

Roundwood Park School



Allergy Safety Policy

Approved: September 2026

Next review: September 2027

(SFC Committee)

Introduction and Core Principles

Roundwood Park has a whole school awareness approach, because it ensures all staff and students are aware of what allergies are, the importance of avoiding the individuals' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure procedures are in place to minimise risk of exposure.

Roundwood Park understands that severe allergies are included in the Equality Act, 2010. The act considers a person disabled if they have a physical or mental impairment that has a substantial and long-term negative effect on their ability to carry out normal daily activities.

Links with other Policies

- Safeguarding,
- Behaviour,
- Anti-bullying,
- Health and Safety,
- Managing Medicine in School

Minimising Risk and Exposure to Allergens

Minimising risk and the exposure to allergens is central to ensuring that individuals with allergies are safe from harm. Even a small amount of allergen can cause a reaction. Any food can cause a reaction with serious consequences for the individual and Roundwood Park will only eliminate a food following a risk assessment supported by medical advice when necessary.

Where a food is restricted, this will be to the smallest area for the time necessary; for example, the cooking room for the duration of the lesson when the student with allergy is cooking. Blanket bans, especially to nuts, create a false sense of security. Whilst there are 14 key food allergens that cause over 90% of reactions, any food can cause a reaction.

Roundwood Park is allergy aware ensuring that the staff and students are actively aware of the risk posed by allergens, take steps to minimise the risk of exposure and have robust emergency response plans in place.

Roundwood Park completes a school wide allergy risk assessment that seeks to minimise the risks of exposure to known allergens. The risk assessment will include:

- Identifying the food used within the curriculum and making adaptations to remove allergens that pose a risk for the whole group not just the student who has the allergy.

- Conducting specific risk assessments to manage the risks of exposure to allergens in individuals when planning external visits or trips.
- Identify measures to manage risks of exposure to a food allergen through food brought in by others (for example, parents/carers, students, staff).
- Identify measures to manage the risks of exposure to a food allergen through food provided by the school, college or setting.
- Putting in reasonable measures to manage the risk of individuals being exposed to allergens where they have a known allergy to airborne or contact allergens.

Roundwood Park will ensure that the risk of exposure is minimised by:

- All school staff allergy training every year, staff starting in year will complete training on their induction day.
- Educating students through awareness assemblies, form time and within PSHE.
- Educating PTAs (Parent Teacher Associations) about school expectations for allergy management.
- Communicating with all visitors and cover staff that they will be teaching a student with an allergy and ensuring that the member of staff has been trained in allergy and anaphylaxis emergency response – this will show up on Edulink via seating plans.
- Working closely with parents/carers and health professionals to understand the student's allergy.
- Monitoring this policy to ensure that the agreed practices are implemented.

ROLES AND RESPONSIBILITIES

Roundwood Park School takes a whole-school approach to allergy management.

The Designated Allergy Lead is Paul Seymour, Director of Operations.

Responsible for:

- Ensuring the safety, inclusion and wellbeing of students and staff with an allergy.
- Taking decisions on allergy management across the school.
- Being the overarching point of contact for staff, students and parents/carers with concerns or questions about allergy management.
- Ensuring allergy information is recorded, up-to-date and communicated to all staff, supported by the Medical Officer.
- Making sure all staff are appropriately trained, have good allergy awareness and realise their role in allergy management (including what activities need an allergy risk assessment);
- Ensuring staff, students and parents/carers have a good awareness of the school's Allergy and Anaphylaxis Policy.
- Regularly reviewing and updating the Allergy and Anaphylaxis Policy.
- Ensuring allergy-related risks are included within the school's risk register and reviewed annually as a minimum.
- Ensure visitors, contractors, lettings users and external organisations must comply with allergy procedures. At regular intervals the Designated Allergy Lead will check procedures and report to the Senior Leadership Team.

Medical Lead is Chloe Wallace, Medical Officer

Responsible for:

- Collecting and coordinating the paperwork (including Allergy Action Plans and Individual Healthcare Plans) and information from families (this is likely to involve liaising with the admissions team for new joiners);
- Store Allergy Action Plans with medication and maintain a formal allergy register.
- Supporting the Designated Allergy Lead with disseminating this information to all school staff, including the catering team, occasional staff and those running clubs Ensuring allergy information is recorded, up-to-date and communicated to all staff.
- Ensuring the information from families is up-to-date, and reviewed annually (at a minimum). Coordinating medication with families and ensuring medication is in date.
- Keeping an adrenaline pen register to include adrenaline pens prescribed to students and the school's stock of spare adrenaline pens, including brand, dose and expiry date The location of spare adrenaline pens should also be documented;
- Regularly checking spare adrenaline pens are where they should be, and that they are in date;
- Replacing the spare adrenaline pens when necessary;
- Keeping a record of any allergic reactions or near-misses, reporting these to the appropriate authority (e.g. Under RIDDOR) where necessary and ensuring the circumstances are investigated and learnings shared;
- Providing on-site adrenaline pen training for staff and students and refresher training as required e.g. before school trips; and
- Providing regular updates to staff on changes to Allergens and up-to-date Medical Lists are shared Termly.

Allergy Link Trustee is Sally Veitch, Governor

Responsible for:

- Providing support to the strategic oversight of allergy management within the school.
- Receiving an annual report on allergy safety, incidents and near misses.
- Monitoring implementation of this policy.
- Ensuring allergy-related risks are appropriately reflected within the school's risk management framework, and report back to the Trust Board.

Admissions Team

The admissions team is likely to be the first to learn of a student's allergy. They should work with the Designated Allergy Lead and medical officer to ensure that:

- There is a clear method to capture allergy information or special dietary information at the earliest opportunity, this should be in place before a school visit, an Open Day or Taster Days if food is offered or likely to be eaten;
- There is a clear structure in place to communicate this information to the relevant parties (i.e. school nursing team, catering team);
- Parents/carers and applicants are informed of catering arrangements during admission events.

- Plans are made for emergency medication if the child is to be left without parental supervision including transition arrangements for Year 7 and in-year admissions.

All staff

All school staff, including teaching staff, support staff, occasional staff (for example sports coaches, music teachers and those running breakfast and afterschool clubs are responsible for:

- Championing and practising allergy awareness across the school;
- Reading, understanding and putting into practice the Allergy and Anaphylaxis Policy and related procedures, and asking for support if needed;
- Being aware of students (and staff, when necessary) with allergies and what they are allergic to;
- Considering the risk to students with allergies posed by any activities and assessing whether the use of any allergen in activity is necessary and/or appropriate;
- Ensuring students always have access to their medication or carrying it on their behalf
- Being able to recognise and respond to an allergic reaction, including anaphylaxis, after appropriate training;
- Taking part in training and anaphylaxis drills as required (at least once a year). Whilst it is the school's responsibility to ensure staff have received annual training, if the member of staff is aware they have not received any allergy training in the last 12 months they should alert a manager;
- Considering the safety, inclusion and wellbeing of students with allergies at all times. Preventing and responding to allergy-related bullying, in line with the school's anti-bullying policy;
- Forwarding any communication or information that comes directly to them from parents/carers regarding allergens to the School Nurse/ Healthcare Team; and
- Ensuring that students have their medication and their Individual Health Care Plan with them when leaving school site, for a match or trip.

All parents and carers (whether their child has an allergy or not) are responsible for:

- Being aware of and understanding the school's Allergy and Anaphylaxis Policy and considering the safety and wellbeing of students with allergies;
- Providing the school Medical Officer with information about their child's medical needs, including dietary requirements and allergies, history of their allergy, any previous allergic reactions or anaphylaxis. They should also inform the school of any related conditions, for example asthma, hay fever, rhinitis or eczema;
- Considering and adhering to any food restrictions or guidance the school has in place when providing food, for example in packed lunches, as snacks or for fundraising events;
- Refraining from telling the school their child has an allergy or intolerance if this is a preference or dietary choice; and
- Encouraging their child to be allergy aware.

Parents/carers of children with allergies should:

- Work with the school to fill out an Individual Healthcare Plan and provide an accompanying Allergy Action Plan;
- If applicable, provide the school with a spare EpiPen and ensure their child has a labelled adrenaline pen and any other medication in their bag, for example antihistamine (with a dispenser, i.e. spoon or syringe), inhalers or creams;
- Ensure medication is in-date and replaced at the appropriate time;
- Ensure their child has access to their allergy medication, including adrenaline pens if prescribed, on the journey to and from school;
- Update school with any changes to their child's condition and ensure the relevant paperwork is updated too;
- Provide the school with an up-to-date photograph of their child and sign the associated permission for it to be shared appropriately as part of their allergy management;
- Support their child to understand their allergy diagnosis and to advocate for themselves and to take reasonable steps to reduce the risk of an allergic reaction occurring e.g. not eating the food to which they are allergic.

All students at the school should:

- Be allergy aware;
- Understand the risks allergens might pose to their peers and respect measures to support them;
- Learn how they can support their peers and be alert to allergy-related bullying;
- Older students will learn how to recognise an allergic reaction and support their peers and staff in case of an emergency via PHSE lessons.
- Adhere to food restrictions or guidance about food being brought into school.

Students with allergies are responsible for:

- Knowing what their allergies are and how to mitigate personal risk
- Avoiding their allergen as best as they can;
- Understanding the importance of following the school specific processes of lunch and snack services and how that mitigates risk;
- Understanding that they should notify a member of staff if they are not feeling well, or suspect they might be having an allergic reaction;
- Carrying an adrenaline auto-injector with them at all times, if age and capability appropriate. They must only use them for their intended purpose and are taken on trips events or fixtures
- Understanding how and when to use their adrenaline auto-injector;
- Talking to the Designated Allergy Lead or a member of staff if they are concerned by any school processes or systems related to their allergy;
- Raising concerns with a member of staff if they experience any inappropriate behaviour in relation to their allergies;
- Students permitted to leave the school site, should know what to do if they have an allergic reaction off school premises. This should include how to treat themselves and

raise the alarm to get help and ensure they have their medication with them on the journey to and from school.

Food Provision and Catering:

Roundwood Park will manage the risk of food allergy and provide clear information on allergens in food by:

- Ensuring school caterers provide information on food allergens to parents/carers and have this available for the students to check independently
- Providing students' allergen information to the caterers in a timely manner to ensure that students can eat safely.
- Enabling parents/carers to liaise with the school Catering Manager
- Identifying students with allergies at point of service by signposting allergies, displaying "ask me" labels, meeting students with allergies.
- Ensuring that food is always labelled as unlabelled food poses a potentially greater risk of allergen exposure than packaged food with precautionary ("may contain") labelling suggesting a risk of contamination with allergen. This applies to foods used within the classroom curriculum (e.g., cooking) as well as that from the school kitchen or canteen.
- Teaching students not to food share, trade food or share utensils or food containers with the reasons why via lessons in food tech, PSHE, form time or assemblies.

When catering staff provide food for the students, they receive additional training to ensure they understand how to read labels for food allergens and how to prevent cross-contamination during the handling, preparation and serving of food.

In the servery all 14 allergens tracking information is available daily to cover each food item prepared and served. Menu wording to assist in this e.g. breaded, creamy sauce, served in a bun etc

Roundwood Park does not allow staff or students to bring in homemade cakes/foods or sweets for gifts/rewards. Any cake/sweet sales must only be items purchased from a shop where ingredients can be displayed and staff available for students to check contents/ingredients

Roundwood Park will communicate this policy with the PTA to ensure that at PTA events, they follow the guidance around homemade cakes etc vs shop bought products with ingredients displayed.

Medication and Adrenaline Devices (ADs)

People at risk of anaphylaxis are prescribed adrenaline devices which they should carry with them at all times. This includes the journey to and from school, when on site and when on a school trip or school fixture. At Roundwood Park we keep a spare adrenaline device in the medical cupboard (if supplied by parents/carers).

Adrenaline devices must be stored at room temperature (in line with manufacturer's guidelines) and not be exposed to extremes of heat. They should not be refrigerated or left in direct sunlight.

Spare Adrenaline Devices

The [Human Medicines \(Amendment\) Regulations 2017](#) permit “spare” adrenaline devices to be used for the purpose of saving a life. This might be, for example, a child presenting for the first time with anaphylaxis due to an undiagnosed allergy.

Roundwood Park holds spare adrenaline devices for use in emergency situations. We have a KITT Medical box which is located in reception. These are not a replacement for a student’s own adrenaline device. Students prescribed adrenaline are expected to have their own adrenaline devices with them at school for use in an emergency.

School type	AAI for children under age 6 years (150 micrograms)	AAI for individuals over 6 years of age (300 micrograms)
<i>Secondary school</i>	X 2	X 2

Allergy lead/medical officers are responsible for checking that adrenaline devices are in date and remain clear (not cloudy) on a monthly basis. They will secure replacements one month before the current adrenaline device expires.

Adrenaline devices that are used will be disposed of in a sharps box, kept in medical or given to the paramedic. Adrenaline devices that are out of date or where the adrenaline has degraded will be taken to a pharmacy to be disposed of.

The [Human Medicines \(Amendment\) Regulations 2017](#) do not require consent to have been obtained for “spare” adrenaline devices to be used. It can be good practice for the school, college or setting to obtain advance consent from parents/carers or the young person for “spare” adrenaline devices to be used, so that in an emergency, consent can be assumed to be in place. However, in an emergency situation anyone may take reasonable action to save a life without checking whether prior consent has been given.

Student self-management

Depending on their level of understanding and competence, students will be encouraged to take responsibility for and to always carry their own adrenaline devices on them in a suitable bag/container.

Training

The school is committed to training all staff annually to give them a good understanding of allergy. This is carried out using the Kitt Medical E-Learning/or via the Key. This includes supply staff, agency staff, invigilators, contractors and volunteers.

The training includes:

- Understanding what an allergy is;
- How to reduce the risk of an allergic reaction occurring;
- How to recognise and treat an allergic reaction, including anaphylaxis
- Staff can practise with a training adrenaline auto-injector if they wish (available at reception in KITT medical box).
- How the school manages allergy, for example Critical Response Plan, documentation, communication etc;

- Where adrenaline pens are kept (both prescribed pens and spare pens) and how to access them;
- The importance of inclusion of students with food allergies, the impact of allergy on mental health and wellbeing and the risk of allergy related bullying;
- Understanding food labelling;
- Supply staff employed by an Agency must complete allergy training and we request confirmation from the agency that this training is complete and up to date.
- New staff will receive allergy awareness training as part of their induction day 1 and then annual refresher training

Emergency preparedness

Throughout the year staff will be reminded of key aspects of the policy such as:

- How to find out who has an allergy
- The storage of spare adrenaline
- Practice with adrenaline trainer devices

Roundwood Park will communicate key messages regarding risk reduction leading up to festivals, trips and end of term celebrations.

During fire drills and lockdown practices, Roundwood Park will ensure that a student's adrenaline device is with them. Should a real evacuation happen, the student may have to go home without adrenaline if this has not been taken out during a fire evacuation.

Roundwood Park includes the risks pertaining to students and staff with allergy on the school's risk register.

Identification of Individuals with Allergies

Admissions Data Collection: Roundwood Park collects detailed medical information from parents/carers regarding known allergies, dietary restrictions, and treatment histories prior to admission.

Information Sharing: UK GDPR does not prevent the sharing of a student's health information (special category data). Relevant information is securely compiled and shared as necessary in a controlled way with teaching staff, support staff, supply cover, and catering teams while maintaining appropriate data privacy. This is done through SIMS/Edulink

Transition: Allergy information and existing care plans are shared as part of a student's transition. Roundwood Park will request allergy information from the previous school or setting and will consider whether any of the arrangements are suitable to implement. Roundwood Park work with parents/carers and the student if appropriate to write a new IHP Staff will provide information about students for transition visits ahead of a formal move.

Staff: pre-employment questionnaires will ask whether they have any allergies. If an allergy is declared, there will be a discussion and action plan created to ensure that the member of staff has a safe working environment.

Visitors and regular volunteers: will be asked about allergies ahead of their visit. If an allergy is declared, the allergy lead will be notified, and this information will be communicated as necessary to ensure that the visitor or regular volunteer has a safe working environment.

Student Individual Healthcare Plans (IHPs) and Allergy Action Plans

- These are clinical documents that are created by a GP/allergy nurse or allergy clinic. They detail the student's allergy and medication.
- These contain parent/carer contact details and must be signed by the parent/carer as this is the parental authority to administer medication including the administration of spare adrenaline devices.
- These will only be updated by the medical professional following a review of the student's allergy management; this could be annually or 5 yearly.

Allergy action plans are issued for students who have an IgE food allergy and often a venom allergy that could lead to anaphylaxis. They are not issued for all allergies. Students with non-IgE allergies don't experience anaphylaxis and so an allergy action plan is not issued.

Individual Healthcare Plans (IHPs)

Individual Healthcare Plans are an essential communication tool that provide clarity about the arrangements which need to be in place to ensure that a student is fully included in the life of the school. It will identify exact risk-mitigation measures that need to be followed.

Parents/carers of children with Allergy Action Plans and IHPs are contacted at the end of each academic year to ask for further updates/amendments or new plans to be issued before the start of the next academic year, if needs have changed.

Roundwood Park will ensure that:

- Students with an allergy action plan and/or an asthma plan have an up to date plan, saved and accessible to all staff in the Medical Google folder.
- Students without an allergy action plan or asthma plan but have an allergy that needs active management over and above what other students need will have an Individual Healthcare Plan
- Individual Healthcare Plans are created whilst students are waiting for a diagnosis if their needs are over and above what other students need.

School Trips and External Visits

Roundwood Park ensures that students with allergies are fully included in every trip, sporting event, or extracurricular activities. A risk assessment addressing allergen exposure in each activity, emergency medication, transport, and proximity to local emergency care will be undertaken with control measures identified. In order to ensure that the student is safe and included, alternative activities will be planned. This will include the safe storage adrenaline for the duration of the school trip.

Staff leading school trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all students have their medication including adrenaline devices with them before

departure. Students unable to produce their required medication will not be able to attend the excursion.

In conjunction with the allergy lead, the trip leader will review the risk assessment to determine whether the school's spare adrenaline devices should be taken on the trip. Roundwood Park will provide additional spare adrenaline devices should the risk assessment for the trip deem necessary to take them ensuring that students remaining in school still have access to spare adrenaline devices should the need arise.

Roundwood Park will notify the host school, when arranging a sporting fixture, that a member of the team has an allergy.

Serious Incidents and "Near Misses"

Roundwood Park approaches serious incidents and "near misses" in a "no blame" spirit, seeking to learn lessons and address any issues which the incident identified, so that students are better protected in the future.

Roundwood Park is aware, when an incident occurs that materials such as residues of food consumed or handled or samples of fluids may constitute evidence, which may need to be seized and retained.

Roundwood Park uses *Solero* to record allergic reactions (incidents) and near misses (e.g. accidental exposure without reaction, or labelling errors) immediately. The incident or near miss will be reviewed and a report written.

Roundwood Park will share the report with the student's parents/carers, the student and the individual involved. They should be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. Roundwood Park will confirm what it has learned from the incident and outline any actions it is taking as a result. The student's IHP will be updated if necessary.

Wellbeing and Support

At Roundwood Park allergy safety is a priority and actions to ensure that students are included and safe are embedded into the school's culture. Students with allergy become anxious as a result of the risk of exposure to allergens and the potential for anaphylaxis, which may be compounded by living with difficult-to-control asthma or eczema.

Roundwood Park:

- Regularly communicate to students, parents/carers and staff about allergies, ensuring ongoing awareness and appreciation of the severity of the potential risks
- Includes allergy and anaphylaxis lessons during assembly, tutor time or in PSHE
- Plans school celebrations, rewards, and communal events inclusively from the outset to eliminate social isolation
- Involves students and staff with allergies in developing and reviewing the policy and procedures for allergy management
- Understands that allergy bullying is extremely serious and actively monitors, prevents, and addresses any stigmatisation or bullying directed at individuals due to their allergies or dietary constraints

- Invites new joiners with allergies to have a tour of the kitchen and canteen so they can meet staff and get used to the mealtime environment which may help to reduce anxiety and enable staff to identify students with allergies in the dining hall
- Has proactive engagement with new joiners with known allergies, setting out the school, policies and the support available

Safeguarding

Roundwood Park recognises that a safeguarding referral may be needed if an incident highlighted concern that the child or young person might be at an increased risk of being neglected, abused or exploited by persons inside or outside of their family unit because of their medical condition. This might occur where relevant information about a child or young person's medical condition is not provided to a school, college or setting, or where they are repeatedly sent without essential medication, thereby putting the individual at risk.

Unacceptable practice

Roundwood Park staff are clear about what constitutes unacceptable practice and are committed to ensuring that only good practice occurs. Should unacceptable practice occur the school will follow its own procedures to identify and address this using staff conduct policies.

Examples of unacceptable practice include (but are not limited to):

- Preventing children and young people from easily accessing and administering their medication in line with what is agreed in their Individual Healthcare Plan (for example prescribed adrenaline devices and asthma reliever inhalers) when and where necessary;
- Assuming that every child with the same condition requires the same support;
- Assuming that older children and young people do not require support related to their allergy, even if they are able to take increasing responsibility for its management;
- Ignoring the views of the child or young person or their parents or carer;
- Ignoring medical evidence or the opinion and advice of healthcare professionals;
- Assuming that a child or young person does not have an allergy because they do not yet have a diagnosis, for example while medical investigation is under way;
- Sending a child or young person who becomes unwell to a school office or medical room without suitable supervision. In the case of an emergency or suspected emergency (for example anaphylaxis) help should come to the child or young person;
- Penalising children or young people for their attendance record if their absences are related to their medical condition, e.g. hospital appointments and health management. This includes excluding children and young people from rewards for 100% attendance where their non-attendance is the result of a medical condition. This should be reflected in attendance policies;
- Requiring parents/carers (or otherwise making them feel obliged) to attend the school, college or setting to administer medication or provide medical support to their child; or
- Preventing children and young people from participating or creating unnecessary barriers to them participating in any aspect of school, college or setting life, including external visits and trips, e.g. by requiring parents/carers to accompany the child.

Policy Review and Publication

This policy is published openly on the school website and is reviewed at least annually, or more frequently in response to local incident trends or updated statutory guidelines.

Further reading:

Anaphylaxis UK: for teachers by teachers, the one stop shop for all school allergy needs: <https://www.anaphylaxis.org.uk/education>

Allergy UK: <https://www.allergyuk.org/about-allergy/types-of-allergies>

Allergy Safety in Schools July 2026: <https://www.gov.uk/government/publications/allergy-safety-in-schools>

[Guidance on the use of adrenaline auto-injectors in schools](#)

Spare Pens in School: <https://www.sparepensinschools.uk>

Benedict's law:

<https://benedictblythe.com/benedicts-law>

<https://www.anaphylaxis.org.uk/education/benedicts-law>

Food:

Allergy Guidance for Schools: <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools>

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

Statutory Duties:

The duties under Section 34 of the [Children's Wellbeing and Schools Act 2026](#) place a requirement on LA-maintained schools, Academies and PRUs to have allergy safety policies, publish them and keep them under review.

The duty of care under section 3 of the [Children Act 1989](#) for any person with the care of a child to do all that is reasonable for the purposes of safeguarding or promoting the welfare of the child;

The duties to safeguard and promote the welfare of students and students under sections 20 and 175 of the [Education Act 2002](#), the [Education \(Independent School Standards\) Regulations 2014](#) (and associated statutory guidance [Keeping Children Safe in Education](#)) and the [Non-Maintained Special Schools \(England\) Regulations 2015](#);

The duty of the employer under section 2 of the [Health and Safety at Work etc Act 1974](#) to take reasonable steps to ensure that employees are not exposed to risks to their health and safety;

The duties under the [Equality Act 2010](#) to provide equality of opportunity for all, including those who are disabled.

The Special Educational Needs and Disability (SEND) [SEND code of practice: 0 to 25 years](#).

[The Early Years Foundation Stage \(EYFS\) statutory framework](#)