Allergy Safety Policy – Bowman Academy

Policy Code:	
Policy Start Date:	September 2026
Policy Review Date:	September 2027

1. School Context

Introduction

At Bowman Academy, we take allergies seriously and are committed to safeguarding the welfare, health and safety of every pupil in our care. We recognise that allergies can have a significant impact on a pupil's health and wellbeing and, in some circumstances, can result in a serious or life-threatening reaction. Allergy safety is therefore a shared responsibility across our whole school community.

Bowman Academy takes a proactive approach to allergy management. We ensure that appropriate staff training, monitoring arrangements and risk assessments are in place so that staff have the knowledge, confidence and information required to effectively support the pupils in their care. We work closely with pupils, parents and carers and healthcare professionals to identify individual needs and minimise the risk of exposure to known allergens.

Our approach is to be allergy-aware, recognising that risk cannot always be completely removed but that it can be effectively identified and reduced through procedures and appropriate reasonable adjustments. At Bowman, we aim to ensure that pupils with allergies are able to participate fully and safely in all aspects of school life and do not feel excluded from activities.

This Part 2 policy sets out how Bowman Academy implements the requirements and expectations contained within the CIT Allergy Safety Policy in the context of our individual school setting. It details;

- What we have in place to identify and support individuals with allergies
- reduce and manage risks
- respond effectively in an emergency
- How we monitor and improve our practice.

2. Named Allergy Lead and Responsibilities

The named Allergy Lead for Bowman Academy is **Sam Rose**.

The Allergy Lead has responsibility for supporting the effective implementation of allergy management across the academy. Sam Rose works closely with other members of the Senior Leadership Team (SLT) to ensure a consistent approach to the management of allergies across the school. This shared approach ensures that allergy safety is embedded within wider safeguarding, health and safety, and day-to-day school practice.

The Allergy Lead, working alongside the Headteacher, SLT, staff, parents/carers and relevant professionals, will promote a safe, inclusive and allergy-aware environment.

The Allergy Lead will:

- maintain an accurate and up-to-date allergy register;
- ensure appropriate Individual Healthcare Plans (IHPs) are in place and reviewed as require

- monitor staff allergy awareness and emergency response training, ensuring that training requirements are met
- oversee the completion and implementation of appropriate allergy risk assessments
- support staff to understand the individual needs of pupils with allergies and the measures required to reduce identified risks
- monitor the schools' arrangements for allergy management and emergency preparedness
- ensure that relevant information is communicated appropriately to staff and others who need to know
- monitor the implementation of Part 1 and Part 2 of the Allergy Safety Policy to ensure that practice reflects the requirements of the policy

The Headteacher retains overall responsibility for ensuring that Bowman Academy complies with the requirements of the CIT Allergy Safety Policy. The Allergy Lead, working alongside the wider SLT, will support the Headteacher in monitoring the effectiveness of the academy's arrangements and identifying opportunities to continually strengthen practice.

3. Identification of Pupils with Allergies

At Bowman Academy, we promote and encourage open, transparent and ongoing communication between school and home to ensure that we have accurate and up-to-date information regarding pupils' allergies and medical needs.

As part of the admissions process, parents and carers are asked to complete school documentation which identifies any known allergies, medical conditions or associated healthcare needs. Relevant information contained within a pupil's Education, Health and Care Plan (EHCP) and other supporting documentation is also carefully considered to ensure that identified allergies and medical needs are recognised and appropriate arrangements can be put in place.

We recognise that allergies can develop or change over time. Parents and carers are therefore encouraged to contact the academy promptly if their child develops a new allergy, receives a new diagnosis, or if there are any changes to an existing allergy or medical need.

Where an allergy is identified, the information will be shared appropriately with relevant staff and the necessary plans, risk assessments and support arrangements will be put in place to ensure the pupil's individual needs are understood and safely managed.

Where an allergy is identified, the necessary Individual Healthcare Plan (IHP), risk assessments and support arrangements will be put in place to ensure that the pupil's individual needs are understood and safely managed.

4. Minimising the Risk of Exposure to Known Allergens

At Bowman Academy, we take a proactive and allergy-aware approach to reducing the risk of pupils, staff and visitors being exposed to known allergens. We recognise that it is not possible to guarantee an entirely allergen-free environment; therefore, our focus is on identifying known risks and putting appropriate and proportionate measures in place to minimise them.

Bowman Academy has an on-site cook and catering team. The catering team are provided with up-to-date information regarding pupils with known food allergies and intolerances and are informed promptly of any identified changes. This enables individual dietary requirements to be considered when food is prepared and served and supports the safe management of allergens at mealtimes.

To further reduce risk, nuts and nut-containing products should not be brought into or knowingly used within the academy. If a pupil does bring an item of food containing nuts, these will be removed by a member of the SLT team. Parents, carers, staff and visitors are made aware of this expectation where appropriate.

Information regarding known allergies is shared appropriately with staff who are responsible for supporting the individual. Where necessary, individual risk assessments and healthcare arrangements are put in place to identify specific allergens and the measures required to reduce the likelihood of exposure.

Across the school, staff take reasonable and proportionate precautions to minimise exposure to known allergens. These include:

- considering known allergies when planning classroom activities, cooking, celebrations, special events and educational visits
- checking ingredients and resources before food-related activities and providing suitable alternatives where required
- discouraging pupils from sharing or swapping food and drinks
- maintaining appropriate cleaning routines for tables, surfaces and areas where food is prepared or consumed to reduce the risk of cross-contamination
- ensuring appropriate supervision and awareness during mealtimes
- communicating relevant allergy information to catering staff, supply staff, visitors and other adults working with pupils where this is necessary to keep individuals safe
- completing individual or activity-specific risk assessments where an identified allergen may present an increased risk.

5. Management of Food Allergies and Allergen Information

In school, we recognise the importance of robust procedures for managing food allergies and ensuring that pupils with identified dietary requirements receive food that is appropriate and safe for them.

The academy has an on-site cook and catering team, who work closely with school staff to support pupils with food allergies and intolerances. Relevant information regarding known food allergies and dietary requirements is shared with the catering team, and they are informed promptly of any changes to a pupil's identified needs.

The cook maintains an up-to-date list of pupils with known allergies and intolerances within the school kitchen, which can be referred to when preparing and serving meals. In addition, the cook maintains a weekly record of the meals being prepared and the allergens contained within them. This information is held within a clearly identifiable yellow folder, which is accessible to staff and others who need to view the allergen information. This provides a clear point of reference and enables allergen information relating to school meals to be readily available. Appropriate measures are taken during the preparation and serving of food to minimise the risk of cross-contamination.

At mealtimes, Bowman Academy uses a number of safeguards to ensure that pupils with known food allergies and intolerances are correctly identified and receive the appropriate meal. Lev 3 documentation records relevant information regarding a pupil's known allergies and intolerances and provides an important source of information for staff. In addition, relevant staff are provided with a list identifying which meal has been allocated to each pupil, enabling this information to be checked at the point of service.
School staff distribute meals directly to pupils, providing an additional safeguard by ensuring that the correct meal is given to the correct pupil. These arrangements provide multiple points of checking and reduce reliance on any single system or individual's memory when managing food allergies and intolerances at mealtimes.

School staff distribute meals directly to pupils, providing an additional safeguard by ensuring that the correct meal is given to the correct pupil. Together, these arrangements provide multiple points of checking between the kitchen and school staff and reduce reliance on any single system or individual's memory when managing food allergies and intolerances at mealtimes.

6. Staff Training in Allergy Awareness and Emergency Response

we recognise that appropriately trained and confident staff are essential to ensuring an effective response to an allergic reaction or anaphylaxis.

In September 2026, all staff completed mandatory anaphylaxis training. This training developed staff awareness and understanding of allergies and anaphylaxis, including how to recognise the signs and symptoms of an anaphylactic reaction and how to respond appropriately in an emergency. Bowman also has a qualified First Aid Instructor on site, who is able to provide additional support, guidance and refresher training to staff where necessary. This enables staff confidence to be reinforced throughout the year and provides an additional source of support should staff require it.

Allergy and anaphylaxis training will be refreshed in accordance with CIT requirements, and relevant training will form part of the induction arrangements for staff joining the academy after whole-school training has taken place.

7. Access to Prescribed Adrenaline and Asthma Inhalers

At Bowman Academy, we ensure that pupils who are at risk of anaphylaxis and/or asthma have prompt and appropriate access to their prescribed emergency medication. Staff in school are made aware of where emergency medication is located and how it can be accessed.

Pupils' prescribed medication is stored securely in a designated safe in front reception. The safe remains unlocked and readily accessible throughout the school day, ensuring that medication can be accessed promptly when required while maintaining appropriate oversight of its storage.

Kelly Atilkan oversees medication administration within the academy and has ready access to pupils' prescribed medication, including asthma inhalers, should they be required. Other members of staff are also trained in administering emergency medication to ensure that access is not dependent upon one individual being available.

In addition to pupils' individually prescribed medication, Bowman Academy has a clearly identifiable emergency anaphylaxis kit located on the wall in the front reception area. Its accessible location allows for a rapid response should it be required.

Where a pupil has an Healthcare Plan, staff will follow the arrangements detailed within the plan regarding the storage, access and administration of their prescribed medication.

When pupils take part in educational visits or activities away from school, any required emergency medication will be taken with staff offsite.

8. Spare Adrenaline Devices and Asthma Inhalers

The school ensures there is a supply of spare emergency medication to support an effective response in the event of an anaphylactic reaction or asthma emergency.

Spare adrenaline auto-injectors (AAIs) are stored within the academy's emergency anaphylaxis kit, which is located on the wall in the front reception area. This location ensures that the devices are accessible to staff in the event of an emergency.

The school also holds spare emergency inhalers, which are stored within the designated medication safe in the front reception area. As outlined previously, this safe remains unlocked and readily accessible throughout the school day.

Kelly Atilkan and Sam Rose are responsible for monitoring the academy's spare emergency medication. Regular checks are undertaken to ensure that spare adrenaline auto-injectors and asthma inhalers remain in date and have not expired.

9. Educational Visits, Trips and Inclusive Activities

At Bowman Academy, we are committed to ensuring that pupils with allergies are able to participate safely and fully in educational visits, trips and activities alongside their peers.

Known allergies will be considered as part of the risk assessment process, with appropriate adjustments made to minimise identified risks. Where activities involve food, cooking or other potential allergens, staff will make reasonable adjustments to promote inclusion. Where a pupil cannot safely access a particular food, ingredient or resource, the activity will be adapted or a suitable alternative provided wherever reasonably possible.

Our aim is to manage risk rather than unnecessarily exclude pupils, ensuring fairness, inclusion and equal access to learning experiences.

10. Wellbeing and Inclusion

We recognise that allergies can impact a pupil's physical and emotional wellbeing. We are committed to ensuring that pupils with allergies feel safe, supported and fully included in all aspects of academy life.

Staff will promote an allergy-aware culture where pupils' individual needs are understood and respected. Reasonable adjustments will be made where required to enable pupils to participate alongside their peers and to prevent unnecessary exclusion or isolation.

Any concerns regarding a pupil's emotional wellbeing, including bullying, teasing or negative behaviour relating to their allergy, will be taken seriously and addressed in accordance with the academy's safeguarding, behaviour and anti-bullying procedures.

11. Reporting, Monitoring and Learning from Incidents

Bowman Academy will record and review all significant allergy-related incidents and near misses. Relevant information will be shared with parents/carers and serious incidents will be reported to the Local School Board (LSB) in accordance with CIT reporting procedures.

School leaders, including the Allergy Lead, will review incidents and near misses to identify what happened, consider whether existing procedures were followed and determine whether any changes are required.

Lessons learned will be used to inform next steps and improvements to practice, which may include reviewing risk assessments, Individual Healthcare Plans, staff training, communication arrangements or other school procedures. This ensures that incidents and near misses are used as opportunities to strengthen practice and further reduce risk.