

Whitleigh Community Primary School
Allergy Policy

Whitl School is part of the Greenshaw Learning Trust.
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

Policy Title	GLT Common School Allergy Policy	
Category	Common Policy	
Responsible Officer	Director of Estates	
Approved on	October 2026	
Minor technical or operational updates made		
Review Cycle and next approval date	Annual October 2027	
Monitoring arrangements	This policy will be reviewed every year, or sooner if required by statutory guidance updates. The implementation of this policy will be reviewed annually by the Headteacher.	
Associated Policies *Internal Policy Library* *Published GLT Policies* *For school policies please visit the school website*	● The GLT Health and Safety Policy and Procedures ● The GLT Educational Visits Policy ● The GLT Supporting Children with Medical Conditions and Administration of Medicines Policy ● The GLT First Aid Policy and Guidance ● The GLT Food & Nutrition Policy, Food Standards and Allergen Management Procedures ● School Safeguarding Policies	
This Policy is based on or takes into account the following legislation and guidance	● Health and Safety at Work etc. Act 1974 ● Management of Health and Safety at Work Regulations 1999 ● DfE Guidance: Supporting Pupils at School with Medical Conditions ● Benedict's Law ● Children and Families Act 2014	

	● Human Medicines (Amendment) Regulations 2017 ● The Food Information Regulations 2014 (UK) ● The Food Safety Act 1990 & General Food Law Regulation ● Keeping Children Safe in Education (KCSIE)

GLT Common School Allergy Policy

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Scope and Applicability

It is the responsibility of the Headteacher of each school, and the GLT CEO for the Trust Shared Service, to ensure that their school/service and its staff follow this Policy and all Policies and Procedures across the Trust.

If there is any question or doubt about the interpretation or implementation of this Policy, the 'Responsible Officer' or the GLT CEO should be consulted.

Unless otherwise stated, all Policies apply to all schools within the Trust, all Trust employees (including temporary and agency staff), all pupils, all trustees and committee members (including members of community committees), all volunteers, and all visitors and contractors

This is a Common School Policy. Common School Policies are where the Board of Trustees has determined that all schools in the Trust must follow the same Policy, so that the Trust can fulfil its statutory responsibilities and/or manage its schools effectively. Common school policies and procedures are approved by the Board of Trustees. Some will have a school-specific element or annex; in these cases each school's Headteacher will have tailored those specific parts of the policy/procedure – and those

parts only, as indicated in the policy/procedure – to their specific requirements.All schools and services within the Trust must comply with Common School Policies, although the appendix is applied locally.

Terminology

- The Trust means the Greenshaw Learning Trust (GLT).
- School means a school or academy within the Greenshaw Learning Trust.
- Headteacher means the headteacher, executive headteacher or principal of the school/academy.
- CEO means the chief executive officer of the Greenshaw Learning Trust.
- Trust Shared Service means the services, functions and staff of the Trust that are not contained within a school budget and/or are not the responsibility of a school Headteacher. With respect to the Trust Shared Service, references in this Policy to the responsibilities of the Headteacher should be read as the GLT CEO.
- Governance Colleague means Trustee or Community Governance Committee member
- Responsible Officer means the member of the Director Team to which responsibility for the management of the policy, procedure or statement has been delegated by the Board of Trustees
- Policy or Policies should be read as including any procedures, reports, templates, models, statements and schedules etc. as specified in the GLT Policy Schedule. Categories of Policy are defined in 'Scope and Applicability'

Policy Statement and Introduction

Greenshaw Learning Trust ("the Trust") is committed to ensuring the health, safety, and welfare of all pupils, staff, visitors, and contractors across its schools.

The Trust recognises its statutory duty to make appropriate provision to manage allergy risk in accordance with relevant legislation and guidance. This policy establishes a Trust-wide framework to ensure consistent, effective, and compliant arrangements across all schools.

This policy sets out the mandatory framework for managing allergy risks and anaphylaxis across all academies within the Multi-Academy Trust (MAT). In strict compliance with Benedict's Law and the statutory Allergy Safety in Schools framework, this policy operates as a standalone document separate from general medical conditions policies. It applies to all pupils, staff, volunteers, contractors, and operational activities on or off academy premises.

Purpose

The purpose of this policy is to:

- Ensure proactive allergen risk-reduction and cross-contamination measures are in place across all schools.
- Ensure both prescribed and spare emergency Adrenaline Auto-Injectors (AAIs) are always unlocked and instantly accessible.
- Ensure the provision of comprehensive, mandatory annual training for all school personnel to ensure rapid recognition of symptoms and confident administration of emergency adrenaline.
- Ensure compliance with statutory requirements.
- Provide a consistent approach across all Trust schools.
- Promote a safe and healthy learning and working environment.

General Principles

In the event of a suspected severe allergic reaction or anaphylaxis to a pupil, it is important to remember the responsibilities of the School 'in loco parentis' and its explicit statutory duty of care. Not only must the pupil receive immediate, life-saving attention with an Adrenaline Auto-Injector (AAI) at the exact site of the incident, but it is vital to ensure that all necessary emergency follow-up action is taken. Because anaphylaxis requires immediate hospital assessment, emergency services (999) must be dispatched instantly, and parents must be informed immediately so they can meet their child at the hospital.

Roles and Responsibilities

GLT Board of Trustees

The GLT Board of Trustees will:

- Ensure appropriate allergy management arrangements are in place across the Trust.
- Receive assurance that schools comply with statutory requirements.
- Review this policy in line with the Trust review cycle.

Headteachers

Headteachers are responsible for:

- Implementing this policy at school level.
- Appointing a named member of SLT to serve as the Designated Allergy Lead (DAL), along with a designated deputy.
- Ensuring appropriate arrangements are in place to support pupils with medical conditions.
- Individual Healthcare Plans (IHPs) are developed where necessary.
- Ensuring staff receive appropriate training for anaphylaxis recognition and treatment
- Safe storage and administration of medication in accordance with Trust policy.

- Emergency medication (such as adrenaline auto-injectors) is managed in line with statutory guidance.
- Ensuring all staff are aware of anaphylaxis procedures
- Ensuring the provision of spare AAI kits
- Ensuring the GLT Common allergy policy is clearly published on the school's public website.

School Designated Allergy Lead (DAL)

The Designated Allergy Lead will:

- Monitor the provision, inspection, and replenishment of AAIs
- Ensure that the location of emergency AAI kits are prominently displayed
- Monitor Individual Student Healthcare Plans & The Interim Protection Rule

All Staff

All staff must:

- Ensure they follow this Allergy Policy
- Ensure they know the location of emergency AAI kits
- Attend annual training covering recognition of anaphylaxis, and use of AAI kits
- Report any allergic reaction promptly.
- Ensure that an ambulance (999) is summoned immediately whenever anaphylaxis is suspected.
- Act as a first responder, and administer AAIs in accordance with training

Individual Healthcare Plans (IHPs) & The Interim Protection Rule

Every pupil with a known or suspected risk of severe allergic reaction must have a comprehensive Individual Healthcare Plan (IHP) linked to a recognised Allergy Action Plan.

The Interim Protection Rule: In compliance with Benedict's Law, a formal clinical diagnosis or specialist letter is not a prerequisite to establishing an IHP. If a school is notified by a parent of an identified risk of harm, the school must implement an Interim IHP immediately based on parental history, ensuring the child is protected while formal medical assessments are pending.

All IHPs must be reviewed at least annually and remain instantly accessible to all teaching and supervisory staff via the school’s management information system (MIS).

Mandatory Whole-Staff Training

Allergy safety is treated as a whole-school safeguarding priority. Training is mandatory for all staff members likely to be on-site with pupils, including teaching staff, supply cover, administrative personnel, catering teams, lunchtime supervisors, site staff, and Trust-approved transport drivers.

Approved, evidence-based training must be completed annually and cover:

- Recognition of mild-to-moderate symptoms versus acute systemic anaphylaxis (Airway, Breathing, Circulation symptoms).
- Emergency response pathways and 999 protocols.
- Practical, hands-on administration of Adrenaline Auto-Injectors (AAIs) using physical trainer devices.

Schools must conduct at least one practical anaphylaxis emergency drill per academic year to test the 5-Minute Mandate.

Training records will be maintained at school level.

Emergency Medication & The 5-Minute Mandate

Prescribed AAIs: Pupil medication must never be locked away. For younger or non-independent pupils, personal emergency kits must be kept in a clearly signed, unlocked central location accessible to all staff instantly.

Spare AAI Kits: In accordance with the Human Medicines Regulations, every school within the Trust must purchase, maintain, and log an independent supply of non-prescribed "spare" emergency AAIs. These are reserved for pupils whose own pens are compromised or who experience acute anaphylaxis for the first time while under school care.

The 5-Minute Mandate: The physical distribution of emergency kits and spare AAIs across any school site must ensure that a device can be retrieved, brought to the casualty, and administered within 5 minutes of symptom onset.

Auditing: The local DAL must ensure that all stored medications and spare AAIs are physically inspected monthly to verify date validity and device integrity.

Catering & Allergen Avoidance Protocols

The following extract is taken from The GLT Food & Nutrition Policy, Food Standards and Allergen Management Procedures:
GLT is committed to providing food that is safe to eat for all pupils, staff and visitors. We recognise that food allergies can cause serious harm and we must reduce the risk of allergic reaction and cross-contamination in every kitchen and service area.

We will comply with legal requirements to provide accurate allergen information for food we sell and to label pre-packed for direct sale (PPDS) foods in line with Natasha's Law.

It is essential that these procedures are read in conjunction with the site Food Safety Management System (HACCP), the Unit Allergen Folder, and all local school allergy procedures.

Key definitions

We use the following categories to manage dietary needs in primary schools:

- ***RED:** Severe allergy / risk of anaphylaxis, or other high-risk needs (e.g., choking risk on modified textures). Plated meals only with double-check controls.*
- ***AMBER:** Intolerance (e.g., symptoms such as stomach upset). Suitable meal served from the counter with clear checks.*
- ***BLUE:** Lifestyle preference (e.g., halal, vegetarian, vegan). Suitable meal served from the counter.*

Note: In secondary schools, the focus is on providing clear allergen information so pupils can make safe choices. Student records on the cashless system must be followed at point of sale.

Legal and Trust requirements

- ***Allergen information:** GLT Catering Teams will be able to provide accurate information on the presence of the 14 legal allergens in foods served.*
- ***PPDS labelling (Natasha's Law):** PPDS foods will be labelled with the food name and a full ingredient list with allergens emphasised.*
- ***No 'nut-free' or 'allergen-free' claims:** GLT does not claim to be a nut-free environment. Cross-contamination risks must be managed and communicated.*
- ***Record keeping:** Allergen checks, RED meal checks and delivered service matrices must be retained for 6 weeks*

Educational Visits

No pupil may be excluded from school trips, residentials, sporting fixtures, or extracurricular activities due to their allergy status.

Off-site risk assessments must explicitly detail the transit of the pupil's personal AAIs, the identity of the accompanying staff member trained in adrenaline administration, and consider whether spare emergency AAIs are necessary based on trip duration, location, and hospital proximity

Incident Reporting & "Near Miss" Analysis

All minor allergic reactions, full anaphylactic incidents, or "near misses" (e.g., an incorrect meal prepared but intercepted before consumption) must be logged on the GLT incident logging system within 24 hours.

The local DAL must initiate an investigation within 48 hours of any entry. The findings must be submitted to the Trust's Health, Safety & Compliance Team to allow protective process updates to be distributed across all Trust schools.

Monitoring and Review

The GLT Health, Safety and Compliance Manager will:

- Monitor compliance through internal health and safety processes.
- Require schools to provide assurance that allergy management arrangements remain appropriate.
- Review this policy annually, or more frequently if required.

Appendix A - GLT Allergy Policy - Local Operational Specifications.

School Details:

School Name:	WHITLEIGH COMMUNITY PRIMARY SCHOOL
Academic Year:	2026 / 2027

Local Allergy Leadership:

Designated Allergy Lead (SLT):	CHELSEA O'BRIEN
Deputy Designated Allergy Lead:	CHELSEA BAKER

Emergency Medication Locations (The 5-Minute Mandate Map)

Location of Pupil-Specific Stored AAIs:	In class with pupil - unlocked
Add more lines as necessary	First Aid Storage cupboard - unlocked

Location of Schools 'Spare' Emergency AAI Kits:

Kit 1:	Office Cupboard in reception - unlocked
Kit 2:	First Aid Storage cupboard - unlocked
Kit 3:	

Local Catering Specifications

Catering Provider:	CHARTWELLS
Catering Manager:	Katie Gracey - 07721731506 email u41073@compass-group.co.uk
Pupil Identification Mechanism Deployed:	Yellow Allergy Lanyards worn
Web Link to Live Allergen Menu:	**https://www.chartwells.co.uk/allergen-aware/**

This form must be completed, displayed in the school staff room, and updated immediately by the local Headteacher/Designated Allergy Lead upon any change in personnel or room allocation.