



Southfields Academy: Benedict's Law Allergy Safety & Anaphylaxis Policy

Author: Medical Coordinator

Reviewer: AHT, Inclusion

Date: September 2026

Review: Annually

Equalities Statement:

We have considered and analysed the impact of these policies on equality and the possible implications for people with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

PART 1 – Allergy Safety & Anaphylaxis Policy

1. ACADEMY CONTEXT

The staff at Southfields Academy are committed to providing students with a high quality education whatever their health needs, disability or individual circumstances. *We believe that all students should have access to as much education as their particular medical condition allows, so that they maintain the momentum of their learning whether they are attending the academy or going through periods of treatment and recuperation.* We promote inclusion and will make all reasonable adjustments to ensure that students and young people with a disability, health need or SEND enjoy equitable access to education.

The academy recognises that severe allergies and anaphylaxis can be life-threatening and requires all staff to understand their responsibilities in preventing exposure to allergens and responding rapidly in emergencies.

AIMS

This policy aims to:

- Set out the academy's approach to allergy safety, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how the academy supports students with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

2. PRINCIPLES

This policy applies to all students, staff, contractors, volunteers, catering providers, clubs, educational visits and residential trips.

This policy and any ensuing procedures and practice are based on the following principles:

- All students and young people are entitled to a high quality education;
- Disruption to the education of students with health needs should be minimised;
- Effective partnership working and collaboration between academies, families, education services, health services and all agencies involved with a student or young person are essential to achieving the best outcomes for the student;
- Students with health needs often have additional social and emotional needs. Attending to these additional needs is an essential part in the care and support that the student requires and the Education, Health and Care Plan (EHCP) should address these aspects of need when one is in place or is being sought;
- Students and young people with health needs are treated as individuals and are offered the level and type of support that is most appropriate for their circumstances;
- Staff should strive to be responsive to the needs of individuals.

3. DEFINITIONS

For the purposes of this policy:

- **Allergy** – A condition in which the body's immune system reacts adversely to a normally harmless substance (allergen).
- **Severe Allergy** – An allergy that may result in significant symptoms affecting breathing, circulation or consciousness and may progress rapidly.
- **Anaphylaxis** – A severe and potentially life-threatening allergic reaction requiring immediate medical treatment.
- **Allergen** – A substance capable of triggering an allergic reaction, including but not limited to foods, insect stings, medication, latex or environmental triggers.
- **Adrenaline Auto-Injector (AAI)** – A prescribed emergency medication device used to administer adrenaline during anaphylaxis (e.g. EpiPen, Jext).
- **Individual Healthcare Plan (IHCP)** – A written document detailing a pupil's medical needs, symptoms, triggers, medications and emergency arrangements.
- **Near Miss** – An incident where accidental exposure or a breakdown in allergy procedures occurred but did not result in harm.
- **Loco Parentis** - In loco parentis is a Latin legal term meaning "in the place of a parent." It refers to a person or organisation—such as a school, teacher, or foster guardian—temporarily assuming the legal rights, duties, and responsibilities of a biological parent.

4. LEGAL FRAMEWORK

This policy has been developed with regard to the following legislation and guidance:

- Children and Families Act 2014
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Supporting Pupils at School with Medical Conditions (DfE)
- SEND Code of Practice
- Human Medicines (Amendment) Regulations 2017
- Food Information Regulations 2014
- Food Information (Amendment) (England) Regulations 2019
- Relevant NHS and Food Standards Agency guidance
- Using emergency adrenaline auto-injectors in schools
- Statutory guidance associated with Benedict's Law

The Academy recognises its legal duty to make reasonable adjustments for students with medical conditions and disabilities and to safeguard students from foreseeable harm.

5. ROLES AND RESPONSIBILITIES

Governing Body / Trust Board

The Governing Body will:

- Ensure appropriate allergy management arrangements are in place;
- Monitor implementation of this policy;
- Ensure sufficient staff training is provided;
- Review allergy incidents and lessons learned;
- Emergency response plans for cases on anaphylaxis
- Ensure appropriate insurance and safeguarding arrangements exist.

Headteacher / Principal

The Headteacher will:

- Oversee implementation of this policy;
- Ensure staff are aware of students with severe allergies;
- Ensure appropriate training and emergency procedures are in place;
- Ensure appropriate risk assessments are completed;
- Support inclusion of students with allergies in all school activities.

Medical Lead

The Medical Lead will:

- Maintain records of students with allergies;
- Coordinate IHCPs;
- Source spare adrenaline auto-injectors
- Monitor medication expiry dates;
- Arrange staff training;
- Ensure the implementation of this policy
- Review this policy annually, updating it when needed, and making sure it is published
- Ensure emergency medication is accessible;
- Review incidents and near misses.

All Staff

All staff are responsible for:

- Familiarising themselves with students' allergy needs;
- Following allergy prevention measures;

- Responding appropriately in emergencies;
- Attending required training;
- Maintaining awareness of this policy
- Reporting concerns, incidents or near misses promptly.

Parents/Carers

Parents/carers are responsible for:

- Providing accurate and up-to-date medical information;
- Supplying in-date medication;
- Informing the school of changes to medical needs;
- Being aware of this policy
- Supporting students in understanding their allergy management.

Students

Where age and understanding permit, students are encouraged to:

- Take increasing responsibility for managing their allergies;
- Avoid sharing food or drinks;
- Carry prescribed medication where agreed;
- Inform staff immediately if they feel unwell or believe they have been exposed to an allergen.

6. PREVENTION AND RISK REDUCTION

The Academy will take reasonable steps to reduce the risk of allergen exposure, including:

- Promoting regular handwashing before and after eating;
- Discouraging food sharing between students;
- Implementing cleaning procedures to reduce contamination risks;
- Ensuring allergy information is communicated to relevant staff;
- Conducting risk assessments for lessons involving food or allergens, as well as science experiments involving foods
- Considering allergy risks during events, celebrations and fundraising;
- Ensuring appropriate supervision during meal and snack times;
- Taking reasonable precautions regarding high-risk allergens.

The Academy cannot guarantee an allergen-free environment but will take all reasonable steps to minimise risk. Intentional exposure of another person to an allergen will be treated as a serious disciplinary matter.

7. CATERING AND FOOD SAFETY

The Academy and catering providers will:

- Comply with all food safety and allergen legislation;
- Provide allergen information for food prepared onsite;
- Take reasonable steps to minimise cross-contamination risks;
- Ensure catering staff receive appropriate allergy training;
- Communicate menu changes where appropriate;
- Work collaboratively with parents/carers to support safe meal provision.

Students with allergies will be supported to participate safely and inclusively during dining arrangements, educational activities and special events.

The Academy is a “Nut Free” school.

8. MEDICATION MANAGEMENT

Emergency medication must:

- Be clearly labelled with the pupil’s name;
- Be stored in an accessible and secure location;
- Be readily available during the school day and all off-site activities;
- Be monitored regularly for expiry dates.

The Academy maintains spare adrenaline auto-injectors in accordance with statutory guidance. In an emergency, where anaphylaxis is suspected and immediate treatment is necessary to preserve life, appropriately trained staff may administer an ADRENALINE AUTO-INJECTOR in accordance with statutory guidance and the Academy’s duty of care, acting in loco parentis.

The Academy often holds a surplus of adrenaline auto-injectors for students, who also carry their own adrenaline auto-injector.

Students who are prescribed adrenaline auto-injectors are encouraged to keep them near or on their person at all times including when travelling to or from school and on school trips. It is recommended that two devices are carried at all times. Students with prescribed ADs should take them home with them at the end of each school day, and parents are responsible for ensuring that they are in date.

If students cannot keep their adrenaline auto-injectors with them in the classroom (due to age or other considerations), then the devices will be stored:

- In the general office in an unlocked cabinet that is accessible at all times

- No more than 5 minutes away from where they may be needed
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

A copy of the student's allergy action plan is kept alongside their medication, as it includes instructions on how it should be used in an emergency.

Spare adrenaline auto-injectors will be stored:

- In the general office in an unlocked cabinet that is accessible at all times
- No more than 5 minutes away from where they may be needed
- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature

Spare adrenaline auto-injectors will be kept:

- In pairs, in case a second one is necessary
- Separate from any student's prescribed ADRENALINE AUTO-INJECTORS and clearly labelled to avoid confusion

DISPOSAL

Adrenaline auto-injectors can only be used once. Once an adrenaline auto-injector has been used, it will be disposed of in line with the manufacturer's instructions.

9. EMERGENCY RESPONSE PROCEDURES

All staff should be aware that anaphylaxis may include symptoms such as:

- Difficulty breathing or wheezing;
- Swelling of the lips, tongue or throat;
- Persistent coughing;
- Dizziness or collapse;
- Sudden drowsiness or confusion;
- Pale or clammy skin.

If anaphylaxis is suspected:

1. Administer the pupil's adrenaline auto-injector immediately;
2. Call 999 and state "ANAPHYLAXIS";
3. Send for the school emergency response team;

4. Contact parents/carers;
5. Monitor the pupil continuously;
6. Administer a second adrenaline auto-injector if symptoms persist after 5 minutes and a second device is available;
7. Ensure the pupil is transferred to hospital for further assessment.

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency. The academy will obtain advance consent from parents/carers or students for spare adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place. However, in an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given. This avoids potentially fatal delays in treatment.

Following any serious allergic reaction:

- The incident must be documented;
- A debrief and review should take place;
- Risk assessments and procedures should be reviewed where necessary.

10. EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

The Academy will ensure that students with allergies are able to participate fully in educational visits wherever reasonably possible.

Visit leaders must:

- Complete appropriate risk assessments;
- Ensure emergency medication is available and accessible;
- Identify trained staff to administer adrenaline auto-injectors ;
- Consider food provision and allergen exposure risks;
- Students at risk of anaphylaxis have their own adrenaline auto-injectors with them
- Ensure emergency contact information is available.

Residential visits and overseas trips may require additional planning and consultation with parents/carers.

11. STAFF TRAINING

The Academy will provide appropriate allergy awareness and anaphylaxis training for all staff.

Training will include:

- Recognition of allergic reactions and anaphylaxis;

- Use of adrenaline auto-injectors;
- Allergy prevention and risk reduction;
- Emergency response procedures;
- Roles and responsibilities under this policy.

Training will:

- Be refreshed annually;
- Be provided during induction for new staff;
- Include relevant temporary, supply and support staff.

Records of training attendance will be maintained.

12. COMMUNICATION AND INFORMATION SHARING

The Academy will ensure that relevant information regarding students with allergies is shared appropriately with staff while maintaining confidentiality.

This may include:

- IHCPs.
- Medical alerts.
- Classroom information.
- Trip documentation.
- Emergency contact details.

Parents/carers will be informed of significant incidents involving their child. The Academy will work collaboratively with families and healthcare professionals to support effective allergy management.

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

13. INCLUSION AND ANTI-BULLYING

The Academy is committed to ensuring that students with allergies are fully included in school life. Bullying, teasing or intentional exposure relating to allergies will not be tolerated and will be managed in accordance with the Behaviour Policy. The Academy will promote understanding and awareness of allergies to support a safe and inclusive environment.

14. INCIDENT REPORTING AND MANAGEMENT

All allergy incidents, reactions and near misses must be recorded and reviewed.

The Academy will:

- Maintain appropriate incident records;
- Review trends and recurring risks;
- Monitor medication expiry dates;
- Review procedures following serious incidents;
- Report concerns to the Governing Body where appropriate.

Lessons learned from incidents will inform future risk reduction measures and staff training. The parents/carers of a pupil aged up to 16 should be notified of the incident or 'near miss' as soon as possible. In the case of a student aged 16 and over, the academy will confirm that the student agrees that their parents/carers should be informed. The school will share the report with the pupil's parents, the pupil or the individual involved.

15. POLICY REVIEW

This policy will be reviewed annually or sooner where:

- Legislative or statutory guidance changes;
- A serious incident occurs;
- Operational improvements are identified.

The Academy will continue to review and adapt procedures in line with emerging guidance and requirements relating to Benedict's Law.