KATHARINE LADY BERKELEY'S SCHOOL
FOUNDED 1384

Allergy Safety and Anaphylaxis Policy

Reviewed by: Community & Wellbeing Committee

Reviewed: October 2026

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Key personnel:

- Strategic Allergy Lead (SLT): Hannah Khan
- Operational Allergy Leads: Zoe Heath and Lucy Stacey, First Aid Leads
- Link Trustee: Janet Young (Health and Safety)

Review Cycle: Annual

1.0 Policy Statement

1.1 Katharine Lady Berkeley's School (KLB) is committed to providing a safe, inclusive environment in which students with allergies can participate fully in every aspect of school life. The school will identify and manage allergy risks, make reasonable adjustments where required, and ensure staff are prepared to respond quickly and effectively to allergic reactions, including anaphylaxis. This policy reflects the Department for Education statutory guidance on allergy safety in schools and the requirements introduced through Benedict's Law.

2.0 Purpose and Scope

2.1 This policy applies to all students, employees, volunteers, trustees, contractors, agency staff and visitors involved in school activities, including educational visits, residentials, extracurricular activities and lettings where appropriate.

3.0 Roles and Responsibilities

3.1 The Trust Board has overall responsibility for ensuring suitable arrangements are in place.

3.2 The Finance, Staffing and Premises Committee oversees implementation and receives assurance that statutory requirements are met.

3.3 The Headteacher is responsible for implementation of this policy.

3.4 The Strategic Allergy Lead (SLT) provides strategic leadership, ensures the policy is implemented, oversees training, monitors incidents and reports to trustees.

3.5 Operational Allergy Leads coordinate day-to-day arrangements, maintain healthcare plans and medication records, organise training, support first aid responses and review incidents.

3.6 All staff complete the Certificate in Allergy & Anaphylaxis Awareness which is renewed annually.

3.7 All staff must know how to recognise an allergic reaction, follow Individual Healthcare Plans, summon assistance promptly and act in accordance with emergency procedures.

3.8 Parents/carers must inform the school of allergies, provide accurate medical information and ensure prescribed medication is in date.

3.9 Students are expected, where age appropriate, to understand and manage their allergies responsibly and inform staff if they feel unwell.

4.0 Identification and Support

4.1 Parents must notify the school of diagnosed allergies. Individual Healthcare Plans will be developed where appropriate in partnership with parents and healthcare professionals. The school will make reasonable adjustments to enable full participation whilst balancing the safety of the wider school community.

5.0 Reducing Risk

5.1 KLB does not operate as a nut-free school. Risk is managed through awareness, communication, sensible control measures and individual risk assessment.

5.2 Allergy risks will be considered during Food Preparation and Nutrition, science practical work, enrichment activities, educational visits, sporting fixtures, residential visits and events involving food.

5.3 Educational visit leaders must ensure relevant medication accompanies students and staff are aware of emergency procedures.

6.0 Medication and Emergency Response

6.1 Emergency medication must be readily accessible. Students may carry prescribed adrenaline auto-injectors where agreed within their Individual Healthcare Plan.

6.2 If anaphylaxis is suspected staff must:

- administer an adrenaline auto-injector without delay where indicated;
- call 999 immediately;
- inform the school office and the first aid team (medical room)
- remain with the student until emergency services arrive;
- inform parents/carers as soon as practicable.

6.3 Detailed operational procedures are contained within the KLB Emergency Anaphylaxis Procedure.

7.0 Training

7.1 All staff will receive annual allergy awareness and anaphylaxis training, with induction for new staff and additional training where roles require it.

8.0 Recording, Learning and Assurance

8.1 All allergy incidents and near misses will be recorded and reviewed. Learning will be used to improve procedures, training and risk assessments. Allergy risks will be considered within the school's risk management arrangements and the policy reviewed annually or sooner following significant incidents or changes to statutory guidance.

9.0 Related Policies

9.1 Supporting Students with Medical Conditions; First Aid; Health and Safety; Educational Visits; Safeguarding and Child Protection; Risk Assessment.

KLB

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