

Woodlands Secondary School	Allergy Policy for Woodlands Secondary School	
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Date	Review Date	Author	Nominated Governors
September 2026	September 2027	Lindsey Lucas	Delegated to Headteacher
Website	Statutory Policy	Source	Ratification Date
Yes	Yes (from September 2026)	The Key	July 2026

1. Policy Statement

1.1 Introduction

Woodlands Secondary School is committed to ensuring the safety and wellbeing of all students, particularly those with allergies. This policy sets out our approach to supporting students with allergies and managing the risks associated with allergens in school.

This policy has been developed in line with Benedict's Law, new legislation that requires schools to put safety measures in place to protect students with allergies, which applies to all schools in England and comes into effect from September 2026. Benedict's law (allergy safety requirements) (The Key Leaders)

1.2 Our Approach

We take an 'allergen aware' approach rather than attempting to be 'nut free' or 'allergen free'. This is because banning common allergens isn't the best way to keep students safe - it's difficult to enforce, nuts aren't the only allergens, it's impractical to ban all allergens from the site, and it could give students with allergies a false sense of security.

Instead, we create an environment where our community is aware of the risks posed by allergens and put in place strategies to mitigate those risks.

1.3 Aims

This policy aims to:

- Ensure the safety of students with allergies
- Raise awareness of allergies throughout the school community
- Establish clear procedures for managing allergic reactions and anaphylaxis
- Outline the responsibilities of staff, students, and parents/carers
- Ensure compliance with Benedict's Law and relevant legislation

Subject specific language

Adrenaline Auto-Injectors are referred to as AAI's such as an Epi-Pen

2. Roles and Responsibilities

2.1 The Governing Body

The governing body will:

- Allocated a governor which is the governor that is responsible for Safeguarding.
- Ensure the school complies with Benedict's Law and relevant legislation
- Review this policy annually
- Ensure adequate resources are allocated for allergy management, including spare AAIs and staff training
- Monitor the implementation of this policy through regular reports from the allergy lead

2.2 The Headteacher

The headteacher will:

- Ensure this policy is implemented effectively
- Appoint a senior leader as the school's allergy lead – Assistant Head
- Ensure all staff receive appropriate allergy awareness training
- Ensure spare adrenaline auto-injectors (AAIs) are purchased and stored appropriately
- Report serious incidents and 'near misses' to the governing body
- Ensure parents/carers are informed of the school's approach to allergy management

2.3 The Allergy Lead – Assistant Head

The allergy lead will:

- Coordinate the implementation of this policy
- Maintain an up-to-date register of students with allergies
- Ensure individual healthcare plans and allergy action plans are in place for all students with known allergies
- Coordinate staff training on allergy awareness and AAI use
- Ensure individual risk assessments are completed for students with allergies
- Monitor the storage and expiry dates of AAIs
- Lead on recording and reporting serious incidents and 'near misses'
- Liaise with parents/carers, healthcare professionals, and catering staff
- Review and update allergy information regularly

2.4 All Staff

All staff will:

- Complete mandatory allergy awareness training
- Sign the allergy awareness declaration form annually
- Be familiar with the school's emergency procedures for allergic reactions
- Know how to use an AAI and where spare AAIs are located
- Check the allergy register before planning activities involving food or potential allergens
- Consider the risks associated with allergens when planning activities, lessons and trips, checking what allergies are present in the group of students and thinking about how the activity can be adapted so it's safe for all students Allergy awareness: involving your community (The Key Leaders)
- Supervise hand washing before and after food-related activities

- Not share food with students or allow students to share food with each other
- Report any allergic reactions or 'near misses' to the allergy lead immediately
- Maintain confidentiality about students' medical information

2.5 Teaching Staff

In addition to the responsibilities above, teaching staff will:

- Be aware of students with allergies in their classes
- Plan lessons to minimise allergen exposure Life Skills.
- Complete activity-specific risk assessments where required
- Display allergy zone posters on classroom doors where appropriate
- Integrate allergy awareness into PSHE lessons and assemblies

2.6 Catering Staff

Catering staff will:

- Be aware of all students with food allergies
- Follow allergen labelling requirements
- Implement procedures to prevent cross-contamination
- Maintain clean food preparation and serving areas
- Have access to the allergy register

2.7 Parents and Carers

Parents and carers will:

- Inform the school of their child's allergies
- Provide up-to-date information about their child's allergies and any changes
- Provide prescribed AAIs and ensure they are in date
- Complete consent forms for the use of spare AAIs
- Work with the school to develop an individual healthcare plan and allergy action plan
- Ensure their child understands their allergy and knows what to do in an emergency
- Support the school's allergen aware approach
- Inform the school of any allergic reactions that occur outside school

2.8 Students

Students are expected to:

- Not share food with others
- Wash their hands before and after eating
- Tell an adult immediately if they feel unwell or think they're having an allergic reaction
- Be respectful and supportive of peers with allergies
- Follow school rules about food and allergens

Where they have capacity to do so, students with allergies should:

- Know what they're allergic to
- Know the signs of an allergic reaction
- Tell an adult immediately if they think they're having a reaction

- Carry their AAI if they have been instructed to do so (where they have capacity to do so) Not share food with others

3. Identification and Assessment

3.1 Allergy Register

The school maintains an up-to-date register of all students with allergies, which includes:

- Student's name and photo
- Year group and form
- Specific allergen(s)
- Severity of allergy
- Whether an AAI is prescribed
- Location of AAI
- Date information last updated

This Information is also accessible in:

- Students class files
- On SIM's
- Displayed in classrooms
- In the dining hall (visible only to staff members, not to students or visitors).

A copy of the allergy register will also be kept by the Allergy Lead (Assistant Head.)

3.2 Individual Healthcare Plans

All students with known allergies will have an individual healthcare plan and an allergy action plan. Benedict's law (allergy safety requirements)

These plans are developed in consultation with:

- The student
- Parents/carers
- The allergy lead
- Healthcare professionals (where appropriate)
- Plans are reviewed at least annually or when circumstances change.

The allergy consultants will create the individual care plans for those students with allergies.

These will be stored in classrooms accessible to staff. Staff will read these before they start in the class.

3.3 Individual Risk Assessments

The use of EpiPens and other adrenaline auto-injectors (AAIs) in school requires an individual risk assessment for each student, as their specific allergies/needs will vary. Risk assessments for individual students

Individual risk assessments will be completed for all students with allergies and will cover:

- Specific allergens and severity
- Risk scenarios (classroom, dining hall, trips, PE, etc.)

- Control measures in place
- Emergency procedures
- Staff training requirements
- These assessments are reviewed at least annually or when circumstances change.

The individual risk assessments are kept in an unlocked cupboard in classrooms, this should be easily accessible to staff. The cupboard will be clearly labelled for easy access.

4. Risk Management

4.1 Minimising Allergen Exposure

The school will:

- Discourage (but not ban) common allergens in packed lunches and snacks
- Ensure thorough cleaning of tables and surfaces, particularly in dining areas and individual classrooms
- Implement strict no-sharing of food rules
- Require hand washing before and after eating
- Check ingredients before using food in lessons or activities
- Consider allergen risks when planning trips and outdoor learning
- Ensure clear communication about allergens in school meals

4.2 Activity-Specific Risk Assessments

Staff will have the risks associated with allergens in mind when planning activities, lessons and trips, checking what allergies are present in the group of students and thinking about how the activity can be adapted so it's safe for all students.

Activity-specific risk assessments are required for:

- Life Skills lessons
- School trips and visits
- Outdoor learning activities
- Cooking clubs or food-related events
- School celebrations involving food

4.3 Allergy Zone Posters

Allergy zone posters are displayed on the doors of:

- Classrooms where students with allergies are taught
- Rooms where students eat
- The dining hall
- The school kitchen
- School café

4.4 Cross-Contamination Prevention

To prevent cross-contamination, the school will:

- Ensure students wash hands before and after handling food
- Clean tables and work surfaces thoroughly
- Use separate utensils and equipment where necessary

- Store allergenic and non-allergenic foods separately in the kitchen

5. Adrenaline Auto-Injectors (AAIs)

5.1 Prescribed AAIs

Students with prescribed AAIs must:

- Keep their AAI in school at all times
- Ensure it is in date (parents/carers are responsible for providing replacement AAIs)
- Store it in an accessible location (as specified in their individual healthcare plan)
- Stored in a designated, easily accessible location (e.g., medical room, classroom)

AAIs must NEVER be locked away.

5.2 Spare AAIs

The school stocks "spare" adrenaline auto-injectors (AAIs) for use in emergency situations. Benedict's law (allergy safety requirements)

Spare AAIs are:

- Stored in the family workers meeting room
- Clearly labelled as 'spare' AAIs
- Accessible to all trained staff
- Checked regularly for expiry dates by the allergy lead
- Available in both dosages (150 micrograms and 300 micrograms)
- Available in both brands (EpiPen and Jext) where possible

5.3 Consent for Spare AAI Use

Parents/carers of students with allergies that could lead to anaphylaxis are asked to provide written consent for school staff to use a spare AAI in an emergency if their child's own AAI is not available or has been used.

AAI's can be used for anyone for the purpose of saving a life, even without prior consent.

5.4 AAI Training

The draft statutory guidance recommends that staff training should cover how to use AAIs in an emergency, as any delay in giving adrenaline can be fatal. Benedict's law (allergy safety requirements)

All staff will:

- Receive training on how to use AAIs
- Practice using training pens (available from EpiPen and Jext)
- Know where spare AAIs are located
- Be confident to administer an AAI in an emergency

6. Emergency Procedures

6.1 Recognising an Allergic Reaction

Staff must be able to recognise the signs of an allergic reaction, which may include:

Mild to moderate symptoms:

- Itching or tingling in the mouth
- Hives or skin rash
- Swelling of the face, lips, or eyes
- Stomach pain, nausea, or vomiting
- Severe symptoms (anaphylaxis):

Difficulty breathing or wheezing

- Swelling of the tongue or throat
- Difficulty swallowing or speaking
- Persistent cough
- Dizziness or feeling faint
- Pale or floppy appearance
- Loss of consciousness

6.2 Emergency Response Procedure

If a student is having an allergic reaction:

Stay calm and act quickly

For mild symptoms:

- Remove the allergen if possible
- Sit the student down
- Call for help from a first aider
- Monitor the student closely for any worsening symptoms
- Contact parents/carers

If symptoms worsen, follow the procedure for severe symptoms

For severe symptoms (anaphylaxis):

- Lie the student down (unless they're having difficulty breathing, in which case sit them up)
- Administer the AAI immediately (use the student's own AAI if available, or a spare AAI)
- Call 999 immediately and state "anaphylaxis"
- Send someone to get the student's individual healthcare plan
- Contact parents/carers
- If there's no improvement after 5 minutes, give a second AAI (if available)
- Stay with the student until the ambulance arrives
- Send a member of staff with the student to hospital if parents/carers cannot be contacted

After the incident:

- Record the incident in detail
- Report to the allergy lead
- Review the individual risk assessment and healthcare plan
- Replenish used AAIs immediately

6.3 Recording and Reporting

All allergic reactions and 'near misses' must be:

- Recorded using the school's incident reporting system
- Reported to the allergy lead on the same day
- Reviewed to identify any lessons learned

Serious incidents must be reported to:

- The headteacher
- The governing body
- Parents/carers
- The student's GP or healthcare professional (with parental consent)

7. Training

7.1 Staff Training Requirements

The school provides allergy awareness training for all staff. Benedict's law (allergy safety requirements) (The Key Leaders)

All staff must complete:

Annual mandatory training covering:

- What allergies and anaphylaxis are
- Common allergens
- Signs and symptoms of allergic reactions
- How to recognise anaphylaxis
- Emergency procedures
- How to use an AAI (with practical demonstration)
- Location of spare AAI
- School policies and procedures
- Cross-contamination and hand hygiene
- Practical training with AAI training pens

Role-specific training for staff in Food Technology, Science, catering, and other relevant areas

7.2 Training Providers

The school uses training from:

High Speed Training

7.3 Training Records

The allergy lead maintains records of:

- Which staff have completed training
- When training was completed
- When refresher training is due

7.4 New Staff

New staff must complete allergy awareness training as part of their induction process (first day), before working unsupervised with students.

7.5 Allergy Awareness Declaration

All staff must sign an allergy awareness declaration form annually to confirm they have:

- Completed training
- Read and understood this policy
- Know how to use an AAI
- Know the emergency procedures

8. Education and Awareness

8.1 Student Education

Where students have the capacity the school teaches students about allergies and normalises them by covering allergies in PSHE lessons and assemblies.

Students will learn:

- What allergies are
- Common allergens
- Signs of an allergic reaction
- Why it's important not to share food
- How to support friends with allergies
- What to do if someone is having a reaction
- How to read food labels (secondary students)

8.2 Parent and Carer Communication

Parents and carers are informed about:

- The school's approach to allergy management
- Why we take an 'allergen aware' approach
- What allergies are and how to recognise reactions
- Expectations around food sent into school
- How they can support allergy awareness at home

Communication takes place through:

- Letters and factsheets (at the start of term)
- The school website
- Newsletters during Allergy Awareness Week

8.3 Whole School Culture

The school ensures students with allergies feel included and tackles any bullying related to allergies.

We will:

- Create an inclusive environment where allergies are normalised
- Ensure students with allergies can participate in all activities safely
- Address any teasing or bullying related to allergies immediately
- Celebrate diversity and difference

9. Specific Situations

9.1 Dining Hall and class rooms (where students consume food)

- Allergy information is displayed in the kitchen (staff only)
- Allergen information is available for all school meals
- Tables are cleaned thoroughly between sittings
- Students must wash hands before eating
- No food sharing is permitted
- A spare AAI is stored in the family workers meeting room
- Trained staff supervise lunchtimes

9.2 Life Skills

- Teachers check the allergy register before planning lessons
- Activity-specific risk assessments are completed
- Students with allergies may be given alternative activities if necessary
- Strict hygiene and cross-contamination prevention measures are in place
- An AAI is accessible in the Food Technology room
- Students wash hands before and after handling food

9.3 Creative Lessons

- Teachers check for allergies before using food or biological materials
- Alternative materials are used where possible
- Students with allergies are seated away from allergen exposure
- Strict hygiene measures are in place

9.4 School Trips

- Trip leaders check the allergy register before planning trips
- Individual risk assessments are reviewed
- Parents/carers are informed of any allergen risks
- The student's AAI must be taken on the trip
- A spare AAI is taken on all trips
- At least one member of staff trained in AAI use accompanies the trip
- Emergency procedures are reviewed with all staff before departure

9.5 PE and Sports

- Staff are aware of students with allergies (e.g., to insect stings, latex)
- Outdoor activities are risk assessed for allergen exposure
- AAIs are taken to all PE lessons and sports events
- Students who carry their own AAI keep it accessible during PE

9.6 School Events and Celebrations

- Events involving food are planned with allergies in mind
- Parents/carers are informed in advance if food will be present
- Alternative options are provided for students with allergies
- Food sharing is not permitted
- Hand washing facilities are available

10. Confidentiality

The school will:

- Only share information about a student's allergy on a need-to-know basis
- Ensure students and parents/carers give permission before discussing allergies with classmates
- Store allergy information securely
- Ensure allergy zone posters do not identify individual students
- Maintain confidentiality in line with GDPR and data protection requirements

11. Monitoring and Review

11.1 Policy Review

This policy will be reviewed:

- Annually by the governing body
- Following any serious incident
- When there are changes to legislation or guidance
- When there are significant changes to the school's circumstances

11.2 Monitoring Implementation

The allergy lead will monitor:

- Staff training completion rates
- Incident and 'near miss' reports
- AAI expiry dates
- Individual healthcare plan and risk assessment reviews
- Compliance with procedures
- The allergy lead will provide termly reports to the headteacher and governing body.

11.3 Continuous Improvement

The school will:

- Learn from incidents and 'near misses'
- Seek feedback from students, parents/carers, and staff
- Review and update procedures based on best practice
- Stay informed of changes to legislation and guidance

12. Related Policies

This policy should be read in conjunction with:

- Supporting Students with Medical Conditions Policy
- Health and Safety Policy
- First Aid Policy
- Educational Visits Policy
- PSHE Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Anti-Bullying Policy

13. Useful Contacts and Resources

Internal:

Allergy Lead: 01582 572880 - option 2

School Office: 01582 572880 – option 3

Nurses office: 01582 572880 – main office option 3

Family workers: 01582 572880 – option 3

External:

Anaphylaxis UK: www.anaphylaxis.org.uk

Allergy UK: www.allergyuk.org

The Allergy Team: www.theallergyteam.co.uk

NHS 111: 111

Emergency Services: 999