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Definition(s)

Allergy
An immune system response to a normally harmless substance (allergen).

Allergen
A substance capable of causing an allergic reaction, including foods, medications, insect stings, latex and environmental triggers.

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

Adrenaline Auto-Injector (AAI)
A prescribed emergency medication device (e.g. EpiPen®, Jext® or Emerade®) used to treat anaphylaxis.

Allergy Action Plan (AAP)
A healthcare professional-completed document detailing an individual's allergies, symptoms and emergency treatment requirements.

Purpose

Seashell is committed to providing a safe, inclusive environment for all children, young people and adults with allergies across School, College and Residential Services.

This policy aims to:

- Minimise the risk of allergic reactions and anaphylaxis.
- Ensure effective identification and management of allergies.
- Ensure all colleagues understand their responsibilities.
- Promote participation in education, residential life, therapy, transport, community activities and social experiences without discrimination.
- Ensure rapid and effective emergency response if an allergic reaction occurs.
- Meet the requirements of the Department for Education Allergy Safety in Schools Statutory Guidance, Benedict's Law provisions, and recognised best practice guidance for allergy management.

Scope

This policy applies to:

- All Seashell School learners.
- All Seashell College students.
- All residential children, young people and adults supported by Seashell.

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- All employees, volunteers, agency workers and contractors.
- Catering, transport and therapy services.
- Educational visits, residential trips, work placements and community activities.

This policy must be read alongside:

- Safe administration and management of Medication Policy
- Health and Safety Policy
- Safeguarding Policy
- Educational Visits Policy
- Individual Risk Assessment Procedures
- Emergency Response Procedures
- Catering and Food Safety Procedures

Procedure

1. Identification of Allergies

Upon admission to School, College or Residential Services and CADS:

- Parents, carers, advocates or individuals must notify Seashell of all confirmed or suspected allergies.
- Relevant medical evidence and healthcare information must be provided.
- An up-to-date Allergy Action Plan must be submitted if available.
- Allergy information will be recorded within the individual's care, health and educational records.
- Individual risk assessments will be completed where required.

2. Assessment, Recording and Communication of Allergy Information

The Nursing Team is responsible for the coordination of allergy management information.

When a learner, student or resident is admitted to Seashell:

- The Nursing Team will obtain and review health information as part of the assessment and admission process.
- All confirmed or suspected allergies, supporting medical information and prescribed allergy medication will be recorded within the individual's Nourish electronic health and care record.
- The Nursing Team will develop or obtain any required Allergy Action Plan and ensure this is uploaded to Nourish.
- The Nursing Team will notify relevant services of allergy-related risks and required control measures, including where appropriate:
    - Catering Services
    - Residential Services

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- Education Teams
- Therapy Teams
- Temporary, agency and relief workers
- Educational visit leaders and activity coordinators

Information sharing will comply with data protection requirements and be proportionate to the individual's needs and safety requirements.
Managers must ensure allergy information is communicated during induction, handovers, placement transitions, educational visits and when support arrangements change.

Where required, individual risk assessments will be completed and linked to the individual's care and support arrangements.

Where a potential new allergy is identified following admission:

- Any employee who observes an allergic reaction, suspects a new allergy, or receives information about an allergy from a parent, carer, advocate, healthcare professional or the individual themselves must report this to the Nursing Team as soon as possible.
- The Nursing Team will review the information, seek further medical advice where required and update the individual's Nourish record.
- The Nursing Team will coordinate any necessary amendments to the Health Action Plan, Allergy Action Plan and associated risk assessments.
- The Nursing Team will ensure relevant teams are informed of any changes to allergy status, medication requirements or risk controls.
- Where changes impact dietary arrangements, the Catering Team will be informed without delay.

3. Allergy Action Plans

All individuals at risk of anaphylaxis must have an Allergy Action Plan embedded in the Health Action Plan (HAP) which includes:

- Known allergens.
- Symptoms of allergic reactions.
- Prescribed medication.
- Emergency response instructions.
- Consent arrangements where applicable.
- Emergency contacts.

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Plans must:

- Be readily available to relevant staff.
- Accompany emergency medication where appropriate.
- Be reviewed at least annually or whenever circumstances change., such as:
    - The individual experiences an allergic reaction.
    - Medication changes.
    - Allergens change.
    - Medical advice changes.
    - There is a significant change in placement, education, residential provision or support needs.
    - and add,
    - The designated Health Action Plan owner (Clinical Team) is responsible for ensuring plans are reviewed, updated and redistributed to relevant staff.

4. Reducing Exposure to Allergens

Seashell will take reasonable steps to reduce risk by:

- Promoting awareness of serious allergies.
- Conducting individual risk assessments.
- Considering allergies during lesson planning, college activities, therapies and residential activities.
- Reviewing ingredients used in food preparation.
- Implementing controls to reduce cross-contamination.
- Reviewing risks relating to educational visits and community activities.
- Providing allergy information to relevant staff on a need-to-know basis.
- Making reasonable adjustments to support individuals with allergies to access education, residential care, therapies, transport and community activities safely.

Seashell does not operate blanket allergen bans but adopts a risk-assessed approach appropriate to the needs of individuals.

4A. Wellbeing, Inclusion and Emotional Support

Seashell recognises that allergies can affect an individual's wellbeing, confidence, participation and sense of inclusion. Anxiety relating to accidental allergen exposure, allergic reactions and anaphylaxis can have a significant impact on children, young people, adults, families and carers. Seashell will:

- Promote a positive allergy-aware culture across School, College and Residential Services.
- Support individuals with allergies to participate fully in education, residential life, therapies, transport, employment opportunities, visits and community activities.

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- Involve individuals, parents, carers and advocates in decisions relating to allergy management.
- Provide reassurance that appropriate control measures, emergency arrangements and trained staff are in place.
- Encourage age-appropriate self-management and independence where this is safe and appropriate.
- Consider the emotional impact of allergic reactions, anaphylaxis events and near misses on the individual and those involved.
- Provide access to pastoral, wellbeing or other support where required following significant allergy-related incidents.
- Promote awareness and understanding of allergies among staff, learners, students, residents and volunteers.

Allergy-Related Bullying and Discrimination

Seashell will not tolerate bullying, harassment, discrimination, intimidation or deliberate exclusion relating to allergies.

This includes:

- Deliberate exposure or threatened exposure to allergens.
- Teasing, mocking or stigmatising individuals because of their allergies.
- Excluding individuals from activities because of allergy-related needs.
- Tampering with food, medication or allergy management arrangements.

Any concerns will be managed in accordance with Seashell's Safeguarding, Behaviour and Anti-Bullying Procedures.

Individuals with allergies must not be excluded from educational, residential, social or recreational activities unless a risk assessment identifies a significant risk that cannot reasonably be controlled through alternative arrangements or reasonable adjustments.

5. Catering Arrangements

Catering teams will:

- Comply with Food Information Regulations and Natasha's Law requirements.
- Maintain accurate allergen information.
- Clearly identify allergen-containing foods.
- Work with families and health professionals as required.
- Implement procedures to prevent cross-contamination.
- Ensure individual dietary requirements are documented and communicated appropriately.

Menus and allergen information will be available upon request.

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6. Residential Services

Residential settings will:

- Maintain allergy information for each resident.
- Ensure allergy medication is accessible at all times.
- Include allergy management within care planning processes.
- Complete risk assessments for cooking activities, outings, holidays and social events.
- Ensure relief and agency staff are aware of allergy needs before supporting residents.

7. School and College Activities

Allergy considerations will be incorporated into:

- Curriculum activities.
- Practical lessons.
- Food technology sessions.
- Vocational learning.
- Enterprise projects.
- Therapy activities.
- Community access activities.
- Educational and residential visits.
- Sporting events.

Learners and students with allergies must not be excluded from activities unless a risk assessment identifies significant unavoidable risk.

8. Educational Visits and Off-Site Activities

Visit leaders must:

- Review allergy-related risk assessments.
- Ensure emergency medication accompanies the individual.
- Confirm staff attending know how to recognise and manage anaphylaxis.
- Ensure catering providers are informed of relevant dietary requirements.
- Confirm emergency procedures before departure.

9. Emergency Response Procedure

Recognising Anaphylaxis. Symptoms may include:

Airway

- Swollen tongue
- Difficulty swallowing
- Throat tightness
- Hoarse voice

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Breathing

- Wheezing
- Persistent cough
- Noisy breathing
- Shortness of breath

Circulation

- Dizziness
- Collapse
- Pale, clammy skin
- Loss of consciousness

Emergency Action

If anaphylaxis is suspected:

1. Call for assistance immediately.
2. Administer the prescribed AAI without delay.
3. Dial 999 and state "ANAPHYLAXIS".
4. Keep the person lying flat where possible.
5. If symptoms persist after five minutes and another AAI is available, administer a second dose.
6. Monitor until emergency services arrive.
7. Start CPR if individual become unconscious and/or stops breathing.
8. Inform parents/carers, next of kin or relevant contacts.
9. Complete incident reporting procedures.

All individuals receiving adrenaline must be assessed by emergency medical services and taken to hospital.

10. Incident Reporting, Review and Learning

Seashell is committed to promoting a culture of learning, transparency and continuous improvement in relation to allergy management across School, College and Residential Services.

All allergy-related incidents, allergic reactions, anaphylactic reactions, medication errors, accidental allergen exposures and near misses must be reported via Seashell's Clinical Incident Reporting System and managed in line with the Clinical Incident Management Procedure.

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Identification of Incidents and Near Misses

The following must be reported through the Clinical Incident Reporting System:

- Any allergic reaction requiring first aid intervention.
- Any administration of antihistamines or Adrenaline Auto-Injectors (AAIs).
- Any suspected or confirmed episode of anaphylaxis.
- Accidental exposure to a known allergen, regardless of whether symptoms occur.
- Missing, expired or inaccessible allergy medication.
- Failures in allergy management procedures.
- Errors relating to food preparation, food labelling, allergen information or catering provision.
- Any near miss where an allergic reaction had the potential to occur but was prevented through intervention or identified before harm occurred.

Review of Serious Incidents and Near Misses

All serious allergy-related incidents and near misses will be reviewed through Seashell's clinical governance processes to identify contributory factors, lessons learned and opportunities for service improvement.

The review may include consideration of:

- Compliance with the individual's Allergy Action Plan and associated risk assessments.
- Communication between departments, services, staff, families and healthcare professionals.
- Staff training, competency and supervision.
- Care planning and support arrangements.
- Food preparation, storage and allergen management processes.
- Availability, accessibility and administration of emergency medication.
- Environmental, organisational or procedural factors contributing to the incident.

Learning and Service Improvement

Learning identified through incident reviews will be used to:

- Update individual Allergy Action Plans and risk assessments.
- Review support arrangements within School, College and Residential Services.
- Inform additional staff training and competency assessments.
- Improve local and organisational procedures.

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- Share learning across services, where appropriate.
- Reduce the risk of recurrence and improve outcomes for children, young people and adults with allergies.

Escalation

Significant allergic reactions, episodes of anaphylaxis, or incidents resulting in actual or potential serious harm will be escalated in accordance with Seashell's Clinical Governance, Safeguarding and Risk Management Procedures and clinical incident reporting guidance.

Parents, carers, advocates and relevant professionals will be informed as appropriate, and any required external notifications will be completed in line with regulatory and organisational requirements.

11. Medication Storage

- Prescribed AAIs should be readily accessible and not locked away.
- Individuals prescribed an Adrenaline Auto-Injector (AAI) should normally have access to two in-date devices in accordance with their Allergy Action Plan and prescribing guidance.
- Individuals capable of carrying their own medication will be supported to do so.
- School, College and Residential Services will maintain appropriate emergency AAI stock. They will be available at school admin, college admin, GMB reception, the 3G pitch changing rooms and residential houses.
- Expiry dates will be routinely monitored.
- Emergency AAI devices will be obtained, stored and used in accordance with current legislation, Department for Education guidance and medicines management procedures.

12. Following an Allergic Reaction

Following any significant allergic reaction or episode of anaphylaxis:
A debrief will be undertaken.
The individual's Health Action Plan will be reviewed.
Risk assessments will be reviewed and updated where required.
Consideration will be given to whether additional training or controls are required.
Learning will be shared with relevant teams to improve practice and reduce future risk.

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13. Training and Competency

Seashell is committed to ensuring that all staff receive appropriate training to enable them to safely support children, young people and adults with allergies and to respond effectively to allergy-related emergencies.

Training arrangements are designed to ensure staff can recognise allergic reactions, understand individual Allergy Action Plans and provide an appropriate emergency response where required.

Contact Staff

All staff who have direct contact with learners, students or residents will complete allergy management training as part of their annual Basic Life Support (BLS) training.

This training includes:

- Understanding allergies and anaphylaxis.
- Recognition of signs and symptoms of allergic reactions.
- Recognition of the signs and symptoms of anaphylaxis.
- Recognition of acute asthma symptoms and their relationship to allergy-related emergencies.
- Emergency response procedures.
- Safe administration of Adrenaline Auto-Injectors (AAIs).
- Practical familiarisation with AAI devices.
- Escalation and emergency services procedures.
- Awareness of Allergy Action Plans and individual risk assessments.
- Understand the difference between food allergy, coeliac disease and food intolerance
- Understand the school, college or setting's allergy safety policy.

This training will be refreshed annually.

Non-Contact Staff

All staff who do not have direct care, educational or residential responsibilities will receive annual allergy awareness training delivered by Seashell's Clinical Training Team.

Training includes:

- Basic allergy awareness.
- Recognition of allergic reactions and anaphylaxis.

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- Emergency response procedures.
- How to summon assistance.
- Awareness and use of Adrenaline Auto-Injectors (AAIs).
- Reporting of incidents and near misses.

This training will be refreshed annually.

Catering Staff

In addition to allergy awareness training, catering staff must complete training appropriate to their role which includes:

- Food Hygiene and Food Safety.
- Allergen management.
- Prevention of cross-contamination.
- Food labelling and allergen information requirements.
- Management of special dietary requirements.

Training and refresher requirements will be completed in accordance with organisational requirements and food safety legislation.

Additional Training

Where an individual has complex or specific allergy-related needs, additional bespoke training may be provided to relevant staff.

This may include:

- Review of individual Allergy Action Plans.
- Management of multiple allergies.
- Specific medication requirements.
- Residential, educational visit or activity-specific arrangements.

Monitoring and Assurance

Managers will ensure that staff complete required allergy-related training and maintain competence appropriate to their role.

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Training compliance will be monitored through Seashell's training governance processes and addressed through supervision, appraisal and management oversight.

Roles and Responsibilities

Board of Trustees, Governors and Allergy Governor

The Board of Trustees and Governors will:

- Provide strategic oversight and assurance regarding the management of allergies across Seashell School, College and Residential Services.
- Ensure appropriate policies, procedures and resources are in place to support individuals with allergies and reduce the risk of allergic reactions and anaphylaxis.
- Appoint a designated **Allergy Governor** to champion allergy awareness and provide oversight of allergy management arrangements across the organisation.
- Seek assurance that effective systems are in place for identifying, managing and reviewing allergy-related risks.
- Receive assurance regarding significant allergy-related incidents, near misses, trends and learning through established governance arrangements.
- Promote a culture of safety, inclusion and continuous improvement in relation to allergy management.
- Ensure this policy is reviewed at appropriate intervals and remains aligned with current legislation, guidance and recognised best practice.

Allergy Governor

The nominated Allergy Governor will:

- Act as the designated governor lead for allergy management.
- Maintain an awareness of legislation, guidance and best practice relating to allergy management and anaphylaxis.
- Seek assurance that Seashell has effective arrangements in place for the prevention and management of allergic reactions.
- Receive information relating to significant allergy-related incidents, near misses and organisational learning through appropriate governance processes.
- Support the monitoring of compliance with this policy.
- Champion a whole-organisation approach to allergy awareness, inclusion and safety.

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- Provide appropriate challenge and support to ensure continual improvement in allergy management across School, College and Residential Services.

Named Allergy Safety Lead

- The Allergy Safety Lead will oversee implementation of this policy, monitoring arrangements, incident review, staff awareness, policy review and liaison with families, healthcare professionals and regulatory bodies.

Executive Leadership Team

The Executive Leadership Team will:

- Provide executive leadership and accountability for the implementation of this policy across Seashell School, College and Residential Services.
- Ensure appropriate systems, resources, training and governance arrangements are in place to support the safe management of allergies and anaphylaxis.
- Promote a whole-organisation culture of allergy awareness, safety and inclusion.
- Ensure effective arrangements are in place for the identification, assessment and management of allergy-related risks.
- Monitor organisational compliance with this policy and take action where improvements are identified.
- Ensure allergy-related incidents, serious incidents and near misses reported through the Clinical Incident Reporting System are appropriately reviewed and that learning is acted upon.
- Ensure themes, trends and learning are shared across services and embedded into practice.
- Provide assurance to the Board of Trustees, Governors and Allergy Governor regarding the effectiveness of allergy management arrangements.
- Ensure the policy is reviewed and updated in line with legislation, guidance, organisational learning and best practice.

Heads of Service and Registered Managers

Will ensure:

- Implementation of this policy.
- Completion of individual risk assessments.
- Appropriate staff training.
- Monitoring of compliance.
- Nominate appropriate leads responsible for maintaining accurate allergy records and Health Action Plans.
- Ensure systems are in place for communication of allergy information across services and multidisciplinary teams

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Clinical and Health Teams

Will:

- Provide advice regarding allergy management.
- Support development and review of healthcare plans.
- Assist with staff training.
- Lead the assessment, recording and review of allergy-related health information.
- Ensure allergy information is accurately maintained within Nourish.
- Develop, obtain, review and update Allergy Action Plans and relevant Health Action Plans.
- Coordinate communication of allergy information to relevant teams.
- Provide advice regarding allergy management and emergency treatment.
- Support staff following allergic reactions and ensure appropriate review of plans and risk assessments

Managers and Team Leaders

Will:

- Ensure staff understand allergy-related risks.
- Monitor storage and administration of medication.
- Review incidents and learning opportunities.
- Ensure allergy information is current, accurately communicated and available to all relevant staff.
- Monitor completion of Health Action Plan reviews and associated risk assessments.
- Ensure medication stock checks and expiry date monitoring are undertaken

Employees

Must:

- Follow Allergy Action Plans.
- Attend required training.
- Recognise symptoms of allergic reactions.
- Act immediately during emergencies.
- Record and report incidents.

Parents, Carers and Advocates

Must:

- Provide accurate allergy information.
- Supply required medication.
- Notify Seashell of any changes.
- Ensure medication remains within expiry dates.
- Participate in reviews and debriefs following allergic reactions or near misses.
- Promptly report concerns regarding allergy management, medication availability or expired medication.

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Learners, Students and Residents

Where appropriate, individuals will be encouraged and supported to:

- Understand their allergies.
- Avoid allergens.
- Inform staff if symptoms occur.
- Carry emergency medication where appropriate.
- Information about allergies, risks and emergency support arrangements will be provided in a format appropriate to the individual's age, understanding and communication needs.
- Participate in reviews and debriefs following allergic reactions or near misses, where appropriate.

Related Document(s)

- Medicines Management Policy
- Health and Safety Policy
- Safeguarding Policy
- Educational Visits Policy
- Food Safety Procedures
- Individual Risk Assessment Procedures
- Safer Eating and Drinking Policy

Guidance

- Anaphylaxis UK Guidance
- Allergy UK Guidance
- BSACI Allergy Action Plans
- Department for Education Supporting Pupils with Medical Conditions Guidance
- Benedict's Law Allergy Guidance

Legislation

- Allergy Safety in Schools Statutory Guidance (DfE, 2026)
- Supporting Pupils at School with Medical Conditions (DfE)
- Children's Wellbeing and Schools Act 2026 (Benedict's Law provisions)
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Food Information Regulations 2014
- Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Human Medicines Regulations 2012

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