

OAKLANDS SCHOOL

ALLERGY SAFETY POLICY

Updated for the Department for Education statutory guidance published July 2026

Policy owner	Head teacher
Named senior leader for allergy safety	Maryam Asghar New Oaks Earl Collins High Oaks
Effective from	September 2026
Review date	September 2027, or earlier following a serious incident or near miss
Published	School website; hard copy available on request

1. Purpose and statutory basis

Oaklands School is committed to an allergy-aware, inclusive whole-school approach that enables pupils with allergy to attend and participate as fully and safely as possible in school life, including meals, curriculum activities, clubs, educational visits and other school-related activities.

This policy is the school's dedicated allergy safety policy. It is made with regard to the Department for Education (DfE) statutory guidance Allergy safety in schools (July 2026), issued under section 100 of the Children and Families Act 2014 as amended by section 34 of the Children's Wellbeing and Schools Act 2026.

The policy sits alongside the school's arrangements for supporting pupils with medical conditions, safeguarding, first aid, medicines, health and safety, educational visits, catering and data protection.

2. Scope

For this policy, allergy means an immune-system reaction to a normally harmless substance. Relevant triggers may include food, insect stings, medicines, latex and other contact allergens, and airborne allergens. Asthma, eczema and allergic rhinitis may be associated with allergy and may require individual support arrangements.

Food intolerance and coeliac disease require appropriate support but are not allergic conditions and cannot themselves cause anaphylaxis. Their dietary and medical arrangements will normally be managed through the school's wider medical conditions and catering arrangements, while relevant cross-contamination controls may overlap with this policy.

This policy applies to pupils and, where relevant to the school's risk-management arrangements, staff and visitors with allergy.

3. Policy principles

- No school can guarantee an allergen-free environment. Oaklands will take reasonable steps to identify and minimise known risks and maintain robust emergency arrangements.
- Pupils with allergy should not be unnecessarily excluded, segregated or prevented from participating in school life because of their allergy.
- Allergy safety is a shared responsibility across leadership, teaching and support staff, catering staff, families and, where appropriate, pupils themselves.
- Emergency help must come to a pupil experiencing a serious allergic reaction; the pupil must not be sent unaccompanied to reception, a medical room or another part of the site.
- The school will learn from allergic reactions, serious incidents and near misses and use this learning to improve practice.

4. Leadership, governance and review

A named member of the senior leadership team will hold operational responsibility for allergy safety, drive implementation of this policy, coordinate relevant staff and contribute to or lead its review. This named person is Earl Collins Head of School High Oaks and Maryam Asghar Head of Primary at New Oaks.

- The governing body will ensure that the school has a dedicated allergy safety policy and has regard to the statutory guidance.
- The policy will be reviewed at least annually and sooner where a serious incident, near miss, material change in pupil need, legislation, guidance or school arrangements indicates that review is required.
- The review will consider incidents and near misses, feedback from pupils and families, staff training, catering controls, emergency medication arrangements and lessons from educational visits.
- The policy will be published on the school website, made readily accessible to parents and staff and available in hard copy on request.
- All staff will be made aware of the policy through induction and annual allergy awareness training.

5. Identifying pupils, staff and visitors with allergy

Parents and carers are asked to provide health information during admission and to inform the school promptly of any new diagnosis, suspected allergy, change in symptoms, medication or clinical advice. The school will also seek relevant information during transition from previous settings.

- The school will maintain an up-to-date record of pupils with known allergy, their known allergens, relevant medication and whether an Individual Healthcare Plan (IHP), Allergy Action Plan and/or Asthma Action Plan is in place.
- Where appropriate, staff-only allergy information, including a current photograph and known allergens, will be available in relevant locations such as catering, food technology, science, art/craft and other areas where exposure could occur.
- For pupils joining the school, arrangements should be in place for the start of term wherever possible. For mid-term admissions or newly identified needs, the school will make every effort to put appropriate arrangements in place promptly.
- Staff and planned visitors will be encouraged to identify relevant allergies where the school needs this information to keep them safe, particularly where food will be provided.

6. Individual Healthcare Plans and clinical action plans

A pupil should have an IHP where their allergy has a functional impact in school, places them at risk of harm, and requires arrangements additional to or different from those made generally. The school will develop the IHP collaboratively with the pupil where appropriate, parents/carers and relevant professionals.

- The IHP is a school document describing the support and adjustments the school will put in place; it is not a clinical document.
- Where a healthcare professional has issued an Allergy Action Plan, Asthma Action Plan, medication plan or other clinical advice, the current document will be attached or clearly referenced rather than rewritten in a way that could introduce errors.

- The IHP will identify known allergens/triggers, prevention measures, symptoms, emergency arrangements, medication and storage/access, staff responsibilities, participation in activities and visits, communication arrangements and review dates.
- IHPs will be reviewed at least annually and whenever needs, medication, clinical advice or school arrangements change, and after relevant incidents or near misses.
- The existing Oaklands practice of keeping relevant plans accessible to staff will continue, subject to data-protection requirements and version control.

7. Allergy awareness and emergency-response training

All staff who are present when pupils are scheduled to be on site will receive allergy awareness and emergency-response training at least annually.

- Induction arrangements will ensure new staff receive appropriate allergy information and training.
- Supply and cover staff will receive sufficient information to understand the school's emergency arrangements and the needs of pupils they supervise.
- Training will cover allergy and common triggers; the distinction between allergy, coeliac disease and intolerance; recognition of allergic reactions and anaphylaxis; acute asthma; how to summon emergency help; where medication is kept; how to administer adrenaline and emergency asthma medication where applicable; use of IHPs and action plans; risk reduction; wellbeing and inclusion; and incident/near-miss reporting.
- Oaklands' existing annual adrenaline auto-injector training will form part of this wider programme.
- Training records will be maintained, including the date, content/provider and staff attendance.

8. Minimising exposure to known allergens

Staff planning lessons, activities, events and visits must consider whether a known allergen could be introduced and make reasonable adjustments to reduce risk without unnecessarily excluding a pupil.

- Food brought into school, school-provided food, classroom snacks and celebration food will be managed so that known allergy risks are considered in advance.
- Activities involving food, cooking, science, craft, animals or materials such as play dough, glues, recycled food packaging, bird feed, latex or other potential allergens will be checked against known pupil needs.
- Food and drink intended for an individual pupil with food allergy should be clearly identifiable and should not be shared or traded.
- Cross-contact controls will be used when preparing, handling and serving food, including appropriate cleaning and separation arrangements.
- Where a pupil has an airborne or contact allergy, reasonable site-specific measures will be recorded in the pupil's IHP or risk assessment.
- Educational visit risk assessments will include allergy exposure, catering, medication access and emergency arrangements.

9. Managing Allergy Risks and Nut Exposure

Oaklands School operates an allergy-aware approach across both New Oaks and High Oaks. The school takes reasonable steps to minimise pupils' exposure to known allergens while recognising that it is not possible to guarantee a completely allergen-free environment.

Both New Oaks and High Oaks operate as nut-free schools as a risk-reduction measure. Pupils, parents/carers, staff and visitors are asked not to bring nuts or products containing nuts into school. Food purchased, prepared or provided by the school will be managed in accordance with the school's allergen-management procedures.

The school's approach is not limited to nut allergies. Staff will remain aware of all known pupil allergies and the individual risk-reduction measures identified within pupils' Individual Healthcare Plans and Allergy Action Plans.

The school's nut-free arrangements do not replace the need for appropriate emergency procedures, staff training or ready access to prescribed and spare adrenaline auto-injectors.

10. Food provision and catering controls

The Catering Department will continue to operate robust allergen-management procedures and comply with applicable food-information and labelling law. School leaders will engage with catering staff/contractors to understand and assure the controls in place.

- Catering staff will maintain current information about pupils with food allergy who use the service and will have access to the information needed to provide safe meals.
- Allergen information for food provided by the school will be available to parents/carers and, where appropriate, pupils.
- At mealtimes the school will use robust methods appropriate to the setting to identify pupils with known food allergy and ensure the correct meal is provided, while avoiding unnecessary segregation.
- Authorised suppliers will be used and ingredient/substitution information will be checked. Changes to products or menus must not bypass allergen checks.
- Staff handling or serving food will understand allergen labelling and cross-contact controls.
- Food prepared or packaged for direct sale will be labelled in accordance with applicable legal requirements.
- Where reasonable adjustments to food provision are required for an individual pupil, these will be documented in the IHP.

11. Food technology, snacks, celebrations and school shop

The existing Oaklands controls for Food Technology, classroom snacks and the School Shop remain relevant, with the following strengthened expectations:

- Staff will check pupil allergy information before purchasing or using food or food-related materials.
- Ingredient labels must be checked each time; staff must not assume that a product remains safe because it has been used previously.
- Unlabelled food should not be provided to a pupil with food allergy unless safety has been established through an agreed process.
- Food sharing/trading between pupils will be discouraged where it creates an allergy risk.

- For birthday cakes, treats, cultural events or parent-provided food, arrangements will be agreed in advance so that pupils with allergy can participate safely and inclusively.
- School Shop products will retain appropriate labelling and separation controls; local procedures must not rely solely on a disclaimer where a pupil is unable to make an informed risk decision.

12. Prescribed adrenaline and emergency ('spare') adrenaline devices

Pupils at risk of anaphylaxis should have access to their prescribed adrenaline devices in accordance with their IHP and Allergy Action Plan. Where two devices have been prescribed, arrangements should ensure access to both.

- Prescribed devices will be kept readily accessible, in date, appropriately labelled and stored in accordance with the manufacturer's requirements and the pupil's plan.
- The school will maintain spare adrenaline auto-injectors (AAIs) of appropriate doses for emergency use in accordance with current law and guidance. Spare AAIs are additional to, not replacements for, a pupil's prescribed devices.
- Spare AAIs will be clearly labelled, readily accessible and not locked away. Site arrangements allow adrenaline to be brought to the person experiencing anaphylaxis as quickly as possible and, in practice, within five minutes.
- At New Oaks, spare AAIs are stored behind Reception.
- At High Oaks, spare AAIs are stored in two locations: on the ground floor behind Reception and on the first floor in the Life Skills Laundry room.
- A named member of staff will be responsible for checking spare AAIs regularly, including checking expiry dates and ensuring devices are replaced following use or before expiry. This is Maryam Asghar at New Oaks and Earl Collins at High Oaks.
- Where Oaklands operates across more than one site, appropriate spare provision will be maintained on each site.

13. Emergency response to suspected anaphylaxis

Anaphylaxis is a potentially fatal allergic reaction affecting Airway, Breathing and/or Circulation. Staff must treat suspected anaphylaxis as a medical emergency and follow the pupil's current Allergy Action Plan where one is available.

- Call 999 immediately and state that anaphylaxis is suspected.
- Bring emergency medication to the pupil. Do not require the pupil to walk to reception or a medical room.
- Use the pupil's prescribed adrenaline device first where it is immediately available. If it is unavailable, has misfired, or other current emergency criteria for a school spare are met, use an appropriate spare AAI without waiting for a paramedic to arrive.
- Administer further adrenaline in accordance with the current action plan/emergency guidance if symptoms persist and a further dose is indicated.
- Position and supervise the pupil in accordance with current anaphylaxis first-aid guidance; do not allow them to stand or walk unnecessarily.
- Contact parents/carers after emergency help has been initiated.
- Ensure ambulance access to the site and provide responders with relevant information.
- Record the incident and initiate the school's serious-incident/near-miss review process.

This policy does not replace an individual clinical Allergy Action Plan. Staff should follow the most current clinical/emergency instructions available to the school.

14. Asthma and emergency inhalers

Because asthma can coexist with allergy and can be relevant to anaphylaxis risk, pupils with asthma should have ready access to their prescribed reliever inhaler in accordance with their Asthma Action Plan/IHP.

The school provides spare salbutamol inhalers and spacers for emergency use on both sites, in accordance with current national guidance and applicable legal requirements.

- **At New Oaks, spare salbutamol inhalers and spacers are stored behind Reception.**

- **At High Oaks, spare salbutamol inhalers and spacers are stored in two locations: behind Reception on the ground floor and in the Life skills Laundry on the first floor.**

Staff will be made aware of the location of the emergency inhalers and spacers as part of the school's medical and emergency-response arrangements.

15. Educational visits, off-site activities and transport

- A specific risk assessment will be completed for a pupil at risk of anaphylaxis taking part in an off-site visit.
- The pupil's prescribed emergency medication must accompany them and remain readily accessible.
- Staff on the visit must understand the pupil's IHP/action plan and there must be staff able to administer adrenaline in an emergency.
- Food/catering arrangements and the risk of exposure to known allergens must be checked in advance.
- The school will consider whether taking appropriate spare AAls is necessary and practicable without leaving the school site inadequately supplied.
- Allergy will not, by itself, be a reason to exclude a pupil from a visit or require a parent/carer to attend where reasonable school arrangements can enable participation.

16. Wellbeing, inclusion and bullying

Oaklands recognises that allergy can affect a pupil's emotional wellbeing, confidence, social participation and sense of safety. The school will promote inclusion and age-appropriate self-management while ensuring that responsibility is not transferred to a pupil beyond their capability.

- Pupils with allergy will not routinely be segregated at mealtimes or excluded from activities where risks can be managed reasonably.
- Allergy-related teasing, bullying, deliberate exposure to an allergen or misuse of a pupil's medication will be treated seriously under the school's behaviour and safeguarding arrangements.
- Staff will listen to pupils' concerns and involve them, where appropriate, in decisions about their support and how allergy information is shared.

- Attendance or reward arrangements will not unfairly penalise pupils for medically necessary allergy-related absence.

17. Information sharing and confidentiality

Health information is sensitive special-category personal data. The school will share allergy information on a need-to-know basis so that staff can keep pupils safe and support inclusion, while avoiding unnecessary disclosure.

- Relevant staff will have timely access to current IHPs and action plans needed to carry out their responsibilities.
- Information displayed in food-service or activity areas will be staff-facing where appropriate and limited to what is necessary for safety.
- Parents/carers and pupils, where appropriate, will be involved in decisions about routine sharing of health information.
- Records will be version-controlled and handled in accordance with the school's data-protection policy.

18. Serious incidents and near misses

Oaklands will record, report, review and learn from serious allergy incidents and near misses. Reports may arise from staff, pupils, parents/carers or healthcare professionals, including where a reaction becomes apparent only after the pupil has left school.

- The immediate priority is the pupil's safety and appropriate medical response.
- Parents/carers will be informed of incidents affecting their child.
- The named senior leader will ensure the incident/near miss is recorded and escalated to the governing body and external bodies where statutory reporting requirements apply.
- The review will consider the cause, whether procedures and the IHP were followed, medication access, communication, training, catering or activity controls, and any necessary corrective action.
- The relevant IHP, risk assessment, training or this policy will be updated where learning indicates a change is required.

- Food-safety incidents involving undeclared allergens will be handled under applicable food-safety reporting arrangements.

19. Roles and responsibilities

19.1 Governing body / appropriate authority

- Ensure the statutory allergy safety policy is in place, published and reviewed at least annually.
- Ensure appropriate leadership, resources and oversight.
- Receive assurance on training, incidents/near misses and significant risks.

19.2 Named senior leader for allergy safety

- Lead implementation and review of this policy.
- Coordinate identification, IHP, training, catering, medication, visit and incident-learning arrangements.
- Ensure local procedures are clear across New Oaks and High Oaks.
- Report significant issues and assurance information to the governing body.

19.3 Parents and carers

- Provide accurate, current information about their child's allergy and relevant clinical advice.
- Provide prescribed medication in accordance with school procedures and replace it before expiry.
- Inform the school promptly of changes and participate in IHP reviews.
- Follow school expectations about food brought onto site.

19.4 Staff

- Complete required training and understand this policy.
- Check relevant allergy information before activities, meals and visits.
- Follow IHPs/action plans and emergency procedures.
- Report incidents and near misses promptly.

19.5 Catering staff / provider

- Maintain compliant allergen-information, food-handling and cross-contact controls.
- Keep relevant pupil allergy information current and accessible to authorised staff.

- Communicate product, supplier or menu changes that could affect allergen safety.
- Maintain appropriate allergen training and records.

19.6 Staff with allergies

Staff who have a known or suspected allergy are responsible for informing the school promptly of their allergy, relevant triggers, any change in their condition, and any emergency arrangements that colleagues may need to know in order to support them safely at work.

Staff with allergies are responsible for carrying their own prescribed emergency medication, including adrenaline auto-injectors or inhalers where prescribed, keeping it readily accessible while at work and on school-related activities, and ensuring that it is in date and maintained in accordance with clinical advice.

Staff should tell appropriate colleagues where their emergency medication is kept and what assistance may be required in an emergency, while the school will handle this health information on a need-to-know basis in accordance with its data-protection arrangements.

20. Communication and awareness

- This policy will be published on the school website and made available in hard copy on request.
- Staff will be reminded of the policy through annual training and induction.
- Parents/carers will be informed of relevant school-wide allergy expectations, including food brought onto site.
- Pupil awareness will be promoted in an age- and needs-appropriate way, with particular attention to inclusion, not sharing food where unsafe, seeking adult help and preventing bullying.
- The school will avoid communications that imply a guarantee of an allergen-free environment.

21.Related school policies and records

- Supporting Pupils with Medical Conditions / Medication Policy
- First Aid Policy
- Safeguarding and Child Protection Policy / KCSIE arrangements
- Educational Visits Policy and risk assessments
- Health and Safety Policy
- Behaviour / Anti-Bullying Policy
- Attendance Policy
- Data Protection / UK GDPR Policy
- Catering allergen-management procedures
- Individual Healthcare Plans, Allergy Action Plans and Asthma Action Plans
- Incident and near-miss records

Appendix A - Oaklands emergency anaphylaxis procedure

This quick procedure must be read alongside the pupil's current Allergy Action Plan and the school's first-aid/medication procedures.

1. Recognise: suspect anaphylaxis where there are Airway, Breathing or Circulation problems, particularly after possible allergen exposure.
2. Call: dial 999 immediately and say 'anaphylaxis'. Ask another member of staff to bring the pupil's prescribed adrenaline and the nearest appropriate spare AAI.
3. Adrenaline: administer the pupil's prescribed device promptly if available. If it is unavailable, misfires, or current emergency criteria for a school spare are met, use the appropriate spare AAI. Do not wait for a paramedic to arrive before giving indicated adrenaline.
4. Position and supervise: keep the pupil under continuous adult supervision and follow current anaphylaxis positioning guidance. Do not allow unnecessary standing or walking.
5. Second dose: follow the current Allergy Action Plan/emergency guidance if symptoms persist and another dose is indicated.
6. Handover: give ambulance staff details of symptoms, suspected trigger, medication and timing of doses.
7. Afterwards: inform parents/carers, complete records, replenish used devices and initiate incident/near-miss review.

Appendix B - Summary of changes from April 2026 policy

Area	Change
Policy scope	Broadened from food allergy/intolerance to the dedicated statutory allergy-safety framework; clarified that coeliac disease and food intolerance sit outside allergy policy scope while still requiring support.
Governance	Added named senior leader, governing-body oversight, annual review, website publication and early review after incidents/near misses.
Training	Expanded annual EpiPen training to annual allergy-awareness and emergency-response training for all

	relevant staff groups, including induction and supply/cover arrangements.
IHPs	Strengthened Individual Healthcare Plan arrangements and links to healthcare-professional Allergy/Asthma Action Plans.
Risk reduction	Extended beyond food to contact/airborne allergens and curriculum/activity risks.
Nut statement	Changed from an absolute 'free' assurance to an allergy-aware risk-reduction approach, pending local approval of the exact restriction wording.
Spare AAls	Removed the requirement to wait for paramedic advice; added accessible paired storage, dose/site planning and five-minute access expectation.
Visits	Strengthened inclusion, risk assessment and emergency-medication requirements.
Wellbeing	Added inclusion, bullying and attendance/reward protections.
Incidents	Added recording, reporting, investigation and learning from serious incidents and near misses.
Document hygiene	Removed legacy Stowe School footer/source text from the April 2026 document.

Appendix C - References

- Department for Education, Allergy safety in schools: statutory guidance for governing bodies of maintained schools and proprietors of academies in England, July 2026.
- Department for Education, Allergy safety policy - template, July 2026.

- Children and Families Act 2014, section 100, as amended by section 34 of the Children's Wellbeing and Schools Act 2026.
- Department for Education, Supporting pupils at school with medical conditions (statutory guidance).
- Department for Education, Allergy guidance for schools, updated July 2026.
- Food Information Regulations 2014 and applicable requirements for allergen information, including prepacked for direct sale food.
- Oaklands School, Food Allergy Policy, April 2026 (superseded by this policy once approved).