

Helping people living in extraordinary circumstances to live ordinary lives

Kingsley Learning Foundation Trust

Allergy Policy

Shared for consultation: Summer **2026**
Approved by Board of Directors: **Summer 2026**
Policy Review Date: **Summer 2027**
Review Cycle: **1 year**

Contents

		Page no.
1.	Aims	3
2.	Legislation and Guidance	3
3.	Roles and Responsibilities	3
3.1	Governors/ Trustees	3
3.2	Headteacher	4
3.3	Medications Officer and Health Support Assistants	4
3.4	All Staff	5
3.5	Guardians	6
3.6	Pupils (as stage appropriate)	6
4.	Supply, Storage and Care of Medication	6
5.	Use of Emergency Spare Auto-Adrenaline Devices	7
6.	Catering	8
7.	Allergy Awareness and Nut Bans	8
7.1	Why We Do Not Implement Blanket Bans	8
7.2	Our Approach: Education and Risk Minimisation	9
8.	Hygiene procedures	9
9.	Insect bites/stings	9
10.	Animals	10
11.	Events and school trips	10
11.1	Use of Auto-Adrenaline Devices off school premises	10
12.	Allergy Safety Drills & Incident Reporting	11
12.1	Reporting and Lessons Learnt	11
13.	Training	11
14.	Home-to-School Transport	11
15.	Visitor Allergy Disclosure and Responsibility	12
16.	External Lettings and Third-Party Hire	12
	Appendix 1 – Top 14 Allergens	13
	Appendix 2 – First Aid for Anaphylaxis	14
	Appendix 3 – Anaphylaxis: How to use an Epipen	15
	Appendix 4 – Anaphylaxis: How to use a Jext	16

1. Aims

At KLF Trust Academies, we are committed to providing a safe, inclusive, and welcoming environment for all pupils, including those with severe allergies and at risk of anaphylaxis. We believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

In line with statutory requirements, this policy operates as a standalone document distinct from our 'KLF Trust – Supporting Pupils with Medical Conditions Policy'. It outlines our aims to:

- Comply with all relevant environmental legislation, regulations and requirements
- Encourage proactive steps to keep pupils safe
- Provide an effective staff awareness programme on allergies and intolerances, possible symptoms (incl. anaphylaxis) recognition and actions to take
- Ensure pupils from diverse backgrounds, ethnicities or different cultural heritages are not disadvantaged when dealing with allergies
- Develop pupil awareness through PSHE and other curriculum areas
- Effectively manage spare Auto-Adrenaline Devices

Our Trust is committed to actively supporting pupils with medical conditions. To ensure they can participate fully and safely in all aspects of school life, our schools utilise risk assessments to identify and implement necessary reasonable adjustments.

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s guidance 'Supporting children and young people with medical conditions in school' (Sept 2026). In line with this guidance the policy will be reviewed annually, after which it will be brought to the attention of guardians, those working at the school and published on the school websites.

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1. Governors / Trustees

- Establish a strategic vision for allergy risk management and emergency protocols, appointing a designated Governor to monitor the policy's effectiveness.
- Delegate the day-to-day responsibility for the effective delivery of this Policy to the Headteacher.
- Ensure the school's arrangements to identify and safeguard the wellbeing of pupils, because of their own or someone else's allergy, are robust and effective.
- Ensure that the school provides appropriate training, information, instruction, induction and supervision on a regular basis to enable everyone to stay safe regarding allergies and their management.

- Monitor the effectiveness of this Policy to ensure it remains fit for purpose.

3.2. Headteacher

- Provide, as far as practicable, a safe and healthy environment in which people at risk of allergic reaction and anaphylaxis can participate equally in all aspects of school life.
- Ensure all visitors, volunteers, work experience students, sub-contractors are made aware of the school's commitment to allergy management as part of Safeguarding procedures.
- Ensure the curriculum contains age-appropriate content so all pupils can learn about allergies and how to support those who have them.
- Create links at strategic level with Healthcare professionals and catering providers and ensure at operational level that links are robust.
- Ensure the school asks guardians to review and update any held medical details at the end of each school year; seeks medical details for any pupil joining the school and updates of medical information as required throughout the year.
- Where the pupil has an Individual Care Plan, ensure the involvement of healthcare, safeguarding and pastoral professionals, teaching staff, guardians and the pupil (if appropriate) in establishing Individual Care Plans.
- Encourage guardians to provide Allergy Action Plans (AAPs) completed and signed by a healthcare professional that can be kept with their medication with copies made available for all staff to access and help the school support the pupil.
- Ensure effective communication of individual pupil medical needs to all staff and that they know how and where to check for updated information.
- Ensure there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff absences away from the school premises.
- Ensure staff training includes anaphylaxis management, including awareness of triggers, anaphylaxis and first aid emergency procedures.
- Ensure an adequate risk assessment is undertaken prior to any school trips, excursions or offsite extra curricula activities, mitigating risks for pupils who have allergies.
- Ensure records of pupils medically prescribed an Auto-Adrenaline Device and its use are kept correctly.
- Ensure pupil documentation and in date medication is kept correctly and safely.
- Ensure best practice in the labelling of foodstuffs and their contents.
- Report to the Board of Governors/Trustees regarding the management of allergies within the school.

3.3. Medications Officer and Health Support Assistants

- Follow all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context.
- Provide regular updates to the designated Senior Leadership Group (SLG) member regarding pupils with allergies.
- Lead on the organisation and tracking the allergy training of staff across the school, including the updates by the school nursing team.

- Wherever possible use an AAP for pupils with recognised allergies and keep it with their medication. Ensure the AAP is available for all staff to access.
- Ensure that an Individual Care Plan is in place and available for staff to access.
- Ensure the Individual Care Plans located around the school and/or on IT systems are identical if an updated version is received.
- Where an AAP has not been received for a pupil with serious allergies, or if the medication information is not clear, liaise with guardian, to obtain an up to date copy and/ or clarification.
- Ensure medication is stored and clearly labelled with the pupil's name and a photograph.
- Be trained in the use of Auto-Adrenaline Devices and be competent in performing any possible required prescribed medical treatment as outlined in the pupil's Individual Care Plan and/or AAP (trained through the core offer).
- Ensure that all staff are also adequately trained and competent in the use of Auto-Adrenaline Devices.
- Ensure all school trips, outings or off-site activities for pupils are pre-checked so that 'safe' food is provided or that an effective control is in place to minimise risk of exposure for pupils with allergies.
- Ensure the school has an audited spare supply of in date Auto-Adrenaline Devices that are kept in a safe space at room temperature that is accessible, secure but not locked away and all staff are aware of the location.
- Monitor the use of all Auto-Adrenaline Devices to ensure they are within the expiry date including those brought into the school by pupils/students or external sources and are of the correct dosage.
- Arrange for the correct disposal of out-of-date Auto-Adrenaline Devices.
- Record all emergency uses of Auto-Adrenaline Devices or reports of suspected emergencies.

3.4. All Staff

- Follow as directed all the requirements of the school, including all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context.
- Complete appropriate allergy and anaphylaxis training and be confident to respond to an allergy emergency.
- Be aware of the pupils in their care (including regular cover classes) who have known allergies.
- Raise awareness about allergies and anaphylaxis amongst their pupils in the classroom and around school, especially in dining areas.
- Help pupils learn about safe foods for those with allergies and how to stay safe.
- Any food-related activities (including sensory play) must be supervised with due caution, following COSSH guidance and school sensory expectations.
- Any staff leading on a school trip must check that all pupils with medical conditions, including allergies, have their medication with them when off school site (those unable to produce their required medication would not be able to attend the excursion).
- Staff leading a school trip, excursion or off-site extra curricula activity must ensure they carry all relevant emergency supplies with them.

3.5. Guardians

- Notify the school of the pupil's allergies.
- Inform the school of any changes as soon as known
- Provide an AAP for individuals with serious allergies (Anaphylaxis/FPIES), completed by a healthcare professional that can be kept with their medication and help the school support the pupil
- Contribute to the provision of an Individual Care Plan in partnership with the school, and relevant healthcare professional, where required.
- Provide any other written medical documentation, instructions and medications as directed by a health professional.
- If required, meet with the Catering Manager to discuss any specific requirements relating to your child's allergy (information from these meetings will be recorded by the Catering Manager)
- Communicate regularly with the school to support in the ability to keep pupils safe
- Provide appropriate in date medication (two Auto-Adrenaline Devices) of the correct dosage
- Provide appropriate foods to be consumed by the child if necessary
- Replace medications after use or upon expiry

3.6. Pupils (as stage appropriate)

- Have an awareness of their allergy and support in helping keep themselves safe
- Be sure not to exchange food with others and take care to avoid any foods which may cause an allergic reaction
- Read food labelling but, if unsure, avoid the food
- Avoid eating anything with unknown ingredients
- As soon as they suspect they are experiencing signs of allergic reaction, tell an adult

4. Supply, storage and care of medication

Prescription and non-prescription medicines for allergies will be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents' written consent

Anyone giving a pupil any medication (for example, for hay fever) will first check maximum dosages and when the previous dosage was taken. Guardians will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

All medicines will be stored safely, in an appropriate container, and clearly labelled. The Healthcare Team (MO and HSAs) will check medication and devices kept at school on a monthly basis and send a reminder to Guardians if medication/ devices are approaching expiry. Guardians can subscribe to expiry alerts for the relevant AAIs their child is prescribed, to make sure they can get replacement devices in good time.

Medicines will be returned to guardians to arrange for safe disposal when no longer required. Auto-Adrenaline Devices are single use only and must be disposed of as sharps. Used Auto-Adrenaline Devices will be disposed of by paramedics on arrival.

5. Use of Emergency Spare Auto-Adrenaline Devices

The school holds an emergency supply of Auto-Adrenaline Devices for use in cases where a pupil's prescribed device is not immediately available, is out of date, or has been used. These may also be used for other pupils and adults in school (please see below). The Auto-Adrenaline Devices are kept in the clinic, with emergency access.

These spare Auto-Adrenaline Devices may be administered under the following conditions:

- To a specific pupil who is known to have been prescribed an Auto-Adrenaline Device and has been assessed as being at risk of anaphylaxis (e.g., their Auto-Adrenaline Device has expired, is not with them, or has already been administered).
- To any other pupil/ adult believed to be experiencing anaphylaxis. Always give adrenaline immediately to treat anaphylaxis. If in doubt, give adrenaline. Delays in giving adrenaline are associated with fatal outcomes.
- A written record of the administration of any spare Auto-Adrenaline Devices must be made immediately and included in the pupil's records on MyConcern.
- The guardian of the pupil and emergency services (999) must be contacted immediately after the administration of the Auto-Adrenaline Devices, regardless of which pupil it was administered to.

All staff, Governors and Trustees will be trained in the understanding and recognition of anaphylaxis, including the use of Auto-Adrenaline Devices, with specialist training in how to use the different Auto-Adrenaline devices available.

Any member of staff who believes a pupil is experiencing anaphylaxis should request the spare AAI be collected and brought to the individual in case it needs to be administered, to prevent any delay.

Follow the school's emergency procedures and the Allergy action plan (if available), including phoning 999, when any Auto-Adrenaline Device is administered, or to ask if it needs to be administered.

The emergency spare supply will be regularly checked to ensure they are within their expiry date and stored according to manufacturer instructions.

6. Catering

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

Catering providers within the Trust will have their own Allergy Policy and guardians are encouraged to contact the Catering Manager to discuss their child's needs.

The school adheres to the following Department of Health guidance recommendations:

- Bottles, other drinks and lunch boxes provided by guardians for pupils with food allergies should be clearly labelled with the name of the pupil for whom they are intended.
- If food is purchased from the school catering provider, guardians should check the appropriateness of foods by checking the provider website.
- Pupils should be taught to check before selecting foods.
- All staff will complete food hygiene training, which includes the understanding of food allergens and about measures to prevent cross contamination during the handling, preparation and serving of food.

For further information, guardians are encouraged to liaise with the Medications Officer or Catering Manager.

- Using food as learning resources or allowing outside treats for birthday celebrations introduces unpredictable allergens and a high risk of cross-contamination into the classroom. While outside party foods are strictly prohibited due to unreliable ingredient labelling, any intentional use of food as an educational resource must be subject to a rigorous risk assessment to safeguard pupils with life-threatening allergies.

7. Allergy-awareness and Nut Bans

The KLF Trust aligns its allergy policy with the guidance advocated by major allergy charities. Rather than implementing a blanket ban on specific ingredients (such as a "nut-free school" policy), we promote a culture of whole-school allergy awareness and education.

7.1. Why We Do Not Implement Blanket Bans

While well-intentioned, blanket bans on specific allergens are not supported by leading allergy experts for the following reasons:

- **False Sense of Security:** No school can realistically guarantee a 100% allergen-free environment. Labelling a school as "nut-free," for example, can lead to a dangerous lapse in vigilance.

- **Inclusivity of All Allergens:** Nuts are only one of many high-risk allergens. Pupils may have severe, life-threatening allergies to dairy, eggs, wheat, sesame, or seafood. Our policy must protect all pupils equally.

7.2. Our Approach: Education and Risk Minimisation

We believe that education and awareness are the most effective tools to keep our community safe. The KLF Trust is committed to establishing a rigorous framework that ensures teachers, pupils, and support staff are fully equipped to manage allergy risks.

Our Whole-School Awareness strategy focuses on:

- **Education:** Ensuring all staff and pupils understand what food allergies are and the serious nature of severe allergic reactions (anaphylaxis).
- **Avoidance:** Implementing strict, practical procedures to minimise exposure to known pupil allergens in classrooms and dining areas.
- **Recognition:** Training staff to quickly identify the signs and symptoms of an allergic reaction.
- **Emergency Response:** Ensuring clear, rapid-response procedures are in place, and that staff are fully trained on how to administer emergency medication (such as adrenaline auto-injectors).

Policy Objective: By fostering a community of shared responsibility and high awareness, we prepare our pupils for the real world while maintaining a robust, risk-minimised environment at school.

8. Hygiene procedures

Maintaining rigorous hygiene standards is essential to preventing the accidental transfer of food allergens (cross-contact) across the school environment. The KLF Trust encourages thorough handwashing with soap and running water for all staff and pupils both before and after handling or consuming food.

To further eliminate environmental risks, dining tables and classroom desks must be thoroughly wiped down with school-approved detergents before and after meals.

9. Insect bites/stings

In order to maintain a safe and inclusive environment for all pupils, we employ proactive risk reduction strategies to prevent insect stings or bites. These include:

- Regular grounds inspections for nests
- Keeping outdoor bins tightly covered

- Ensuring food wrappers are disposed of appropriately
- Covering any food or drink that may be outside
- Emptying stagnant water from trays/ buckets and
- Teaching pupils to avoid swatting at stinging insects.

10. Animals

Exposure to animal allergens—including dander, fur, feathers, and saliva—can trigger significant allergic reactions or exacerbate asthma in sensitive pupils. To maintain a safe and healthy learning environment, the introduction of classroom pets or visiting animals for educational purposes is strictly regulated and requires approved risk assessments in advance, alongside timely notification to families in the affected classrooms.

Visiting venues such as zoos, working farms, and nature centres will present an elevated risk of exposure to animal dander, feathers, and unpredictable environmental allergens too. In order to mitigate any risks a comprehensive risk assessment must be conducted prior to any off-site trip.

To reduced risks when amongst animals, both on and off site, we will:

- Ensure pupils and staff wash their hands after interacting with animals to avoid putting pupils with allergies at risk through later contact (with soap and water)
- Ensure classrooms that have hosted animals are thoroughly vacuumed and that hard surfaces are wiped down daily
- Seat pupils with known allergies away from the animals (or move to an alternate room if necessary).

11. Events and school trips

The KLF Trust is committed to full inclusivity, ensuring that no pupil is excluded from any school trip or off-site event based upon a diagnosed allergy. To ensure safe and equitable participation, trip leaders must integrate allergy management into the early planning stages of all external activities, in particular the Risk Assessment. All accompanying staff members will be thoroughly briefed on the specific allergies of participating pupils, must hold up-to-date training in allergen safety and emergency intervention, and are required to implement appropriate risk-mitigation measures when with the pupils' offsite.

11.1. Use of Auto-Adrenaline Devices off school premises

Prior to any off-site event, the designated trip leader must carry out a Risk Assessment.

The Risk Assessment will ensure that:

- Individuals who are diagnosed with allergies are identified
- Medication is safely accessible when off site
- Staff are trained to administer any medication

- Catering arrangements have been considered when off site, identifying any particular areas of concern and
- Emergency contact details and procedures are available

On the day of the trip, the trip leader will ensure that Auto-Adrenaline Devices are taken, clearly labelled and well within their expiration dates. The Allergy Action Plan for the pupil will accompany the Auto-Adrenaline Device, which will be held by a trained member of staff (and will not be packed into luggage stored out of reach or left in a locked vehicle). Auto-Adrenaline Devices must be stored in accordance with manufacturer guidelines, protecting them from extreme heat (e.g., direct sunlight) or freezing conditions during outdoor activities.

Emergency Contact: In the event of a severe allergic reaction, staff are instructed to administer the Auto-Adrenaline Device immediately and dial emergency services without delay, stating "anaphylaxis" to ensure priority dispatch. A second injection should be available if symptoms do not improve within 5 minutes.

12. Allergy Safety Drills & Incident Reporting

12.1. Reporting and Lessons Learnt

- Every instance of an allergic reaction—or severe "near-miss"—must be formally recorded in the school's incident software (Smartlog).
- The incident will trigger an immediate review of the pupil's Individual Care Plan and a broader evaluation of the school's environmental controls by the Senior Leadership Team to ensure continuous improvement and safety.

13. Training

Allergy training will be led by the School's Nursing Team and will include a practical session in the use of Auto- Adrenaline Devices (AADs). Staff will further develop their knowledge through online training and will have ongoing opportunities to practice using trainer (dummy) devices.

14. Home-to-School Transport

For pupils using dedicated LA school transport, it is a mandatory requirement that their prescribed emergency allergy devices (such as Auto-Adrenaline Devices/ inhalers) travel with them on every journey to and from the premises. The Local Authority, via their commissioned transport providers and passenger assistants, holds sole responsibility for the safe custody,

immediate accessibility, and—where required—administration of these medical devices during transit.

15. Visitor Allergy Disclosure and Responsibility

In alignment with updated national safety expectations and our commitment to a proactive, whole-school allergen culture, all adult visitors, volunteers, and contractors are requested to disclose any severe or life-threatening allergies when signing into the school via the visitor management system. While individuals may choose not to share this information, those who opt out explicitly assume full personal responsibility for managing their own risk, allergen exposure, and emergency medication (such as Auto-Adrenaline Devices) while on the premises. This voluntary disclosure ensures the school can provide relevant contextual safety alerts—such as foods prepared by the catering team—and enables our staff to act swiftly and effectively during any emergency, safeguarding everyone within our school community.

16. External Lettings and Third-Party Hire

All external organisations, groups, or individuals renting or utilising the school premises ("External Lettings") are strictly required to provide a copy of their own comprehensive allergy management policy and risk assessment prior to the final confirmation of their booking. External hirers hold sole responsibility for the medical cover, allergen mitigation, and emergency protocols for their participants while on site. Failure to provide sufficient policy cover or to comply with the school's established allergy safety standards will result in the immediate refusal or termination of the hiring agreement.

Appendix 1 – Top 14 Allergens



Appendix 2 – First Aid for Anaphylaxis

FIRST AID FOR ANAPHYLAXIS



Recognise the Signs of Anaphylaxis...

A Airways

- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen tongue

B Breathing

- Difficult or noisy breathing
- Wheeze or persistent cough

C Circulation

- Persistent dizziness
- Pale or floppy
- Suddenly sleepy
- Collapse/unconscious

An allergic reaction can escalate to anaphylaxis which is potentially life-threatening. Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

ANAPHYLAXIS: ACTIONS TO TAKE

If any one or more of the above ABC symptoms are present, take these steps.

1. Administer an Adrenaline Auto Injector (AAI) without delay

Inject the AAI into the top of the outer thigh. If you're in doubt that it is anaphylaxis but one or more ABC symptoms are present, give the AAI, it will not harm them.



2. Dial 999 and say anaphylaxis ('ana-fill-axis')

Stay with the person until the ambulance arrives. **DO NOT** let them stand up and walk around.



3. The person should lie down immediately

If the person is not already lying down, they should do so, with legs raised if possible. If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side.



4. Inject a second AAI into the outer thigh if there are no signs of improvement after 5 minutes

If there is no sign of life, start CPR immediately until help arrives.

Please learn these steps. This is life-saving information.
You never know when you will need to act in an anaphylaxis emergency.

Appendix 3 – Anaphylaxis: How to use an EpiPen

ANAPHYLAXIS

HOW TO USE EPIPEN AAIS

If you think someone is have an anaphylactic reaction, give the AAI without delay. It will not harm them.

Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

1. Remove the blue safety cap Grasp the EpiPen in your dominant hand and remove the blue safety cap by pulling straight up. Remember: Blue to the Sky, Orange to the Thigh!		5. Lie the person down with legs raised immediately If the person is not already lying down, they should do so, with legs raised if possible. If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side.	
2. Position the orange tip Hold the EpiPen at 90°, approximately 10cm away from the leg, with the orange tip pointing towards the outer thigh.		6. If there are no signs of improvement after 5 minutes, use a second EpiPen AAI The person should remain still and lying down until the ambulance arrives. Don't try to get up, even if you start to feel better.	
3. Administer the EpiPen AAI Jab the EpiPen firmly into the outer thigh at a right angle. Hold firmly for 3 seconds, before removing and safely discarding.		7. Start CPR If there are no signs of life, start CPR immediately until help arrives.	
4. Once the EpiPen AAI has been administered call 999 Ask for an ambulance and say "ana-fill-axis".			

For more information
on EpiPen AAIs >>



Sign up to the free expiry alert service
and receive reminders by text or email when
your EpiPen is about to expire >>



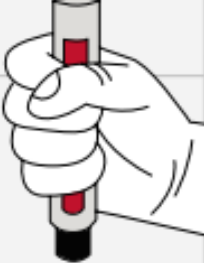
Appendix 4 – Anaphylaxis: How to use a Jext

ANAPHYLAXIS

HOW TO USE JEXT AAIS

If you think someone has an anaphylactic reaction, give the AAI without delay. It will not harm them.

Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

1. Hold the Jext AAI in the hand you write with Hold with your thumb closest to the yellow cap. Pull off the yellow cap with your other hand.		5. Once the Jext AAI has been administered call 999 Ask for an ambulance and say "ana-fill-axis".	
2. Place the black injector tip against the outer thigh Hold the injector at a right angles (approx. 90°) to the thigh.		6. Lie the person down with legs raised immediately If the person is not already lying down, they should do so, with legs raised if possible. If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side.	
3. Push the black tip as hard as you can into the outer thigh Wait until you hear a 'click' confirming the injection has started, then keep it pushed in. Hold the injector firmly in place against the thigh for 10 seconds (a slow count to 10) then remove. The black tip will extend automatically and hide the needle.		7. If there are no signs of improvement after 5 minutes, use a second Jext AAI The person should remain still and lying down until the ambulance arrives. Don't try to get up, even if you start to feel better.	
4. Massage the injection area for 10 seconds		8. Start CPR If there are no signs of life, start CPR immediately until help arrives.	

For more information
on Jext AAIs >>



Sign up to the free expiry alert service
and receive reminders by text or email when
your Jext AAI is about to expire >>

