



Kesteven and Sleaford High School

A Community Inclusive Trust School

Allergy Safety Policy

This policy provides the contextual information to complete the [CIT Allergy Safety Policy](#) as it relates to our School

Part 2: School Contextual Arrangements

School: Kesteven and Sleaford High School

Policy Effective Date: September 2026

Review Date: September 2027

1. School Commitment

Kesteven and Sleaford High School is committed to providing a safe, inclusive and supportive learning environment for all students, including those with allergies, anaphylaxis, asthma, coeliac disease and other medically recognised hypersensitivity conditions.

The school adopts an allergy-aware approach. We recognise that it is not possible to guarantee an allergen-free environment; therefore, our focus is on effective risk reduction, staff training, student awareness, emergency preparedness and inclusion.

Students with allergies will be fully included in all aspects of school life, including lessons, enrichment activities, educational visits, sporting activities, examinations, work experience and residential visits.

2. School Allergy Lead

The Head of School has overall responsibility for allergy safety.

The designated Allergy Lead will:

- Maintain the school's Allergy Register.
- Coordinate Individual Healthcare Plans (IHPs).
- Monitor staff training compliance.
- Liaise with parents/carers and healthcare professionals.

- Monitor medication storage and expiry dates.
- Coordinate incident reporting and policy review.
- Ensure allergy information is communicated effectively to relevant staff.

The Medical Lead will work alongside safeguarding, pastoral, SEND, attendance, first aid and catering teams to ensure a whole-school approach.

3. Identification of Students with Allergies

The school will:

- Gather allergy information during admissions and transition processes.
- Request medical evidence and Allergy Action Plans where appropriate.
- Create and maintain an Individual Healthcare Plan (IHP) for students whose condition requires one.
- Review IHPs annually and whenever medical circumstances change.
- Update the Allergy Register immediately following any change in medical information.

The Allergy Register will include:

- Student name and photograph.
- Known allergens.
- Severity of reaction.
- Prescribed medication.
- Location of medication.
- Details of emergency contacts.
- Any associated conditions, including asthma.

Relevant staff will have access to this information through secure school systems.

4. Individual Healthcare Plans (IHPs)

School IHPs will include:

- Student voice where age-appropriate.
- Examination arrangements where relevant.
- Participation arrangements for trips and extracurricular activities.
- Specific dining hall arrangements where necessary.
- A clear emergency response protocol for staff.

IHPs will be reviewed:

- Annually.

- Following any allergic reaction.
 - Following changes to medication.
 - At parental request where circumstances change.
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5. Adrenaline Auto-Injectors (AAls)

As an 11-18 secondary school, Kesteven and Sleaford High School expects students who have been prescribed adrenaline auto-injectors to carry their own prescribed devices whenever appropriate and clinically advised.

Students prescribed AAls should normally have:

- Two in-date prescribed AAls available at all times.
- Their AAls with them during the school day.
- Their AAls on educational visits and sporting activities.

Where carrying medication independently is not appropriate, alternative arrangements will be agreed through the student's IHP.

School Spare AAls

The school will maintain spare AAls for emergency use.

The school will normally hold:

Adult Dose Devices (300 micrograms)

Suitable for:

- Most students aged 11-18 who have been prescribed this dosage.

The precise brand and quantity of spare devices will be determined annually following review of student medical needs and current clinical guidance.

Storage of AAls

Spare AAls will be stored:

- In clearly labelled emergency medical boxes.
- In the medical room, a location accessible across the site in 5 mins
- Never in locked cupboards that could delay treatment.

Emergency medication locations will be identified by signage and known to all staff.

The Medical Lead will conduct termly checks of:

- Expiry dates.
 - Device condition.
 - Accessibility of equipment.
 - Stock levels.
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6. Staff Training

All staff will complete annual allergy awareness and anaphylaxis training.

Training will include:

- Recognition of allergic reactions.
- Recognition of anaphylaxis.
- Use of adrenaline auto-injectors.
- Emergency procedures.
- Individual student needs.
- Safe management during trips and activities.

Additional training will be provided for:

- First aiders.
- Educational visit leaders.
- Catering staff.
- Pastoral leaders.
- Staff supporting individual students with complex medical needs.

New staff will receive training as part of their induction programme.

7. Catering and Food Safety

The school catering team will comply with all legal requirements relating to allergen management and food safety.

The school will:

- Clearly display allergen information.
- Liaise with students and families regarding dietary requirements.
- Use robust identification procedures for students requiring allergen-free meals.
- Minimise cross-contamination risks.
- Review catering procedures regularly.

Students will be encouraged not to:

- Share food.
 - Exchange snacks.
 - Offer food to another student unless allergy risks are known and managed.
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8. Classroom Activities and Practical Subjects

Teachers will consider allergy risks when planning activities including:

- Food Technology.
- Science practical work.
- Art activities.
- Fundraising events.
- Reward activities.

Where allergens present a risk:

- Alternative materials will be provided.
- Risk assessments will be completed.
- Parents/carers will be consulted where necessary.

The school will avoid the unnecessary use of high-risk allergens whenever reasonable alternatives are available.

9. Educational Visits, Residential and Off-Site Activities

Students with allergies will not be excluded from educational visits because of their medical condition.

Visit leaders will:

- Consider allergy risks during planning.
- Review relevant IHPs.
- Ensure access to prescribed medication.
- Ensure appropriately trained staff are present.
- Confirm emergency procedures and local medical provision.

Residential visits will include additional planning and consultation with parents/carers where required.

10. Inclusion, Wellbeing and Student Awareness

Kesteven and Sleaford High School is committed to ensuring that students with allergies feel safe, respected and included.

The school will:

- Promote understanding of allergies through assemblies, tutor programmes and personal development activities.
- Encourage students to take increasing responsibility for managing their own medical needs as they mature.
- Support students who may experience anxiety relating to allergies.
- Ensure reasonable adjustments are made where necessary.

Students with allergies will not routinely be separated from their peers during lessons, lunch, enrichment activities or visits.

11. Bullying and Discriminatory Behaviour

Any bullying, intimidation, practical jokes, threats or behaviour relating to a student's allergy will be treated as a serious matter and may constitute a safeguarding concern.

Examples include:

- Deliberately exposing someone to an allergen.
- Threatening to expose someone to an allergen.
- Mocking or humiliating a student because of their allergy.
- Tampering with food or medication.
- Encouraging others to engage in such behaviour.

Such incidents will be investigated and managed in accordance with:

- The Kesteven and Sleaford High School Behaviour Policy.
- The Kesteven and Sleaford High School Anti-Bullying Policy.
- The school's Safeguarding and Child Protection procedures.

Sanctions will reflect the seriousness of the incident and may include restorative measures, detention, suspension, safeguarding interventions or referral to external agencies where appropriate.

Support will be provided to any student affected by allergy-related bullying.

12. Emergency Response

In the event of suspected anaphylaxis, staff will:

1. Administer an AAI immediately.
2. Call 999 and request an ambulance, stating that anaphylaxis is suspected.
3. Inform school first aid staff.
4. Contact parents/carers.
5. Monitor the student continuously until emergency services arrive.
6. Administer a second AAI if symptoms do not improve and medical advice indicates this is necessary.
7. Record the incident in accordance with school procedures.

Where a student's own AAI is unavailable, an appropriately authorised spare AAI may be used in accordance with current statutory guidance.

13. Recording, Monitoring and Learning

The school will record:

- Allergic reactions.
- Anaphylaxis incidents.
- Medication administration.
- Near misses.
- Concerns raised by students, parents/carers or staff.

Following any significant incident, a review will be conducted to identify:

- What happened.
- Whether procedures were followed.
- Lessons learned.
- Any required changes to training or practice.

Findings will be reported to senior leaders and governors as appropriate.

14. Communication with Parents and Carers

The school will maintain effective communication with families by:

- Reviewing medical information annually.
- Holding meetings where required.
- Providing updates following incidents.
- Consulting parents/carers regarding educational visits and significant events.
- Working collaboratively to support students' health, safety and wellbeing.

Parents/carers are expected to:

- Inform the school of any allergy diagnosis or change in medical condition.
 - Provide up-to-date medical information and healthcare plans.
 - Ensure prescribed medication remains in date.
 - Supply replacement medication before expiry dates.
 - Work collaboratively with the school to support safe management of their child's condition.
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15. Monitoring and Review

This Part 2 policy will be reviewed annually by the Head of School and Allergy Lead, or sooner following:

- A significant allergy-related incident.

- Changes to medical guidance.
- Changes to statutory requirements.
- Recommendations arising from monitoring or incident review.

The effectiveness of this policy will be monitored through incident records, staff training records, feedback from students and parents/carers, and routine audits of allergy management procedures.

Approved by: Head of School, Kesteven and Sleaford High School

Next Review Date: September 2027