HEALTH & SAFETY

Achieve + Learn Trust.
Better, together.

Allergy Policy

Adopted by:	Board of Trustees
Date:	October 2026
Date of Next Review:	October 2027



OUR VALUES

AMBITION	We instil a lifelong love of learning and nurture skills and talents.
INCLUSION	We welcome and respect people from all backgrounds, valuing and celebrating diversity.
ASPIRATION	We want people to be the best they can be, and for everyone to achieve their potential.
COMMUNITY	We develop local and global citizens for the future, always committed to working in partnership.
BELIEF	We encourage everyone to believe in themselves and their future, providing opportunities to excel.



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Our Vision

Our vision is to make sure all students get the best educational experience. This means that alongside our broad and aspirational curriculum, we offer students diverse enrichment opportunities to help them find their passions.

It's important to us that students grow both academically and personally. To do this, we create safe, inclusive and enriched learning environments in our schools, with opportunities outside of the classroom that open up pathways to successful futures.

We respect each school's individuality and the communities they serve, so we'll work with our staff to support their development without changing the school identity. Our network of schools collaborate and share knowledge to provide exceptional learning experiences and more opportunities for students to find what they love, and to discover for themselves where they may excel.

Our Aims

Our aim is to ensure that all schools within the Trust are strong providers and that our staff are fully supported and motivated to ensure the best outcomes for all our students at every age and stage.

Our Future

We strive for continuous improvement and development. The growth of our Trust will create and nurture a strong partnership of local schools, covering both primary and secondary phases. Simply put, we believe that we are better, together. Working collaboratively allows us to build on each school's strengths, while supporting areas of improvement and we believe this approach will improve even further as we enhance our family of schools.

Our Governance

We have five Members who hold the Board of Trustees to account for the performance of the Trust. In addition to the Trust Board, each member school has its own local governing body. Policies are ratified at both Trust level and local Governance level (policies bespoke to each school/locality). These are quality assured by our Director of People.

Contents

		Page
A	Background	4
B	Principles	4
C	Aims	5
D	Legislation and Guidance	5
E	Roles and Responsibilities	6
F	Identifying individuals at risk	8
G	Assessing Risk	10
H	Minimising Risk	11
I	Procedures for handling allergic reaction	12
J	Adrenaline Auto Injectors AAIs	12
K	Serious incidents and 'near misses'	15
L	Allergy Awareness	16
M	Wellbeing	17
N	Information Sharing	18

A Background

Across Achieve and Learn Trust, we recognise that allergies can have a significant impact on the health, wellbeing and educational experience of pupils, staff and visitors. Allergic conditions are increasingly common and can range from mild reactions to severe and potentially life-threatening anaphylaxis. Effective allergy management requires a whole-school approach that promotes awareness, reduces risk and ensures a prompt and appropriate response in an emergency.

The Trust is committed to providing a safe, inclusive and supportive environment in which individuals with allergies can participate fully in all aspects of school life. We acknowledge that completely eliminating exposure to allergens is not always possible; however, by working in partnership with pupils, parents/carers, healthcare professionals, governors and staff, we can minimise risks and support those affected by allergies effectively.

This policy establishes a clear framework for identifying individuals at risk, managing allergens, responding to allergic reactions and promoting awareness across the school community.

B Principles

The Trust's approach to allergy safety is underpinned by the following principles:

- Safety first: The health and safety of pupils, staff and visitors with allergies is a priority in all school activities and decision-making.
- Inclusion and equality: Individuals with allergies should be able to participate fully and safely in all aspects of school life and should not be excluded because of their medical condition.
- Shared responsibility: Effective allergy management depends on cooperation between the school, pupils, parents/carers, governors, healthcare professionals and external providers.
- Awareness and education: The school will promote understanding of allergies and allergic reactions across the school community, helping to reduce risk and encourage informed, supportive behaviours.
- Risk reduction: Reasonable and proportionate measures will be taken to minimise exposure to known allergens while maintaining a practical and inclusive environment.

- Preparedness and rapid response: Staff will be trained to recognise allergic reactions and respond quickly and appropriately in accordance with individual healthcare plans and emergency procedures.
- Respect and wellbeing: The school will support the emotional wellbeing of pupils with allergies and foster a culture of respect in which medical needs are treated sensitively and without stigma.
- Continuous improvement: The school will regularly review its allergy management arrangements and learn from incidents, near misses and emerging guidance to strengthen practice.

C Aims

This policy aims to:

- Set out our Trust's approach to allergy safety, including the procedures in place in case of an allergic reaction and methods for reducing the risk of exposure.
- Make clear how our Trust supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community.

D Legislation and Guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on allergy safety in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019
- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety Work Regulations 1999

E Roles and Responsibilities

The Board of Trustees

The Board of Trustees holds ultimate legal accountability for health and safety, compliance, and risk management across all academies within the Multi-Academy Trust (MAT). The Board is responsible for ensuring that:

- A robust, legally compliant Allergy Safety Policy is in place, reviewed annually, and implemented effectively across all trust sites.
- Strategic risks relating to severe allergies and anaphylaxis are maintained on the Trust-wide Risk Register and actively mitigated.
- Adequate financial and operational resources are allocated to all academies to ensure staff training, medical provisions, and emergency backup equipment are securely maintained.

The Local Governing Body (LGB)

The Local Governing Body of each academy provides local scrutiny and oversight of operational compliance. The LGB is responsible for ensuring that:

- The academy effectively applies the directives of this Trust policy to its daily operations.
- The Headteacher/Principal has appointed a competent local Academy Allergy Safety Lead.
- Local operational resources, such as emergency storage spaces and staff training allocations, are actively reviewed and verified during regular governor health and safety visits.

The Headteacher / Principal

The Headteacher/Principal holds day-to-day operational responsibility for the safety of pupils, staff, and visitors within their specific academy site. They are responsible for:

- Appointing a dedicated member of the leadership or safeguarding team to act as the Academy Allergy Safety Lead.
- Deciding—in formal consultation with parents/carers and relevant healthcare professionals—whether a pupil's allergy can be managed via standard adjustments under the medical conditions policy, or if a tailored Individual Healthcare Plan (IHP) is required.
- Ensuring that the academy provides a safe environment where individuals at risk of allergic reactions can participate fully and equally, free from stigma or allergy-related bullying.

- Allocating designated staff (such as a Health and Wellbeing Co-ordinator or Office Manager) to physically audit emergency spare Adrenaline Auto-Injectors (AAIs) every calendar month and procure in-date replacements.

The School Allergy Safety Lead
The operational execution of this policy is delegated to a nominated Lead at each school site. They are responsible for:

- **Local Implementation**: Overseeing the practical, day-to-day implementation of this policy across their specific school site, including the dynamic maintenance of the Academy Allergy Register.
- **Documentation Management**: Ensuring all student medical documentation, including IHPs and medical professional-issued Allergy Action Plans (AAPs), are updated, verified within the Trust's strict two-week deadline, and made securely accessible to relevant staff.
- **Staff Training Coordination**: Co-ordinating mandatory annual allergy and anaphylaxis awareness training for all pupil-facing staff, and ensuring temporary, supply, and cover staff are fully briefed on specific student needs.
- **Incident Escalation**: Logging all serious incidents or near misses in the local accident book and immediately escalating these events to the Trust Executive Lead.

Teaching and Support Staff
All teaching, administrative, site, and support staff are responsible for:

- Maintaining sharp awareness of this policy, recognizing the early signs of mild, moderate, and severe allergic reactions (anaphylaxis), and knowing how to rapidly initiate an emergency response.
- Familiarizing themselves with the specific allergy profiles and medical plans of the pupils directly in their care, including during cover classes, registration, and playground duties.
- Proactively minimizing allergen exposure risks within their classrooms and during structured activities (such as food technology, science experiments, or crafts using food packaging).
- Ensuring that any student experiencing an allergic reaction is never left unattended, and that an emergency response is triggered immediately without delay.
-

Parents and Carers
Parents and carers play a vital partnership role in keeping the academy community safe. They are responsible for:

- Proactively providing the academy with complete, transparent, and up-to-date details regarding their child’s medical diagnoses, dietary requirements, and history of allergic reactions.

- Providing the academy with two identical, in-date Adrenaline Auto-Injectors (AAIs), alongside any necessary secondary medications (such as antihistamines or reliever inhalers) if prescribed by a doctor.
- Monitoring expiry dates closely and replacing used or out-of-date medication immediately upon notice.
- Adhering strictly to trust-wide guidelines regarding food brought onto the premises for packed lunches, snacks, or whole-class celebrations.

Pupils

Depending on their age, maturity, and level of understanding, pupils are encouraged to take managed responsibility for their own safety.

- Pupils with Allergies: Are responsible for maintaining awareness of their personal allergens, carrying their prescribed AAIs securely on their person where age-appropriate, never exchanging food with peers, and immediately telling the nearest adult the moment they suspect they are experiencing an allergic reaction.
- Pupils without Allergies: Are responsible for demonstrating respect and peer support, adhering to the academy's food-sharing restrictions, and immediately alerting a member of staff if they witness a peer showing signs of physical distress.

F Identifying individuals at risk

Allergy is a spectrum of different allergic diseases. Reactions occur when a susceptible person is exposed to something (an “allergen”) they are allergic to. Common allergic conditions include:

- Hay fever (allergic rhinitis), triggered by allergens carried in the air, such as pollen, house dust mite, animal fur/feathers, or mold
- Skin allergies (e.g. eczema, contact dermatitis, contact urticaria/hives) caused by contact with allergens including house dust mite, pollen and substances like nickel, latex and some chemicals
- Food allergy, which can cause symptoms ranging from mild itching in the mouth to "whole body" reactions including anaphylaxis
- Asthma which may be triggered by airborne allergens
- Allergy to insect stings and medicines

Identifying pupils at risk

We will:

- For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any allergy the pupil has and whether they carry medication. Where a pupil has a new

diagnosis and/or has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks

- Send a reminder to parents/carers at the start of each year asking them to update their child's medical information as necessary

We ask that parents/carers proactively inform their relative school directly via the local contact details provided in School Allergy Policy (found on the school website)

Identifying staff and visitors at risk

We will:

- Ask new staff to provide details of their allergies in advance of their start date
- Ask visitors to provide details of their allergies when they arrive

Individual healthcare plans (IHP)

Pupils should have an IHP if they:

- Have an allergy which has a functional impact on them in the school environment
- They are at risk of harm as a result of their allergy; and
- Require arrangements which are additional to or different from those made generally

It is not necessary for a pupil to have a formal diagnosis of allergy for them to have an IHP. Healthcare professionals may decide that it is more appropriate to accept that the child shows symptoms, rather than proceeding to a formal diagnosis.

The IHP will set out the additional and/or different arrangements that will be in place for supporting the pupil. The school will make every effort to make sure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Not all children with an allergy will require an IHP. Some allergies will have little or no impact on the pupil while they are at school, or pose no risk to the pupil. Some allergies will not require arrangements which are additional to or different from those made generally.

The headteacher is responsible for deciding (in discussion with the parents/carers and any relevant healthcare professionals) whether an IHP is required to specify arrangements that reflect the pupil's circumstances.

The school will consider the following principles:

- If the arrangements or support which a pupil requires would be available to any pupil as part of normal policies, an IHP may not be required
- If the pupil only needs non-prescription medication and the school's medical conditions policy would permit them to carry and administer it, an IHP may not be required

IHPs will be reviewed at least annually and more frequently if the pupil's needs have changed. Where a pupil moves on to a new school or college, their IHP will be shared as part of the transition.

Allergy and asthma action plans

All pupils who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

All pupils who have asthma should be issued with an asthma action plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

The allergy action plan and/or asthma action plan should be attached to the pupil's IHP. Whenever the allergy action plan is updated, the pupil's IHP should be reviewed to incorporate it.

Register of pupils with known allergies

The school maintains a register of pupils who have a known allergy. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed Adrenaline Device (and if so, what type and dose)
- Where a pupil has been prescribed an Adrenaline Device, whether parental consent has been given to administer emergency medication
- A photograph of each pupil to allow a visual check to be made (this will require parental consent)

The register is kept in the main school office and can be checked quickly by any member of staff as part of initiating an emergency response

Allowing all pupils to keep their Adrenaline Device with them will reduce delays and allows for confirmation of consent without the need to check the register.

G Assessing Risk

Each school within the Trust will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

H Minimising Risk

Hygiene procedures

- Pupils are reminded to wash their hands before and after eating
- Sharing of food, food containers, and food utensils is not allowed
- Where food is not directly provided by the school, parental engagement and permission will be sought in advance

Catering

- Each school in the Trust is committed to providing safe food options to meet the dietary needs of pupils with allergies.
- Catering staff receive appropriate training and are able to identify pupils with allergies
- Schools will engage with caterers to understand the controls in place to ensure that food service complies with relevant requirements
- School menus are available for parents/carers and pupils to view with ingredients clearly labelled, and catering staff are available to discuss the provision of allergy safe meals with parents/carers
- Where changes are made to school menus, we will make sure these comply with legislation, and continue to meet any special dietary needs of pupils
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Where food is provided by the school, staff will understand how to read labels for food allergens
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

Animals

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals

Visits and trips

- No pupils with allergies will be excluded from taking part
- Schools will plan accordingly for all visits and trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received appropriate training
- Schools will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip
- Pupils at risk of anaphylaxis should have their own ADs with them
- Staff trained to administer adrenaline in an emergency will be present on the school trip
- Appropriate measures will be taken in line with the school's AD protocols for off-site events and school trips

I Procedures for handling allergic reaction

- All staff are trained to recognise the signs of both mild and severe allergic reactions (known as anaphylaxis) and respond appropriately
- Staff are trained in the administration of adrenaline to minimise delays in an emergency
- If the pupil has an allergy action plan, this must be followed
- A spare school Adrenaline Device will only be used if:
  - The pupil does not have a prescribed Adrenaline Device
  - The pupil's prescribed Adrenaline Device are not available or misfire

J Adrenaline Auto Injectors AAIs

Prescribed AAIs

Pupils who are prescribed AAIs are encouraged to keep them near or on their person at all times, including when travelling to or from the school and on school trips. It is recommended that two devices are carried at all times. Pupils with prescribed AAIs should take them home with them at the end of each school day, and parents/carers are responsible for ensuring that devices are in-date.

If a pupil cannot keep their AAIs with them in the classroom due to age or other considerations, the devices must be stored:

- In an appropriate central location that is unlocked and accessible to staff at all times.
- No more than 5 minutes away from where they may be needed.

- Kept at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature.

A copy of the pupil's Allergy Action Plan must be kept alongside their medication to provide immediate instructions in an emergency.

Spare Institutional AAIs

Please note: current regulations only allow schools to purchase adrenaline auto-injectors (AAIs) as spare devices. Non-injectable adrenaline devices (such as nasal sprays) may be prescribed to individuals but cannot currently be stocked as a spare device by the school. If an individual who is prescribed nasal adrenaline suffers anaphylaxis, a school's spare AAIs may be used in an emergency. Schools can also purchase an emergency asthma reliever inhaler, which can only be used if the pupil's prescribed inhaler is not available and written consent has been obtained.

- Procurement: Individual schools must source spare AAIs from approved medical suppliers (e.g., Eureka Direct Dorset).
- Quantity: Each school must maintain a minimum of two pairs (4 devices total) of spare AAIs. This ensures that one full pair can be taken on off-site school trips while a backup pair remains on the school premises.
- Specification & Brand: All spare AAIs purchased across the Trust must be the EpiPen® brand.
- Dosage: The standard spare dosage across the Trust is 300mcg per AAI, based on the Resuscitation Council UK's age-based criteria for the relevant school age groups.

Storage and Accessibility of Spare AAIs

Each school must ensure that spare AAIs are stored safely, centrally, and strictly in accordance with the following Trust standards:

- Accessibility: Spare AAIs must be kept in a centrally located, unlocked area that is known and accessible to staff at all times, but strictly out of reach of pupils. The storage location must be no more than 5 minutes away from any area of the school grounds where they may be needed.
- Environmental Controls: Devices must be kept at room temperature (in line with manufacturer guidelines) and protected from direct sunlight or extremes of temperature. Each pair of AAIs must be stored inside an insulated EpiPen medical carrying case.
- Organisation: Spare AAIs must be kept in pairs (in case a second dose is required) and stored completely separate from pupils' individual prescribed AAIs, with clear labelling to prevent confusion.

Local Roles and Responsibilities for Spare AAIs

- The School Allergy Safety Lead holds overall responsibility at the individual school level for overseeing the sourcing of spare AAIs and ensuring local storage complies with this policy.

- The Headteacher must designate local operational staff (e.g., the Health and Wellbeing Co-ordinator, Office Manager, or equivalent school-based roles) to manage routine maintenance.
- Designated School Staff are responsible for:
    - Conducting and logging monthly checks to verify that the spare AAIs are present, intact, and in-date.
    - Proactively obtaining replacement AAIs well in advance of their expiry dates.

Disposal

- Single-Use Mandate: Adrenaline Auto-Injectors (AAIs) are strictly single-use medical devices.
- Disposal Protocol: Once an AAI has been deployed, individual academies must ensure it is disposed of safely. The used injector must be handed directly to the attending Emergency Services (Ambulance) staff, or placed inside a designated medical sharps bin in accordance with the manufacturer's instructions and local school medical waste protocols.

Emergency Use of Spare AAIs

- Legal Context: Under The Human Medicines (Amendment) Regulations 2017, schools are legally permitted to administer spare institutional AAIs to any pupil showing signs of anaphylaxis if their own device is broken, missing, or empty.
- Trust Consent Standard: As a standard safeguarding measure, all Trust schools must seek advance written consent from parents/carers during the annual medical registration process. This allows consent to be pre-verified and assumed in an emergency.
- Emergency Life-Saving Provision: In an acute, life-threatening emergency, any trained staff member may administer a spare Trust AAI to save a life, even if prior formal consent has not yet been confirmed or recorded. Staff must not delay life-saving treatment to check records if a pupil is experiencing severe anaphylaxis.

Off-Premises and School Trips

- Individual Pupil Responsibility: Pupils diagnosed with a risk of anaphylaxis must carry their own prescribed AAIs (ideally a pair) on all school trips, sports fixtures, and off-site events.
- School Responsibility: Trip leaders at each school must verify that pupils have their prescribed medication before departing. Additionally, as outlined in this policy, a pair of the school's spare institutional AAIs must be taken on all off-site visits to act as a secondary emergency backup for the group. If a pupil is deemed not yet competent to carry their own medication due to age or learning needs, their designated trip group leader will personally carry that pupil's prescribed AAIs.

K Serious Incidents and 'near misses'

A serious incident is any event relating directly to a medical condition (including allergy) in which a pupil, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.

A 'near miss' is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so – for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

Incident recording

The respective school will record serious incidents and 'near misses' relating to allergy safety as soon as is feasible. The incident will be recorded in the accident book, including the following information:

- Who was affected
- What happened, when and where
- Why the incident occurred (as far as is known)
- How staff and pupils responded and what was done to support the individual
- Whether emergency services were called
- How the incident concluded

The school will approach serious incidents and 'near misses' in a 'no blame' spirit of seeking to learn lessons.

Incident reporting

The parents/carers of a pupil aged up to 16 should be notified of the incident or 'near miss' as soon as possible.

The school will share the report with the pupil's parents, the pupil or the individual involved.

They will be given the opportunity to discuss what happened and to contribute their views to the consequent lessons learned review. The school will then confirm what we have learnt from the incident and outline any actions we are taking as a result.

In some cases, the impact of exposure to an allergen at school may be delayed and not recognised until the pupil is at home. This means that incident reporting is not limited to staff – the pupil, parents/carers or others (such as healthcare professionals) will need to report to the school if there has been an incident with a delayed reaction.

Staff will always share the incident report with Designated Safeguarding Lead. The allergy safety lead will consider whether the allergy safety arrangements in place were appropriate

or if changes are needed to this policy and/or the pupil's IHP. Any learning will be shared appropriately with staff so they can act on them and reduce the chance of an incident reoccurring.

The school will also share the report with other agencies in the following circumstances:

- With the Health and Safety Executive (HSE): incidents which arise directly out of the way the school carried out a work activity which results in death or immediate hospitalisation. For example, where a pupil has suffered harm after consuming an allergen due to incorrect preparation of food by a member of staff.
- To the Achieve and Learn Trust: any allergen-related food safety incidents.

In the event that the incident or 'near miss' was related to the delivery of a care plan or action plan issued by a healthcare professional, the relevant healthcare professional will be notified.

L Allergy Awareness

Staff Training

Each school in the Trust ensures that all staff expected to be present during times when pupils are scheduled to be on site receive allergy awareness training at least annually. New starters will complete this training as part of their induction.

This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It also includes catering staff and others who may oversee pupils at breakfast or after-school clubs. It does not include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

The schools in the Trust have purchased 'training pens' so staff can practice safely and be familiar with the differences.

Allergy awareness training will ensure that all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist
- Understand the difference between food allergy, coeliac disease and food intolerance
- Know where to find information on allergy triggers
- Can identify the range of symptoms of allergic reactions
- Understand and can recognise anaphylaxis
- Know how to respond in an emergency, including:

- Calling emergency services and informing parents/carers
- How to locate and administer emergency medication
- How to use the medication/device in an emergency

- Understand the impact allergy can have on a pupil's wellbeing
- Understand the school's allergy safety policy
- Know how to check whether an individual is on the record of those with known allergy, and how to use an allergy or asthma action plan
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a 'near miss')

Awareness of allergy safety policy

This allergy safety policy will be published on the AALT website. All staff should be aware of and understand the policy as part of annual allergy awareness training.

M Wellbeing

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their form tutor/pastoral manager/ head of year
- Reassurance that steps are being taken to minimise the risks of exposure to allergen and that robust measures are in place in the event of anaphylaxis

The school will respond to any instance of bullying in line with its behavior policy.

Wellbeing support following an incident or 'near miss'

Every school in the Trust recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the pupil but their family, those involved in responding and any witnesses. The school will provide support to those involved.

The school will support staff involved in any incident or 'near miss'.

N Information Sharing

Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.