

The Canterbury Academy Trust

Schools for all the Talents



Name of policy:	Allergy policy
Document owner:	Trust Executive Vice Principal
Document issued/last reviewed:	September 2026
Date for review:	September 2027
Additional notes:	
Number of pages:	

In partnership with Simon Langton  Grammar School for Boys to provide a grammar school band for boys and girls in a comprehensive school for all the talents

ALLERGY SAFETY POLICY

1. Introduction

The Canterbury Academy Trust is committed to safeguarding and promoting the welfare of all children and young people and to ensuring that pupils with allergies are able to participate fully in all aspects of education, enrichment and wider school life.

This policy sets out the Trust's arrangements for managing allergies safely across all provisions and reflects the expectations outlined within the Department for Education's statutory guidance on Allergy Safety in Schools.

The Trust recognises that allergies can have a significant impact on the health, wellbeing and educational experience of pupils. Allergic reactions can range from mild symptoms to severe and potentially life-threatening anaphylaxis. The Trust therefore adopts a proactive approach to identification, risk reduction, staff training and emergency response.

This policy applies to:

- All pupils attending Trust settings.
- All employees.
- Agency and supply staff.
- Volunteers.
- Contractors working within Trust premises.
- Visitors participating in Trust activities.

This policy applies across:

- City View Pre School and Nurseries Ltd
- The Canterbury Primary School
- The Canterbury Academy
- City and Coastal College (CCC)

Where applicable, implementation of this policy within nursery provision will also reflect the requirements of the Early Years Foundation Stage framework relating to children's health, medical needs and safeguarding.

2. Policy Aims

The aims of this policy are to:

- Promote an inclusive environment for individuals with allergies.
- Reduce the risk of exposure to known allergens.
- Ensure effective communication between parents, pupils and staff.
- Ensure staff can recognise allergic reactions and anaphylaxis.
- Provide clear procedures for responding to emergencies.
- Ensure compliance with statutory requirements and best practice guidance.

3. Definitions

Allergy

An allergy is an immune system response to a substance that is normally harmless to most people.

Allergic Reaction

An allergic reaction occurs when an individual comes into contact with an allergen and experiences symptoms ranging from mild irritation to severe medical emergency.

Anaphylaxis

Anaphylaxis is a serious, life-threatening allergic reaction requiring immediate treatment, including the administration of adrenaline and urgent emergency medical assistance.

Adrenaline Auto-Injector (AAI)

A prescribed device used to administer adrenaline during a severe allergic reaction.

Examples include:

- EpiPen®
- Jext®
- Emerade® (where prescribed)

4. Roles and Responsibilities

Trust Board

The Trust Board will:

- Ensure an Allergy Safety Policy is in place.
- Monitor implementation of allergy management arrangements.
- Ensure appropriate resources and training are available.
- Review significant incidents and lessons learned where appropriate.

Trust Team

The CEO has overall accountability for ensuring appropriate arrangements are established across the Trust. The Trust Lead for Safeguarding will provide oversight, assurance and monitoring of allergy management arrangements across the Trust and will report any areas of concern through the Trust's governance framework.

Heads of School

Heads of School will:

- Implement this policy.
- Ensure staff are appropriately trained.
- Ensure Individual Healthcare Plans are maintained where required.
- Monitor compliance with local procedures.
- Ensure emergency medication is appropriately stored and monitored.

Named Trust Allergy Lead

Beverley Farrell – Trust Executive Vice Principal

The Trust Allergy Lead is responsible for:

- Coordinating allergy management arrangements.
- Supporting setting leaders.
- Monitoring training compliance.
- Reviewing incidents and near misses.
- Leading annual policy review.

Staff

All staff must:

- Complete allergy awareness training.
- Familiarise themselves with pupils' healthcare needs.
- Follow Individual Healthcare Plans.
- Respond appropriately in an emergency.
- Report incidents and concerns promptly.

Parents and Carers

Parents and carers are expected to:

- Inform the Trust of any diagnosed allergy.
- Provide relevant medical information.
- Supply prescribed medication when required.
- Notify the Trust of any changes to medical needs.
- Participate in reviews of Individual Healthcare Plans.

5. Identification of Pupils with Allergies

The Trust will identify pupils with allergies through:

- Admission procedures.
- Medical information forms.
- Discussions with parents and carers.

- Healthcare professional advice.
- Ongoing communication regarding changes in medical circumstances.

Where a pupil has a diagnosed allergy requiring support, an Individual Healthcare Plan (IHP) will be developed in partnership with parents and, where appropriate, relevant healthcare professionals.

The Trust will support pupils, in accordance with their age, understanding and maturity, to develop awareness of their allergy, recognise symptoms of an allergic reaction and understand how to seek help promptly.

6. Individual Healthcare Plans

Individual Healthcare Plans will include, where applicable:

- Details of diagnosed allergies.
- Known triggers and allergens.
- Common symptoms.
- Emergency response procedures.
- Medication requirements.
- Storage arrangements.
- Educational visit considerations.
- Contact information.

Healthcare Plans will be reviewed:

- Annually.
- Following any allergic reaction.
- Following changes in diagnosis or treatment.
- At parental request.

Trust-Specific Information Required

Individual Healthcare Plans (IHPs) are stored electronically within Arbor and are accessible to relevant staff. At The Canterbury Academy, IHPs are linked to pupils' Arbor records and are also available via the school's intranet within the SEND section. At The Canterbury Primary School, IHPs are linked to pupils' Arbor records and are also stored within the SEND folder in Microsoft Teams. At City and Coastal College, IHPs are maintained within each learner's individual Arbor profile.

7. Allergy Awareness and Staff Training

The Trust will provide annual allergy awareness training for staff.

Training will include:

- Understanding allergies and allergic conditions.

- Recognising signs and symptoms of allergic reactions.
- Understanding anaphylaxis.
- Emergency response procedures.
- Administration of adrenaline auto-injectors.
- Communication and reporting requirements.

All new staff, agency workers, volunteers and supply staff will receive induction information appropriate to their role.

Trust-Specific Information Required

All staff are required to complete the National College Certificate in Allergy and Anaphylaxis Awareness as part of the Trust's allergy management training programme.

Allergy awareness training will be refreshed annually to ensure staff maintain current knowledge of allergy identification, risk reduction and emergency response procedures.

Training will be completed on induction where appropriate and refreshed annually thereafter.

Training records are maintained and monitored by the Trust Training and Development Lead, who is responsible for overseeing compliance and identifying any outstanding training requirements.

8. Reducing the Risk of Exposure to Allergens

The Trust recognises that it is not possible to guarantee an allergen-free environment.

Unacceptable Practice

The Trust will not:

- Exclude pupils from educational activities solely because they have an allergy.
- Require parents or carers to attend educational visits to manage a pupil's allergy.
- Prevent participation in enrichment activities without a suitable risk assessment.
- Store emergency medication in locations that are inaccessible during normal school activities.
- Permit known allergy risks to be disregarded or unmanaged.

Any restrictions on participation will only be made following a proportionate risk assessment and in consultation with parents, carers and relevant professionals where necessary.

The Trust will take reasonable steps to minimise risks, including:

- Promoting effective handwashing.
- Cleaning eating areas regularly.
- Supervising food-related activities appropriately.
- Considering allergy risks during curriculum activities.
- Completing individual risk assessments where required.
- Communicating known allergy risks to relevant staff.

Food and Catering

The Trust will work with catering providers to support pupils with allergies and ensure information regarding ingredients and allergens is available wherever possible.

Trust-Specific Information Required

The Canterbury Academy Trust operates an in-house catering service. Once menus have been planned and all ingredients have been checked, allergen information is identified and recorded on the menus. These menus, including allergen details, are made readily available to all staff and students to support informed food choices and ensure dietary requirements are appropriately managed.

The catering team adheres to the allergen checklist published by the UK Government, ensuring robust procedures are in place for the identification, management, and communication of food allergens. Further information can be found at:

<https://www.gov.uk/government/publications/allergen-checklist-for-food-businesses/allergen-checklist-for-food-businesses>

Food Technology and Curriculum Activities

Appropriate risk assessments will be undertaken where food or known allergens may be present during lessons or enrichment activities.

Celebrations and Events

The Trust will seek to manage allergy risks associated with:

- Birthday celebrations.
- Fundraising events.
- Food tasting activities.
- Community events.

9. Storage of Emergency Medication

Emergency medication must:

- Be readily accessible.
- Be clearly identified.
- Be available at all times pupils are on site.
- Accompany pupils during relevant off-site activities.

Spare Adrenaline Auto-Injectors (AAIs)

In accordance with Department for Education guidance, the Trust will maintain spare Adrenaline Auto-Injectors within each setting. These devices are intended for emergency use when a pupil's

prescribed AAI is unavailable, has misfired, has expired, or where a second dose is required while awaiting emergency services. All spare AAIs will be stored, monitored and accessed in accordance with national guidance.

Trust Emergency Adrenaline Auto-Injector Locations

Setting	Location
Secondary School	Student Reception Year 7 Hub Year 8 Hub Year 9 Hub Year 10 Hub Year 11 Hub 6 th form Hub
Primary School	Main Reception
Nursery	Main Reception
CCC	Main Receptions at Phoenix House and Grosvenor House

Trust-Specific Information Required

The designated first aid lead, or other nominated member of staff within each setting, will undertake routine checks of prescribed and emergency medication, including expiry dates, condition of medication and replacement arrangements.

A formal audit of emergency medications will be completed at least termly and records retained for monitoring purposes.

10. Responding to an Allergic Reaction

All allergic reactions will be treated seriously.

Where an allergic reaction is suspected, staff will:

1. Remain calm and reassure the pupil.
2. Follow the pupil's Individual Healthcare Plan.
3. Administer prescribed medication where appropriate.
4. Administer an adrenaline auto-injector if anaphylaxis is suspected.
5. Call 999 immediately.
6. Inform parents or carers as soon as possible.
7. Record the incident.

Where there is uncertainty regarding severity, staff must always act in the interests of safety and seek emergency medical assistance.

11. Educational Visits and Off-Site Activities

The Trust is committed to ensuring that pupils with allergies can participate fully in educational visits and enrichment opportunities.

Prior to visits:

- Appropriate risk assessments will be completed.
- Relevant staff will be briefed.
- Medication will accompany the pupil.
- Emergency arrangements will be confirmed.
- Access to emergency services will be considered as part of planning.

Trust-Specific Information Required

Educational Visits Coordinator – Mr Craig Sedge csedge@canterbury.kent.sch.uk

12. Recording, Reporting and Learning from Incidents

All allergy-related incidents, including near misses, will be recorded, reviewed and analysed to identify trends, lessons learned and preventative actions that may reduce future risk.

Records will support:

- Ongoing monitoring.
- Learning and improvement.
- Review of control measures.
- Amendments to Healthcare Plans where necessary.

Significant incidents will be reviewed by the relevant leadership team to identify lessons learned and any improvements required.

All incidents will be recorded using the trust CPOMs system appropriate for each setting within the trust.

13. Communication with Parents and Carers

The Trust recognises the importance of strong partnerships with parents and carers.

The Trust will:

- Communicate openly regarding allergy management.
- Encourage prompt sharing of medical information.
- Involve parents in Healthcare Plan development.
- Inform parents following any allergy-related incident.

14. Monitoring and Review

The Trust Allergy Lead will monitor:

- Healthcare Plan completion.
- Staff training compliance.
- Medication monitoring records.
- Allergy incidents and near misses.
- Compliance with this policy.

This policy will be reviewed annually or sooner where:

- Legislation changes.
- National guidance changes.
- Significant incidents indicate review is required.

This policy will be published on the Trust website and made available to parents, carers, staff and other stakeholders upon request.

Appendix A: Named Allergy Leads

Trust

Beverley Farrell – Trust Executive Vice Principal

Secondary School

B Tupper – Director of SEND: Sensory & Physical Lead

Primary School

R Troth - SENDCo

Nursery

E Griggs – Nursery Manager

CCC

A Fairbrass – Head of City and Coastal College

Appendix B: Key Emergency Contacts

Role	Contact
Emergency Services	999
Trust Allergy Lead	01227 463971 ext 215

Secondary School Reception	01227 463971 ext 248
Primary School Reception	01227 463971 ext 201
Nursery Reception	01227 784694
CCC Reception	01227 375397