

ALLERGY SAFETY POLICY

S L Drama Academy CIC

CONTENTS

Foreword	2
01 Aims	2
02 Relevant Legislation and Guidance	2
03 Definitions	3
04 Roles and Responsibilities	3
04.1 Director / Head of Provision	3
04.2 Staff	3
04.3 Home School	3
04.4 Parents / Carers	4
05 Identification of Allergies: Referral and Induction	4
06 Individual Healthcare Plans and Home School Responsibility	4
07 Allergy Awareness and Staff Training	5
08 Reducing the Risk of Allergen Exposure	5
09 Food and Lunch Arrangements	6
10 Medication and Emergency Response	6
11 Wellbeing, Inclusion and Allergy-Related Bullying	7
12 Serious Incidents and Near Misses	7
13 Information Sharing and Record Keeping	7
14 Related Policies	7
15 Review	8

FOREWORD

S L Drama Academy CIC Alternative Provision is a part-time KS1 & KS2 creative Alternative Provision. It will be referred to as S L Drama Academy CIC AP, or the AP, for the benefit of students and this document.

S L Drama Academy CIC AP is committed to providing a safe, inclusive and allergy-aware environment. As a part-time alternative provision, pupils remain on roll with and retain their primary relationship with their home school. This policy therefore sets out both the AP's responsibilities while a pupil is attending our provision and the responsibilities that remain with the home school.

01 AIMS

This policy aims to:

- Identify pupils with known allergies before they attend the AP and confirm relevant information with parents/carers at induction.
- Reduce the risk of avoidable exposure to known allergens while pupils are attending the AP.
- Ensure staff understand how to recognise and respond to allergic reactions and anaphylaxis.
- Ensure prescribed emergency medication and pupil-specific instructions are accessible when required.
- Set out clearly how the AP works with the home school and parent/carer where a pupil has an allergy or an Individual Healthcare Plan (IHP).
- Ensure allergy-related incidents and near misses are recorded, communicated and reviewed.
- Support the inclusion and wellbeing of pupils with allergies.

02 RELEVANT LEGISLATION AND GUIDANCE

This policy has been developed with reference to the Department for Education's Allergy Safety in Schools: Statutory Guidance (July 2026) and the wider legal framework relevant to safeguarding, health and safety, equality and food safety.

The specific statutory duty in section 34 of the Children's Wellbeing and Schools Act 2026 to have an allergy safety policy currently applies to local authority maintained schools, academies and pupil referral units. S L Drama Academy CIC is an independent part-time alternative provision provider and is not a maintained school, academy or PRU. The AP nevertheless adopts the relevant principles of the DfE guidance as good practice in meeting its wider responsibilities.

- Children and Families Act 2014, section 100, and DfE guidance Supporting Pupils at School with Medical Conditions, as applicable to the pupil's home school.
- Children's Wellbeing and Schools Act 2026, section 34.
- Health and Safety at Work etc. Act 1974.
- Equality Act 2010.
- Children Act 1989.
- UK GDPR and Data Protection Act 2018.
- Food information and food safety requirements applicable to the provision of food.

03 DEFINITIONS

Allergy: A medical condition in which the body's immune system has an abnormal reaction to a normally harmless substance. Allergens may include food, insect stings, medicines, latex, animals, pollen and other contact or airborne substances.

Anaphylaxis: A potentially fatal allergic reaction affecting Airway, Breathing and/or Circulation (ABC).

Individual Healthcare Plan (IHP): A pupil-specific plan setting out the support and arrangements required for a medical condition. For pupils attending S L Drama Academy CIC AP on a part-time

basis, responsibility for establishing, maintaining and reviewing the formal IHP remains with the pupil's home school.

Allergy Action Plan / Asthma Action Plan: A clinical action plan supplied by an appropriate healthcare professional that provides individual instructions for recognising and managing symptoms.

Home School: The school at which the pupil remains on roll and which commissions or agrees the pupil's part-time placement at S L Drama Academy CIC AP.

Near Miss: An event in which a pupil could have been exposed to a known allergen or could have experienced harm, but serious harm did not occur.

04 ROLES AND RESPONSIBILITIES

04.1 DIRECTOR / HEAD OF PROVISION

Overall responsibility for allergy safety within S L Drama Academy CIC AP lies with Anna Malik, Director and Head of Provision.

- Implement and review this policy.
- Ensure allergy and medical information is identified through referral and reconfirmed at induction.
- Ensure the home school is contacted where allergy information is missing, unclear or indicates that additional arrangements may be required.
- Ensure relevant staff receive the information and training required to support pupils safely while attending the AP.
- Ensure appropriate arrangements are in place for food, activities, medication and emergency response.
- Ensure allergy incidents and near misses are recorded, communicated to the parent/carer and home school, and reviewed.
- Determine whether the AP can safely meet a pupil's needs before or during a placement, taking account of the information and arrangements supplied by the home school and parent/carer.

04.2 STAFF

All staff, including freelancers, volunteers and relevant cover staff, must:

- Follow this policy and any pupil-specific IHP, Allergy Action Plan, Asthma Action Plan or risk-management information supplied to the AP.
- Know which pupils attending their sessions have known allergies and what action is required.
- Know where prescribed emergency medication is kept and how it can be accessed.
- Take reasonable steps to minimise exposure to known allergens.
- Check known allergies when planning food, craft, sensory or other activities.
- Recognise symptoms of allergic reaction and anaphylaxis and respond immediately.
- Report any allergic reaction, exposure or near miss to the Head of Provision.

04.3 HOME SCHOOL

S L Drama Academy CIC AP is a part-time alternative provision. Pupils remain on roll with their home school. The home school therefore retains responsibility for the pupil's overarching medical support arrangements and, where an Individual Healthcare Plan is required, for ensuring that the IHP is developed, current and reviewed.

The home school is expected to:

- Provide the AP with accurate and current information about known allergies and medical conditions before the pupil starts, including relevant risk information.

- Provide a current copy of the pupil's IHP where one is required, together with any current Allergy Action Plan, Asthma Action Plan or other relevant healthcare-professional advice.
- Ensure the IHP reflects the pupil's attendance at S L Drama Academy CIC AP and identifies any arrangements that must operate while the pupil is off-site at the AP.
- Inform the AP promptly of changes to the pupil's allergy, medication, clinical advice or IHP.
- Review and update the IHP following a significant allergic reaction, near miss or change in circumstances, taking account of information supplied by S L Drama Academy CIC AP.
- Work with the AP and parent/carer to resolve any uncertainty about the support required.

S L Drama Academy CIC AP will not assume responsibility for authoring or owning the home school's statutory IHP. However, the AP has its own duty of care while the pupil is attending and will not rely solely on the existence of a home-school plan. The Head of Provision must be satisfied that the AP has sufficient current information, medication and practical arrangements to support the pupil safely.

Where the information or arrangements provided are insufficient for the AP to manage the identified risk safely, the Head of Provision will seek clarification from the home school and parent/carer before attendance or continuation of the placement. Attendance may be delayed or temporarily paused where this is necessary to protect the pupil's safety, pending appropriate information or arrangements.

04.4 PARENTS / CARERS

- Provide accurate and up-to-date information about their child's allergies, triggers, previous reactions and medication.
- Confirm allergy and medical information during induction.
- Provide prescribed medication in date and in its original labelled packaging/device where required.
- Provide or support access to current clinical Allergy/Asthma Action Plans where available.
- Inform both the home school and S L Drama Academy CIC AP promptly of any changes.

05 IDENTIFICATION OF ALLERGIES: REFERRAL AND INDUCTION

Allergy safety begins before a pupil attends the AP.

The S L Drama Academy CIC referral process captures known allergies and relevant medical information. The Head of Provision will review the referral information before placement and seek further information where a known or suspected allergy is identified.

At induction, information provided at referral will be reconfirmed with the parent/carer and, where appropriate, the pupil. This will include, where relevant:

- the allergen or trigger;
- the nature and severity of previous reactions and any history of anaphylaxis;
- prescribed medication, including adrenaline auto-injectors or inhalers;
- the existence of an IHP, Allergy Action Plan, Asthma Action Plan or other clinical advice;
- where medication will be stored and how it will be accessed;
- food and lunch requirements; and
- any additional controls required while the pupil is attending the AP.

The parent/carer will be asked to confirm that the information supplied is accurate and to notify the AP of changes. Where an allergy is identified and an IHP may be required, the Head of Provision will contact the home school to ensure the necessary plan and information are supplied.

06 INDIVIDUAL HEALTHCARE PLANS AND HOME SCHOOL RESPONSIBILITY

Responsibility for determining whether a pupil requires a formal Individual Healthcare Plan, and for developing, maintaining and reviewing that IHP, lies with the pupil's home school because the

pupil remains on the home school's roll and attends S L Drama Academy CIC AP only on a part-time basis.

Where a pupil has an allergy that has a functional impact, poses a risk of harm, or requires arrangements additional to or different from ordinary provision, S L Drama Academy CIC AP will expect the home school to provide a current IHP before or as part of agreeing safe attendance.

The IHP should, where relevant to attendance at the AP, identify:

- the allergy and known triggers;
- the nature of previous reactions and individual symptoms;
- reasonable avoidance and risk-reduction measures;
- prescribed medication and emergency treatment;
- where medication is to be kept and who may administer it;
- current Allergy/Asthma Action Plans or healthcare-professional advice;
- food and activity controls;
- communication arrangements between home school, parent/carer and AP; and
- any adjustments required specifically while the pupil attends S L Drama Academy CIC AP.

S L Drama Academy CIC AP will follow the current IHP and associated clinical plan insofar as they relate to the pupil's attendance at the AP. The AP may create its own local risk assessment, medication record or operational summary to translate the home-school IHP into safe day-to-day arrangements. Such documents supplement the IHP; they do not replace it or transfer ownership of it to S L Drama Academy CIC.

If a significant allergic reaction, near miss or change in circumstances occurs while a pupil is at the AP, S L Drama Academy CIC will notify the home school and parent/carer promptly and provide relevant incident information so that the home school can review the IHP. The AP will review its own local controls at the same time.

07 ALLERGY AWARENESS AND STAFF TRAINING

Staff present while pupils are attending will receive allergy-awareness and emergency-response training at least annually. New staff, freelancers and relevant cover staff will receive appropriate information before they assume responsibility for pupils.

Training will include:

- the nature of allergy and how allergic reactions can occur;
- recognising allergic reactions and anaphylaxis;
- Airway, Breathing and Circulation (ABC) signs;
- how to call 999 and communicate an anaphylaxis emergency;
- how to locate and, where appropriate, administer prescribed emergency medication;
- how to follow pupil-specific plans;
- reducing exposure and cross-contamination;
- the impact of allergy on wellbeing and inclusion; and
- incident and near-miss reporting.

General first-aid training alone will not be treated as a substitute for allergy-awareness and emergency-response training.

08 REDUCING THE RISK OF ALLERGEN EXPOSURE

The AP will take reasonable and proportionate steps to reduce exposure to known allergens while avoiding unnecessary exclusion of pupils.

- Known allergies will be considered when planning activities.

- Staff will consider allergens in food, craft and sensory materials, play dough, glues, food packaging and other creative resources.
- Where a planned material presents a known risk, a safe alternative will be used wherever reasonably practicable.
- Hands, surfaces and equipment will be cleaned appropriately where allergen transfer may occur.
- Pupils will be discouraged from sharing food, drinks, utensils or food containers.
- The AP will use an allergy-aware approach and will not make a blanket 'allergen-free' or 'nut-free' guarantee that cannot be assured.

09 FOOD AND LUNCH ARRANGEMENTS

S L Drama Academy CIC AP provides lunch and will actively consider food-allergy information within ordering, preparation, handling and serving arrangements.

- Allergen information will be checked for food supplied to pupils.
- Relevant staff will know which pupils have identified food allergies or dietary restrictions.
- Food for a pupil with an allergy will be clearly identifiable and protected from avoidable cross-contamination.
- Unlabelled or uncertain food will not be given to a pupil where its allergen status cannot be safely established.
- Food brought in for celebrations, rewards or creative activities will be checked against known allergies before it is offered.
- Food hygiene and cross-contamination controls will be followed.

10 MEDICATION AND EMERGENCY RESPONSE

10.1 PRESCRIBED EMERGENCY MEDICATION

Pupils must have timely access to prescribed emergency medication where this forms part of their allergy or asthma management.

- The location of emergency medication will be recorded and known to relevant staff.
- Medication will be stored safely but remain readily accessible in an emergency.
- Medication must be in date and supplied in accordance with the AP's medication arrangements.
- Where a pupil is able to carry or self-manage medication, this will be agreed through the home-school IHP and communicated to the AP.

S L Drama Academy CIC AP does not currently hold a generic 'spare' adrenaline auto-injector. Any future decision to do so will only be made following review of the applicable legal framework, governance, training, storage and administration requirements.

10.2 MILD TO MODERATE ALLERGIC REACTION

Possible symptoms can include swollen lips, face or eyes; itchy or tingling mouth; hives or an itchy rash; abdominal pain or vomiting; or a sudden change in behaviour.

A pupil experiencing a reaction must not be left unattended. Staff will follow the pupil's current IHP and Allergy Action Plan where available, use medication in accordance with the agreed arrangements, continue to observe the pupil and contact the parent/carer as appropriate. If symptoms progress towards anaphylaxis, staff will follow the emergency procedure below immediately.

10.3 SUSPECTED ANAPHYLAXIS

Anaphylaxis is a medical emergency. Symptoms affecting Airway, Breathing or Circulation may include throat or tongue swelling, difficulty swallowing, hoarse voice, sudden wheeze, breathing

difficulty, persistent cough, dizziness, faintness, sudden drowsiness or confusion, pale clammy skin or loss of consciousness.

If anaphylaxis is suspected, staff will:

- Follow the pupil's current Allergy Action Plan/IHP where available and do not delay emergency action.
- Administer the pupil's prescribed adrenaline auto-injector immediately where available and in accordance with training and the pupil's emergency arrangements.
- Call 999 immediately and state 'ANAPHYLAXIS'.
- Bring medication and help to the pupil. The pupil must not be made to walk to medication or another room.
- Keep the pupil lying flat with legs raised. If breathing is difficult, the pupil may sit up. The pupil must not stand or walk.
- Stay with the pupil and arrange for another adult to meet the ambulance.
- Contact the parent/carer and home school once immediate emergency action is underway.
- If there is no improvement after five minutes, administer a second prescribed adrenaline dose if available and in accordance with the pupil's emergency plan and staff training.
- Commence CPR if there are no signs of life.

An asthma reliever inhaler must not be used instead of adrenaline to treat anaphylaxis.

11 WELLBEING, INCLUSION AND ALLERGY-RELATED BULLYING

S L Drama Academy CIC AP recognises that allergy can affect a pupil's emotional wellbeing and sense of inclusion. Pupils will be supported to participate safely in the provision and will not be unnecessarily excluded from food, creative or sensory activities because of an allergy.

Allergy-related bullying or unsafe behaviour will be taken seriously. Deliberately threatening a pupil with an allergen, exposing or attempting to expose them to a known allergen, pressuring them to eat unsafe food, or mocking their allergy precautions will be addressed through the AP's Behaviour and Safeguarding procedures.

12 SERIOUS INCIDENTS AND NEAR MISSES

All significant allergic reactions, accidental exposures, use of emergency adrenaline and relevant near misses will be recorded through the AP's incident-reporting arrangements.

The Head of Provision will ensure the parent/carer and home school are informed promptly. The AP will provide the home school with relevant incident information so that the home school can consider whether the pupil's IHP or clinical arrangements require review.

The AP will also review its own local arrangements, including food controls, activity planning, staff information, medication access and training. Where necessary, changes will be made before the pupil next attends.

13 INFORMATION SHARING AND RECORD KEEPING

Information about allergy and other medical conditions is personal data and will be handled in accordance with the AP's Data Protection Policy. Information will be shared on a need-to-know basis with staff who require it to keep the pupil safe.

Relevant current plans and information will be accessible to staff who may need to act in an emergency. Completed referral and induction documentation, local risk assessments, medication records and incident records will be stored on the pupil's file in accordance with the AP's record-keeping arrangements.

The home school remains responsible for maintaining the formal IHP. S L Drama Academy CIC AP is responsible for maintaining accurate records of the arrangements it implements while the pupil attends the AP.

14 RELATED POLICIES

This policy should be read alongside the AP's policies and procedures on:

- Safeguarding and Child Protection
- Health and Safety
- Medical Conditions / Administration of Medication
- Behaviour
- Data Protection
- Food Safety
- Student Referral and Induction
- Incident and Near Miss Reporting

15 REVIEW

Review of this Policy August 2026

Next Review Date August 2027

Reviewed By Anna Malik

Position/Role Director / Head of Provision, S L Drama Academy CIC

This policy will also be reviewed earlier following a serious allergy incident or near miss, a significant change in a pupil-safety process, or a relevant change in legislation or statutory guidance.