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1.0 Introduction

- 1.1 This policy outlines Richmond Hill School's committed approach to ensuring the safety and wellbeing of all pupils, particularly those with allergies. This policy sets out our approach to supporting pupils with allergies and managing the risks associated with allergens in school.
- 1.2 This policy has been developed in line with Benedict's Law, new legislation that requires schools to put safety measures in place to protect pupils with allergies, which applies to all schools in England and comes into effect from September 2026. Benedict's law (allergy safety requirements).
- 1.3 At Richmond Hill 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 pupils 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 pupils 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.
- 1.4 This policy should be read in conjunction with the schools:
 - Safeguarding policy
 - Administration of Medication
 - Health & Safety policy
 - Related Policies
 - First Aid Policy
 - Educational Visits Policy
 - PSHE Policy
 - Anti-Bullying Policy

2.0 Purpose and aims

- 2.1 The purpose and aims of this policy are to:

Take a whole-school approach:

- Raising awareness of allergies throughout the school community
- Ensuring compliance with Benedict's Law and relevant legislation.

Have a Readiness to respond:

- Ensure the safety of pupils with allergies
- Establish clear procedures for managing allergic reactions and anaphylaxis.

Have clear governance and risk management

- Ensure governance structures and clearly defined roles and responsibilities identified.
- Make sure allergy policies and procedures are regularly reviewed and reported on by Designated Allergy Lead.

Communicate clearly:

- Outline the responsibilities of staff, pupils, and parents/carers

**Adrenaline Auto-Injectors are referred to as AAls such as an Epi-Pen*

3.0 Roles and Responsibilities**3.1 The Governing Body**

- The governing body will ensure Richmond Hill fulfils its statutory duties in relation to allergy safety, including compliance with Benedict's Law and other relevant legislation.
- Responsibility for oversight of safeguarding (and linked health and medical safety matters) is held by the named safeguarding governor; allergy safety will be included in the safeguarding governor's oversight.
- The governing body will ensure the allergy safety policy is reviewed at least annually and published.
- The governing body will ensure sufficient resources are allocated for allergy management across both sites, including training, safe storage and replacement of spare adrenaline auto-injectors (AAls) and appropriate staffing time for the Health Care Team.
- The governing body will receive regular reports from the school's named allergy lead and from the Health Care Team on policy implementation, incidents and improvements.

3.2 Headteacher

- The Headteacher is responsible for ensuring this policy is implemented effectively across East and West sites.
- The Headteacher will appoint a named senior leader as Richmond Hill's allergy lead (Assistant Head / SENCO).
- The Headteacher will ensure all staff (including temporary, bank and external staff, and catering and lunchtime teams) receive appropriate allergy awareness and emergency-response training at induction and at least annually.
- The Headteacher will ensure spare AAls are purchased, stored, regularly checked and replaced before expiry, in line with the school's medicines policy.
- The Headteacher will ensure serious incidents and near misses are reported promptly to governors and that lessons from incidents are acted upon.
- The Headteacher will ensure parents and carers are informed of Richmond Hill's allergy-aware approach and the school's expectations.

3.3 Allergy Lead — Assistant Head (SENCO)

- Coordinate implementation and regular review of the allergy safety policy across both sites.
- Ensure Individual Healthcare Plans (IHPs), Allergy Action Plans and Asthma Plans are in place, reviewed and stored in line with data-sharing agreements.
- Coordinate annual allergy awareness training and practical AAI training for staff; ensure induction arrangements for new and external staff.

- Oversee individual and activity-specific risk assessments for pupils with allergies (including visits, therapy sessions and external providers).
- Lead on recording, investigating and reporting serious incidents and near misses; produce learning actions and share with governors and the Health Care Team.
- Liaise with parents/carers, external healthcare professionals, the Health Care Team, catering teams and site staff to ensure cohesive practice.
- Ensure allergy information is considered in curriculum planning (including the Preformal curriculum), therapy planning and in arranging sensory or therapeutic spaces.

3.4 Health Care Team

- Maintain an up-to-date register of pupils, staff and volunteers with known allergies (including photographs and known allergens) and ensure this is available to relevant staff in appropriate, confidential locations.
- Act as the operational lead for medical and allergy support across East and West sites.
- Store and manage prescribed AAls and the school's spare AAls, carrying out weekly stock checks and recording expiry dates.
- Monitor the storage, access and expiry dates of prescribed and spare AAls across both sites.
- Maintain secure, accessible medical storage and ensure staff know where AAls are kept and how to access them in an emergency.
- Ensure Individual Healthcare Plans (IHPs), Allergy Action Plans and Asthma Plans are in place, reviewed and stored in line with data-sharing agreements.
- Provide day-to-day clinical advice to staff about pupil allergy management and contribute to writing and reviewing IHPs and Allergy Action Plans.
- Deliver or assist with practical training on AAI administration and emergency response and keep competency records.
- Support the Allergy Lead in investigating incidents and near misses, maintaining incident records and liaising with parents and external clinicians as required.
- Ensure safe disposal of used medical devices and expired medication in line with infection control and waste procedures.
- Contribute to induction for new staff and volunteers regarding routine medical arrangements and site-specific procedures

3.5 All staff (including supply, external and support staff)

- Complete mandatory allergy awareness training at induction and annually thereafter.
- Sign the school's allergy awareness declaration annually.
- Be familiar with the school's emergency procedures for allergic reactions and know how to locate and, if trained, use an AAI.
- Check the allergy register/IHPs before planning activities, lessons or trips that may involve food, sensory materials or animals.
- Supervise hand washing before and after food-related activities and discourage sharing of food.
- Report any allergic reaction or near miss immediately to the Allergy Lead and Health Care Team.
- Maintain confidentiality about pupils' medical information while ensuring necessary staff are informed for safety reasons.

3.6 Teaching staff (additional expectations)

- Be aware of pupils with allergies in their classes/groups/sessions and ensure lesson planning (including Life Skills and cooking activities) minimises allergen exposure.
- Complete activity-specific risk assessments where necessary and adapt practical tasks so pupils with allergies can participate safely.
- Display allergy zone posters or reminders where appropriate and integrate age-appropriate allergy awareness into PSHE and assemblies.

3.7 Catering teams

- Be aware of pupils and staff with food allergies and have access to the allergy register and IHPs when required.
- Follow allergen labelling and food safety requirements; implement effective procedures to prevent cross-contamination.
- Keep food preparation and serving areas clean and maintain records of suppliers and ingredient information.
- Communicate promptly with their designated in school lead who will pass relevant info to Allergy Lead and Health Care Team about menu changes or concerns.

3.8 Parents and carers

- Inform Richmond Hill of their child's allergies when a pupil is admitted and update the school of any changes.
- Provide prescribed AAIs, keep them in date and supply any relevant clinical documentation.
- Complete consent forms for the use of the school's spare AAIs where required.
- Work with the school to develop and review IHPs and support pupils to understand and manage their allergy as appropriate to their capacity.
- Inform the school of any allergic reactions that occur outside school that may affect risk management.

3.9 Pupils

- Pupils should be encouraged to not share food and should wash their hands before and after eating, with support as required.
- Where a pupil can do so they should tell a trusted adult immediately if they feel unwell or think they are having an allergic reaction, using the most appropriate form of communication aid, if required.
- Where they have the capacity and it is clinically appropriate, pupils should know what they are allergic to, recognise signs of a reaction and, if instructed, carry and use their AAI.

Notes on confidentiality and records

Allergy records, IHPs and medical information will be held securely and shared only on a need-to-know basis in line with data protection law and the pupil's best interests.

The school will reflect this policy in its risk register and review arrangements at least annually or after any significant incident.

4.0 Identification and Assessment

4.1 Allergy Register

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

- Pupil's name and photo
- Class
- Specific allergen(s)
- Severity of allergy
- Whether an AAI is prescribed
- Location of AAI
- Date information last updated

This Information is also accessible in:

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

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

4.2 Individual Healthcare Plans

All pupils 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:

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

Staff will read these before they start in the class and/or if they are covering in a class where a child has an allergy.

4.3 Individual Risk Assessments

The use of EpiPens and other adrenaline auto-injectors (AAIs) in school requires an individual risk assessment for each pupil, as their specific allergies/needs will vary. Individual risk assessments will be completed for all pupils with allergies and will cover:

- Specific allergens and severity
- Risk scenarios (classroom, dining spaces, 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 the pupil's class files and in a central location with the Healthcare team, these should be easily accessible to staff.

4.4 Allergy Posters

Allergy posters are displayed in:

- Classrooms where pupils with allergies are taught
- Rooms where pupils eat
- The dining hall
- The school kitchen

5.0 Risk Management

5.1 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 no-sharing of food rules
- Require and support 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

5.2 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 pupils and thinking about how the activity can be adapted so it's safe for all pupils.

Activity-specific risk assessments are required for:

- Life Skills type lessons/sessions
- Cookery
- School trips and visits
- Outdoor learning activities
- Food-related events
- School celebrations involving food

5.3 Cross-Contamination Prevention

To prevent cross-contamination, the school will:

- Ensure pupils 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

6.0 Adrenaline Auto-Injectors (AAIs)

6.1 Prescribed AAIs

Pupils 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).

6.2 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 medication cupboards in the medical room at both East and West sites.
- 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), if required.

6.3 Consent for Spare AAI Use

Parents/carers of pupils 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.

6.4 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)

At Richmond Hill School all First Aid trained staff will:

- Receive training on how to use AAIs
- Practice using training pens (available from EpiPen and Jext)

- Know where spare AAI's are located
- Be confident to administer an AAI in an emergency

Additionally; all other staff members will complete annual anaphylaxis and allergy Theory training.

7.0 Emergency Procedures

7.1 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
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7.2 Emergency Response Procedure

If a pupil is having an allergic reaction, stay calm and act quickly

For mild symptoms:

- Remove the allergen if possible
- Sit the pupil down
- Call for help from a first aider
- Monitor the pupil closely for any worsening symptoms
- Contact parents/carers
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If symptoms worsen, follow the procedure for severe symptoms

For severe symptoms (anaphylaxis):

- Lie the pupil down (unless they're having difficulty breathing, in which case sit them up)
- Administer the AAI immediately (use the pupil's own AAI if available, or a spare AAI)
- Call 999 immediately and state "anaphylaxis"
- Send someone to get the pupil's individual healthcare plan
- Contact parents/carers
- If there's no improvement after 5 minutes, give a second AAI (if available)
- Stay with the pupil until the ambulance arrives
- Send a member of staff with the pupil 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 AAI's 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 pupil's GP or healthcare professional (with parental consent)

8.0 Training

8.1 Staff Training Requirements

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

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

8.2 Training Records

The Senior Health care assistant and Allergy lead maintain records of:

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

8.3 New Staff

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

8.4 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

9.0 Education and Awareness

9.1 Pupil Education

Where pupils have the capacity, the school teaches pupils about allergies and normalises them by covering allergies in PSHE lessons and through targeted 1;1 and/or small group interventions, supported with appropriate and personalised communication aids and/or devices.

Pupils will learn:

- What allergies are
- Common allergens

- Signs of an allergic reaction
- Why it's important not to share food

9.2 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.
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Communication takes place through:

- Letters and newsletter
- The school website
- The school Facebook page
- Newsletters during Allergy Awareness Week.

9.3 Whole School Culture

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

We will:

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

10. Specific Situations

10.1 Dining spaces and classrooms (where pupils consume food)

- Allergy information is displayed in the kitchen (staff only)
- Allergen information is available for all school meals
- Tables are cleaned thoroughly before eating
- Pupils' must be encouraged and supported to wash hands before eating
- No food sharing is permitted
- A spare AAI is stored in the medical rooms.

10.2 Food based/ Life Skills based sessions

- Teachers check the allergy register before planning lessons
- Activity-specific risk assessments are completed
- Pupils with allergies may be given alternative activities if necessary
- Strict hygiene and cross-contamination prevention measures are in place
- Pupils to be encouraged and supported to wash hands before and after handling food

10.3 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 pupil's AAI must be taken on the trip
- Emergency procedures are reviewed with all staff before departure

10.4 PE and Sports

- Staff are aware of students with allergies (e.g., to insect stings, latex)
- Outdoor activities are risk assessed for allergen exposure
- AAls are taken to all PE lessons and sports events
- Pupils' who require an AAI will have access to it in line with Richmond Hill's rapid response protocol (AAI in medical rooms, class medical cupboards.).

10.5 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 pupils with allergies
- Food sharing is not permitted
- Hand washing facilities are available.

10.6 Confidentiality

The school will:

- Only share information about a pupil's allergy on a need-to-know basis
- Ensure pupils and parents/carers give permission before discussing allergies with classmates
- Store allergy information securely
- Ensure allergy zone posters do not identify individual pupils
- 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 and/or Senior Healthcare Assistant 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 pupils, parents/carers, and staff
- Review and update procedures based on best practice
- Stay informed of changes to legislation and guidance

13. Useful Contacts and Resources

Internal:

East School Office: 01582 346171

West School Office: 01582 721019

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