



Allergy Safety Policy - Fortuna Policy

Updating Policy Procedure

When a policy is due for review it will be emailed to the reviewer who will revise and highlight those updates and return the policy in full with the highlighted updates back to the Policy Co-Ordinator.

When a policy reviewer becomes aware of ***any updates*** they will ask the Policy Co-Ordinator to email the policy to them and follow the above procedures.

A policy is a statement of intent and the guidelines we follow, that is adopted by the Fortuna and Athena Federation's Governing Body.

Policy Reviewed by:

Craig Chaplin

Updated on:

September 2026

Date to be reviewed:

Date ratified at FGM:

This Policy has been drawn up in accordance with:

- Section 34 Children’s Wellbeing and Schools Act 2026 (Benedict’s Law)
- (DfE) Allergy safety in schools: Statutory Guidance for governing bodies of maintained schools and proprietors of academies in England (July 2026)

This Policy should be read in conjunction with the following policies:

ACCESSABILITY POLICY
BEHAVIOUR MANAGEMENT POLICY
FIRST AID POLICY
MEDICAL ARRANGEMENTS AND GUIDANCE ON ADMINISTRATION OF MEDICINES IN SCHOOL POLICY

Policy Statement

Fortuna School is committed to providing a safe, inclusive, and supportive environment for all pupils, staff, visitors, and contractors. The school recognises that food allergies, environmental allergies, and anaphylaxis can be life-threatening and require careful management.

In England, the new mandatory safety requirements known as Benedict’s Law 2026 require all schools to enforce strict, life-saving allergy measures. The law mandates that schools stock spare emergency adrenaline auto-injectors (AAIs), publish whole- school allergy policies, provide compulsory staff training, and create individual care plans for allergic students

This policy establishes procedures for identifying, preventing, and managing allergy risks, minimising exposure to allergens, reducing the risk of cross-contamination, and responding effectively to allergic reactions and medical emergencies. The school aims to balance safety with inclusion and will make reasonable adjustments to ensure that pupils with allergies can participate fully in school life.

Scope

This policy applies to:

- All pupils.
- All employees.
- Volunteers.
- Contractors.
- Visitors.
- Catering providers.
- Before-school, after-school, and holiday clubs operated by or on behalf of the school.
- Educational visits and off-site activities

Definitions

Allergy An immune system reaction to a substance (allergen) that is normally harmless.

Anaphylaxis A severe, potentially life-threatening allergic reaction requiring immediate medical treatment.

Allergen A substance capable of causing an allergic reaction, including but not limited to:

Food Allergens		Environmental Allergens	
Peanuts	Soy	Peanuts	Celery
Tree nuts	Sesame	Tree nuts	Lupin
Milk	Mustard	Milk	Sulphites
Eggs	Celery	Eggs	Pollen
Fish	Lupin	Fish	Dust mites
Shellfish	Sulphites	Shellfish	Mould
Wheat		Wheat	Animal fur/dust
		Soy	Insect stings
		Sesame	Latex
		Mustard	

Cross-Contamination The accidental transfer of allergens from one food, surface, object, or person to another.

Roles and Responsibilities

Headteacher. The Headteacher will:

- Ensure implementation of this policy.
- Ensure staff receive appropriate training.
- Maintain oversight of allergy management arrangements.
- Ensure emergency procedures are in place.

Designated Allergy Lead. The school will appoint a Designated Allergy Lead responsible for:

- Maintaining allergy records.
- Coordinating care plans.
- Liaising with parents and healthcare professionals.
- Monitoring staff training.
- Reviewing incidents and near misses.

Staff. All staff must:

- Be familiar with pupils'; allergy needs.
- Follow allergy management procedures.
- Prevent cross-contamination.
- Recognise symptoms of allergic reactions.
- Follow emergency response procedures.
- Participate in required training.

Parents/Carers. Parents/carers must:

- Inform the school of all diagnosed allergies.
- Provide medical evidence where appropriate.
- Supply prescribed medication within expiry dates and in original packaging from the pharmacist.
- Notify the school of any changes in medical condition.
- Participate in the development of individual healthcare plans.

Pupils. Where age and understanding permit, pupils should:

- Avoid known allergens.
- Follow agreed safety measures.
- Inform staff immediately if they feel unwell.
- Carry prescribed medication where authorised.

Identification and Documentation

Allergy Notification

Parents/carers must disclose allergy information:

- At pre-admission meeting.
- At the start of each academic year.
- Whenever medical needs change.

The First Aid Lead will share with a list of allergies and other conditions (e.g. asthma, heart conditions etc) with all staff.

Allergy Action Plans from medical professionals must be shared with the school at the earliest opportunity. For new starters this must be done as part of the pre-admission process.

Individual Healthcare Plans (IHPs)

Pupils with diagnosed allergies requiring management in school will have an Individual Healthcare Plan containing:

- Allergy details.
- Known triggers.
- Symptoms.
- Medication requirements.
- Emergency contacts.
- Emergency procedures.

Where an allergy is not yet diagnosed, the school will record this as a cautionary act on the pupils IHP.

These will be stored on the shared drive in the pupil's individual folder. Plans will be reviewed annually or sooner if required by the First Aid and Medical Lead.

Record Keeping

The school will maintain:

- A confidential allergy register.
- Individual Healthcare Plans.
- Medication records.
- Incident records.

Information will be shared with relevant staff and visitors on a need-to-know basis.

Allergy Risk Management

General Principles

The school recognises that complete elimination of allergens is not always possible. Therefore, risk reduction measures will be implemented. The school does not guarantee an allergen-free environment.

Classroom Management

Staff will:

- Be aware of pupils with allergies.
- Consider allergy risks when planning activities.
- Avoid use of allergenic materials where reasonable alternatives exist.
- Ensure handwashing before and after food-related activities.

Food Brought from Home

Parents/carers are encouraged to:

- Avoid sending foods that may present significant risks to other pupils with severe allergies.
- Follow any class-specific guidance.

The school may introduce restrictions where a specific risk assessment identifies a significant danger.

School Meals and Catering

School kitchen must:

- Comply with food safety legislation.
- Maintain accurate allergen information.
- Provide allergen ingredient lists.
- Follow procedures to minimise cross-contamination.
- Pupils with allergies must be able to identify safe meal options.

Prevention of Cross-Contamination

The school will implement measures including:

Food Preparation Areas

Where applicable:

- Separate preparation areas when possible.
- Dedicated utensils and equipment where required.
- Thorough cleaning between food preparation tasks.
- Appropriate storage arrangements.

Dining Areas

Staff will:

- Supervise meal periods appropriately.
- Promote handwashing before and after eating.
- Ensure tables are cleaned between sittings.
- Manage seating arrangements when required by individual risk assessments.

Classroom and Shared Areas

- Food residue will be cleaned promptly - after breakfast and breaktime snack.
- Shared equipment will be cleaned regularly.
- Staff will monitor food-based activities carefully.

Environmental Allergies

The school and the PFI who run the school site, will take reasonable steps to minimise exposure to environmental allergens.

Measures may include:

- Regular cleaning programmes.
- Pest control arrangements.
- Monitoring of mould and damp.
- Appropriate management of classroom pets.
- Consideration of pollen exposure during high-risk periods.
- Risk assessments for outdoor activities.

Where necessary, adjustments will be made for affected pupils.

Medication Management

The school are subscribed to the KITT Medical Anaphylaxis subscription service which provides medical devices and training.

Adrenaline Auto-Injectors (AAIs)

Pupils prescribed adrenaline auto-injectors must:

- Have medication available in school at all times.
- Provide medication that is in date and clearly labelled with the prescription label attached.

The school will hold spare emergency AAIs in accordance with applicable legislation and guidance:

- One pair of AAIs for children up to 6 years old (Jext 150)
- One pair of AAIs for children aged 6+ (Jext 300).

Storage

Prescribed allergy medication will be:

- Easily accessible.
- Stored securely but not locked away from emergency access.
- Clearly labelled.

‘Spare’ medication will be wall mounted in the school reception office.

Expiry Monitoring

The school’s first aid and medication lead will:

- Monitor expiry dates.
- Notify parents/carers when replacements are required, it is the parents/carers responsibility to ensure their child has the correct medication in school and it is in date.

Staff Training

All staff working with children will receive training covering:

- Allergy awareness.
- Understanding that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist.
- Recognition of allergic reactions.
- Recognition of anaphylaxis.
- Their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens.
- Use of adrenaline auto-injectors.
- Emergency response procedures.
- Cross-contamination prevention.
- Reporting procedures.
- The impact allergies can have on a child's wellbeing.

Training will:

- Be provided during induction where appropriate.
- Be refreshed at least annually.

Fortuna's training is provided via Kitt Medical's certified online CPD.

Educational Visits and Off-Site Activities

All educational visits must include consideration of allergy risks.

Visit leaders must:

- Review allergy information.
- Carry emergency medication where required for individual pupils with known allergies.
- Ensure trained staff are present.
- Communicate with venues regarding allergens.
- Complete appropriate risk assessments.

No pupil will be excluded from participation solely because of an allergy unless safety cannot reasonably be assured.

Staff and Visitors with Allergies

The measures within this policy intended to keep children safe apply equally to staff and visitors. Staff should disclose any allergies on their emergency information sheet and if they have a personal auto-injector agree where this can be safely stored.

Visitors should be asked if they have allergies at sign in or in advance if food is to be provided.

Emergency Procedures

Recognising an Allergic Reaction

Symptoms may include:

- Itching
- Rash
- Swelling
- Stomach pain
- Vomiting
- Wheezing
- Difficulty breathing
- Dizziness
- Collapse

Response to Suspected Anaphylaxis

If anaphylaxis is suspected:

1. Administer prescribed adrenaline auto-injector immediately.
2. Call emergency services (999).
3. State clearly:
 - "Anaphylaxis."
 - Exact location.
4. Contact parents/carers.
5. Monitor the pupil continuously.
6. Administer a second auto-injector if required and available, following medical guidance.
7. Ensure the pupil is taken to hospital, even if symptoms improve.
8. Be prepared to start CPR/defib if necessary.

After an Incident

The school will:

- Complete an online incident report (Medical Tracker)
- Review procedures.
- Conduct a debrief with relevant staff.
- Update risk assessments and healthcare plans if required.
- Ensure the stock of spare auto-injectors is replenished from the school provider.

Incidents will be logged online at <https://portal.kittmedical.com/login> under the 'Incident' tab in the main menu.

Disposal of Auto-Injectors

Once an auto-injector is been used it should be appropriately handled and disposed of as medical sharp waste.

Sharp waste will be disposed of in the designated sharps container in the school office or in the absence of a sharp waste box at Birchwood Pharmacy.

Near Misses

Should a 'near miss' occur, the school's Designated Allergy Lead will:

- Review procedures.
- Conduct a debrief with relevant staff.

A familiar adult will provide appropriate support for the child.

Pupil Wellbeing

It is recognised that anaphylaxis can be a significant source of anxiety for young people. Fortuna will not tolerate bullying and/or discrimination towards pupils with allergies.

Should teasing, bullying or peer-on-peer abuse relating to an allergy occur the school will act to address this behaviour in coordination with the parents/carers of all pupils involved. This will be done in line with the school behaviour management policy.

Communication

The school will:

- Communicate relevant allergy information to staff.
- Inform supply staff where necessary.
- Liaise with catering providers.
- Work collaboratively with parents/carers and healthcare professionals.
- Publish the Allergy Safety Policy on the school website.

Confidentiality will be maintained in accordance with data protection requirements.

Monitoring and Review

The Designated Allergy Lead will:

- Review allergy records annually.
- Monitor incidents and near misses.
- Evaluate training needs.
- Recommend improvements where necessary.

This policy will be reviewed annually or sooner following:

- A serious allergic incident.
- Changes in legislation or guidance.
- Significant changes to school operations.

Approved by: _____

Position: _____

Date: _____

Next Review Date: _____