



RAVENSCLIFFE

HIGH SCHOOL & SPORTS COLLEGE

Allergy Management Policy

Reviewed by	Gareth Hunter
Date approved	14/05/2026
Date for review	13/05/2027
Signed by Chair of sub committee	Simon Lea
Signed by Acting Headteacher	Jo Hague
Signed by chair of Governors (statutory policies only)	Jill Grant/ Brendan Heneghan

1. Introduction and Purpose

Ravenscliffe High School & Sports College is committed to ensuring the safety, health and wellbeing of all students, staff and visitors, with particular focus on safeguarding students with allergies in line with statutory requirements.

This policy sets out the school's approach to the identification, prevention and management of allergic reactions, including anaphylaxis, in line with statutory guidance and the requirements introduced through Benedict's Law (September 2026).

The school recognises that:

- Allergic reactions can be life-threatening
- A completely allergen-free environment is not achievable
- Risk must therefore be actively managed through a consistent, whole-school approach

The policy is designed to ensure that students with allergies are:

- Safe
- Included
- Supported through clear systems, training and emergency preparedness

Statutory and Wider Duty of Care Context

Benedict's Law and the associated statutory guidance place specific legal duties on schools in relation to the identification, prevention and management of allergies affecting students.

Ravenscliffe High School & Sports College recognises that these duties sit within a wider legal framework. The school also has responsibilities under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of all individuals on site, including staff, students, visitors and contractors.

Accordingly, while this policy is structured to meet statutory requirements relating to student safety under Benedict's Law, the school adopts a whole-site approach to allergy management, ensuring that appropriate arrangements are in place to protect both students and staff.

2. Scope

This policy applies to:

- All students
- All staff (including supply staff and volunteers)
- Parents/carers
- External providers and contractors
- Catering staff and food suppliers

It applies across all school activities, including:

- On-site provision across both school sites
- Off-site visits and transport on school minibuses
- Extended and enrichment activities

3. Legislation and Guidance

This policy is informed by:

- Children and Families Act 2014 (Section 100)
- Food Information Regulations 2014
- DfE: *Supporting pupils at school with medical conditions*
- DfE: *Supporting children and young people with medical conditions and allergy* (effective September 2026)
- Benedict's Law (Children's Wellbeing and Schools Act 2026)

4. Roles and Responsibilities

Governing Body

- Brendan Heneghan is the named governor for Allergy Management.
- Ensures compliance with statutory duties
- Approves and reviews this policy

Headteacher (Designated Allergy Lead)

- Has overall responsibility for allergy management across the school
- Ensures robust systems, training, and resources are in place
- Maintains strategic oversight of compliance, incidents and practice

Catering Manager

- Has operational responsibility for allergy management within catering provision
- Ensures safe systems for preparation of meals for students with allergies
- Oversees allergen controls, communication and staff training within the catering team.

Designated Catering Staff

- Prepare meals for students with allergies
- Maintain detailed knowledge of individual student needs
- Ensure safe preparation, labelling and service of food to minimise risk

All Staff

- Are aware of students with allergies and their individual needs
- Complete allergy awareness and emergency response training as directed by the School.
- Follow agreed procedures and respond appropriately to incidents

Parents/Carers

- Provide accurate, up to date information regarding allergies
- Ensure required medication is provided and in date
- Support the school's approach to reducing allergens being introduced

5. Operational Arrangements

5.1 Identification and Information Sharing

- An up-to-date register of students with allergies is maintained on the School MIS system.
- This information is shared with the staff who work with those students.
- Information about students with allergies deemed severe enough to warrant the use of an individual auto-adrenaline injector (AAI) are shared with all staff at the start of each half term.

5.2 Allergy Alert Card

- All students with significant allergies will have an Allergy Alert Card

- Plans will include:
 - Known allergens
 - Signs and symptoms
 - Emergency procedures
 - Medication requirements

5.3 Catering and Food Management

The school operates a fully in-house catering provision across both sites.

- Meals for students with allergies are prepared by designated, trained staff.
- Staff are experienced and familiar with the needs of individual students
- Systems are in place to:
 - Ensure safe preparation and handling of food
 - Minimise cross-contamination
 - Clearly identify allergen content

The school:

- Does not use nuts in any catering, cooking or curriculum activity
- Promotes a nut-free environment
- Requests that parents and staff avoid bringing nuts into school

The school recognises that:

- A completely allergen-free environment cannot be guaranteed

5.4 Risk Management

The school adopts a **risk minimisation approach**, including:

- Supervised mealtimes with appropriate vigilance
- Clear procedures to reduce cross-contamination
- Consideration of allergens within curriculum activities
- Risk assessments for higher-risk activities and off-site visits

5.5 Storage and Accessibility of Medication

- Students' prescribed AAls are stored in:
 - Unlocked, clearly labelled cupboards within the nurses' office at each site
- Where students move between buildings or sites, their AAI medication accompanies them
- Staff AAls:
 - Are stored appropriately (e.g. lockers)
 - These locations are known to relevant colleagues

5.6 Emergency Adrenaline Auto-Injector (AAI) Provision

The school maintains emergency AAI kits (KIT Medical) at each site:

- Located:
 - Dining Hall (Skircoat Green)
 - Café (Spring Hall)
- These kits:
 - Contain spare AAls
 - Can be used for any individual experiencing anaphylaxis in an emergency
 - Provide clear, unambiguous instruction on the actions to take to administer AAls.

5.7 Emergency Response

All staff are trained to recognise and respond to allergic reactions, including anaphylaxis. This training is undertaken on an annual basis.

In the event of a suspected severe allergic reaction:

- Immediate action must be taken
- An AAI must be administered without delay
- Emergency services must be contacted
- The affected person must be continuously supervised until emergency services arrive.

All incidents are treated as serious and managed in line with training and allergy alert cards.

5.8 Recording, Reporting and Review

- All allergic incidents and near misses are recorded on relevant internal systems.
- Where the schools AAls are used, this is recorded through the KITT Medical platform and replacements are arranged without delay.
- Incidents are reviewed to identify learning and inform improvements
- The Headteacher maintains oversight and reports to governors where appropriate

5.9 Off-Site Visits

- Allergy management is fully considered in all visits. This is detailed on trip specific risk assessments which are submitted and signed off prior to each trip occurring.
- Staff:
 - Are informed of student needs
 - Have access to medication and plans
- No student is excluded from activities due to allergies. Their medication will accompany them, rather than them having to remain in school

6. Safeguarding and SEND Considerations

The school recognises that in a SEND setting:

- Students may not communicate symptoms clearly
- Reactions may present differently
- Additional supervision and tailored responses may be required

All arrangements under this policy are adapted to meet the individual needs of students, ensuring both safety and inclusion.

7. Monitoring and Review

This policy will be:

- Reviewed annually, or sooner in response to changes in guidance or practice
- Informed by incident analysis and operational review
- Approved by the Governing Body

The Headteacher will ensure oversight of:

- Staff training compliance
 - Quality and consistency of healthcare plans
 - Effectiveness of systems and procedures
-

8. Related Policies

- Supporting Students with Medical Needs
- Health and Safety Policy
- First Aid Policy
- Educational Visits Policy
- Safeguarding Policy
- Internal catering/food safety procedures.