

SOUTHVIEW SCHOOL, COLLEGE & THE VIEW
ALLERGY MANAGEMENT POLICY

Policy owner	Julian Cochrane - Headteacher
Named medical lead	Carolynne Keating/ Leah Gough
Applies to	Southview School, College and The View residential provision
Approval	Local Advisory Committee / Trust approval
Implementation date	September 2026
Review date	At least annually and following any significant allergic reaction, change in guidance or local procedure

1. Purpose and commitment

Southview School, College and The View are committed to providing a safe, inclusive environment for children and young people living with allergies. Allergy management applies across the whole Southview community, including classrooms, dining, food technology, therapy, trips, transport, activities, residential stays, bedrooms/common areas and independent-living activities at The View.

The purpose of this policy is to minimise avoidable exposure to known allergens, ensure rapid and effective emergency response, support pupils to develop age and ability appropriate self-management skills, and enable pupils with allergies to participate fully in education and residential life.

2. Southview-specific context

- Southview is a day and residential special school for pupils with complex physical and neurological disabilities. The View is Southview's educational residential provision and forms part of the wider school offer.
- The View supports independence, self-care and preparation for adulthood. Allergy management must therefore combine robust adult safeguards with opportunities for pupils to learn safe food selection, label reading, preparation, cooking, cleaning and emergency self-management where appropriate.
- The View prepares meals with staff and students as part of independent-living learning. Weekly meal planning and ingredient ordering must therefore include allergy checks before ingredients are purchased, stored, prepared or served.
- Because pupils may have complex medical and communication needs, staff must not rely solely on a pupil being able to report symptoms or identify an unsafe food. Individual healthcare plans, Allergy Action Plans and staff knowledge are essential.

3. Scope

This policy covers food allergy, anaphylaxis and other clinically significant allergies that may affect a pupil's health or participation. It applies to employees, agency and supply staff, volunteers, students on placement, contractors, catering staff, visitors and anyone preparing, serving or supervising food.

4. Core principles

- Every declared allergy is taken seriously and managed according to the pupil's individual medical advice.
- No environment can be guaranteed completely allergen-free; the aim is effective risk reduction, not an unrealistic guarantee of zero exposure.
- Known allergens must be avoided in accordance with the pupil's Allergy Action Plan (AAP) and Individual Healthcare Plan (IHP), where applicable.
- Pupils will not be unnecessarily excluded from learning, meals, trips, residential activities or independence programmes because of an allergy. Reasonable adjustments and risk assessments will be used.
- Emergency medication must be accessible without delay. Adrenaline auto-injectors (AAIs) must never be locked away where this would delay emergency treatment.
- Allergy-related bullying, deliberate exposure or unsafe food-sharing is treated as a safeguarding/behaviour concern and addressed promptly.
- Parents/carers, pupils, healthcare professionals, teaching staff, residential staff and food providers must work together.

5. Individual allergy information

For every pupil with a significant allergy, Southview will maintain current medical information and, where appropriate, an IHP and/or healthcare-professional-completed Allergy Action Plan. Records should identify:

- the allergen(s) and known triggers;
- symptoms and the pupil's usual presentation;
- emergency treatment and prescribed medication, including AAI type/dose where applicable;
- whether the pupil can recognise, communicate and/or self-administer treatment;
- where medication is stored and how it is accessed during school, trips and residential stays;
- food, environmental and cross-contact precautions;
- communication needs and reasonable adjustments;
- arrangements for school transport, off-site activities and The View;
- who needs to know the information, while respecting confidentiality.

6. Admissions, induction and review

All new pupils entering Southview or The View will have allergy information checked as part of admission/induction. A pupil with a declared allergy will have an individual risk assessment where required. The information must be shared with staff who need it to keep the pupil safe, including relevant teaching, support, medical, catering and residential staff.

Medical information and IHPs are reviewed at least annually and sooner where needs change, following an allergic reaction, after medication changes, or when the pupil begins or changes residential arrangements.

7. Roles and responsibilities

Role	Key responsibilities
Trust / Local Advisory Committee	Provide oversight, resources and challenge; monitor that allergy and medical arrangements are effective.
Headteacher / Leadership Team	Ensure this policy is implemented, staff are trained, cover arrangements exist and emergency procedures are effective.
Residential Lead / The View staff	Ensure allergy information, medication and risk controls remain effective throughout each residential stay, including evenings, overnight periods, cooking and community activities.
Medical lead / designated staff	Coordinate allergy records, AAP/IHP arrangements, medication checks, staff training, emergency supplies and post-incident review.
Teaching and support staff	Know relevant pupils, follow risk controls, supervise food-related activities and respond immediately to symptoms or emergencies.
Catering / food staff	Maintain allergen information, prevent avoidable cross-contact, check ingredients and communicate changes to relevant staff.
Parents/carers	Provide accurate, current information, healthcare plans and in-date medication; notify Southview promptly of changes.
Pupils, where appropriate	Develop safe self-management skills, communicate concerns and follow agreed safety strategies with support.
Admin Team	Maintain an allergens register recorded on SIMS.

8. Medication and adrenaline auto-injectors

- Medication must be in date, correctly labelled and stored in accordance with the Trust medical conditions policy and the pupil's individual plan.

- AAls must be readily accessible and not stored in a location that could delay treatment. Staff must know where the pupil's medication is kept during lessons, breaks, trips and at The View.
- The View must have a clear handover/check process whenever a pupil arrives, transfers between school and residential care, or leaves the building for an activity.
- Expiry dates and condition of AAls must be checked routinely and recorded. Parents/carers must replace medication before expiry or after use.
- Where spare AAls are held, Southview will maintain an audited supply in accordance with current national guidance and its medical/first-aid procedures.

9. Emergency response – suspected anaphylaxis

- The pupil's own Allergy Action Plan will take precedence in the event of a severe allergic reaction.
- However, we recognise that students may experience an anaphylactic incident for the first time and these procedures will be relevant for an initial, unexpected and emergency situation. The steps under these circumstances will be:
 1. Recognise possible anaphylaxis, particularly airway, breathing or circulation symptoms, or a rapid deterioration after possible allergen exposure.
 2. Immediately call 999 and state 'anaphylaxis' and follow ambulance control instructions. On instruction from medical professionals, administer the generic injector without delay.
 3. Keep the pupil with the responsible adult and prevent them from standing or walking. Call for a First Aider. Position them according to symptoms and current emergency guidance.
 4. Parents should be informed of the situation as soon as practical.
 5. Send used pens and relevant medication/records with the ambulance crew where possible.
 6. Inform school leadership
- After the event, record the incident using CPOMS and complete a formal post-incident review, including review of the pupil's risk assessment and appropriate medication

10. Food, catering and cross-contact

Southview's Food Policy applies to Southview School, College and The View. At The View, where students participate in meal planning, shopping, preparation and cooking, allergy controls must be built into the independence curriculum rather than treated as a separate process.

- Current allergy information must be available to those responsible for meal planning, ordering, preparation and serving.
- Ingredient labels must be checked every time a product is used, including when a familiar product or supplier changes.
- Recipes and ingredient substitutions must be checked before use. Students must not independently substitute ingredients where this could introduce an allergen.

- Work surfaces, utensils, equipment and hands must be cleaned effectively to reduce cross-contact. Particular care is required where allergenic ingredients are handled.
- Food for an allergic pupil should be prepared using the controls specified in their individual risk assessment and food plan.
- Home-made food, birthday food, treats, shared snacks and food brought in by pupils must only be offered where the relevant allergy risks have been checked.
- Food used in cooking, food technology, sensory activities, science, art/craft, celebrations and community activities must be risk assessed where an allergen may be present.
- Southview does not rely on a blanket 'allergen-free' claim. Its approach is allergy awareness, individual risk management and effective avoidance of the allergens relevant to each pupil.

11. The View – residential arrangements

- Allergy information and medication form part of the residential admission/handover process.
- At the start of each stay, residential staff confirm the pupil's current allergy information, AAP/IHP, medication, expiry dates, storage location and emergency arrangements.
- The same level of allergy protection applies overnight as during the school day. Staff working evenings, nights, weekends or activities outside the school timetable must have access to the information they need.
- Bedrooms and personal spaces must be considered where an allergy has environmental or contact triggers.
- Food stored in communal kitchens, cupboards and fridges must be managed so that known allergens do not create an avoidable risk for another resident.
- Meal planning and shopping undertaken with pupils must include label checking and allergen awareness as an explicit independent-living skill.
- Staff must consider allergies when planning community visits, eating out, shopping trips, celebrations and other residential activities.
- Any incident or near miss at The View must be reported through Southview's existing incident, medical and safeguarding processes and reviewed with the residential lead.

12. Trips, transport and community activities

- Allergy needs must be included in trip/activity risk assessments.
- The responsible staff member must confirm that required medication and emergency supplies are present before departure.
- Food arrangements must be checked in advance where food will be provided or purchased.
- Where transport is used, staff must know which pupils have significant allergies and how medication will be accessed in an emergency.
- Residential and community activities must not be cancelled solely because a pupil has an allergy; controls and reasonable adjustments should be considered first.

13. Training and awareness

Relevant staff will receive allergy/anaphylaxis awareness and practical training appropriate to their role. Training will cover common allergens, signs and symptoms, prevention and cross-contact, emergency response, AAI use, individual plans, medication storage, communication and the responsibilities of staff in school and residential settings.

Training records will be maintained. Staff who may be responsible for pupils with prescribed AAIs must have sufficient practical competence to respond to an emergency. New staff, agency staff and staff joining The View must receive an appropriate induction.

14. Inclusion, communication and bullying

Pupils with allergies should be supported to participate fully in school and residential life. Allergy management must not unnecessarily separate pupils from peers or prevent participation. Deliberate exposure, threatening to expose someone, taking another pupil's food, or bullying linked to an allergy will be treated seriously under Southview's behaviour, safeguarding and anti-bullying arrangements.

15. Incident, near-miss and post-reaction review

- Every significant allergic reaction and suspected anaphylaxis episode must be recorded in line with Southview's medical/incident procedures.
- Near misses, such as an incorrect food almost being served or an expired AAI being identified, should also be recorded and reviewed.
- Following a significant reaction, the school/residential team should review the circumstances with the pupil (where appropriate), parents/carers and relevant healthcare professionals and update the risk assessment and IHP/AAP as required.
- Lessons learned should be shared with relevant staff while maintaining confidentiality.

16. Monitoring and review

The effectiveness of this policy will be monitored through medication checks, training records, allergy risk assessments, incident and near-miss reviews, catering arrangements, residential audits and feedback from pupils, families and staff. The policy will be reviewed at least annually and sooner where legislation, national guidance, Trust policy or Southview arrangements change.

September 2026

Review date September 2027.