



Part 2: Newton Bridge Academy Allergy Management Arrangements

Named Allergy Leads

The designated Allergy Leads for Newton Bridge Academy are:

- **Newton East Site:** Kate White
- **Newton West Site:** Oliver Maltby

The Allergy Leads are responsible for overseeing the implementation of this policy, maintaining the allergy register, ensuring staff awareness and training, and reviewing practice following any allergy-related incidents.

Identification of Children, Young People, Staff and Visitors with Allergies

The academy identifies individuals with allergies through the following processes:

Pupils

- Allergy information is collected during the admissions process.
- Parents and carers are required to inform the academy of any diagnosed allergies or allergic conditions.
- Where a new allergy is identified after admission, families are expected to notify the academy promptly so that appropriate arrangements can be implemented.
- Relevant information is recorded on the academy's allergy register and, where required, an Individual Healthcare Plan (IHP) is developed.

Staff

- Staff members are encouraged to disclose any allergies that may require workplace adjustments.
- Information is recorded through staff risk assessments and health declarations where appropriate.

Visitors

- Visitors are asked to disclose any significant allergies during the signing-in process so that reasonable adjustments can be made where necessary.

Allergy Register

The academy maintains an up-to-date allergy register which includes:

- Name of individual
- Known allergens
- Severity of allergy
- Prescribed medication, including adrenaline auto-injectors where appropriate
- Emergency contact information
- Relevant risk reduction measures
- Details of associated Individual Healthcare Plans



Procedures and management

responsibilities for allergy

General

- Parents and key staff (SLT, Class Teachers) work together to ensure Individual Health Care Plans are detailed and remain up to date.
- SLT establish and maintain systems for effectively communicating known allergies and Individual Health Care Plans to all staff.
- Staff are trained in anaphylaxis management, including an awareness of triggers and the first aid procedures to be followed in the event of an emergency.
- Pupils have access to teaching and learning about severe food allergies, dependent on age, ability and need.

Parent/Carer responsibilities

It is the responsibility of parents/ carers to provide the school accurate and up to date medical information about their child's allergies.

For a pupil with a known allergy or newly diagnosed allergy, parents/carers must inform the school, in writing, confirming the allergy and giving the following information:

- The allergen (the substance the pupil is allergic to)
- The nature of the allergic reaction, for example, rash, breathing problems, anaphylactic shock
- What action must be taken if the pupil has an allergic reaction, including any medication, dosages and how it is to be administered;
- Any control measures that can be put into place to prevent an allergic reaction occurring
- Provide a clinically completed Allergy Action Plan (from GP/ allergy specialist)
- Contribute to Individual Healthcare Plan
- Supply prescribed medication (e.g. adrenaline auto injectors) ensuring medication is in date, correctly labelled and replaced before expiry date.

Staff responsibilities

It is the responsibility of every staff member to familiarise themselves with this policy and adhere to the protocols and guidance in place.

Every staff member must ensure they are aware of any pupils with allergies in the school.

This information is shared via staff meetings, briefings and information posters in school.

- All staff are asked to support pupils with washing their hands before and after eating and when handling food in lessons.
- Staff should monitor any snacks/packed lunches that pupils bring in from home to ensure that they do not contain peanuts, nuts or products which contain nuts. We cannot, however, guarantee that foods do not contain traces of nuts or that they are produced in a nut free factory.
- Staff should monitor any snacks/packed lunches for other known allergens.
- Staff should ensure that pupils do not share any food or drink with others.
- After eating, tables should be cleaned with an approved solution / cleaning product.
- Staff should also monitor non-food allergens in the school environment.
- Staff should access emergency medication training, and all staff should be made aware of the location of Auto- injectors for pupils who need them.



- Emergency medication should

always be easily accessible.

Minimising the Risk of

Exposure to Known Allergens

Newton Bridge Academy takes reasonable and proportionate steps to minimise exposure to known allergens for pupils, staff and visitors.

Nut-Aware Environment

An allergic reaction to nuts is the most common high-risk allergy and as such, demands more rigorous controls, as highlighted in this policy.

As explained on the Healthline Website; www.healthline.com:

‘Peanut and tree nut allergies are one of the most common food allergies. They are frequently associated with severe allergic reactions, and the treatment is usually a lifelong avoidance of all nuts and nut containing products.’

- Nuts are not permitted on either academy site.
- Parents, carers, staff and visitors are informed of this expectation.
- This restriction does not extend to products labelled "may contain nuts"; therefore, additional control measures are required to manage risk effectively.

Reducing Exposure to Other Allergens

Where allergens cannot reasonably be eliminated from the environment, staff will take appropriate steps to minimise risk, including:

- Close supervision of pupils during meal and snack times.
- Encouraging pupils not to share food, drinks, utensils or food-related equipment.
- Considering seating arrangements during meals where a known allergen is being consumed nearby.
- Ensuring classrooms and activity areas are appropriately cleaned following food-based activities.
- Assessing activities that involve food or potential allergens before they take place.
- Understanding the potential risks of non- food allergens, including insect stings, pollen, animal dander, latex, mould and certain medications such as penicillin.

Due to the specific needs of many pupils attending Newton Bridge Academy, some pupils may not fully understand their own allergies or those of others and may not independently avoid allergens. Consequently, staff awareness, vigilance and effective supervision are essential components of risk management.

Management of Food Allergies and Allergen Information

Food Provision

School meals are provided through the academy's external catering provider.

The academy will:

- Work with the catering provider to ensure allergen information is available and communicated appropriately.
- Ensure relevant allergy information is shared with catering staff where appropriate.
- Monitor arrangements to minimise the risk of allergen exposure during mealtimes.



Some pupils bring packed lunches from known allergens and will supervise there is a risk that pupils may access

home. Staff will remain vigilant regarding pupils appropriately, particularly where food belonging to another child.

Curriculum, Life Skills and Sensory Activities

Food used during life skills lessons, cooking activities, sensory activities and special events must be carefully considered and, where possible, avoid known allergens present within the academy population.

Staff are responsible for checking ingredients, considering individual pupil needs and implementing appropriate controls to reduce risk.

Consideration must also be given to non-food allergens which may be present in the school environment.

Staff Training and Emergency Response

All staff receive allergy awareness training through the academy induction process and ongoing training pathway.

Training includes:

- Recognition of allergic reactions and anaphylaxis.
- Understanding the symptoms of acute asthma.
- Emergency response procedures.
- Use of adrenaline auto-injectors and emergency medication where required.
- Individual responsibilities for supporting pupils with allergies.

Training records are maintained by the academy and refreshed in line with academy and CIT requirements.

Access to Prescribed Medication

Pupils prescribed adrenaline auto-injectors and/or asthma inhalers will have prompt access to their medication.

At both academy sites:

- Adrenaline auto-injectors and inhalers are stored centrally within the main reception area.
- A radio communication system is used to alert reception staff immediately when medication is required.
- Staff supporting individual pupils are made aware of emergency procedures and medication arrangements.

Spare Adrenaline Auto-Injectors and Asthma Inhalers

The academy will ensure that arrangements are in place for the procurement, storage, monitoring and use of spare emergency medication in accordance with statutory guidance and through the academy's designated external provider.

Spare adrenaline auto- injectors are a backup, not a replacement for prescribed medication.

Parents/ carers must provide written emergencies.



consent for use of spare AAls for

Medication will be:

- Stored securely but readily accessible in an emergency.
- Checked regularly to ensure devices remain in date.
- Used only in accordance with current guidance and individual healthcare arrangements.

Educational Visits and Off-Site Activities

Newton Bridge Academy is committed to ensuring that pupils with allergies can fully participate in educational visits, residential experiences and enrichment activities.

For all visits:

- Individual risks will be assessed in advance.
- Required medication will be signed out and taken on the trip.
- Medication will remain in the care of a nominated, trained staff member.
- The responsible staff member will remain near the pupil throughout the activity.
- Emergency procedures and contact arrangements will be communicated to relevant staff.

Individual Healthcare Plans (IHPs)

All pupils with a known allergy requiring specific support arrangements will have an Individual Healthcare Plan where appropriate.

The IHP will include:

- Details of known allergens including whether the allergen is ingested, inhaled or absorbed.
- Symptoms and signs of an allergic reaction.
- Prescribed medication.
- Emergency procedures.
- Risk reduction and prevention measures.
- Roles and responsibilities of staff.
- Any additional support arrangements necessary for the pupil's safety and wellbeing.

Plans will be reviewed regularly and updated whenever there is a change in medical needs.

Promoting Wellbeing and Inclusion

The academy is committed to ensuring that pupils with allergies feel safe, respected and included in all aspects of academy life.

Where additional arrangements are required to reduce risk, staff will make every effort to:

- Ensure pupils continue to access the full curriculum and enrichment opportunities.
- Promote inclusion during meals, celebrations and academy events.
- Avoid unnecessary isolation or exclusion.
- Support pupils' emotional wellbeing and sense of belonging.

Where separate eating arrangements take appropriate steps to ensure pupils their peers.



are necessary to maintain safety, staff will remain socially included and connected to

Reporting, Monitoring and Learning from Incidents

Any serious allergic reaction, administration of emergency medication, near miss or significant allergy-related incident will be reported and investigated in line with academy procedures.

The Headteacher will:

- Report serious incidents and relevant near misses to the Local School Board (LSB).
- Monitor patterns and trends to identify areas for improvement.
- Review risk assessments, procedures and training requirements following incidents.
- Share lessons learned with relevant staff to strengthen practice and reduce future risk.

The academy is committed to continuous improvement in allergy management through effective monitoring, review and learning.