

Allergy Policy

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Policy history:

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Linked policies and procedures:

Policy Name:	
Supporting pupils with medical conditions (Medical Policy)	Health & Safety
Safeguarding	

1. Aims

This policy aims to:

- Set out our school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s guidance on allergies in schools and supporting pupils with medical conditions at school, the Department of Health and Social Care's guidance on using emergency adrenaline auto-injectors in schools, and the following legislation:

- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead is the Headteacher.

They are responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - All pupils with known allergies have an allergy action plan completed by a medical professional which is stored on SIMS
 - All staff receive an appropriate level of allergy training
 - All staff are aware of the school's policy and procedures regarding allergies
 - Relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

3.2 School Health and Medical Professionals

The school health and medical professionals are responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Advising relevant personnel of any changes or updates in relation to allergen needs
- Inform the catering department of any known allergies to enable them to update their catering system to include notices of allergens at the point of sale
- Provide trip leaders appropriate information for pupils participating in educational visits
- Any other appropriate tasks delegated by the allergy lead

3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required
- Being aware of specific pupils with allergies in their care via the pastoral system in school
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies

3.4 Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy policy via the school's website
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Reminding their child not to share food with their friends in case they have unknown allergens
- Provide their child with their in-date adrenaline auto-injector for them to use in the event of an emergency. If parent's do not wish for their child to have these on their person, then they are responsible for providing these to the school via reception
- Updating the school on any changes to their child's condition
- Ensure their child has an up to-date AAI on their person before attending an off school activity.

3.5 Pupils with allergies

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If deemed appropriate by their parents, carrying their adrenaline auto-injector on their person and only using it for its intended purpose
- Ensuring they seek guidance from the Catering Department prior to purchasing goods in the school's canteen if they are unsure of its ingredients

3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers

4. Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips
- Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

5. Managing risk

5.1 Hygiene procedures

- Access to hot running water in washroom areas, food preparation and practical subject classrooms
- Wash hand signs are displayed in key areas
- Curriculum inclusion in subject such as food technology, PSHE, etc....
- On-site housekeepers to clean frequently touched surfaces, canteen halls and toilets
- Personal water bottles are part of the school uniform requirements

5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Catering staff receive appropriate training and are able to identify pupils with allergies
- School menus are available for parents / carers to view with ingredients detailed
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA)
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

5.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction. These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds

If a pupil brings these foods into school, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.

The school's catering department do not sell food containing nuts or sesame seeds.

5.4 Insect bites / stings

Procedures for preventing and dealing with insect bites / sting:

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- Separate risk assessment for bee keeping

5.5 Animals

Procedures for managing allergies to animals such as dogs:

- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Pupils with animal allergies will not interact with animals

5.6 Support for mental health

Pupils with allergies will have additional support if needed through:

- The Pastoral team, including counsellor

5.7 Events and school trips

- For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part
- The school will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAI

- The school maintains a register of pupils who have been prescribed AAI or where a doctor has provided a written plan recommending AAI to be used in the event of anaphylaxis. The register includes:
 - Known allergens and risk factors for anaphylaxis
 - Whether a pupil has been prescribed AAI(s) (and if so, what type and dose)
 - Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI, which may be different to the personal AAI prescribed for the pupil
 - A photograph of each pupil to allow a visual check to be made (available on SIMS)
- The register is kept within F101 and can be checked quickly by any member of staff as part of initiating an emergency response.

6.2 Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately
- Staff are trained in the administration of AAI to minimise delays in pupil's receiving adrenaline in an emergency
- If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan
- If an AAI needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available, a school one
- If the pupil has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures which are located in F101
 - *Administer an AAI*
 - *Call 999 for an ambulance*

- *Lie patient down onto the floor and raise legs, however if they are struggling to breathe raise shoulders or sit up (if pregnant lay on left side)*
- *If the patient has been stung by an insect, remove the sting if visible*
- *If symptoms do not improve after 5 minutes use 2nd AAI*
- A school AAI device will be used instead of the pupil's own AAI device if:
 - Medical authorisation and written parental consent have been provided, or
 - The pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent / carer arrives, or accompany the pupil to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents / carers informed.

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

The allergy lead is responsible for authorising the purchase of AAIs and ensuring they are stored according to the guidance.

The Health and Medical Professionals will ensure they maintain up to date AAI's on school site and will source appropriate replacements as necessary through the schools purchasing procedure.

7.2 Storage (of both spare and prescribed AAIs)

The Health & Medical Professionals on behalf of the allergy lead will make sure all AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Prescribed AAI's are located in reception, spare AAI's are stored in reception and F101 both locations are safe and accessible by all staff
- **Not** locked away, but accessible and available for use at all times
- **Not** located more than 5 minutes away from where they may be needed

Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAIs)

The Health & Medical Professionals maintain a calendar record of all AAI's to ensure they remain in date. Notification is made to the parents in the event that a new AAI is required ahead of the expiry date. Spare AAI's are ordered in advance of expiry.

7.4 Disposal

AAIs can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions via the schools sharps bin located in F101.

7.5 Use of AAIs off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips and off-site events
- In the event that a pupil forgets their AAI then the parents are required to arrange for it to be provided prior to the trip leaving
- A spare AAI would be provided to the trip leader if a pupil forgets theirs and a parent is unable to provide one prior to the trip leaving

7.6 Emergency anaphylaxis kit

The school holds two emergency anaphylaxis kit. This includes:

- Spare AAIs
- A list of pupils to whom an AAI has been prescribed
- The school's emergency procedure in the event of a suspected anaphylactic reaction (based on NHS guidance).

8. Training

The school is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- The importance of acting quickly in the case of anaphylaxis
- Where AAIs are kept on the school site, and how to access them
- How to administer AAIs
- The wellbeing and inclusion implications of allergies
- Training will be carried out annually by the relevant staff members or suitable on-line training