VENN

THORPEPARK

Allergy Safety Policy

1	Summary	Allergy Safety Policy			
2	Responsible person Named allergy safety lead	Tracey Johnson Lauren Knaggs			
3	Accountable SLT member	Tracey Johnson			
4	Applies to	☒All staff ☐Support staff ☐Teaching staff			
5	Who has overseen development of this policy	Steph Crawford			
6	Who has been consulted and recommended policy for approval	Caroline Knight			
7	Approved by and date	Caroline Knight, 20th August 2026			
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1. Introduction

Thorpepark Academy is committed to providing a safe, inclusive and supportive learning environment in which every pupil is able to thrive regardless of any medical condition or allergy. The Academy recognises that allergies are increasingly common amongst children and young people and that severe allergic reactions, including anaphylaxis, can occur rapidly and without warning.

The Academy acknowledges its legal and moral responsibility to take all reasonable steps to minimise the risk of exposure to known allergens whilst ensuring that pupils with allergies are able to participate fully in every aspect of school life. This includes lessons, educational visits, sporting activities, wraparound care, school meals, enrichment activities and extra-curricular provision.

This policy should be read alongside the Academy's:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Health and Safety Policy
- Educational Visits Policy
- Behaviour Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- Food Safety Procedures

2. Policy Statement

Thorpepark Academy is committed to safeguarding and promoting the welfare of all pupils. The Academy recognises that allergies are medical conditions which require careful planning, effective communication and robust emergency procedures.

The Academy will take all reasonable steps to minimise the risk of pupils, staff and visitors coming into contact with known allergens whilst recognising that it is neither practical nor possible to eliminate every potential allergen from the school environment.

Our approach is to create an **allergy-aware school** rather than an **allergen-free school**, recognising that effective education, vigilance, risk assessment and emergency preparedness provide the safest environment for everyone.

No pupil will be excluded from educational opportunities because of their allergy. Where reasonable adjustments are required, these will be implemented through an Individual Healthcare Plan developed in partnership with parents, healthcare professionals and the pupil where appropriate.

The Academy will ensure that:

- all staff receive annual allergy awareness and emergency response training;
- pupils with allergies are identified quickly and appropriate information is shared safely with relevant staff;
- prescribed emergency medication is readily accessible at all times;
- spare adrenaline auto-injectors are available in accordance with statutory guidance;
- educational visits are carefully planned to enable pupils with allergies to participate safely;
- all allergy-related incidents and near misses are investigated to improve future practice.

The welfare and safety of pupils will always remain paramount.

3. Legislative Framework

This policy has been developed in accordance with the following legislation, statutory guidance and recognised best practice:

Primary Legislation

- Children and Families Act 2014
- Children's Wellbeing and Schools Act 2026
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Food Safety Act 1990
- Food Information Regulations 2014 (including Natasha's Law)
- Human Medicines Regulations 2012 (as amended)
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Children Act 1989
- Education Act 2002

Statutory Guidance

- Department for Education: **Allergy Safety in Schools** (July 2026)
- Department for Education: **Supporting Pupils with Medical Conditions at School**
- Keeping Children Safe in Education
- SEND Code of Practice (0–25 years)
- Early Years Foundation Stage Framework

4. Definitions

For the purposes of this policy, the following definitions apply:

Allergy- An allergy is a condition in which the body's immune system reacts abnormally to substances that are normally harmless. These substances are known

as **allergens**. Examples include: foods, insect stings, medications, latex, animal dander, pollen & mould

Allergen- An allergen is any substance capable of triggering an allergic reaction in a susceptible individual.

Allergic Reaction- An allergic reaction is the body's response following exposure to an allergen. Symptoms may include: itchy skin, hives, swelling, stomach pain, vomiting, coughing, wheezing and breathing difficulties. Reactions range from mild symptoms through to life-threatening anaphylaxis.

Anaphylaxis- Anaphylaxis is a severe, rapidly developing allergic reaction affecting the airway, breathing and/or circulation. It is a medical emergency requiring: immediate administration of adrenaline, an urgent 999 ambulance call and continuous monitoring until emergency services arrive.

Adrenaline Auto-Injector (AAI) A prescribed emergency medical device used to administer adrenaline during anaphylaxis. Examples include: EpiPen®, Jext® & Emerade® (where available)

Allergy Action Plan- A document completed by an appropriate healthcare professional which provides clear instructions on recognising allergic reactions and the emergency treatment required.

Healthcare Plan (HCP)- A school document developed with parents and healthcare professionals detailing the arrangements required to safely support an individual pupil with a medical condition or allergy.

Near Miss- Any event involving accidental exposure to an allergen or failure of allergy procedures where no injury occurred but where there was potential for harm.

Allergy-Aware Environment- Thorpepark Academy operates as an **allergy-aware school**. Staff actively reduce risks, educate pupils and respond effectively to emergencies rather than attempting to create an allergen-free environment, which cannot realistically be guaranteed.

5. Roles and Responsibilities

Executive Principal is responsible for: *The Headteacher has overall operational responsibility for implementing this policy and ensuring effective allergy management throughout the Academy.*	• Approve and review this policy annually • Monitor the implementation of allergy safety arrangements • Ensure sufficient resources are available • Review serious incidents and near misses where appropriate • Ensure statutory duties are fulfilled. • Appoint a Named Allergy Safety Lead • Ensure staff receive appropriate training • Ensure sufficient staffing for educational visits • Ensure emergency medication is available • Monitor compliance with this policy

	• Report significant incidents to the trust where appropriate.
Named Allergy Safety Lead (Senior Leadership Team) are responsible for: *The Allergy Safety Lead will coordinate allergy management across the Academy.*	• Maintaining the Allergy Register; • Coordinating Individual Healthcare Plans; • Organising annual staff training; • Ensuring emergency medication remains in date; • Overseeing incident investigations; • Liaising with healthcare professionals; • Supporting educational visit planning; • Monitoring policy implementation.
Teachers and Support Staff are responsible for: *All staff have a duty of care towards pupils.*	• Attend annual allergy awareness training • understand Individual Healthcare Plans • minimise exposure to known allergens • supervise pupils appropriately • recognise signs of allergic reactions • administer emergency medication where necessary • summon emergency medical assistance immediately • report incidents and near misses.
Catering Staff are responsible for:	• Comply with food allergen legislation; • Provide accurate allergen information; • Minimise cross-contamination; • Communicate menu changes promptly; • Work with parents and school leaders to provide safe meal options.
Parents and Carers are responsible for:	• Informing the Academy of allergies before admission or immediately following diagnosis; • Providing prescribed medication; • Ensuring medication remains in date; • Supplying updated Allergy Action Plans; • Informing the Academy of changes in medical advice.
Pupils Where age and understanding allow, pupils are encouraged to:	• Understand their allergies; • Avoid known allergens; • Never share food or drinks; • Carry prescribed medication where agreed; • Tell an adult immediately if they feel unwell; • Support classmates by respecting allergy safety procedures.

6. Staff Training and Induction

Thorpepark Academy recognises that effective allergy management relies upon knowledgeable and confident staff. All staff who work with pupils will receive annual allergy awareness and emergency response training in accordance with statutory guidance.

Training will be coordinated by the Named Allergy Safety Lead and will include:

- understanding allergies and allergic conditions;

- recognising the signs and symptoms of allergic reactions;
- recognising anaphylaxis;
- understanding the relationship between asthma and food allergies;
- administration of adrenaline auto-injectors (AAIs);
- use of spare adrenaline auto-injectors;
- use of emergency asthma inhalers where appropriate;
- responding to medical emergencies;
- emergency communication procedures;
- reducing exposure to allergens;
- understanding Individual Healthcare Plans (IHPs);
- responsibilities under this policy.

Induction of New Staff

All new employees will receive allergy awareness information as part of their induction before assuming responsibility for pupils.

This induction will include: familiarisation with this policy; identification of pupils with allergies; emergency procedures; location of emergency medication and reporting arrangements.

No member of staff will supervise a pupil with a known severe allergy without receiving appropriate information.

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7. Supporting Pupil Wellbeing

Thorpepark Academy recognises that living with allergies can have a significant emotional and psychological impact upon children and young people.

Some pupils may experience:

- anxiety around eating;
- fear of accidental exposure;
- reduced confidence participating in school activities;
- concerns about educational visits;
- feelings of being different from their peers.

The Academy is committed to ensuring pupils with allergies feel safe, valued and fully included.

Staff will:

- listen carefully to pupils' concerns;
- encourage pupils to develop age-appropriate independence in managing their allergies;
- reassure pupils that robust procedures are in place;
- encourage participation in all aspects of school life;
- make reasonable adjustments where required;
- work closely with parents to reduce anxiety.

Where appropriate, support may be provided through:

- pastoral support;
- Emotional Literacy Support (ELSA);
- the school's Mental Health and Wellbeing provision;
- SEND support where applicable.

8. Anti-Bullying and Inclusion

Thorpepark Academy has a zero-tolerance approach to bullying related to allergies or medical conditions.

Behaviour that will be treated seriously includes:

- teasing or mocking pupils about their allergies;
- deliberately exposing another pupil to an allergen;
- threatening to expose another pupil to an allergen;
- excluding pupils from activities because of their allergy;
- tampering with emergency medication.

Such behaviour may be treated as a safeguarding concern and managed in accordance with the Behaviour Policy and Child Protection procedures.

Staff will actively promote inclusion by:

- ensuring pupils with allergies participate fully in learning;
- avoiding unnecessary restrictions;
- making reasonable adjustments where appropriate;
- encouraging positive peer relationships.

9. Risk Assessment and Reducing Exposure to Allergens

Thorpepark Academy will take all reasonable steps to reduce the likelihood of pupils, staff and visitors coming into contact with known allergens.

Risk assessments will be undertaken whenever required, particularly where pupils have severe allergies.

General Measures

The Academy will:

- maintain an up-to-date Allergy Register;
- ensure Health Care Plans are up-to-date and revised on a regular basis
- communicate relevant allergy information to appropriate staff;
- encourage regular hand washing before and after eating;
- discourage sharing of food, drinks, utensils and water bottles;
- ensure tables are cleaned after meals using appropriate cleaning products;
- ensure emergency medication is readily accessible.

Classroom Activities

When planning activities involving food or potential allergens, staff will consider:

- cooking lessons;
- food tasting;
- science investigations;
- sensory play;
- art and craft materials;
- play dough;
- bird seed;
- gardening;
- animal handling.

Alternative materials will be used wherever necessary to ensure pupils can participate safely.

Celebrations and Events- Staff will carefully consider allergy risks during:

- birthdays;
- reward events;
- fundraising;
- cultural celebrations;
- Christmas activities;
- enterprise events.

Parents will be encouraged to avoid sending homemade food into school. Any food shared within school must comply with food safety expectations and staff must consider known allergies before distribution.

Packed Lunches- Pupils will be reminded to:

- never to share food;
- never to swap lunches;
- never to share drinks.

Where appropriate, individual risk assessments may identify additional control measures for specific pupils.

Outdoor Learning- Risk assessments will consider:

- pollen;
- insect stings;
- plants;
- mould;
- animal contact.

Appropriate precautions will be implemented where necessary.

10. Food Safety and Catering Procedures

Thorpepark Academy works closely with its catering provider to ensure food is prepared and served safely.

The catering provider will:

- comply with all Food Information Regulations;
- provide allergen information for all meals;
- minimise cross-contamination;
- maintain allergen records;
- discuss individual dietary needs with parents where appropriate.

Children requiring dietary adjustments due to allergies will have these recorded within their Individual Healthcare Plan. Where menus change unexpectedly, allergen information will be updated before food is served.

Staff supervising lunchtimes will:

- understand which pupils have food allergies;
- supervise appropriately;
- encourage good hygiene;
- respond immediately to any concerns.

Pupils with allergies will not routinely be separated from their peers during mealtimes unless this forms part of an agreed Individual Healthcare Plan following consultation with parents and healthcare professionals. The Academy will work to ensure every child can enjoy school meals safely and with dignity.

11. Classroom Guidance

Thorpepark Academy recognises that classroom activities can present opportunities for accidental exposure to allergens. All staff are responsible for considering allergy safety when planning lessons and classroom activities.
Teachers and support staff will:

- Be aware of pupils within their class who have diagnosed allergies and understand the contents of their Healthcare Plan (HCP).
- Ensure emergency medication is readily accessible and never locked away.
- Promote good hygiene by encouraging pupils to wash their hands before and after eating.
- Discourage the sharing of food, drinks, cutlery, water bottles or eating utensils.
- Ensure classroom tables are cleaned thoroughly after food-related activities.
- Consider allergy risks when planning activities involving food, plants, animals or chemicals.
- Use alternative resources or ingredients where necessary to ensure pupils with allergies can participate safely.
- Ensure pupils with allergies are fully included in practical learning activities wherever reasonably possible.

When planning activities involving food or potential allergens, staff should carefully assess risks relating to:

- Cooking and food technology activities
- Baking
- Play dough (which may contain wheat)
- Papier-mâché and glues (which may contain wheat, milk or soya)
- Bird seed (which may contain nuts or sesame)
- Gardening and planting activities

- Animal handling
- Science investigations
- Cultural celebrations involving food
- Fundraising events
- Rewards involving food

Where possible, food-free alternatives should be used.
No classroom activity should unnecessarily exclude a pupil because of their allergy. Staff should adapt activities wherever practicable so that all pupils can participate safely.

12. Early Years Foundation Stage (EYFS) Considerations

Thorpepark Academy recognises that younger children are less able to identify allergens independently and require increased levels of supervision.
Within EYFS provision, staff will:

- Obtain detailed allergy information before admission.
- Ensure parents provide all required medication before a child starts school.
- Complete an Individual Healthcare Plan where appropriate.
- Clearly communicate allergy information to all members of the EYFS team.
- Closely supervise snack times and mealtimes.
- Ensure children only eat food intended for them.
- Encourage regular hand washing before and after eating.
- Avoid activities involving known allergens unless suitable alternatives are available.
- Undertake enhanced risk assessments for sensory play and messy play activities.

Parents will be consulted before introducing unfamiliar foods into the setting.
Where food is used within continuous provision or enhanced provision, staff will ensure all ingredients are checked against known allergies before use.
The Academy recognises that safe allergy management within EYFS forms part of the wider safeguarding responsibilities under the Early Years Foundation Stage Statutory Framework.

13. Identification of Pupils with Allergies

Early identification of pupils with allergies is essential to ensuring their safety.
The Academy will gather information regarding allergies:

- during the admissions process;
- through pupil registration forms;
- from previous educational settings;
- from healthcare professionals where appropriate;
- from parents following diagnosis;
- during annual data collection exercises;
- whenever medical circumstances change.

The Named Allergy Safety Lead will maintain an up-to-date Allergy Register containing:

- pupil name;
- class;
- photograph (where appropriate);
- allergy diagnosis;
- known allergens;
- prescribed medication;
- location of medication;

- details of Healthcare Plans;
- Allergy Action Plans;
- emergency contact details.

The Allergy Register will be reviewed:

- at least annually;
- whenever a new diagnosis is received;
- following any significant medical incident;
- whenever medication changes.

Relevant information will be shared only with staff who require it to fulfil their duties, in accordance with UK GDPR and the Data Protection Act 2018.
Visitors and contractors who disclose significant allergies will also be supported where reasonably practicable.

14. Healthcare Plans (HCPs)

Thorpepark Academy will prepare a Healthcare Plan (HCP) for any pupil whose allergy requires support arrangements that are additional to or different from those provided generally across the school.
An Healthcare Plan will normally be developed where:

- the pupil is at risk of anaphylaxis;
- emergency medication has been prescribed;
- reasonable adjustments are required;
- the allergy affects participation in school life;
- healthcare professionals recommend one.

Healthcare Plans will be developed collaboratively with:

- parents/carers;
- the pupil (where appropriate);
- relevant school staff;
- healthcare professionals where necessary.

Each Healthcare Plan will include:

- medical diagnosis;
- known allergens;
- signs and symptoms of an allergic reaction;
- emergency procedures;
- prescribed medication;
- storage arrangements for medication;
- level of supervision required;
- reasonable adjustments;
- arrangements for educational visits;
- lunchtime arrangements;
- classroom considerations;
- contact information;
- review date.

Healthcare Plans will be reviewed:

- annually;
- whenever medical advice changes;
- following an allergic reaction;
- following any significant change in circumstances.

Copies will be made available to all relevant members of staff whilst ensuring confidentiality is maintained.

15. Allergy Action Plans

Where provided by a healthcare professional (NHS), every pupil prescribed an adrenaline auto-injector should have an Allergy Action Plan.
The Allergy Action Plan provides staff with clear emergency instructions and should accompany the Healthcare Plan.
The Academy will ensure:

- the most recent Action Plan is held within school;
- copies are available to relevant staff;
- plans accompany pupils during educational visits;
- plans are reviewed whenever updated by healthcare professionals.

The Action Plan will typically include:

- a recent photograph;
- known allergens;
- early symptoms of an allergic reaction;
- symptoms of anaphylaxis;
- emergency medication required;
- dosage information;
- instructions for administering adrenaline;
- when to administer a second dose;
- emergency contact procedures.

Where there is any difference between a Healthcare Plan and a healthcare professional's Allergy Action Plan, clarification will be sought immediately with parents and healthcare professionals.

16. Medication Management

Thorpepark Academy will ensure that emergency medication is available immediately whenever required. The Academy recognises that in cases of anaphylaxis, adrenaline should be administered as quickly as possible and ideally within five minutes of symptoms developing.
Prescribed Medication- Parents are responsible for providing:

- in-date medication;
- prescribed adrenaline auto-injectors (normally two devices);
- replacement medication before expiry;
- updated prescriptions where required.

Where appropriate, pupils will be encouraged to carry their own prescribed medication if agreed by parents, healthcare professionals and the school.
Where pupils are not carrying medication themselves, it will be stored in clearly identified locations that are:

- easily accessible;
- known to staff;
- never locked away;
- protected from excessive temperatures.

Medication must accompany pupils whenever they are:

- attending PE lessons;
- outside on the playground;
- participating in educational visits;
- attending sporting events;
- accessing wraparound provision.

Storage of Medication
The class teachers of children who have severe allergies will ensure:

- all medication is clearly labelled;
- expiry dates are monitored regularly;

- parents are informed before medication expires;
- medication is stored in accordance with manufacturer guidance;
- replacement medication is obtained promptly.

Disposal

Expired or used medication will be returned to parents for safe disposal or disposed of in accordance with local healthcare guidance.

Medication Checks

Medication checks will take place at least once each term to ensure:

- medication remains in date;
- devices are undamaged;
- pupils continue to have appropriate medication available.

A written record of medication checks will be maintained.

Self-Management

Where appropriate, pupils will be encouraged to develop increasing independence in managing their allergies. Decisions regarding self-carrying medication will be based upon:

- age;
- maturity;
- understanding of their condition;
- recommendations from parents and healthcare professionals;
- the school's risk assessment.

The safety and wellbeing of the pupil will always remain the primary consideration.

17. Prescribed and Spare Adrenaline Auto-Injectors (AAIs)

Thorpepark Academy recognises that prompt administration of adrenaline is the first-line treatment for anaphylaxis. Delays in administering adrenaline significantly increase the risk of serious harm.

The Academy will ensure that pupils prescribed adrenaline auto-injectors (AAIs) always have immediate access to their medication.

Prescribed Adrenaline Auto-Injectors

Parents/carers are responsible for providing:

- Two in-date prescribed adrenaline auto-injectors where recommended by healthcare professionals.
- An up-to-date Allergy Action Plan.
- Replacement devices before expiry.
- Updated medical information following any changes to treatment.

Where appropriate, pupils may carry their own prescribed AAIs if agreed between parents, healthcare professionals and the Academy following an individual risk assessment.

Where pupils do not self-carry, prescribed AAIs will:

- be stored in clearly labelled containers;
- remain unlocked and immediately accessible;
- accompany pupils during PE, outdoor learning, educational visits, sporting activities and wraparound care;
- never be stored in cupboards or locations inaccessible during an emergency.

A register of all prescribed AAIs will be maintained by the Named Allergy Safety Lead.

Spare Adrenaline Auto-Injectors

Thorpepark Academy will maintain appropriately dosed spare adrenaline auto-injectors in accordance with Department for Education statutory guidance.

The Academy will ensure:

- Spare AAIs are stored in pairs.
- Spare AAIs are clearly labelled **"Emergency Adrenaline Auto-Injectors"**.
- Spare AAIs are readily accessible within five minutes from any location on the school site.
- Devices are stored according to manufacturer guidance.
- Staff know the location of spare AAIs.
- Expiry dates are checked at least termly.
- Replacement devices are ordered immediately following use or expiry.

Spare AAIs may be administered:

- where a pupil's prescribed device is unavailable;
- where a second dose is required after five minutes;
- where emergency treatment is required in accordance with current legislation and healthcare guidance.

A written record will be maintained of:

- expiry date checks;
- stock levels;
- replacement dates;
- emergency use.

18. Emergency Procedures

All staff have a duty to act immediately where an allergic reaction is suspected.
If there is any doubt whether symptoms indicate anaphylaxis, staff should **treat as anaphylaxis** and administer adrenaline without delay. Staff should never wait for symptoms to worsen before seeking emergency assistance.

Mild or Moderate Allergic Reaction- Symptoms may include:

- itchy rash;
- hives;
- swollen lips;
- tingling mouth;
- mild facial swelling;
- stomach pain;
- vomiting.

Staff will:

1. Stay with the pupil.
2. Inform the First Aider.
3. Follow the pupil's Allergy Action Plan.
4. Administer prescribed antihistamine where authorised.
5. Inform parents/carers.
6. Observe the pupil for at least 60 minutes.
7. Escalate immediately if symptoms worsen.

Suspected Anaphylaxis- Symptoms may include:

- difficulty breathing;
- persistent cough;
- wheezing;
- swelling of the throat or tongue;
- difficulty swallowing;
- hoarse voice;
- pale or clammy skin;
- collapse;
- loss of consciousness.

Staff will immediately:

1. Administer adrenaline.
2. Dial **999** and state:

"Suspected anaphylaxis."

3. Send a member of staff to meet the ambulance.
4. Keep the pupil lying down (unless breathing is difficult).
5. Do not allow the pupil to walk.
6. Administer a second dose of adrenaline after five minutes if there is no improvement.
7. Inform parents immediately.
8. Accompany the pupil to hospital if parents have not yet arrived.
9. Complete the Academy Incident Report.

Emergency Flowchart

Pupil becomes unwell

▼

Is an allergic reaction suspected?

▼

YES

▼

Follow Allergy Action Plan

▼

Signs of anaphylaxis?
(Difficulty breathing, swelling, persistent cough, collapse)

▼

YES

▼

ADMINISTER ADRENALINE IMMEDIATELY

▼

CALL 999

▼

Stay with pupil

▼

Second adrenaline after 5 minutes if required

▼

Inform parents

▼

Hospital assessment

▼

▼

Complete Incident Report

19. Educational Visits and Residential Visits

Thorpepark Academy is committed to ensuring pupils with allergies can participate fully in educational visits, residential experiences and enrichment activities.
No pupil will be excluded from participating solely because of their allergy.
The Visit Leader will complete an individual allergy risk assessment before every visit involving a pupil with a diagnosed allergy.
Risk assessments will consider:

- location;
- catering arrangements;
- travel;
- emergency services access;
- supervision;
- medication;
- communication;
- overnight accommodation;
- activities involving animals or food.

Before every visit staff will ensure:

- prescribed medication accompanies the pupil;
- spare AAIs are available where appropriate;
- relevant staff understand the Allergy Action Plan;
- emergency contact details are available;
- parents have been consulted where appropriate.

Residential providers will be informed of dietary requirements and allergy management arrangements well in advance of the visit.

20. Breakfast & After school club

Thorpepark Academy recognises that pupils attending Breakfast Club, After School Club and extracurricular activities are entitled to the same high standards of allergy management.
All breakfast club and after school club staff will receive information about any child attending who has allergies.
The staff will:

- understand Healthcare Plans;
- know the location of medication;
- supervise food safely;
- discourage food sharing;
- respond appropriately during emergencies;
- maintain effective communication with school leaders.

Emergency medication will always accompany pupils participating in activities away from its normal storage location.
The same emergency procedures contained within this policy apply throughout the before and after school club provision.

21. Recording Incidents and Near Misses

Thorpepark Academy is committed to learning from all allergy-related incidents.
All allergic reactions, suspected allergic reactions, anaphylaxis events and near misses will be recorded on cpoms.
A **near miss** includes any event where:

- accidental exposure occurred but caused no reaction;

- medication was unavailable but not required;
- incorrect food was identified before consumption;
- procedures were not followed but no harm occurred.

The Named Allergy Safety Lead will ensure all incidents are recorded on CPOMS. Incident records will include:

- date and time;
- pupil involved;
- location;
- allergen involved (if known);
- description of events;
- action taken;
- medication administered;
- emergency services involvement;
- parental communication;
- outcome;
- recommendations.

Where appropriate, incidents will also be:

- reported to the trust
- reviewed by the Senior Leadership Team;
- considered as part of Health and Safety monitoring;
- used to improve future practice;
- reported externally where statutory reporting requirements apply.

Following every serious allergic reaction or near miss, the Academy will review:

- Healthcare Plans;
- risk assessments;
- staff training needs;
- supervision arrangements;
- this policy where appropriate.

The aim of all incident investigations is to improve systems, strengthen procedures and reduce the likelihood of future incidents while maintaining a supportive and inclusive environment for all pupils.