Castle Phoenix Trust

Allergy Safety Framework

Trust Level Policy

Date Effective	01 September 2026
Review Cycle	Annually
Review Date	August 2027
Date of Approval by Trustees	30 September 2026
Author	Ian Houghton – Head of Estates

Date	**Notes**
September 2026	Policy Creation

CASTLE PHOENIX TRUST
ALLERGY SAFETY FRAMEWORK POLICY

1. Statement of Commitment

Castle Phoenix Trust is committed to ensuring the safety, wellbeing, inclusion and educational success of all pupils with allergies.

The Trust recognises that allergic reactions, including anaphylaxis, can present a significant risk to health and wellbeing. Through this framework, the Trust establishes consistent standards for allergy prevention, risk management, emergency response and inclusion across all schools.

The Trust is committed to:

- Promoting a safe and inclusive environment for all pupils with allergies.
- Implementing effective measures to minimise allergen-related risks.
- Ensuring staff have the knowledge and confidence to respond appropriately.
- Supporting pupils to participate fully in all aspects of school life.
- Learning from incidents and near misses.
- Providing Trustees with assurance regarding allergy safety arrangements across the Trust.

This framework has been developed in accordance with the Schools (Allergy Safety) Act 2026 ("Benedict's Law") and associated statutory guidance.

This policy should be read alongside the Trust's Health and Safety Policy and individual School Safeguarding and Supporting Pupils with Medical Conditions Policies.

2. Scope

This policy applies to:

- Pupils
- Employees
- Volunteers
- Governors
- Trustees
- Contractors
- Visitors
- Catering providers
- Before and after school providers
- Holiday club providers
- Educational visits
- Residential visits
- Third-party organisations operating on school sites

3. Legal and Regulatory Framework

This framework is informed by:

- Schools (Allergy Safety) Act 2026 ("Benedict's Law")
- Children and Families Act 2014 (Section 100)
- Equality Act 2010
- Supporting Pupils with Medical Conditions at School (DfE Statutory Guidance)
- Allergy Safety in Schools (DfE Statutory Guidance, 2026)
- Human Medicines Regulations 2012 (as amended)
- Department of Health and Social Care Guidance on Emergency Adrenaline Auto-Injectors
- Food Information Regulations 2014 and Natasha's Law requirements

4. Guiding Principles

Castle Phoenix Trust adopts an "allergy aware" approach to allergy management.

The Trust recognises that blanket food bans cannot eliminate risk entirely and may create a false sense of security. Risk reduction is achieved through:

- Robust procedures
- Effective communication
- Individualised planning
- Appropriate training
- Safe food management
- Prompt emergency response

The Trust will ensure that pupils with allergies are supported to participate fully in education and wider school life wherever reasonably practicable.

5. Trust Allergy Safety Standards

The following standards are mandatory across all Trust schools. Each school must:

Information and Planning

- Maintain a current Allergy Register
- Maintain Individual Healthcare Plans (IHPs) where required
- Maintain appropriate Allergy Action Plans
- Ensure information is shared with relevant staff

Training

- Provide annual allergy awareness training for all teaching and none teaching staff
- Provide practical Adrenaline Auto Injector (AAI) training to designated staff
- Include allergy awareness within induction arrangement

Medication

- Maintain appropriate medication storage arrangements
- Conduct regular expiry checks
- Ensure medication is readily accessible
- Maintain spare AAIs where appropriate and legally permitted

Emergency Preparedness

- Maintain emergency response procedures
- Conduct annual allergy response drills and feed back to the Trust Head of Estates, using feedback form
- Ensure educational visits are appropriately planned

Assurance

- Report incidents and near misses to the Trust Head of Estates, using incident form
- Complete annual assurance returns
- Participate in Trust audits and reviews

6. Roles and Responsibilities

Trust Board

The Trust Board will:

- Approve this framework
- Monitor implementation through assurance reporting
- Receive information regarding significant incidents and emerging risks
- Ensure sufficient resources are available for implementation

Chief Executive Officer
The CEO will:

- Ensure effective implementation across the Trust
- Receive notification of serious allergy incidents
- Escalate concerns to Trustees where required

Trust Head of Estates
The Trust Head of Estates will:

- Monitor compliance across schools
- Review trends and themes
- Undertake quality assurance activities
- Provide challenge and support where improvement is required
- Keep up to date with all guidance, issuing changes to guidance to schools as and when needed

Headteachers
Headteachers will:

- Implement this framework
- Adopt local allergy arrangements
- Designate a member of the Senior Leadership Team with strategic responsibility for allergy safety and implementation of this framework. This individual may act as, or nominate, the school's operational Allergy Lead. The designated senior leader will oversee compliance, training, monitoring and annual review arrangements. This role should be identified within the school's local allergy arrangements.
- Ensure required training is completed
- Maintain appropriate records
- Report significant incidents to the Trust Head of Estates
- Ensure the Trust framework and completed school Appendix are published on the school website and reviewed annually
- Ensure that the annual allergy response drills are carried out

School Allergy Lead
Each school will identify an Allergy Lead who will:

- Maintain the Allergy Register.
- Coordinate Healthcare Plans.
- Monitor training records.
- Review incidents and near misses.
- Liaise with families and professionals
- Ensure Adrenaline Auto-Injectors are checked regularly and replaced as and when needed

Staff
All staff are responsible for:
- Understanding allergy procedures
- Following Healthcare Plans
- Recognising symptoms of allergic reactions
- Responding appropriately in emergencies
- Reporting concerns, incidents and near misses
- Undertaking any necessary training as and when required

Parents and Carers
Parents and carers are responsible for:
- Informing the school of all known allergies
- Providing required medication
- Ensuring medication remains in date
- Supplying updated medical information
- Participating in reviews of Healthcare Plans

7. Identification and Recording of Allergies

Schools must establish processes to identify pupils with allergies as early as possible.
This information may be obtained through:

- Admission forms
- Healthcare professionals
- Parents and carers
- Existing schools during transition

Schools must ensure that allergy information, Individual Healthcare Plans, risk assessments and emergency procedures are transferred promptly and securely when pupils join, leave or transfer between schools or educational setting.

Each school must maintain an Allergy Register containing:

- Pupil name
- Photograph
- Allergens
- Severity and symptoms
- Medication requirements
- Storage arrangements of any medication
- Expiry date of any medication being kept onsite
- Emergency contact details

Schools will review allergy registers and associated arrangements at least termly and provide assurance through Trust safeguarding, health and safety and compliance monitoring arrangements. Evidence may be requested by the Trust during assurance activities and audits.

8. Allergy Risk Assessments

Schools must undertake and document allergy risk assessments where pupils with allergies participate in:

- Food technology
- Cooking activities
- Science experiments involving food
- Animal encounters
- Educational visits
- Residential visits
- Special events
- Activities introducing new environmental allergens

9. Individual Healthcare Plans

An Individual Healthcare Plan (IHP) must be considered for any pupil:

- At risk of anaphylaxis
- Requiring regular medication
- Requiring specific allergy management arrangements
- Requiring reasonable adjustments

Healthcare Plans should include:

- Allergens
- Symptoms
- Emergency action required
- Medication arrangements
- Educational visit arrangements
- Communication strategies
- Responsibilities

Plans must be reviewed:

- Annually
- Following a significant incident
- Following any material change in medical advice
- Following a significant near miss

10. Adrenaline Auto Injectors and Medication

Schools must ensure that medication can be accessed quickly during an emergency.
Medication storage arrangements must:

- Be clearly identified
- Be known to relevant staff
- Permit rapid access
- Comply with manufacturer guidance

Where schools choose to maintain spare AAIs, they must:

- Follow relevant legislation and guidance
- Maintain records of stock
- Monitor expiry dates
- Ensure staff understand use arrangements

Medication must accompany pupils on:

- Educational visits
- Sporting events
- Off-site activities

11. Training

All staff must receive regular training appropriate to their role. This will include:

Whole Staff Training

- Allergy awareness
- Anaphylaxis awareness
- Emergency response procedures
- Reporting arrangements

Designated Staff Training

- Administration of AAIs
- Healthcare Plan implementation
- Emergency communication procedures

Training records must be maintained and monitored. Schools should maintain a training matrix identifying:

- Relevant staff
- Training completed

- Refresher dates
- Competent emergency responders available during all operating hours and educational visits

12. Catering and Food Management
Schools and catering providers must work together to minimise risks associated with food allergens. Arrangements should include:

- Clear allergen information
- Safe food preparation procedures
- Cross-contamination controls
- Communication regarding menu changes
- Appropriate supervision arrangements

A culture of food sharing should be actively discouraged in schools.

13. Curriculum Activities
Schools must consider allergy risks when planning:

- Food technology activities
- Cooking activities
- Science lessons
- Animal encounters
- Fundraising activities
- Celebratory events

Reasonable adjustments should be made to support participation where necessary.

14. Educational Visits and Enrichment Activities
Educational visits and activities must be accessible to pupils with allergies wherever reasonably practicable. Schools must consider:

- Identified allergens
- Medication availability
- Trained staff availability
- Emergency procedures
- Venue-specific risks
- Travel arrangements

Relevant allergy information must be shared with visit leaders.

15. Inclusion, Wellbeing and Bullying
The Trust recognises that pupils with severe allergies may experience:

- Anxiety
- Social exclusion
- Bullying
- Reduced confidence

Schools must promote inclusion and positive wellbeing. Schools should recognise the potential emotional impact of severe allergies on pupils and families. Appropriate wellbeing support should be considered following serious incidents, near misses or changes to medical needs.

Any behaviour involving:
- Deliberate exposure to allergens
- Threats involving allergens
- Bullying related to allergies will be treated as a serious behavioural and safeguarding concern

16. Unacceptable Practice
Schools must not:

- Delay access to emergency medication
- Send a child experiencing a reaction unaccompanied to seek help
- Exclude pupils from activities solely because of allergies where reasonable adjustments can be made
- Require parents to attend school to administer emergency medication
- Assume all pupils with the same allergy require identical arrangements

17. Emergency Response
Staff should treat any suspected anaphylaxis as a medical emergency, including where a pupil has no previously diagnosed allergy. Emergency actions should be based on clinical presentation rather than confirmation of diagnosis. All staff should be familiar with signs of allergic reactions and anaphylaxis. Where anaphylaxis is suspected:

1. Administer an AAI immediately where available
2. Call 999
3. Request an ambulance and state **ANAPHYLAXIS** to the call handler
4. Inform parents or carers
5. Follow medical advice

Anaphylaxis must always be treated as a medical emergency

18. Incident and Near Miss Reporting
The Trust promotes a positive reporting culture, schools must record:

- Allergic reaction
- Medication administration
- Use of AAIs
- Near misses
- Procedural failures

Near misses must be treated as valuable learning opportunities. Investigations should identify:

- Root causes
- Learning points
- Required actions
- Responsible persons
- Completion dates

All incidents where an AAI has been used or where a near miss has taken place must be recorded on Every Compliance (Incidents Module) as per the normal Trust accident reporting procedures.

19. Trust Notification Requirements
Schools must notify the Trust Head of Estates immediately where there is:

- Use of an AAI
- Ambulance attendance
- Hospital treatment
- Significant procedural failure
- Serious safeguarding concern arising from allergy management

Termly information may also be requested regarding:

- Minor incidents
- Near misses
- Training compliance
- Emerging risks

20. Monitoring and Assurance
The Trust will monitor implementation through:

- Annual assurance returns
- Incident reviews
- Audit activity
- School quality assurance visits

Schools will provide annual assurance to the Trust Head of Estates regarding:

- Number of pupils with diagnosed allergies
- Number of pupils prescribed adrenaline auto-injectors
- Staff training completion rates
- Allergy-related incidents
- Adrenaline auto-injector administration events
- Near misses
- Outcomes of allergy audits
- Outstanding actions and risks

Allergy related information will be held, shared and processed on a need-to-know basis in accordance with UK GDPR, Data Protection legislation and Trust information governance procedures.

Headteachers will provide annual confirmation that:

- The policy has been implemented
- Registers are current
- Healthcare Plans are current
- Training requirements have been met
- Medication audits have been completed
- Required actions have been completed

21. Audit and Review
The Trust reserves the right to undertake:

- Planned audits
- Unannounced reviews
- Thematic reviews
- Post-incident investigations

Schools will cooperate fully with all audit activity.

22. Associated Documents
This policy should be read alongside:

- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- First Aid Policy
- Behaviour Policy

Appendix 1: School Local Arrangements (To Be Completed by Each School)

School Information	
School Name:	Potters Green Primary School
Headteacher:	Mrs Gillian Deery
Allergy Lead:	Mrs Fay Bartlett
Medical Needs Lead:	Mrs Fay Bartlett
Medical Arrangements	
Location of pupil AAIs	In a sealable wall box in the classroom.
Location of Spare AAIs	In the Thrive Room in a sealable wall box. Thrive room not to be locked (2 spare AAIs)
Access Arrangements	Classrooms are not locked Thrive Room is not locked
Allergy Risk Assessments Arrangements	
How allergy risk assessments are completed	The Allergy Lead meets with the parents and after any information from the hospital will write an allergy risk assessment for each individual pupil,
Review arrangements	Allergy registers reviewed termly. Risk Assessments reviewed pending on any changes. Health Care Plans reviewed annually.
Communication Arrangements	
How staff are informed	Allergy Lead informs the staff individually and whole school who the children are with allergies. Within the classroom there is a photograph of the child, their triggers and what to do in an emergency. Staff are regularly updated through the year if changes occur. Information is also on Arbor for all staff to access.
How supply staff are informed	By the office & TA ensuring the adult is aware.
How trip leaders are informed	Trips are planned either through the child's teacher or as a phase who are aware of the allergies.
Catering Arrangements	
Catering Provider	Miquill
Allergen communication arrangements	Through school grid via parental information. Parent confirms the allergens when it is originally set up and it blocks food being ordered with those ingredients.
Meal ordering arrangements	Parents order food via school grid. Kitchen staff see the allergens of the child.
Educational Visits	
How medication travels	First Aider will takes the sealed box for the AAIs on the trip and the child should be in their group during the trip.

Named responsible staff	All staff are aware of the allergens. The responsibility is within the first aider who has the child in their group.
Emergency Arrangements	
First Aid response process	All Teaching Assistants and DRAs are First Aid Trained and administer First Aid. Serious first aid concerns are reported directly to the First Aid Lead and discussions if appropriate with SLT. Parents will be contacted for certain injuries and it could be suggested for them to seek medical attention.
Communication process	Trained first aiders are to communicate with all staff concerned. Phonecalls home and external medical sought if needed.
Internal escalation process	If first aid is more severe then it escalate to the first aid lead. Next SLT and advice if required from Central Estates officer. Parents may be asked to come and look at the injury themselves.
Training	
Local Training Arrangements	Training is completed annually through The Key Platform.
Training monitoring arrangements	Training is monitored by HR and Headteacher to ensure completion of training.
Monitoring	
Local review arrangements	Headteacher and First Aid Lead monitors arrangements and adjusts them accordingly.
Appendix 1 Completed By:	
Role:	Mrs G Deery
Date:	05.10.26

Appendix 2: Allergy Drill Feedback Form (To Be Completed by Each School)

Allergy Drill Feedback Form	
School Name:	
Allergy Lead:	
Date of Drill:	
Drill Lead:	
Drill Scenario (Please Tick)	
Suspected anaphylaxis in classroom	
Suspected anaphylaxis during breaktime	
Suspected anaphylaxis during lunchtime	
Suspected anaphylaxis during PE or sporting activity	
Suspected anaphylaxis during an offsite activity	
Suspected anaphylaxis during an organised school event	
Brief Description of Scenario:	
Emergency Response	
Did staff initiate the schools emergency allergy procedure promptly (Please Tick)	
Yes	
Partially	
No	
Adrenaline Auto-Injector	
Were the Adrenaline Auto-Injectors located quickly (Please Tick)	
Yes	
No	
Approximate time taken to retrieve the Adrenaline Auto-Injectors	
Were the Adrenaline Auto-Injectors easily locatable by staff	
Yes	

No	
General Feedback	
Form Completed By:	
Date:	