

Trust Allergy Safety Policy



GREENWOOD ACADEMIES TRUST

Trust Allergy Safety Policy

Document Owner:	Chief Operations and Sustainability Officer
Reviewed:	July 2026

Table of Contents

1. Policy Statement
2. Purpose
3. Legal and Regulatory Context
4. Scope
5. Trust Minimum Standards
6. Roles and Responsibilities
7. Academy Allergy Safety Policies
8. Training and Competence
9. Incident Reporting, Review and Learning
10. Monitoring and Assurance
11. Inclusion, Safeguarding and Equality
12. Catering, Contractors and Third-Party Providers
13. Policy Review
14. Related Documents
15. Policy Approval
16. Reference Sources

1. Policy Statement

Greenwood Academies Trust is committed to providing a safe, inclusive and supportive environment for pupils, staff, visitors and others with allergies across all Trust academies.

The Trust recognises that allergies can present serious and potentially life-threatening risks, including anaphylaxis, and that effective allergy safety requires a whole-school awareness approach, robust risk management, clear emergency response procedures, appropriate staff training and strong governance oversight.

This Trust policy establishes the overarching governance framework and minimum expectations for allergy safety across all academies. It should be read alongside each academy's local Allergy Safety Policy, Individual Healthcare Plans, medical conditions arrangements, catering procedures, educational visits procedures, safeguarding arrangements and health and safety management systems.

2. Purpose

The purpose of this policy is to:

- set consistent Trust-wide expectations for allergy safety;
- ensure every academy has a compliant and published Allergy Safety Policy;
- clarify governance, leadership and accountability arrangements;
- support consistent implementation of statutory allergy safety requirements;
- ensure allergy risks are identified, assessed, managed and reviewed;
- provide assurance to Trustees, Local Governing Bodies, parents/carers, pupils and staff;
- ensure incidents and near misses are recorded, reviewed and used to strengthen practice.

3. Legal and Regulatory Context

The Trust recognises the statutory requirement for LA-maintained schools, academies and PRUs to have allergy safety policies, publish them and keep them under review.

The Trust also recognises the wider legal duties relevant to allergy safety, including safeguarding duties, health and safety duties, and duties under the Equality Act 2010.

The Department for Education's Allergy safety in schools guidance confirms that schools should create and publish an allergy safety policy, put allergy safety training in place for all staff, identify children and young people requiring Individual Healthcare Plans, and record and learn from serious incidents and near misses.

4. Scope

This policy applies to:

- all academies within Greenwood Academies Trust;
- all pupils with known or suspected allergies requiring active management;
- staff, visitors, volunteers, contractors and third-party providers where allergy risks may arise;
- all school-related activities, including curriculum activities, catering, breakfast and after-school provision, educational visits, sporting fixtures, enrichment activities and events.

Academies must maintain their own local Allergy Safety Policy using the Trust-approved Academy Template Policy that meets statutory requirements. The local policy must be tailored to the academy's specific

arrangements, environment, catering model, pupil profile, staffing structure and emergency response arrangements.

5. Trust Minimum Standards

1. A local Allergy Safety Policy is in place, approved, published and reviewed at least annually or following an incident or statutory update.
2. A named member of the academy senior leadership team has responsibility for allergy safety.
3. Allergy risks are included within academy risk management arrangements, including whole-school risk assessment, curriculum risk assessment, catering arrangements and educational visits planning.
4. Pupils requiring active allergy management have appropriate Individual Healthcare Plans, developed with parents/carers and, where appropriate, informed by medical advice or allergy action plans.
5. All staff receive allergy awareness and emergency response training appropriate to their role, including staff involved in breakfast clubs, after-school provision, catering, supervision, cover and trips.
6. Emergency arrangements are in place for suspected anaphylaxis, including prompt administration of adrenaline, calling 999 and ensuring pupils are not left unattended.
7. Spare adrenaline devices are available, stored appropriately, checked regularly and not treated as a replacement for a pupil's own prescribed devices.
8. Catering and food provision arrangements comply with relevant allergen management requirements and include clear systems for sharing pupil allergy information with catering providers.
9. Serious incidents and near misses are recorded, reviewed and used to identify learning and strengthen controls.
10. Allergy safety is approached inclusively, with reasonable steps taken to avoid unnecessary exclusion from school life, trips, curriculum activities and events.

6. Roles and Responsibilities

Role	Trust expectation
Board of Trustees	Approves the Trust policy and seeks assurance that compliant academy-level policies and implementation arrangements are in place.
Executive Leadership Team	Ensures Trust-wide expectations are communicated, implemented and escalated where required.
Chief Operations and Sustainability Officer	Maintains this policy, supports academies, monitors compliance, reviews escalated incidents and reports themes through Trust governance routes.
Principals	Ensure the academy has a current, tailored and published Allergy Safety Policy and that local implementation is effective.
Academy Allergy Lead	Coordinates local implementation, including allergy information systems, communication, training, Individual Healthcare Plans, medication arrangements and incident reporting.
All staff	Complete allergy training, understand and implement the academy policy, recognise and respond to allergic reactions, support risk reduction and report incidents/near misses.

7. Academy Allergy Safety Policies

Each academy must maintain a local Allergy Safety Policy that sets out its specific operational arrangements. This must include, as appropriate:

- emergency treatment and management of anaphylaxis;
- allergy risk assessment and allergen exposure controls;
- food provision and catering arrangements;
- medication and adrenaline device arrangements;
- spare adrenaline device arrangements;
- staff training and emergency response;
- evacuation, lockdown and emergency preparedness considerations;
- roles and responsibilities;
- identification of pupils, staff and visitors with allergies;
- Individual Healthcare Plans and allergy action plans;
- school trips and external visits;
- serious incident and near miss reporting;
- wellbeing, inclusion and safeguarding considerations;
- publication and review arrangements.

These detailed operational elements should remain academy-level because they require local customisation.

8. Training and Competence

The Trust expects every academy to ensure that all staff receive appropriate allergy awareness and emergency response training. Training must be included in induction arrangements and refreshed at appropriate intervals, with local records maintained.

Training should enable staff to understand allergies, recognise allergic reactions and anaphylaxis, locate and administer adrenaline devices, understand reporting arrangements, and understand their role in reducing exposure to allergens.

Academies must ensure that temporary, supply, peripatetic, coaching, catering, breakfast club and after-school staff are appropriately briefed or trained in accordance with local risk.

9. Incident Reporting, Review and Learning

All academies must maintain clear arrangements for recording allergic reactions, anaphylaxis, accidental exposure, labelling errors and near misses.

Incidents and near misses should be reviewed in a no-blame learning culture, with appropriate involvement of parents/carers, pupils and relevant staff. Where required, academies must escalate incidents through Trust systems and to relevant external agencies.

The Trust will use incident information to identify themes, share learning, strengthen controls and inform future assurance activity.

10. Monitoring and Assurance

The Trust will monitor allergy safety through proportionate assurance activity, which may include:

- confirmation that each academy has a published local Allergy Safety Policy;

- review of academy policy implementation;
- sampling of training records;
- review of incident and near miss data;
- review of Individual Healthcare Plan arrangements;
- review of spare adrenaline device arrangements;
- inclusion of allergy safety within health and safety assurance activities;
- escalation of significant issues through appropriate Trust governance routes.

Academies are expected to retain evidence of implementation, including training records, risk assessments, Individual Healthcare Plans, medication checks, communication records, incident reports and evidence of policy review.

11. Inclusion, Safeguarding and Equality

The Trust expects academies to manage allergy safety in a way that supports inclusion and avoids unnecessary barriers to participation.

Academies must ensure pupils with allergies are not excluded from curriculum activities, trips, events, rewards or wider academy life where reasonable measures can be put in place to manage risk.

Academies must also consider whether safeguarding action may be required where a pupil's medical needs are not being appropriately supported or where essential medication is repeatedly unavailable.

12. Catering, Contractors and Third-Party Providers

Where food is provided by, or on behalf of, an academy, the academy must ensure that appropriate allergen management arrangements are in place.

Where catering, breakfast clubs, after-school provision, events or other food-related activities are delivered by third parties, academies must ensure relevant allergy safety expectations are communicated and that arrangements are suitable for pupils, staff and others with allergies.

13. Policy Review

This Trust policy will be reviewed annually, or earlier where:

- statutory guidance changes;
- a serious incident or significant near miss occurs;
- Trust assurance identifies material weakness;
- there are significant changes to Trust operating arrangements;
- external learning or sector guidance indicates that review is required.

Academy Allergy Safety Policies must also be reviewed at least annually, or sooner following an incident, near miss, local trend or updated statutory guidance.

14. Related Documents

- Academy Allergy Safety Policy;
- Supporting Pupils with Medical Conditions Policy;
- Health and Safety Policy;
- Safeguarding and Child Protection Policy;

- Educational Visits Policy;
- Food Safety / Catering Procedures;
- First Aid Policy;
- Behaviour and Anti-Bullying Policies;
- Equality and Accessibility arrangements;
- Incident Reporting Procedures;
- Individual Healthcare Plans and Allergy Action Plans.

15. Policy Approval

This policy will be approved by the Board of Trustees.

16. Reference Sources

This policy has been developed from the Trust's academy Allergy Safety Model Policy July 2026 and the Department for Education Allergy safety in schools statutory guidance published on 6 July 2026.