



Bosco Trust – Allergy Management Policy

For all Schools in the Bosco Catholic Education Trust

This Policy has been approved and adopted by the Bosco Catholic Education Trust.

Approved:	For Review:
July 2026	July 2027

Bosco Catholic Education Trust Mission Statement:

The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

“Serve the Lord joyfully”

1. Policy statement

The Bosco Catholic Education Trust is committed to ensuring the safety, wellbeing and inclusion of all pupils with allergies and other medical conditions. This policy sets out how schools will prevent, identify and respond to allergic reactions and ensure compliance with statutory guidance on supporting pupils with medical conditions. This policy applies to all Trust schools, all staff, volunteers and contractors where relevant, pupils, parents/carers and visitors.

2. Legal and statutory context

This policy reflects and supports compliance with:

- Supporting Pupils with Medical Conditions (DfE statutory guidance).
- Health & Safety at work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Equality Act 2010
- Children & Families Act 2014.

Schools have a legal duty to support pupils with medical conditions, including allergies, so that they can play a full and active role in school life.

3. Scope of allergies covered

This policy applies to all allergies including food allergies, insect stings, medication allergies, latex and environmental allergens. Common UK allergens include (but are not limited to):

Peanuts, Tree nuts, Sesame, Milk, Egg, Fish, Latex, Insect Venom, Pollen and Animal Dander.

Allergy severity can change over time and reactions may occur without prior history.

4. Roles and responsibilities

The Trust provides policy, minimum standards and oversight. Headteachers implement this policy locally and ensure that staff training and emergency arrangements are in place.

School Business Managers or Medical Leads manage day-to-day arrangements alongside maintaining records of pupils with allergies and ensuring parents are informed

of arrangements. All staff must be aware of pupils with allergies, follow Individual Healthcare Plans and report incidents and must act immediately and in good faith in an emergency.

5. Individual Healthcare Plans (IHPs)

All pupils with diagnosed allergies must have an Individual Healthcare Plan. IHPs must include triggers, symptoms, emergency actions (including use of AAI) and responsibilities, and be reviewed at least annually or after incidents.

6. Prevention and day-to-day management

Schools must take reasonable and proportionate steps to reduce exposure risks, including:

- Supervision during meals and food-based activities.
- Consideration of allergens during lessons, celebrations and events.
- Clear arrangements for food brought from home.
- Avoiding practices that isolate or stigmatise pupils.

In many primary settings, allergen restrictions such as nut-free approaches are in place to help reduce risk. These should be supported by a strong focus on staff training, pupil education and consistent awareness, recognising that effective allergy management relies on the understanding and actions of the whole school community.

7. Catering and food allergen management

Schools must work closely with catering providers to ensure:

- Compliance with Food Information Regulations 2014.
- Allergen information for the “Top 14” allergens must be available.
- Controls must be in place to prevent cross-contamination.
- Catering staff must be able to identify pupils with allergies.
- Parents must be able to access menus and allergen information.

8. Training and awareness

All staff must receive allergy awareness training on induction and refresher cycles. Training must include:

- Recognising symptoms.
- Emergency response and AAI use.
- Prevention and risk reduction.

Training must be refreshed at least annually and new staff must be trained promptly. Supply staff must be able to provide evidence that they have undergone training within the last 12 months.

9. Adrenaline auto-injectors (AAIs)

Schools must support pupil-prescribed AAIs and hold spare AAIs for emergency use.

- Pupils prescribed AAIs should have two devices available.
- Schools must hold spare AAIs for emergency use.
- AAIs must:
 - Be clearly labelled.
 - Be easily accessible.
 - Be checked regularly for expiry.
- AAIs must be brought to the pupil, never send the pupil to get them.

10. Emergency response

In an emergency, staff must act immediately if anaphylaxis is suspected:

- Lie the pupil flat (sit up only if breathing is difficult).
- Administer adrenaline without delay.
- Call 999 and state *anaphylaxis*.
- Administer a second AAI after 5 minutes if no improvement.
- Inform parents/carers.
- All pupils must attend hospital after anaphylaxis.

Delaying adrenaline is a known contributory factor in fatal outcomes.

11. Incident reporting, review and learning

All allergic reactions and near misses must be reported on Parago/Civica, reviewed and used to update control measures and procedures.

12. Inclusion, Safeguarding and Bullying

- Pupils with allergies must not be excluded from activities.
- Allergy-related bullying must be treated as a safeguarding issue.
- Schools must promote understanding and inclusion.
- Mental wellbeing must be considered alongside physical safety.

13. School trips and activities

- Allergy risks must be included in trip risk assessments.
- Medication and trained staff must accompany pupils.
- Overnight and off-site visits must be planned in consultation with parents.
- Pupils must not be excluded solely due to allergy.

14. Risk assessment, Monitoring and Review

Individual allergy risk assessments must be completed for:

- New pupils
- Newly diagnosed pupils

Incidents and near misses must be recorded and reviewed on Parago/Civica.

This policy will be reviewed annually or following serious incidents.

Individual Healthcare Plans (IHPs) must be reviewed at least annually and following any changes to a pupil's medical condition or treatment requirements.

School-specific details

Named medical/allergy lead: Carole de Silva

Location of spare AAls: Main Office

Arrangements for school trips: Trips medical bag to be taken on all trips

Catering provider details: currently Chartwells but changing to ISS in September