



## Guidance on Allergy Management for School Trips and Residential Visits in the UK and Abroad

### Purpose

To ensure that students with allergies are able to participate fully and safely in all school visits through effective planning, communication, and risk assessment. It can feel a little daunting when a student with allergies is due to attend a trip. There are some key principles to follow when planning a trip:

- Students with allergies only become unwell when exposed to their allergen.
- With appropriate planning, all trips (day, UK residential, overseas) are accessible.
- Communication must be early, proactive, and ongoing.
- Identified risks must lead to clear and proportionate control measures.

It is not lawful to expect students with allergies to be excluded from a trip or to expect parents/carers to accompany the trip and take responsibility for their child. It is really important for the student that they have an equitable experience with their peers. This may be challenging as the student, and their parent/carers may find it difficult to hand over the management of their child's allergies.

This guidance should be used alongside the school's usual trip planning processes. It has been prepared by the Education and AllergyWise® Manager, a retired headteacher, draws on Supporting pupils at school with medical conditions, her experience in leading multiple trips and her experience of being a parent of a child who has allergies that require adrenaline to ensure that the trip leader and accompanying staff can have confidence at leading safe and inclusive trips both in the UK and abroad.

### Processes:

Once the trip has been confirmed allergy management must feature throughout the planning, delivery and evaluative stages.

The trip leader needs to at the earliest possible opportunity find out from the venue their allergy management processes and meet with parents/carers as the information gained will be needed for the risk assessment.





## Step 1

### Meeting with Parents/Carers

- Confirm allergens and typical symptoms.
- Clarify triggers (food, contact, airborne).
- Discuss management strategies used in school.
- Identify any trip-specific concerns.
- Agree on medication storage and temperature protection.

### Information required from venue regarding food

When liaising with venues, ask:

- What are the provider's allergy management procedures? Is there a risk assessment?
- What are the provider's emergency procedures?
- Can a sample menu be provided?
- Can meals be adapted so everyone eats the same allergen-free option (even for some meals)?
- How is cross-contamination prevented in food preparation?
- How are tables cleaned? Are allergen residues fully removed?
- Is there a no-food-in-bedrooms policy?
- Does the venue operate a tuck shop? Can certain items be removed? Can items be added that the student is able to eat?

## Step 2

### A. Preparation:

Consider the activities that have been booked and how the student will be safely included. For example, when climbing where will the student's adrenaline be?

Write the risk assessment paying attention to:

### Medication Management





- AAI must remain accessible at all times.
  - They should not be in the hold of a coach, ferry or aeroplane.
  - The school's spare AAI is usually required to remain at school.
  - Consider whether the student has an additional set at home that can accompany them on the trip. Where will this be stored? An accessible common area that (not locked away) is recommended.
- If self-carry impacts participation, a trained adult carries them.
- Clear handover if supervising adult changes.
- Protect AAIs from extreme heat/cold and direct sunlight.
- Ensure they are in a suitable carrying case for all activities include those on or in the water.

## Food

Consider all opportunities when food could be present including:

- Food that the venue provides.
- Food that has been brought from home (even when this has been explicitly stated that it should not be sent, someone will have some).
- Food that has been provided for staff or brought by staff.

## Travel:

Be clear about the expectations for food during travel. If food isn't being eaten on the coach, consider whether there are any circumstances when this may have to change in an emergency. If food is eaten on the coach unexpectedly, how can it be made safe afterwards?

Find out the airline's policy on allergen management. Find out how parents/carers manage the allergy when flying. Can the student eat the airline food, or do they need their own food? If so, what will happen for the return journey? Contact [allergywise@anaphylaxis.org.uk](mailto:allergywise@anaphylaxis.org.uk) for more information about flying and managing allergies.



### **Venue/provider:**

Ensure that there is a way to summon the emergency services at all times. If the mobile phone signal is weak or the mobile phone doesn't work abroad, what is the back up?

Obtain the provider's allergy policy if they have one.

### **Emergency procedures:**

Create one-page charts for daytime and nighttime emergency procedures which are known to all on the trip.

### **B. Preparation**

1. Include clear guidance to all parents/carers regarding:

- Travel snacks
- Packed lunches
- Treats
- Any temporary allergen restrictions

This information should be included in the trip parent meeting and all written communications.

2. Hold a meeting with staff accompanying the trip to:

- Ensure up-to-date allergy management and AAI training. Arrange for training if needed. All staff should be trained.
- Practise with trainer adrenaline auto-injectors before departure.
- Identify clearly who is responsible for carrying medication if carried by an adult.
- Run through the charts for daytime and nighttime emergency procedures
- Practice a scenario
- Volunteers accompanying the trip should not have any responsibility for the student with allergies. The student should always be in a group with a member of staff.
- Run through the risk assessment and the control measures, check to see if there are any concerns about the trip, areas that haven't been covered or comments





3. Hold a meeting with parents/carers and the student:

- Run through the risk assessment and the control measures, check to see if there are any remaining concerns about the trip
- Ensure understanding of their allergy and safety strategies for the trip including how to get help if needed.
- Confirm confidence with self-carrying medication (if appropriate).

4. In the fortnight leading up to the trip, hold a session with the other students

- Explain why restrictions may be necessary.
- Ensure room-sharing students know how to seek help urgently.

**Step 3:**

Post trip evaluation should include speaking with parents/carers, student and updating the risk assessment.

If an incident has occurred during the trip, ensure that a full investigation is conducted by the senior leadership with lessons learned identified and communicated to the school EVC for future trips.

**Key Message**

With planning, communication and clear control measures, students with allergies can safely participate in all school visits.

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## Trip Leader Checklist Version

### Pre-Planning

- Identify students with allergies attending
- Speak with parents/carers early, identify any trip-specific concerns
- Confirm allergens and symptoms
- Review student's healthcare plan

### Venue Liaison

- Ask about allergen management procedures, policy and risk assessment
- Ask about cross-contamination controls
- Confirm table cleaning methods
- Check no-food bedroom policy
- Review tuck shop items (if applicable)
- Confirm emergency procedures, day and nighttime, including phone signal and backup plan for poor signal/phone not working abroad

### Staffing

- Confirm trained staff attending
- Refresh AAI training
- Practise with trainer devices
- Ensure student grouped with trained staff member
- Staff concerns

### Medication

- Confirm number of AAIs
- Agree who is carrying them
- Agree suitable carrying case for all activities
- Identify AAI storage location
- Plan for safe temperature storage
- Confirm handover procedure between staff





### **Risk Assessment**

- Include food preparation risks
- Include travel risks – coach, ferry, aeroplane
- Include accommodation risks
- Document control measures
- Review after pre-visit
- Include emergency procedures for travel and trip
- Review trip

### **Final Communication**

- Remind families about packed lunches/snacks/sending food
- Clarify allergen restrictions for all trip attendees
- Confirm expectations for behaviour and food sharing with all trip attendees

