



Allergy Safety Policy

School or setting:	The Link
Member of school's SLT with responsibility for allergy safety:	Aimee Tilley

Background

The Link acknowledges its responsibility under the Children's Wellbeing and Schools Act 2026 to have an allergy safety policy.

This policy sets out how the link will ensure pupils with an allergy are able to attend and participate in The link life as fully as possible.

Responsibilities

The Link will appoint a member of its Senior Leadership Team to have responsibility for allergy safety at the Link, including driving the implementation of the allergy safety policy and contributing to or leading review of the policy.

The appointed individual will apply in school the guidance given in [Allergy safety in schools](#), published by the Department for Education in July 2026.

All staff should be aware of the specific needs of pupils in their care and be able to recognise signs of severe allergic reaction and anaphylaxis and know what to do in an emergency.

Policy review

This policy will be reviewed at least annually. It should be reviewed earlier if an incident or change or circumstances need to be reflected.

Where appropriate, individuals with allergies will be encouraged to contribute to the development and review of this policy.

Policy visibility

This policy will be made available to staff and parents by publishing it on the Link's website and providing hard copies on request.

Culture

Awareness training

The Link staff will be trained in allergy awareness and emergency response, at least annually. Training will be given to all staff likely to be on site when pupils are present. This includes permanent staff, temporary staff, peripatetic staff, agency workers, regular volunteers, catering staff and those supervising meals.



Supply and cover staff will need to demonstrate they have received appropriate training. Induction training for new staff will include allergy awareness and emergency response.

Training content

The training will cover:

- how to respond in an emergency (see below)
- the link's allergy safety policy
- the risks of allergies
- how allergic reactions can occur
- how to manage allergy risk
- that allergy includes multiple conditions that can co-exist
- the difference between food allergy, coeliac disease and food intolerance
- where to find information on allergy triggers
- the range of symptoms of allergic reactions
- anaphylaxis and how to recognise it
- how an allergy can impact a pupil's wellbeing
- how to check if someone has a recorded allergy and how to use an Allergy or Asthma Action Plan
- staff responsibility to reduce the risk of individuals with a known allergy coming into contact with their known allergens
- how to report an allergic reaction or case of anaphylaxis, including near misses.

Emergency response training

The training will include:

- calling emergency services and informing parents
- how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack)
- training on how to use the medication/device in an emergency (whether prescribed to a given person or a link's spare adrenaline devices)

Wellbeing

The Link recognises that allergies can cause anxiety. The Link will promote the wellbeing of pupils with allergies. The Link will promote the wellbeing of pupils with allergies by creating a supportive, inclusive and understanding environment. Staff will listen to pupils' concerns and provide appropriate reassurance and support. Pupils will be encouraged to speak to a trusted member of staff if they are worried about their allergy or feel anxious about managing it at The Link.

The Link will take steps to prevent bullying of pupils with allergies. Allergy awareness will be promoted through appropriate education and pastoral support, helping pupils understand that allergies are serious medical conditions and that deliberately exposing someone to an allergen can place them at significant risk. Any concerns about bullying or unsafe behaviour related to allergies will be taken seriously and dealt with in accordance with the Trust's behaviour and anti-bullying policies.

Reducing risk

The Link will take steps to reduce the risk of individuals coming into contact with their known allergens, including:

- managing the risk arising from food the Link provides



- managing the risk arising from food brought in by others
- managing the risk arising from known allergies to airborne or contact allergens
- considering the risk of allergen exposure when planning activities such as crafts, science, music, cooking or those involving animals
- managing the risk during educational visits

Staff will be reminded that packaging and other products used in preparing lessons may contain traces of allergens.

Staff will receive appropriate allergy awareness training and will be reminded that pupils must never be asked to handle, taste or consume a product containing a known allergen unless this has been specifically agreed as safe and is consistent with the pupil's individual healthcare plan and risk assessment.

Food allergy

The link will provide information on allergens for all food it provides. Allergy information for menu items is available on request. Please speak to a member of staff for details about allergens contained in the food provided.

The Link will take into account any known allergies when preparing and serving food. Where food is prepared by staff or pupils as part of a practical or cooking activity, ingredients will be checked in advance and suitable alternatives will be provided where necessary. The link will take account of individual pupils' known allergies and their individual healthcare plans when planning such activities.

For food provided away from the link site, including educational visits and community activities, staff will ensure that appropriate allergen information is obtained and that known allergies are communicated to the relevant person or food provider before food is consumed.

Individual pupils

Identification

The Link will seek to identify any individuals with an allergy, their known allergens and whether they carry medication or devices. These will be obtained through the consent form filled in before the child starts at the Link.

The link will keep a record of all individuals with known allergies, including whether children and young people have Individual Healthcare Plans and/or an Allergy Action Plan. These records will include details of known allergens, the severity of the allergy, signs and symptoms of an allergic reaction, prescribed medication, emergency contact information and any specific risk management strategies that need to be implemented. Records will be maintained securely and in accordance with data protection requirements, while ensuring that relevant information is readily accessible to staff who require it to safeguard the individual

The Link will gather information about known allergies, for example from the child or young person, their parents and their previous setting.



Individual Healthcare Plans

Children and young people should have a IHP if their allergy has a functional impact on them in link, they are at risk of harm as a result of their allergy and they require arrangements that are additional to or different to those applied generally.

The IHP should document those arrangements, including actions to be taken in an emergency. The IHP should detail any required medication and any reasonable adjustments to be made.

The IHP should refer to or include any relevant Allergy Action Plan or Asthma Action Plan that has been issued by a healthcare professional. The IHP should be reviewed if these action plans are updated.

Prescribed adrenaline

The Link will ensure that pupils have rapid access to their prescribed adrenaline devices at all times, so that adrenaline can be administered within five minutes in a case of anaphylaxis.

The Link will ensure that devices are available during meals, outdoor activities and on educational visits.

The Link will check devices regularly to ensure they remain in date and communicate with parents/carers regarding their replacement. A designated member of staff will maintain a record of expiry dates and undertake half termly checks, or more frequently where appropriate. Any medication that is due to expire within the forthcoming term will be flagged, and parents/carers will be contacted to request a replacement. Parents/carers are responsible for providing in-date medication and replacement devices when required

The Link will agree with parents/carers and document any arrangements for emergency medication and medical devices to be taken home. These arrangements will be recorded in the Link's medical records and, where applicable, within the child's Individual Healthcare Plan.

The link will maintain a record of which pupils have been provided with a prescribed adrenaline device. This record will be held within the Links medical folder.

The link will maintain a record of which pupils have an Allergy Action Plan. This record will be held on our shared medical folder.

Link-wide policies

Educational visits

The Link will ensure that pupils with allergies are able to participate in educational visits safely. Risk assessments will be carried out for participating pupils at risk of anaphylaxis. Relevant pupils will have their own adrenaline device with them. The visit will be accompanied by an appropriate number of staff who have been trained to administer adrenaline in an emergency.

Incident reporting

Serious incidents or near misses involving allergy safety will be recorded on Every. These incidents will be reported to and reviewed by Aimee Tilley, Gemma Bucklee (Head of services Inclusion) and Head of service facilities



Information sharing

The link will be conscious that health information is special category data and will store, process and share it in accordance with UK GDPR.

Health data will be shared securely when it is necessary to do so in a controlled and respectful manner.

Policy awareness

The link will raise awareness of the Allergy Safety Policy by publishing it on the link's website. New staff will receive allergy awareness training as part of their induction. This training will be refreshed each year.

Pupils will be made aware of allergy safety using posters, and through the curriculum offer. When a pupil is prescribed an adrenaline device, the link will consider what information or training should be given to those other pupils with whom they spend their link day.

Document Control

Changes History

Version	Date	Amended By	Details of Change
V1	17/07/2026	HoS Facilities	New policy

Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	CEO	Electronic signature	17/07/2026

This policy will be reviewed annually by Head of Service Facilities or as required by changes in legislation.

At every review, this policy will be approved by the Audit and Risk Committee.

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