



Allergy Policy

Policy Reviewed by:	Hayley Richardson-Byrne / Suzy Hollett
Date:	01.09.2026
Policy Verified by:	Senior Management Team
Date:	06.10.2026
Date for Next Review:	01.09.2027

Key Personnel	
Proprietor	Sara Llewellyn
Designated Safeguarding Lead (DSL)	Suzy Hollett
Deputy Headteacher	Natalie Lovelock
HR Manager	Hayley Richardson Byrne
Business Manager	Sophie Illingworth
IT Manager	Jamie Martin
Teaching Staff	Joe Ross Ryan Colvin

1. Policy Statement

Maple Haven School is a specialist independent SEND school supporting up to 14 primary-aged pupils.

The school is committed to providing a safe, inclusive and supportive environment for pupils with allergies, food intolerances, allergic conditions and anaphylaxis risks. The health, safety and wellbeing of pupils is paramount.

Maple Haven School adopts a stage not age approach and recognises that pupils with SEND may:

- Be unable to communicate allergic symptoms clearly.
- Present symptoms differently.
- Have limited awareness of risk.
- Require additional supervision.
- Need individualised support during medical emergencies.
- Experience increased anxiety relating to their medical condition.

The school is committed to ensuring that all pupils with allergies are able to participate fully in school life, educational visits, enrichment activities, animal-assisted activities and wider curriculum opportunities safely and confidently.

The school follows national allergy guidance and is committed to complying with Benedict's Law 2026 and associated allergy management requirements.

The Proprietor, Sara Llewellyn, has overall responsibility for ensuring effective allergy management arrangements are in place throughout the school.

2. Aims

This policy aims to:

- Protect pupils with allergies and anaphylaxis risks.
- Reduce the likelihood of accidental allergen exposure.
- Ensure prompt and effective emergency responses.
- Promote awareness and understanding of allergies.
- Support inclusion and participation.
- Ensure staff are appropriately trained.
- Maintain clear systems for allergy management.
- Support parents and carers.
- Promote safeguarding and wellbeing.
- Comply with legislative and regulatory requirements.

3. Maple Haven School Context

Maple Haven School supports pupils with a range of SEND needs including:

- Autism Spectrum Condition (ASC).
- Social, Emotional and Mental Health (SEMH) needs.
- Communication and interaction differences.
- Learning difficulties.
- Sensory processing differences.
- Medical needs.
- Additional developmental needs.

The school recognises that pupils with allergies may require additional support due to:

- Communication differences.
- Emotional regulation needs.
- Sensory sensitivities.
- Learning difficulties.
- Individual vulnerabilities.

Allergy management arrangements are therefore individualised and risk assessed according to each pupil's needs.

4. Legislative Framework

This policy has regard to:

- Children and Families Act 2014.
- Equality Act 2010.
- Supporting Pupils at School with Medical Conditions.
- Keeping Children Safe in Education (KCSIE) 2026.
- Working Together to Safeguard Children 2026.
- Food Information Regulations 2014.

- Food Information (Amendment) (England) Regulations 2019.
- Data Protection Act 2018.
- UK General Data Protection Regulation (UK GDPR).
- Benedict's Law 2026.
- Independent School Standards.

5. Roles and Responsibilities

Proprietor

Sara Llewellyn is responsible for:

- Ensuring effective allergy management arrangements are in place.
- Monitoring compliance with this policy.
- Ensuring appropriate training is available.
- Reviewing significant allergy-related incidents.
- Supporting continuous improvement in allergy management.

Allergy Lead and HR Manager

Hayley Richardson-Byrne is the school's Allergy Lead.

She is responsible for:

- Overseeing day-to-day allergy management.
- Maintaining allergy records.
- Ensuring compliance with Benedict's Law 2026.
- Maintaining and monitoring KITT Kits.
- Coordinating allergy awareness training.
- Supporting risk assessments.
- Monitoring emergency procedures.
- Liaising with families where appropriate.

Designated Safeguarding Lead (DSL)

Suzy Hollett is responsible for:

- Ensuring allergy-related concerns are considered alongside safeguarding concerns.
- Supporting pupils with medical vulnerabilities.
- Recording significant incidents on CPOMS where appropriate.
- Monitoring patterns and trends affecting vulnerable pupils.
- Liaising with parents and external agencies where required.

Deputy Headteacher

Natalie Lovelock is responsible for:

- Supporting implementation of this policy.
- Monitoring practical procedures.
- Supporting staff compliance.

- Reviewing allergy risk assessments.
- Supporting communication with families.

Business Manager

Sophie Illingworth is responsible for:

- Supporting administration of allergy records.
- Assisting with procurement of equipment and supplies.
- Supporting compliance monitoring.
- Maintaining documentation where appropriate.

IT Manager

Jamie Martin is responsible for:

- Supporting secure storage of allergy records.
- Maintaining data protection compliance.
- Supporting digital recording systems where appropriate.

Teaching Staff

Teaching staff, including Joe Ross and Ryan Colvin, are responsible for:

- Being aware of pupils' allergy needs.
- Following Allergy Action Plans.
- Understanding emergency procedures.
- Supervising pupils appropriately.
- Reporting concerns promptly.
- Supporting inclusion and participation.

6. Identification of Allergies

The school will collect information relating to:

- Food allergies.
- Medication allergies.
- Environmental allergies.
- Intolerances.
- Previous allergic reactions.
- Anaphylaxis risks.
- Emergency medication requirements.

This information will be obtained from:

- Parents and carers.
- Medical professionals.
- Healthcare plans.
- Allergy Action Plans.

Records will be reviewed regularly and updated whenever circumstances change.

7. Individual Healthcare and Allergy Action Plans

Pupils with significant allergies will have an Individual Healthcare Plan and/or Allergy Action Plan where appropriate.

Plans may include:

- Known allergens.
- Symptoms.
- Medication requirements.
- Emergency procedures.
- Contact information.
- Medical advice.
- Required adjustments.

Plans will be shared with relevant staff and reviewed regularly.

8. KITT Kits

Maple Haven School uses KITT (Keep In The Toolbox) Kits as part of its allergy management arrangements and in accordance with Benedict's Law 2026.

KITT Kits help ensure that important allergy information and emergency medication can be accessed quickly and consistently.

Where appropriate, pupils with allergies will have a KITT Kit containing:

- Allergy Action Plan.
- Emergency procedures.
- Emergency medication.
- Parent and emergency contact details.
- Relevant medical information.

KITT Kits are stored in a designated location known to all staff.

The school operates:

- Small KITT Kits for younger pupils.
- Larger KITT Kits where additional equipment or medication is required.

The Allergy Lead maintains a register of all KITT Kits and reviews them regularly.

9. Food Management

The school will take reasonable steps to minimise allergen risks.

This may include:

- Sharing relevant allergy information with staff.

- Reviewing ingredients where appropriate.
- Supporting safe meal arrangements.
- Supervising food-related activities.
- Risk assessing special events.
- Considering allergies during cooking activities.

The school cannot guarantee an allergen-free environment but will take reasonable precautions to reduce risk.

10. Educational Visits and Off-Site Activities

Allergies must be considered during:

- Educational visits.
- Community activities.
- Residential experiences.
- Sporting events.
- Outdoor learning.
- Animal-assisted activities.

Risk assessments will address:

- Access to medication.
- Emergency procedures.
- Food arrangements.
- Levels of supervision.
- Medical facilities.

Emergency medication must accompany pupils when required.

11. Allergy Awareness Training

Maple Haven School is committed to maintaining a high level of allergy awareness across the entire staff team.

All staff receive regular allergy awareness training.

Training includes:

- Allergy awareness.
- Recognising allergic reactions.
- Recognising anaphylaxis.
- Administration of Adrenaline Auto Injectors (AAIs).
- KITT Kit procedures.
- Emergency response arrangements.
- Benedict's Law requirements.
- Inclusion and wellbeing considerations.

Training records are maintained by Hayley Richardson Byrne.

12. Allergic Reactions and Emergency Procedures

Any suspected allergic reaction will be treated seriously.

Staff must:

- Follow the pupil's Allergy Action Plan.
- Seek assistance immediately.
- Administer medication where required and trained to do so.
- Call emergency services where appropriate.
- Inform parents or carers as soon as possible.
- Record the incident.

Anaphylaxis is a medical emergency requiring immediate action.

13. Safeguarding and CPOMS

Maple Haven School recognises that significant medical incidents can sometimes raise wider welfare or safeguarding concerns.

Where an allergic reaction:

- Requires emergency treatment.
- Results in hospital attendance.
- Raises concerns regarding supervision or welfare.
- Forms part of a wider safeguarding pattern.

the incident will also be recorded on CPOMS.

CPOMS may be used to:

- Monitor vulnerable pupils.
- Identify recurring patterns.
- Record safeguarding and welfare concerns.
- Support multi-agency working.
- Inform risk assessments and support plans.

The DSL will review incidents where safeguarding considerations arise.

14. Record Keeping

The school will maintain accurate records relating to:

- Allergies.
- Healthcare Plans.
- Allergy Action Plans.
- Medication.
- KITT Kits.
- Training.
- Risk assessments.
- Allergy-related incidents.

Records will be stored securely in accordance with data protection legislation.

15. Monitoring and Evaluation

The effectiveness of this policy will be monitored by:

- Sara Llewellyn, Proprietor.
- Hayley Richardson Byrne, Allergy Lead.
- Suzy Hollett, DSL.
- Natalie Lovelock, Deputy Headteacher.

Monitoring activities include:

- KITT Kit audits.
- Medication audits.
- Staff training records.
- Incident reviews.
- CPOMS reviews where appropriate.
- Parent feedback.
- Allergy risk assessments.

Findings will be used to strengthen allergy management arrangements and support pupil safety.

16. Related Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy.
- First Aid Policy.
- Health and Safety Policy.
- Medical Needs Policy.
- Risk Assessment Policy.
- Attendance Policy.
- Educational Visits Policy.
- Data Protection Policy.

17. Review

This policy will be reviewed annually or sooner where:

- Legislation changes.
- Medical guidance changes.
- Significant incidents occur.
- Inspection findings require amendment.
- School circumstances change.