

ALLERGY SAFETY POLICY

Boundless Arts – School Clubs, Workshops, Classes, Trips & Events

Aligned with the Department for Education statutory guidance, "Allergy safety in schools" (published 6 July 2026).

Policy owner	Boundless Arts	Version	1.0
Named Allergy Lead	Lee Harvey Robinson	Effective date	September 2026
Approved by	Lee Harvey Robinson	Approval date	August 2026
Review cycle	Annually – or after a needed change.	Next review	September 2027

1. PURPOSE AND SCOPE

Boundless Arts is committed to providing safe, inclusive and accessible performing arts activities for children and young people. This policy sets out the arrangements Boundless Arts staff, freelance practitioners, volunteers and other pupil-facing workers will follow to reduce allergy risk and respond appropriately to allergic reactions, including anaphylaxis.

This policy applies to Boundless Arts activities delivered in schools and other education settings, including dance, drama, singing, musical theatre, acro, cheerleading, performing arts workshops, holiday activities, trips and events.

Where Boundless Arts works on a school site, the host school remains responsible for its statutory duties and site-wide arrangements. Boundless Arts will work with the school and follow its local medical, medication, emergency and safeguarding procedures. This policy is intended to complement, not replace, the host school's allergy safety policy and each pupil's Individual Healthcare Plan (IHP) or Allergy Action Plan.

2. POLICY COMMITMENTS

- Promote a culture in which allergies are taken seriously, children are included, and pupils are not unnecessarily singled out because of their allergy.
- Ensure pupil-facing Boundless Arts staff receive allergy awareness and emergency response training at least annually, with appropriate induction for new or temporary staff.
- Identify and record relevant allergy information supplied by the school, parent/carer or other appropriate source, in line with UK GDPR and the school's information-sharing arrangements.
- Reduce the risk of exposure to known allergens through sensible planning, supervision, hygiene, food controls, activity risk assessment and communication.
- Ensure children with allergy can participate as fully and safely as possible in lessons, performances, trips and activities.
- Record and review serious allergic incidents and near misses so lessons are learned and controls are improved.

3. ROLES AND RESPONSIBILITIES

Boundless Arts management / named allergy lead will:

- Maintain this policy and coordinate implementation with partner schools/settings.
- Ensure annual allergy awareness and emergency response training is arranged and recorded for pupil-facing staff.
- Maintain appropriate records of training, allergy-related incidents and near misses.
- Ensure practitioners know how to access the information and emergency arrangements relevant to each setting.
- Review this policy at least annually and following any serious incident or near miss.

Boundless Arts practitioners and volunteers will:

- Read and follow this policy and the host school's allergy arrangements.

- Check relevant pupil allergy information before activities where this is provided by the school/setting.
- Consider allergen risks when planning lessons, props, crafts, costumes, food-related activities, animals or off-site activities.
- Know how to summon emergency help, locate the pupil's prescribed medication and follow the pupil's IHP/Allergy Action Plan.
- Report incidents and near misses promptly to the appropriate Boundless Arts lead and host school.

Host schools/settings will be asked to provide Boundless Arts with the information reasonably necessary to deliver activities safely, including relevant IHP/Allergy Action Plan arrangements and site emergency procedures.

4. AWARENESS TRAINING AND STAFF COMPETENCE

All Boundless Arts staff and regular volunteers who may be present while children are participating in activities will complete allergy awareness and emergency response training at least annually. This includes permanent, temporary, supply, agency and peripatetic staff and regular volunteers with a pupil-facing role.

Training will cover, as appropriate:

- What allergy is; common triggers; routes of exposure; and the distinction between food allergy, coeliac disease and food intolerance.
- Recognition of allergic reactions and anaphylaxis, including symptoms that may require urgent action.
- How to locate and use prescribed emergency medication and how to seek emergency assistance.
- How to check relevant allergy records and use an Allergy Action Plan / IHP.
- Reducing exposure risk and protecting pupil wellbeing, including avoiding stigma and bullying.
- How and when to report an allergic reaction, anaphylaxis, serious incident or near miss.

Training does not replace clinical competency, delegation or healthcare-professional instructions where a child requires individual medical support.

5. IDENTIFYING PUPILS AND INDIVIDUAL HEALTHCARE PLANS

Allergy information will be gathered through the host school/setting and, where appropriate, parents/carers. Boundless Arts will use the minimum information needed for safe delivery of its activities and will treat health information as special category personal data.

A child or young person should have an IHP where their allergy has a functional impact in the setting, they are at risk of harm, and they require arrangements additional to or different from general arrangements. Where a healthcare professional has provided an Allergy Action Plan or Asthma Action Plan, this should be referenced by or attached to the IHP, and updated information should trigger a review.

Boundless Arts will not wait for a formal diagnosis where the school/setting has clear information that specific support is needed to keep a child safe and included; the host school's procedures and professional advice will be followed.

6. MINIMISING ALLERGY RISK IN ACTIVITIES

Lesson and event planning must consider the potential for exposure to allergens. This includes food, drinks, craft materials, cosmetics, paints, adhesives, latex, animals, plants, costumes, props and any airborne or contact allergen identified for an individual pupil.

- Use reasonable alternatives where a known allergen is part of an activity and an allergy risk has been identified.
- Do not introduce food, snacks or ingredients into an activity without checking the host school's rules and the known needs of participating pupils.
- Follow school requirements for handwashing, cleaning, food preparation and waste disposal where food allergens may be present.
- Prevent sharing of food, drinks, medication or personal items where this could create a risk.
- Consider contact transfer through hands, surfaces, equipment and shared props/costumes.
- For off-site trips or events, complete or contribute to a specific risk assessment for pupils at risk of anaphylaxis and confirm emergency medication and trained staff arrangements before departure.

7. EMERGENCY RESPONSE – SUSPECTED ANAPHYLAXIS

Anaphylaxis is a medical emergency. The response must follow the pupil's Allergy Action Plan / IHP and the host school's emergency procedure. Adrenaline should be administered as soon as possible; the DfE guidance states that in anaphylaxis it should be administered within five minutes.

- Recognise the symptoms and treat suspected anaphylaxis as an emergency.
- Send for emergency help and call 999 in accordance with the pupil's emergency plan and school procedure.
- Use the pupil's prescribed adrenaline auto-injector (AAI) immediately where indicated by their plan/training. Staff should not delay treatment while waiting for symptoms to become more severe.
- Follow the individual's written action plan, including any instruction about a second device where symptoms do not improve or return, and continue to follow emergency-services advice.
- Keep the pupil under observation and do not leave them alone. Follow school procedures for notifying parents/carers.
- Record the incident as soon as practicable and participate in the school's review / learning process.

Where Boundless Arts is delivering in a school, the host school's emergency arrangements and trained staff must be used alongside the child's own prescribed medication. Boundless Arts staff must know how to summon the school's emergency response.

8. SPARE ADRENALINE AUTO-INJECTORS (AAIS)

Where a school has spare AAIs, Boundless Arts staff will follow the school's storage, access, training and administration arrangements. The DfE guidance states that spare devices should be accessible, not locked away, stored in pairs, clearly labelled and located so that no child or young person is more than five minutes from them. Larger or multi-site settings may require more than one pair.

Boundless Arts will not remove, relocate or independently manage a school's spare AAIs unless this is expressly agreed with the host setting and covered by the setting's procedures. Any administration must be by staff who are appropriately trained and acting in accordance with the applicable school procedure, guidance and the child's individual plan.

9. PRESCRIBED MEDICATION – ACCESS AND CHECKING

- Pupils prescribed AAIs must have rapid access to them whenever and wherever they are participating, including classrooms, studios, playgrounds, sports areas, performances, trips and events.
- Boundless Arts practitioners will confirm the agreed location/access arrangements with the school before delivering activities.
- Medication must be within its expiry date and handled in accordance with the host school's medication policy and the pupil's IHP.
- Parents/carers and schools are responsible for ensuring prescribed medication is supplied, in date and replaced when used, unless another arrangement has been formally agreed.

10. TRIPS, PERFORMANCES AND OFF-SITE ACTIVITIES

Children with allergies must be enabled to participate in trips and performances wherever reasonably possible. A specific risk assessment will be completed or confirmed for a pupil at risk of anaphylaxis, covering allergen exposure, supervision, emergency communication, access to prescribed medication, spare devices where applicable, and the location of trained responders.

A child at risk of anaphylaxis should have their prescribed adrenaline with them when off site. Emergency arrangements must remain practical and immediate throughout travel, rehearsals, performances and breaks.

11. WELLBEING, INCLUSION AND ANTI-BULLYING

- Allergy will be managed sensitively and respectfully, recognising that the risk of anaphylaxis can cause anxiety.
- Children should not be unnecessarily excluded from activities because of allergy; reasonable adjustments should be made where needed.
- Any bullying, teasing, intimidation or deliberate exposure to an allergen will be taken seriously and addressed through the relevant safeguarding / behaviour procedures.
- Where appropriate, the pupil and parents/carers will be involved in decisions about how allergy information is communicated to peers, balancing safety with privacy and dignity.

12. INCIDENT AND NEAR-MISS REPORTING

Any allergic reaction, suspected anaphylaxis, medication error, significant exposure or near miss must be reported promptly to the host school and the Boundless Arts allergy lead in accordance with local procedures. Incidents should be recorded even where the child recovers quickly or symptoms become apparent after leaving the setting.

Following a serious incident or near miss, Boundless Arts will cooperate with the host school to identify causes, review controls and implement lessons learned. This policy may be updated sooner than the annual review date where an incident indicates that existing arrangements could leave a person with allergy at risk.

13. INFORMATION SHARING AND CONFIDENTIALITY

Health information is special category data under UK GDPR and must be handled carefully. Boundless Arts will share information only where necessary for safe participation, emergency response, safeguarding or another lawful purpose.

- Relevant staff will receive the information they need to keep the child safe, without unnecessary disclosure.
- Information will be stored and shared securely in line with Boundless Arts' data protection arrangements and the host school's information-sharing procedures.
- The child and family will be treated with dignity; unnecessary public identification of pupils with allergies will be avoided.

14. COMMUNICATION WITH PARENTS / CARERS AND SCHOOLS

- Where an allergy is identified or changes, Boundless Arts will liaise with the host school so that current arrangements are known before participation.
- Parents/carers will be directed to provide up-to-date medical information and medication through the school's agreed process.
- Where Boundless Arts has responsibility for an event outside school, emergency contact and medical arrangements will be confirmed before attendance.
- Changes to a pupil's allergy plan or medication should be communicated promptly and reflected in activity planning.

15. POLICY PUBLICATION, MONITORING AND REVIEW

This policy will be readily accessible to Boundless Arts staff and partner schools/settings and may be shared with parents/carers on request. Where Boundless Arts is required by contract or commissioning arrangements to provide a copy, the current approved version will be supplied.

The policy will be reviewed at least annually and following serious incidents or near misses. Review will consider training completion, incidents and near misses, feedback from pupils/families/schools, changes in law or DfE guidance, and whether existing arrangements remain effective.

16. RELATED DOCUMENTS AND RECORDS

- Host school / setting Allergy Safety Policy
- Individual Healthcare Plan (IHP)
- Allergy Action Plan / Asthma Action Plan
- Medication / supporting pupils with medical conditions policy
- Activity and educational-visit risk assessments
- Emergency / safeguarding procedures
- Staff allergy awareness training records
- Allergy incident and near-miss records

17. LEGAL AND GUIDANCE FRAMEWORK

This policy has been drafted to reflect the Department for Education's statutory guidance "Allergy safety in schools", published 6 July 2026, and the related 2026 legislative framework concerning allergy safety in schools in England. It should be read alongside the host school's own policies and current NHS / healthcare-professional advice.

The DfE guidance states that LA-maintained schools, academies and PRUs must have an allergy safety policy and that such policies should be reviewed at least annually, be accessible to parents and staff,

and be published on the setting's website. Boundless Arts adopts these principles for its school-facing work, while recognising that the statutory duty rests with the relevant education setting.

Named Allergy Lead	Lee Harvey Robinson	Signature	
Senior / Responsible Manager	Lee Harvey Robinson	Signature	
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Version	1.0	Status	Approved
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Primary source: Department for Education, Allergy safety in schools statutory guidance and Allergy safety policy – template, published 6 July 2026 (GOV.UK).