TAO Independent School

Allergy Safety & Anaphylaxis Policy

Ethos Statement

TAO Independent School recognises that food allergies, medication allergies, environmental allergies and anaphylaxis can present significant risks to a child's health, wellbeing, confidence, attendance, and participation in education.

We are committed to creating a safe, inclusive, and responsive environment where pupils with allergies can participate fully in learning, outdoor education, therapeutic interventions, educational visits, residential experiences, enrichment activities, food preparation activities, bushcraft sessions, and wider school life.

Our approach combines robust medical safety procedures with trauma-informed, child-centred practice. We recognise that some pupils may experience anxiety linked to allergies and therefore seek to balance safety, dignity, inclusion, independence, and opportunity.

At TAO Independent School we believe pupils with allergies should not be excluded from opportunities because of their medical needs. Instead, we work proactively with families, healthcare professionals, staff, and pupils to identify risks, implement controls, and ensure safe participation wherever reasonably possible.

Purpose

The purpose of this policy is to:

• Protect pupils, staff, volunteers, visitors and contractors with allergies.

• Minimise exposure to known allergens.

• Ensure rapid and effective responses to allergic reactions and anaphylaxis.

• Establish clear roles and responsibilities.

• Promote inclusion and participation.

• Ensure compliance with statutory requirements and best practice.

• Support educational visits, outdoor learning, therapeutic activities and residential experiences.

• Provide confidence to parents and carers that allergy risks are managed effectively.

• Ensure allergy management forms part of TAO's wider safeguarding culture.

Scope

This policy applies to:

• All pupils.

• All staff.

• Volunteers.

• Contractors.

• Visitors.

• Educational visits.

• Residential activities.

• Outdoor learning activities.

• Bushcraft and food preparation activities.

• School transport where applicable.

Legal Framework

This policy has been developed with reference to:

• Children Act 1989.

• Children Act 2004.

• Equality Act 2010.

• Health and Safety at Work Act 1974.

• DfE guidance on Supporting Pupils with Medical Conditions, where relevant**.**

• Keeping Children Safe in Education 2026.

• Food Information Regulations.

• Education (Independent School Standards) Regulations 2014 (as amended).

• UK GDPR.

• Data Protection Act 2018.

Linked Policies

This policy should be read alongside:

• Safeguarding & Child Protection Policy.

TAO
INDEPENDENT SCHOOL
FIND YOUR JOURNEY • EXPLORE IT TOGETHER

• First Aid & Medication Policy.

• Health & Safety Policy.

• Healthy Eating Policy.

• Attendance Policy.

• SEND Information Report.

• Accessibility Plan.

• Behaviour Management Policy.

Key Principles

TAO Independent School will:

• Take all allergies seriously.

• Promote inclusion wherever safe and appropriate.

• Ensure allergy information remains accurate and up to date.

• Ensure staff receive appropriate training.

• Ensure emergency medication is readily accessible.

• Risk assess all relevant activities.

• Respond immediately to allergic reactions.

• Work collaboratively with families and professionals.

• Promote dignity, independence and participation.

• Learn from incidents and near misses.

TAO
INDEPENDENT SCHOOL
FIND YOUR JOURNEY • EXPLORE IT TOGETHER

Definitions

Allergy

An allergy occurs when the body's immune system reacts to a substance which would normally be harmless.

Anaphylaxis

Anaphylaxis is a severe and potentially life-threatening allergic reaction requiring immediate emergency treatment.

Without prompt intervention anaphylaxis can be fatal.

Common Allergens

Common allergens include but are not limited to:

• Peanuts

• Tree nuts

• Milk/Diary

• Eggs

• Fish

• Shellfish

• Wheat

• Sesame

• Soya

• Insect stings

• Medication

• Latex

• Environmental allergens

  - Animal fur

This list is not exhaustive.

TAO
INDEPENDENT SCHOOL
FIND YOUR JOURNEY • EXPLORE IT TOGETHER

Roles and Responsibilities

Proprietor

Responsible for:

• Strategic oversight.

• Resource allocation.

• Policy approval.

• Monitoring compliance.

• Ensuring staff training systems are effective.

Headteacher

Responsible for:

• Day-to-day implementation.

• Monitoring compliance.

• Reviewing incidents.

• Ensuring risk assessments are completed.

• Reporting significant incidents to the Proprietor where appropriate.

Designated Safeguarding Lead

Responsible for:

• Supporting pupils where allergies impact wellbeing, attendance or participation and ensuring safeguarding implications are considered where appropriate.

• Ensuring appropriate information sharing.

• Supporting vulnerable pupils following significant medical incidents.

• Ensuring allergy vulnerabilities are considered within safeguarding planning.

Staff

All staff must:

• Know which pupils have allergies.

• Read relevant allergy management plans.

• Follow agreed procedures.

• Complete allergy and anaphylaxis training appropriate to their role and responsibilities

• Know how to access emergency medication.

• Respond appropriately to concerns.

• Report incidents and near misses.

TAO
INDEPENDENT SCHOOL
FIND YOUR JOURNEY • EXPLORE IT TOGETHER

Identification of Allergies

During admission parents/carers must provide:

• Medical diagnoses.

• Allergy information.

• Medication requirements.

• Emergency contacts.

• Healthcare plans.

• Consultant recommendations where available.

Information will be reviewed:

• At least annually, or sooner where circumstances change

• Following any allergic reaction.

• Following medical updates.

• Following changes to medication.

Individual Allergy Management Plans

Pupils with significant allergies will have an Individual Allergy Management Plan.

Plans will include:

• Pupil photograph.

• Known allergens.

• Typical symptoms.

• Medication requirements.

• Emergency procedures.

• Staff responsibilities.

• Parent contact information.

• Medical professional guidance where available.

Plans will be reviewed annually or sooner if circumstances change.

Storage and Access to Medication

Medication must:

• Be clearly labelled.

• Remain within expiry dates.

• Be securely stored.

• Be readily accessible.

• Accompany pupils on visits.

EpiPens

Where prescribed:

TAO
INDEPENDENT SCHOOL
FIND YOUR JOURNEY • EXPLORE IT TOGETHER

• EpiPens must accompany the pupil at all times during school activities.

• EpiPens must accompany educational visits.

• EpiPens must accompany residentials.

• Staff must know their location.

Emergency medication must never be stored in a manner that delays access during an emergency.

Staff Training Matrix

Staff Training All staff receive allergy and anaphylaxis awareness appropriate to their role. Relevant staff receive training in emergency medication and adrenaline auto-injector use where required. Additional training is provided according to pupil need, role, identified risk, changes in guidance or following an incident or near miss. Training records are maintained by the School

Training records will be maintained and monitored by the Headteacher.

Allergy Response Matrix

GREEN – MONITOR

Symptoms

Mild itching

Mild rash

Sneezing

Watery eyes

Mild discomfort

Mild redness

Action

• Remain with pupil.

• Monitor closely.

• Inform lead staff member.

• Check allergy management plan.

• Record if required.

TAO
INDEPENDENT SCHOOL
FIND YOUR JOURNEY • EXPLORE IT TOGETHER

• Escalate if symptoms worsen.

• Staff will provide support and monitoring within the remit of their training, competence, and any First Aid qualifications held. Staff will not undertake medical interventions beyond their level of training.

AMBER – IMMEDIATE STAFF RESPONSE

Symptoms

Spreading rash

Swelling around eyes

Swelling of lips

Vomiting

Abdominal pain

Persistent coughing

Symptoms worsening

Action

• Alert trained staff immediately.

• Retrieve medication.

• Follow allergy management plan.

• Monitor continuously.

• Contact parent/carer where appropriate.

• Prepare for escalation.

• Do not leave pupil unattended.

• Staff will provide support within the remit of their training, competence, and any First Aid qualifications held, whilst ensuring escalation to appropriately trained personnel where required.

RED – EMERGENCY RESPONSE

Symptoms

Difficulty breathing

TAO
INDEPENDENT SCHOOL
FIND YOUR JOURNEY • EXPLORE IT TOGETHER

Symptoms

Wheezing

Swollen tongue

Swollen throat

Collapse

Loss of consciousness

Blue lips

Severe distress

Rapid deterioration

Action

• Administer the pupil’s prescribed adrenaline auto-injector immediately in accordance with their Individual Allergy Management Plan and staff training..

• Call 999.

• State suspected anaphylaxis.

• Notify Headteacher.

• Contact parent/carer.

• Maintain supervision until ambulance arrives.

• Staff will provide emergency support within the remit of their training, competence, and any First Aid qualifications held, following the pupil's Individual Allergy Management Plan and recognised emergency procedures until emergency services arrive.

TAO
INDEPENDENT SCHOOL
FIND YOUR JOURNEY • EXPLORE IT TOGETHER

Emergency Anaphylaxis Flowchart

RED symptoms identified

↓

Administer EpiPen immediately

↓

Call 999

↓

State "Suspected Anaphylaxis"

↓

Notify Headteacher

↓

Contact Parent/Carer

↓

Monitor Airway, Breathing and Consciousness

↓

Hand over to Ambulance Service

↓

Complete Incident Report

↓

Review and Update Risk Assessments

Professional Competence and Scope of Practice

All staff are expected to act promptly and confidently in emergency situations whilst remaining within the boundaries of their training, competence, and authorised responsibilities.

No member of staff will be expected to undertake medical procedures beyond the scope of their training, competence or designated role. This does not prevent staff from taking reasonable emergency action to protect life or prevent serious harm.

.

Emergency support will be provided in accordance with:

• Individual Allergy Management Plans.

• First Aid training.

• Emergency medication training.

• Emergency service guidance.

• School procedures.

Where staff are uncertain, immediate escalation to appropriately trained colleagues and emergency services will take priority.

INDEPENDENT SCHOOL
FIND YOUR JOURNEY • EXPLORE IT TOGETHER

Educational Visits and Residentials

All visits must include allergy considerations.

Visit planning must include:

• Review of allergy management plans.

• Medication checks.

• Staff briefing.

• Catering review.

• Emergency access arrangements.

• Communication plans.

• Nearest emergency medical facility.

No pupil will be excluded from participation solely because they have allergies where reasonable adjustments can safely reduce risk.

TAO Activity Risk Matrix

Activity	Risk Level	Control Measures
Classroom Activities	Low	Allergy plans available
Food Tasting Activities	Medium	Ingredient checks, individual pupil plans checked, and alternatives offered
Cooking Activities	Medium	Supervision, individual pupil plans checked, and allergen controls in place
Bushcraft Cooking	Medium/High	Staff briefing, individual pupil plans checked and contamination controls
Residential Activities	High	Medication checks, individual pupil plans checked, and emergency plans in place
Remote Outdoor Activities	High	Additional medication, individual pupil plans checked, emergency communications and evacuation planning

Bushcraft, Outdoor Cooking and Food Preparation

Given the nature of TAO's provision:

• Ingredients must be checked before use.

• Allergens must be identified.

• Alternative options must be available.

• Cross-contamination risks must be considered.

• Staff must brief pupils appropriately.

• Equipment must be cleaned thoroughly.

Pupils must never be pressured to handle, prepare, cook, or consume foods that create medical risk or anxiety.

Food Provision

Where food is provided:

• Allergy information must be reviewed.

• Ingredients checked.

• Alternative options available where appropriate.

• Cross-contamination risks minimised.

Food sharing between pupils is discouraged unless staff are confident allergy risks have been considered.

Incident Reporting and Investigation

All allergic reactions must be recorded.

Reports should include:

• Date and time.

• Symptoms observed.

• Action taken.

• Medication administered.

• Staff involved.

• Outcome.

• Recommendations.

Near misses must also be recorded.

TAO
INDEPENDENT SCHOOL
FIND YOUR JOURNEY • EXPLORE IT TOGETHER

Near Miss Review Matrix

Issue Identified	Action Required
Incorrect ingredient identified before use	Record and review
Medication nearly unavailable	Immediate review
Staff uncertainty regarding procedure	Training review
Poor communication of allergy information	System review
Equipment contamination concern	Procedure review

Attendance and Reintegration

Where a pupil experiences a significant allergic reaction:

• Attendance support may be implemented.

• Reintegration meetings may be arranged.

• Additional adjustments may be considered.

• Family consultation may occur.

The school will work collaboratively to minimise anxiety and rebuild confidence.

Working with Parents and Carers

Parents/carers are expected to:

• Provide accurate information.

• Notify the school of changes.

• Supply prescribed medication.

• Ensure medication remains in date.

TAO will:

• Maintain communication.

• Review plans regularly.

• Consult families regarding risk management.

• Share relevant information appropriately.

TAO
INDEPENDENT SCHOOL
FIND YOUR JOURNEY • EXPLORE IT TOGETHER

Monitoring and Quality Assurance

The Headteacher will monitor:

• Training compliance.

• Incident logs.

• Near misses.

• Medication audits.

• Policy implementation.

Medication Audit Matrix

Medication and allergy arrangements are checked regularly and according to need, including medication expiry, accessibility, current allergy plans, staff awareness and training records. Checks may be increased following an incident, change in medication or change in pupil need

Proprietor Oversight

The Proprietor receives assurance from the Headteacher that allergy arrangements are effective and that significant incidents, recurring concerns or material risks are addressed appropriately.

Equality and Inclusion

TAO recognises that severe allergies may constitute a disability under the Equality Act 2010.

The school will make reasonable adjustments where required and ensure pupils are not disadvantaged because of their medical needs.

Inclusion will remain central to all planning and decision-making.

TAO
INDEPENDENT SCHOOL
FIND YOUR JOURNEY • EXPLORE IT TOGETHER

Policy Review

This policy will be reviewed:

• Annually.

• Following serious incidents.

• Following legislative changes.

• Following emerging best practice guidance.

Conclusion

TAO Independent School is committed to ensuring that all pupils with allergies can learn, participate, achieve and thrive safely.

Through robust systems, effective communication, appropriate training, proactive risk management and a culture of inclusion, we seek to minimise risk while maximising opportunity, ensuring every pupil can engage confidently in all aspects of school life..

Version 1.1 Review Date: September 2027 Author: Daniel Giblin Approved By: Proprietor

TAO
INDEPENDENT SCHOOL
FIND YOUR JOURNEY • EXPLORE IT TOGETHER