusion.

14. Allergy Action Plans (AAP)

In line with the SEEAT Supporting Pupils with Medical Conditions Policy and the statutory Allergy Safety in Schools guidance (2026), an Allergy Action Plan (AAP) is a clinical document completed by a healthcare professional, with parental involvement, which provides clear instructions for recognising and responding to an allergic reaction, including the administration of emergency medication such as an adrenaline auto-injector.

The Allergy Action Plan does not replace the Individual Healthcare Plan (IHP). Instead, it forms part of the pupil's wider IHP and should be attached to it. The IHP sets out the arrangements the school will put in place to support the pupil's allergy on a day-to-day basis, including risk reduction measures, medication management, staff responsibilities and emergency procedures. The Allergy Action Plan provides clinical guidance that informs these arrangements and should be reviewed whenever an updated plan is provided by the healthcare professional.

15. Supply, Storage and Care of Medication

To ensure the effective management of severe allergic reactions, the school will maintain robust arrangements for the storage, accessibility, administration and recording of adrenaline auto-injectors (AAIs), enabling a prompt and appropriate response in the event of an anaphylactic emergency.

15.1 Access to Adrenaline Auto-Injectors (AAIs) and Record Keeping

Schools recognise that anaphylaxis is a medical emergency and that prompt access to adrenaline is essential. Adrenaline should be administered as soon as anaphylaxis is suspected and ideally within five minutes of symptom onset. Delays in treatment can significantly increase the risk of serious harm.

The school will ensure that pupils prescribed adrenaline auto-injectors (AAIs) always have rapid access to their medication during the school day and whilst participating in any school activity, whether on or off site.

15.2 Access to Prescribed AAIs

The school will ensure that:

- All pupil's prescribed AAIs have an up-to-date Allergy Action Plan and, where required, an Individual Healthcare Plan (IHP)
- Parents/carers provide two in-date prescribed AAIs of the same type, unless advised otherwise by a healthcare professional
- AAIs are stored in locations that are known to staff, clearly identified, readily accessible in an emergency and never locked away
- Medication is available during lessons, breaktimes, lunchtimes, enrichment activities, sporting activities and educational visits

- Relevant staff know the location of all emergency medication and understand the arrangements for accessing it without delay
- Where appropriate, and following a risk assessment taking account of the pupil's age, understanding, SEND needs and ability to manage their condition safely, pupils may carry their own prescribed AAls
- The school maintains spare AAls in accordance with national guidance and obtains the required parental consent for their use.

15.3 Lunchtimes, Playtimes and Outdoor Activities

The school will ensure that arrangements are in place so that pupils have immediate access to their prescribed AAls during:

- Breakfast club, after-school clubs and extracurricular activities
- Breaktimes and lunchtimes, including when pupils are eating in dining halls or outdoor areas
- Playground and outdoor learning activities
- PE lessons, sporting fixtures, swimming sessions and sports days
- Forest school provision and other outdoor education activities.

Where medication cannot be carried by the pupil, an identified member of staff will be responsible for ensuring that the pupil's emergency medication either accompanies them or is immediately accessible throughout the activity.

16. Transporting Prescribed Adrenaline Auto-Injectors (AAls) Between Home and School

The school recognises that pupils require access to their prescribed AAls during journeys to and from school and whilst at home. To ensure immediate access to emergency medication and reduce the risk of AAls being forgotten, lost or unavailable when needed, the school's preferred arrangement is that pupils have a dedicated set of prescribed AAls kept in school at all times, with separate prescribed devices available at home.

The school will:

- Encourage parents/carers to provide a set of prescribed AAls for school use that remains on site at all times, wherever this is clinically appropriate and practicable
- Advise parents/carers that maintaining separate home/ off-site and school AAls is the safest arrangement, as it reduces reliance on daily transfer of medication and ensures emergency medication is consistently available at school

- Only agree arrangements for AAls to travel between home and school when a second pair of AAls are not provided by the parent
- Where AAls must be taken home at the end of the school day, ensure clear arrangements are in place for their return to school and remind parents/carers promptly if medication has not been returned
- Require replacement medication to be supplied without delay if devices have been used, damaged, lost, recalled or have reached their expiry date
- Encourage parents/carers to regularly check the expiry dates and condition of all prescribed medication held at home
- Maintain records of all prescribed AAls kept in school, including the location, quantity and expiry date of each device
- Escalate concerns to parents/carers where a pupil does not have access to the required emergency medication in school, as this may impact the school's ability to safely support the pupil's attendance and participation in activities.

17. Monitoring and Checking Medication

The allergy lead, or delegated member of staff, will maintain an ongoing programme of medication checks.

This will include:

- Maintaining a register of pupils prescribed AAls
- Recording the type, quantity, location and expiry date of each device held in school
- Undertaking half termly checks of all prescribed AAls and monthly checks of any spare AAls held by the school
- Notifying parents/carers in advance of expiry dates and requesting replacement medication
- Recording when medication is replaced, returned home, used or disposed of.

17.1 Allergy Register and Record Keeping

The school will maintain an accurate and up-to-date Allergy Register which includes:

- The pupil's name, year group and photograph where appropriate
- Details of confirmed allergies and known triggers
- Details of prescribed medication, including AAls

- The location of prescribed medication
- The date medication was provided to school
- Expiry dates for prescribed medication
- Confirmation that an up-to-date Allergy Action Plan has been received
- Details of any Individual Healthcare Plan (IHP)
- Information regarding parental consent for the use of a spare AAI.

The Allergy Register will be reviewed at least annually and whenever there is a change in a pupil's medical condition or treatment.

Records relating to allergies, prescribed medication, Allergy Action Plans, Individual Healthcare Plans, incidents, near misses and staff training will be maintained securely in accordance with data protection requirements and will be accessible to relevant staff on a need-to-know basis.

18. Purpose and Use of Spare AAIs

The school will maintain sufficient spare adrenaline auto-injectors (AAIs), stored in pairs and located strategically across the site, to ensure that adrenaline can be administered within five minutes of suspected anaphylaxis. Spare AAIs will be readily accessible, clearly labelled, stored in accordance with manufacturer guidance, checked at least half termly for expiry and condition, and replaced promptly following use, expiry, recall or damage. All schools will always keep at least 2 AAI devices. Used, damaged, and out of date AAIs must be replaced immediately.

[Spare Adrenaline Auto-Injectors \(AAIs\) in Schools: A Practical Guide for Schools](#)

Not all AAIs are the same. The two doses commonly used in schools are:

- **Junior (150 micrograms)** — for children under 6 years old.
- **Adult (300 micrograms)** — for children over 6 years old.

Primary schools will require a mixture of both junior and adult devices, while secondary schools may only need adult devices.

In larger schools, it may be appropriate to keep more than one pair of spare AAIs on site. The school lead will consider the size of the school site and the accessibility of AAIs to decide how many pairs they should hold. AAIs should always be stored in pairs so that a second dose is immediately available if needed.

Spare AAI's may be administered by suitably trained staff where:

- A pupil is known to be at risk of anaphylaxis and has written parental consent for the use of a spare AAI
- The pupil's prescribed AAI cannot be accessed quickly enough in an emergency
- The pupil's prescribed AAI is unavailable, expired, damaged or has malfunctioned
- A second dose of adrenaline is required and an additional device is not immediately available
- Emergency services have been called and anaphylaxis is suspected, in accordance with the pupil's Allergy Action Plan and training provided to staff.

Spare AAI's are not intended to replace the requirement for pupils to have their own prescribed medication available at school.

18.1 Location and Accessibility of Spare AAI's

The school will ensure that spare adrenaline auto-injectors (AAI's) are available and accessible so that adrenaline can be administered as soon as possible, or within the first five minutes in the event of suspected anaphylaxis.

Schools will:

- Ensure that spare AAI's are located so that they can be brought to a pupil experiencing anaphylaxis within five minutes
- Ensure that no child or young person is routinely more than five minutes away from an adrenaline device during the school day
- Consider the size, layout and use of the school site, including dining areas, playgrounds, sports facilities, specialist teaching areas and any separate buildings when deciding how many AAI's are required, and where they should be stored
- Ensure age-appropriate spare AAI's are available on each site where pupils at risk of anaphylaxis are educated
- Consider holding more than one pair of spare AAI's where this is necessary to achieve rapid access across larger sites
- Ensure spare AAI's are available during educational visits, sporting activities and other off-site activities where required by risk assessment.

The location of all spare AAI's will be communicated to staff through training and induction.

18.2 Storage of Spare AAI's

Spare AAI's will be stored in accordance with manufacturer instructions.

The school will ensure that spare AAI's are:

- Readily accessible and never locked away
- Clearly identifiable and stored separately from medication prescribed to named pupils
- Clearly labelled as school-held spare emergency medication
- Stored in pairs so that a second dose is immediately available if required
- Kept in their original packaging where possible
- Stored at room temperature and protected from direct sunlight, excessive heat, cold and moisture
- Located in areas known to staff and accessible without delay during an emergency.

18.3 Monitoring, Replacement and Disposal of Spare AAI's

The allergy lead, or another designated trained member of staff, will maintain oversight of the school's spare AAI arrangements.

The school will:

- Maintain a record of all spare AAI's held on site, including device type, dosage, location and expiry date
- Check spare AAI's half termly to confirm they remain fit for use
- Ensure spare AAI's remain within their expiry date
- Inspect devices for signs of damage, deterioration or inappropriate storage
- Arrange prompt replacement of any device that has been used, damaged, recalled or has expired
- Record the use, disposal and replacement of all spare AAI's.

The school will ensure that any spare AAI which has been used, damaged, recalled or has reached its expiry date is disposed of safely and replaced promptly.

Used or expired AAI's contain a needle and will be treated as clinical sharps. The school will:

- Dispose of used or expired AAI's safely using an approved sharps container
- Hand used devices to attending ambulance personnel where appropriate
- Arrange disposal in accordance with local healthcare waste procedures
- Maintain records of disposal and replacement.

18.4 Oversight and Review

The allergy lead will maintain oversight of all spare AAI arrangements, including stock levels, storage locations, expiry monitoring and incident reporting.

The effectiveness of the school's spare AAI arrangements will be reviewed:

- As part of the annual review of this policy
- Following any anaphylaxis incident
- Following any near miss
- Following significant changes to pupil need, site arrangements or national guidance

19. Food Allergy Management

The school will take reasonable and proportionate steps to minimise the risk of exposure to food allergens whilst promoting the inclusion, safety and wellbeing of pupils with food allergies. The school will maintain arrangements for identifying pupils with food allergies, sharing relevant information with staff, managing allergen risks in catering and food-related activities, providing allergen information where food is supplied, responding to emergencies and ensuring appropriate staff training. Detailed food allergy management arrangements are set out in the school's local allergy procedures and Appendix 1 to this policy.

20. Information Sharing

SEEAT schools will share information about a pupil's allergy on a need-to-know basis to ensure their safety, health and wellbeing while maintaining their dignity, privacy and confidentiality. Information will be handled in accordance with UK GDPR, data protection requirements and the Trust's data protection policies [SEEAT Data Protection Policy 2025](#) Allergy information, including details contained within Individual Healthcare Plans (IHPs) and Allergy Action Plans, will be shared only with staff and others who require it to fulfil their safeguarding, supervisory or emergency response responsibilities. The school will ensure that information is shared in a controlled, respectful and proportionate manner, recognising that health information is special category data and should not be disclosed unnecessarily.

21. Serious Incidents and Near Misses

SEEAT recognises the importance of identifying, recording, reporting and learning from allergy related incidents and near misses. Schools will maintain a culture of continuous improvement and a no-blame approach to reporting, enabling lessons to be learned and arrangements strengthened where necessary. All serious incidents and significant near misses should be

appropriately investigated and reviewed using the Serious Incident and Near Miss Record and Review Form to identify contributory factors, evaluate outcomes, capture lessons learned and ensure any required actions are implemented to reduce the risk of recurrence.

21.1 Definitions

A serious incident is any event relating directly to allergy in which a pupil, member of staff or visitor is harmed or placed at immediate and significant risk of harm, including situations requiring emergency medication, urgent medical intervention or attendance by emergency services.

A near miss is an event relating directly to allergies that did not result in harm but had the clear potential to do so, where an error, omission or system failure could reasonably have led to a serious incident if circumstances had been slightly different.

21.2 Reporting and Recording

The school will ensure that all allergy-related serious incidents and near misses are:

- Reported promptly to the Allergy Lead and Headteacher
- Recorded in accordance with the school's incident reporting procedures
- Shared with parents/carers as appropriate
- Reviewed to determine any immediate actions required to safeguard pupils
- Retained securely in accordance with data protection requirements.

Reports may originate from school staff, parents/carers, pupils, healthcare professionals or other individuals where an incident becomes apparent after the pupil has left the school site.

21.3 Learning Lessons

Following a serious incident or near miss, the school will:

- Review the circumstances surrounding the event
- Consider whether existing control measures, risk assessments, Individual Healthcare Plans (IHPs), or Allergy Action Plans (AAPs) remain effective
- Identify lessons learned and implement appropriate improvements
- Share learning with relevant staff
- Consider whether the incident indicates a need to review this policy or related procedures.

21.4 Governance Oversight

The allergy lead will maintain oversight of allergy-related incidents and near misses. Significant incidents, emerging trends and lessons learned will be reported to the Local Governing Body as

part of the school's monitoring and assurance arrangements. Allergy-related incidents and near misses will be considered during the annual review of this policy.

Appendix 1 - Links to other Policies

The SEEAT Allergy Safety Policy links to the policies listed below. Please follow the link for further information.

Policies	Link
Behaviour Policy (local)	https://www.rochford.essex.sch.uk/docs/policies/Behaviour_Policy.pdf
SEEAT Statement of Intent and Guiding Principles for Behaviour	https://www.seeat.org/docs/policies/Statement_of_Intent___Guiding_Principles_for_Behaviour_2026.pdf
Complaints Procedure	https://www.seeat.org/docs/policies/Complaints_Procedure_October_2025.pdf
Equality and Diversity Policy	https://www.rochford.essex.sch.uk/docs/policies/Equalities_Information_and_Accessibility_Plan_2025-28.pdf
Health and Safety Policy	https://www.seeat.org/docs/policies/Health_and_Safety_Policy_-_October_2025.pdf
Staff Code of Conduct	https://www.seeat.org/docs/policies/Code_of_Conduct_2025.pdf
SEEAT Safeguarding and Child Protection 2026	https://www.rochford.essex.sch.uk/Policies/
SEEAT Supporting Pupils with Medical Conditions Policy 2026	https://www.rochford.essex.sch.uk/Policies/

Appendix 2 – Allergy Safety Policy Supporting Documents

[School Allergy Record Keeping and Medication Management Arrangement 2026](#)

[School Food Allergy Management Arrangements Record 2026](#)

[Allergy Register and Medication Audit Checklist 2026](#)

[Individual Healthcare Plan Blank Template 2026](#)

[Individual Healthcare Plan with Notes 2026](#)

[Serious Incidents and Near Misses Record](#)

Appendix 3 - Useful Links and Supporting Information

[Anaphylaxis UK](#)

[Allergy UK - Supporting People with Allergies](#)

[Spare Pens in Schools - advice and support for schools, parents and pupils](#)

[Health Conditions in Schools Alliance](#)

[Food Allergy in Children and Young People](#)

[Anaphylaxis: assessment and referral after emergency treatment](#)

[Guidance for Schools on the Use of Auto-injectors](#)