



Ripon Grammar School

Allergy Safety Policy

1. Purpose

Ripon Grammar School is committed to providing a safe and inclusive environment for students with allergies. The school recognises that allergies can range from mild reactions to anaphylaxis, which is a potentially life-threatening medical emergency. The school cannot guarantee an entirely allergen-free environment. Its approach is therefore to identify students with allergies, reduce avoidable risks, maintain appropriate healthcare arrangements and ensure an effective response to allergic emergencies. This policy applies to the day school, boarding provision, educational visits, residential visits, sporting activities, extracurricular activities and other occasions when students are under the care of the school.

2. Statutory framework

This policy has been prepared having regard to applicable legislation and statutory guidance, including:

- section 100 of the Children and Families Act 2014;
- section 34 of the Children's Wellbeing and Schools Act 2026;
- Department for Education statutory guidance, Allergy safety in schools;
- statutory guidance concerning supporting students with medical conditions at school;
- relevant food information legislation;
- the Equality Act 2010; and
- relevant health and safety and safeguarding duties.

The school will keep its arrangements under review in light of changes to legislation and statutory guidance.

3. Leadership and governance

The Governing Body has overall responsibility for ensuring that appropriate allergy-safety arrangements are in place. A governor will be appointed as the Allergy Safety Governor and will provide oversight of allergy safety.

Mrs O'Brien, as the designated member of the Senior Leadership Team, is the School's Allergy Safety Lead. She will oversee implementation of this policy and the school's allergy-safety arrangements.

The School Healthcare Worker has operational responsibility for relevant student healthcare arrangements, including preparing and maintaining Individual Healthcare Plans (IHPs) and overseeing checks of adrenaline auto-injectors.

All members of staff have a responsibility to follow the school's allergy safety arrangements within the scope of their role.

4. Identifying students with allergies

The school obtains information about students' allergies and medical needs from parents/carers and medical information provided to the school.

Parents/carers are expected to provide accurate and current information about:

- known or suspected allergies;
- allergens and triggers;
- previous reactions and their severity;
- risk or history of anaphylaxis;
- prescribed medication, including adrenaline auto-injectors;
- relevant medical advice and Allergy Action Plans; and
- changes to the student's condition, diagnosis or treatment.

The school's Management Information System (MIS) flags serious allergies so that relevant staff can identify students requiring particular precautions or emergency arrangements. Relevant medical information will be made available to staff who need it to safeguard and support the student.

Where necessary to assist staff in identifying a student with a serious allergy, the school may make an appropriate photograph available to relevant staff, including through appropriate staff-only displays or information systems.

Medical information and photographs will be handled appropriately and access will be restricted to those who require the information for their role.

5. Individual Healthcare Plans

Where a student's allergy requires an Individual Healthcare Plan (IHP), the School Healthcare Worker will prepare and maintain the plan, using information supplied by parents/carers and, where appropriate, relevant healthcare professionals.

An IHP will include, as appropriate:

- known allergens and triggers;
- signs and symptoms;
- risk or history of anaphylaxis;
- preventative measures;
- prescribed medication;
- adrenaline auto-injector arrangements;
- emergency procedures;
- relevant Allergy Action Plans;
- asthma or other relevant medical conditions;
- catering requirements;
- reasonable adjustments; and
- arrangements relating to boarding, educational visits, residential visits, sport and other activities where appropriate.

IHPs will be reviewed at least annually and when relevant information changes or following a significant incident or near miss where a review is appropriate.

Parents/carers remain responsible for informing the school promptly of relevant changes to their child's medical condition or treatment.

6. Staff training

Ripon Grammar School requires all staff to undertake allergy and anaphylaxis awareness training annually. The school currently provides this through The National College's allergy and anaphylaxis awareness training. Training completion will be recorded and monitored. Boarding staff are included in the annual training arrangements.

Appropriate allergy-safety information and/or training will also be provided to regular volunteers, new staff and temporary staff. All catering staff will be trained in line with the school's own staff. We work with the supply agencies we use to ensure that staff complete anaphylaxis training prior to commencing work in school.

Staff will respond to allergic emergencies in accordance with their current training, students' individual medical arrangements and current national guidance.

Where an incident, near miss, change in guidance or individual student need indicates that additional training is required, the school will arrange this as appropriate.

7. Reducing allergen exposure

The school will take reasonable and proportionate steps to reduce avoidable exposure to known allergens. Allergy risks will be considered where relevant in:

- classrooms;
- science and practical lessons;
- food technology;
- sport facilities;
- extracurricular activities;
- celebrations and events;
- catering;
- boarding; and
- educational and residential visits.

Food and drink should not be shared where doing so creates an allergy risk. The school adopts an allergy-aware approach. No school can guarantee that its environment is entirely free from a particular allergen. Where foods or products are restricted as a risk-reduction measure, this does not constitute a guarantee that the school is completely free from that allergen.

8. Catering and allergen information

Kitchen and catering staff are made aware of students with relevant food allergies.

The catering service maintains allergen information through:

- food and ingredient labels;
- the recipe system;
- an allergen matrix and menu information; and
- allergen information displayed on a board within the canteen.

Catering arrangements will include appropriate procedures for:

- checking ingredients and recipes;
- identifying relevant allergens;
- maintaining allergen information;
- dealing appropriately with recipe or ingredient changes and substitutions;
- reducing the risk of allergen cross-contact;
- communicating allergen information to students and relevant staff; and
- dealing with uncertainty about whether food is suitable for a particular student.

Students are encouraged to speak to the catering staff if they have any queries regarding ingredients being used in any food.

Where there is unresolved uncertainty about whether food is safe for a student with a known food allergy, it will not be served to that student until its suitability has been established.

9. Student's Adrenaline auto-injectors

Students who have been prescribed for adrenaline auto-injectors (AAIs) should carry their own devices, where appropriate to their individual circumstances, so that emergency medication is rapidly accessible.

The School Healthcare Worker oversees checks relating to adrenaline auto-injectors, including, as appropriate:

- expiry dates;
- condition;
- storage;
- accessibility; and
- replacement requirements.

Parents/carers are responsible for supplying prescribed medication and replacing their child's devices as required. The school will not delay a student's access to emergency medication.

10. School-held spare adrenaline auto-injectors

The school maintains spare adrenaline auto-injectors for emergency use. School-held devices supplement rather than replace students' prescribed AAIs.

All staff will be informed where spare AAIs are and how to access them rapidly. Spare AAIs are available in:

- the First Aid Room in the day school
- the First Aid Rooms in each Boarding House
- the main school kitchen

The School Healthcare Worker oversees checks of the school's spare devices. Arrangements will ensure that spare AAIs are appropriately stored, accessible in an emergency, checked and replaced following use or expiry.

Spare devices will be administered in accordance with applicable requirements, current national guidance, and staff training.

11. Emergency response to suspected anaphylaxis

Anaphylaxis is a medical emergency.

Staff will respond to suspected anaphylaxis in accordance with their allergy and anaphylaxis training, the student's IHP and/or Allergy Action Plan and current national emergency guidance.

Where anaphylaxis is suspected, staff will:

- act immediately;
- administer an adrenaline auto-injector without unnecessary delay in accordance with current training and guidance;
- call 999 and state that anaphylaxis is suspected;
- follow current guidance concerning the positioning and monitoring of the student;
- ensure that the student is not left alone;
- obtain further emergency medication where required;
- administer a further dose of adrenaline where indicated by current training and emergency guidance;
- arrange for the ambulance service to be directed to the student where necessary; and
- contact parents/carers as soon as practicable without delaying emergency treatment.

A student experiencing suspected anaphylaxis will not be required to walk to the First Aid Room. Assistance and emergency treatment should be brought to the student where possible.

Following administration of adrenaline or suspected anaphylaxis, the student will require assessment by emergency healthcare professionals.

12. Educational visits and residential trips

Parents/carers are asked to provide or confirm relevant medical information before educational visits, particularly residential and overnight visits.

Where food is provided on a trip, relevant allergy information will be identified from the school's records and information supplied by parents/carers.

Trip organisers will consider, as appropriate:

- known allergies;
- food and catering arrangements;
- accommodation;
- the student's prescribed medication;
- access to appropriate emergency medication;
- staff awareness;
- emergency medical assistance; and
- communication with external venues, caterers, and accommodation providers.

Relevant allergy information will be made available to accompanying staff who require it. Particular attention will be given to overnight and residential visits.

Allergy should not in itself prevent a student participating in an educational visit. Appropriate risk management and reasonable adjustments will be considered to facilitate participation.

13. Boarding

The school's allergy-safety arrangements apply fully within the boarding environment, including evenings, overnight periods and weekends when students are under the school's care.

Boarding staff will undertake the school's annual allergy and anaphylaxis training. Relevant boarding staff have access to the allergy and healthcare information required to support individual boarders, including relevant IHPs and emergency arrangements.

Boarding arrangements will take account of:

- meals and snacks;
- food brought into boarding;
- relevant food preparation and storage;
- students' prescribed AAls;
- school-held spare AAls;
- activities and outings;
- access to emergency medical assistance; and
- communication between boarding, healthcare, teaching and catering staff.

Spare AAls are maintained within the Boarding House.

Allergy incidents and near misses occurring in boarding will be reported through the school's incident-reporting arrangements.

14. Incidents and near misses

Allergy-related incidents and relevant near misses will be reported through the school's shared incident-reporting system held on the School Drive.

Reports should contain sufficient information to establish what occurred and any action required. Relevant incidents and near misses will be reviewed by appropriate staff, involving Mrs O'Brien and/or the School Healthcare Worker where appropriate.

Where a review identifies that action is required, the school will take appropriate action. This may include:

- reviewing an IHP;
- contacting parents/carers;
- reviewing catering arrangements;
- reviewing trip arrangements or risk assessments;
- providing additional information or training;
- changing an operational procedure;
- reviewing emergency medication arrangements; or
- amending this policy.

Serious incidents and significant near misses will be brought to the attention of the Allergy safety Governor for appropriate governance oversight.

Lessons from incidents and near misses will inform the school's allergy-safety arrangements and the annual policy review. Any separate statutory reporting requirements applicable to an incident will also be followed.

15. Wellbeing, inclusion and bullying

Ripon Grammar School will support students with allergies to participate fully in school life and will make reasonable adjustments where appropriate.

Any bullying, harassment, intimidation or deliberate exposure involving a student's allergy will be managed in accordance with the school's existing Behaviour, Anti-Bullying and Safeguarding policies and procedures.

16. Communication and confidentiality

Relevant allergy information will be shared with members of staff who need that information to safeguard and support the student.

The school will handle medical information and photographs appropriately and in accordance with applicable data-protection and confidentiality requirements.

Parents/carers are expected to keep the school informed of relevant changes.

17. Publication, monitoring and annual review

This Allergy Safety Policy will be reviewed at least annually.

An earlier review may take place following:

- a serious allergic incident;
- a significant near miss;
- a relevant change in legislation or statutory guidance;
- a significant change to School arrangements; or
- evidence that an existing arrangement requires improvement.

Appropriate changes identified through a review will be implemented.

The current policy will be published on the Ripon Grammar School website and made generally known within the school and to parents/carers.

At least annually, the school will take steps to bring the policy to the attention of:

- students;
- parents/carers; and
- all persons working at the school, whether paid or unpaid.

18. Related policies and procedures

This policy should be read alongside relevant school policies and procedures, including:

- Medical Policy;
- Safeguarding/Child Protection Policy;
- Behaviour Policy;
- Anti-Bullying Policy;
- Health and Safety arrangements;
- Educational Visits procedures;
- Boarding policies and procedures;
- catering and food-safety procedures; and
- emergency and first-aid procedures.