



Allergy Safety Policy

Version	Date	Comments
1	Sept 2026	New policy

‘Be the best you can be!’

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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 leads are the Heads of School and Welfare Assistants.

They're 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 an anaphylactic allergy have an allergy action plan completed by a medical professional, or HPP Individual Healthcare Plan, agreed and signed by a parent/carer.

- 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
- Recording and collating allergy and special dietary information for all relevant pupils

3.2 School Welfare Assistant

The school welfare assistant is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families and alerting parents of expiry dates of medication
- Checking spare AAIs are in date
- Liaising with the school catering company and kitchen staff to ensure relevant paperwork is in order and Special Diet Menu's are in place.
- Providing Medical bags containing children's allergy medication to staff when leaving the school site.

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
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies
- Carrying out risk assessments to ensure children's safety when eating offsite.
- Ensuring they take medical bags containing children's allergy medication whenever leaving the school site.

3.4 Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy policy
- 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
- Following the school's guidance on food not being shared at school
- Updating the school on any changes to their child's condition.
- Never bringing nuts or nut products onto the school premises.

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
- Lining up in the correct queue in the lunch hall to ensure they receive the correct food.
- If they are not sure if they have the correct food to check with a member of staff before consumption.
- Not taking food offered to them by friends or sharing with others.

3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Not sharing food items in the lunch hall or playground.
- Must follow our nut aware school policy and not bring nuts or nut products onto the school premises.
- Alerting staff if they suspect a peer is unwell or has eaten something they aren't supposed to.

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

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles
- Surfaces should be cleaned after eating, or lessons involving food or food packaging

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 clearly labelled
- 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:

- Any and all nuts and nut products including foods like chocolate spread which often contain nuts.
- Cereal, granola or chocolate bars which often contain nuts or nut products

If a pupil brings these foods into school, the food will be confiscated, and parents contacted to remind them of our nut free policy.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- Children should not play or hide in the bushes and trees surrounding the playground and green area.
- When there is an excess of stinging insects in a bush or tree, areas of the playground may need to be taped off.
- Parents give consent via Arbor for staff to administer bite and sting cream to minimise irritation and reaction from bites and stings.

5.5 Animals

- 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.
- Dogs should not be brought into the playground when dropping off or collecting children. An exception will be made for service and guide dogs.

5.6 Support for mental health

As a school we will educate all children on the importance of allergy awareness and how to support their peers to make school an inclusive environment for everyone.

- Pupils with allergies can have additional support through:
- Pastoral care
- Regular check-ins with their class teacher.
- All incidents of bullying or discrimination in relation to allergies will be dealt with quickly and seriously in line with our behaviour policy.

5.7 Events and school visits

- For events, including ones that take place outside of the school, and school visits, no pupils with allergies will be excluded from taking part
- The school will plan accordingly for all events and school visits, 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, allergy medication will always be taken off site with the child in the medical bag.

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAI

- The school maintains a document of pupils who have allergies, this is displayed in the medical room, food technology kitchen, the catering kitchen, staff room, and reception.
- This document contains
 - Child's name and class
 - Known allergens of each child
 - Whether a pupil has been prescribed AAI(s)
 - A photograph of each pupil.

All teachers of pupils with Anaphylaxis allergies and Epi-Pens will be given a copy of their Individual Healthcare Plan.

Teachers are also given a list of dietary and medical requirements for each child in their class at the beginning of the school year, to help them when planning activities.

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 and an ambulance will be called stating Anaphylaxis

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.

A school AAI device will be used instead of the pupil's own AAI device if:

- o Medical authorisation and written parental consent have been provided, or
- o 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 an AAI is used an ambulance needs to be called stating it is an Anaphylactic reaction and a record of the time the Epi-pen was given needs to be kept and handed to the ambulance crew. Staff will stay with the pupil until parent/carers arrives.
- 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 and welfare assistants are responsible for buying AAIs and ensuring they are stored according to the guidance.

- The school have purchased AAI from Eureka Direct after speaking with a sales representative on the phone to ensure they are in stock and to check expiry dates and conditions are safe for delivery. The school will fill out the required order form and the head of school will sign the declaration and return to the sales team before the AAI is dispatched.
- The school will purchase one 0.3mg Epi-Pen which is stated the correct dose for children age 6-12 years: a dose of 300 microgram (0.3 milligram) of adrenaline.
- The condition of the Epi-pen and the expiry date will be checked on delivery and regularly throughout the school year.
- A new Epi-Pen will be purchased in good time before the current spare Epi-pen expires.

7.2 Storage (of both spare and prescribed AAIs)

The allergy lead along with welfare assistants will make sure all AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children
- **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)

Rachel Wibden and Lorna Bissett are responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near

7.4 Disposal

AAIs can only be used once. Once a AAI has been used, it will be given to the ambulance crew along with the time it was administered, expired Epi-Pen's will be disposed of in line with the manufacturer's instructions, and placed in a sharps bin.

7.5 Use of AAIs off school premises

- Pupils at risk of anaphylaxis should have their AAI's with them at all times, when leaving the school grounds children's medication will be taken with the child in the class medical bag and all staff and volunteers should be aware of children's allergies and the risk assessment.

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 school community nurse, allergy lead, or relevant training company. Any training related to a specific child will be arranged with the child's specialist or nurse.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- School food policy