Pupil Allergy Policy

Date reviewed	New
Frequency	Annually
Next review date	October 2027
Reviewed by	Health and Safety Committee



Signed: ..... **Dated: 22.10.2026**

Chair of Governors



Signed: ..... **Dated: 22.10.2026**

Principal

Aims

This policy explains how our school manages allergies, including how we try to reduce the risk of exposure and what we do if someone has an allergic reaction.

It also shows how we support students with allergies, so they feel safe, included, and well cared for.

We aim to keep everyone in the school community aware of allergies and how to handle them.

Legislation and guidance

This policy is based on the Department for Education (DfE)'s guidance on allergies in schools and supporting students 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

Roles and responsibilities

Allergy lead
Our nominated allergy lead is Miss Jasmine Keen (Catering Manager).

They are responsible for:

- Promoting and maintaining allergy awareness across the whole school community
- Collecting and keeping track of allergy and special dietary information for all relevant students (while the allergy lead oversees this, tasks may be shared with the medical officer, school nurse, or admin staff)

Making sure that:

- Staff receive the right level of allergy training
- Staff understand the school's allergy policies and procedures
- Relevant staff know which activities need an allergy risk assessment
- Regularly reviewing and updating the allergy policy

First Aid Lead

The school nurse or medical officer is responsible for:

- Coordinating paperwork and information provided by families and carers
- Managing medication arrangements with families and carers
- Checking that spare AAIs (adrenaline auto-injectors) are in date
- All allergy information is up to date and easy for staff to access
- Every student with allergies has a medical professional's allergy action plan in place
- Managing and checking supplies of the school's adrenaline auto-injectors (AAIs)
- Supporting with any other appropriate tasks given by the allergy lead

- Taking on any additional responsibilities as needed

Teaching and support staff

All teaching and support staff are responsible for:

- Helping to promote and maintain allergy awareness among students
- Being familiar with the school's allergy policy and procedures
- Recognising the signs of severe allergic reactions and anaphylaxis
- Attending any allergy training when required
- Being aware of students in their care who have allergies
- Thinking carefully about the use of food or other potential allergens when planning lessons and activities
- Supporting the wellbeing and inclusion of students with allergies
- Taking on any other relevant responsibilities as needed

Parents/carers

Parents and carers are responsible for:

- Being familiar with the school's allergy policy
- Providing up-to-date information about their child's medical needs, dietary requirements, and any history of allergies or reactions (including anaphylaxis)
- Supplying their child with two in-date adrenaline auto-injectors (if needed), along with any other medication such as inhalers or antihistamines, and replacing these when necessary
- Thinking carefully about the food they provide for packed lunches and snacks, and trying to limit any allergens where possible
- Letting the school know about any changes to their child's condition

Students with allergies

These students are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- Carrying their adrenaline auto-injector on their person and only using it for its intended purpose

Students without allergies

These students are responsible for:

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

Assessing risk

The school will carry out a risk assessment for any student at risk of anaphylaxis when taking part in activities such as:

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

Hygiene procedures

Food should not be shared between students

Students should use their own named water bottles

Catering

We are committed to providing safe food options that meet the needs of students with allergies.

Catering staff are trained appropriately and can identify students with allergies

School menus are available for parents and carers to view, and allergen information, recipes, and other details can be provided on request

If menus change, we make sure they still meet any special dietary requirements

Information about the 'top 14' allergens is clearly shown on food packaging to help students and staff make safe choices. All labelling follows legal requirements set out by the Food Standards Agency (FSA)

Catering staff follow strict hygiene and allergy procedures when preparing food to prevent cross-contamination

Food restrictions

We understand that it's not practical to have a completely allergen-free school. However, we encourage students and staff to avoid bringing in certain high-risk foods to help reduce the chance of allergic reactions. These include:

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

If these foods are brought into school, these items will be confiscated.

The school Eatery does not cook with any products containing nuts or sesame seeds, although some items brought in from outside may still contain them. Any may contain items will be clearly labelled.

Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

Animals

All students will always wash hands after interacting with animals to avoid putting students with allergies at risk through later contact

Students with animal allergies will not interact with animals

Events and school trips

- For events, including ones that take place outside of the school, and school trips, no students 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 students' 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

Procedures for handling an allergic reaction

Register of students with AAIs

The school keeps a register of students who have been prescribed adrenaline auto-injectors (AAIs) where a written care plan is in place. The register includes:

- Known allergens and any risk factors for anaphylaxis
- Whether the student has been prescribed an AAI
- Where a student has an AAI, whether parents/carers have given consent for the use of a spare AAI (as this may differ from their personal device)
- A photograph of each student (with parental consent) to help staff quickly identify them
- The register is available on Bromcom and can be accessed quickly by any member of staff when responding to an emergency

The school holds a stock of spare AAIs.

Allergic Reaction Procedures

As part of our whole-school approach to managing allergies, all staff are trained to recognise the signs of an allergic reaction, including anaphylaxis, and to respond appropriately.

Staff are also trained in how to use adrenaline auto-injectors (AAIs) to ensure there are no delays in giving life-saving treatment if needed.

If a student has an allergic reaction, the member of staff present will follow the school's emergency response plan and the student's individual allergy action plan.

- If an AAI is required, staff will use the student's own device. If this is not available, a spare school AAI will be used.
- If the student does not have an allergy action plan, staff will follow the school's general procedures for responding to allergic reactions and, if necessary, the usual emergency procedures.

A school AAI may be used instead of the student's own device if:

- Medical authorisation and written parental consent have been provided, or
- The student's prescribed AAI is not immediately available (for example, if it is broken, out of date, has misfired, or has been used incorrectly)
- If a student needs to go to hospital, a member of staff will stay with them until a parent/carer arrives or accompany them in the ambulance if needed.
- If the reaction is mild (such as a rash, itching, or sneezing), the student will be monitored, and parents/carers will be informed

Storage (of both spare and prescribed AAIs)

The First Aid 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
- 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 student's own prescribed AAI, and clearly labelled to avoid confusion

Maintenance (of spare AAIs)

The First Aid Lead is responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near
- 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
- Use of AAIs off school premises
- Students 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
- We make sure that students with allergies are safely supported on school trips and off-site activities.
- A spare school AAI will be taken on any trip where there are students at risk of anaphylaxis.
- Trip planning will include checking any allergy needs, triggers, and how to respond in an emergency.
- Staff on the trip will be aware of which students have allergies and what to do if a reaction occurs.
- AAIs will be kept somewhere easy to access at all times

Emergency anaphylaxis kit

- The school holds an emergency anaphylaxis kit. This includes:
- Spare AAIs
- Instructions for the use of AAIs
- Instructions on storage
- Manufacturer's information
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- A note of arrangements for replacing injectors
- A list of students to whom the AAI can be administered
- A record of when AAIs have been administered

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