Allergy Policy 2026

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1. Aims

This policy is established to guarantee a safe, healthy, and inclusive environment for all pupil and staff. It applies to all pupils, staff, parents, and visitors across all school grounds during normal operational hours, school trips, and extra-curricular activities.

The Policy sets out our school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction and promotes allergy awareness among the school community

This policy aims to promote and maintain allergy awareness among the school community

This policy outlines how we manage allergies in school in line with best practice outlined by Anaphylaxis UK and Allergy UK.

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 Michelle Leak

The nominated deputy allergy lead is Hayley Simumba

They're responsible for:

Promoting and maintaining allergy awareness across our school community.

Recording and distributing Personal Allergy Action Plans and Individual Health Care Plans, allergy and special dietary information for all relevant pupils

The nominated allergy lead also ensures:

- all allergy information is up to date and readily available to relevant members of staff
- all pupils with allergies have an allergy action plan completed by a medical professional
- 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

- To ensure whole-school assemblies take place where allergies, allergens and the role we all play in keeping each other safe are discussed

3.2 Inclusion Officer

The Inclusion Officer (in conjunction with the Allergy Lead) is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the Allergy Lead
- Ensuring Healthcare Plans are up to date on Medical Tracker and approved by parents/carers

3.2 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
- knowing where AAI's are located, including spares located around the school.
- being aware of specific pupils with allergies in their care
- being familiar with pupil's allergy action plans and individual healthcare plans
- carefully considering the use of food or other potential allergens in lesson and activity planning
- ensuring the wellbeing and inclusion of pupils with allergies
- Ensuring that any children with allergies have their adrenaline auto-injector with them to be used as needed, e.g. – in the classroom/available on a school trip etc.

3.3 Parents and Carers

Parents/carers are responsible for:

- being aware of our school's Allergy Policy
- complying with the No Food Sharing 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 brought in to be shared
- updating the school on any changes to their child's condition and treatment
- Attending meetings with school staff/school nurse in order to ensure children's health needs are met
- Providing school with an allergy action plan signed by a healthcare professional

3.5 Pupils with Allergies

These pupils are responsible for (as age and development stage as appropriate):

- 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

3.6 All pupils (with or without allergies)

These pupils are responsible for:

- following the No Food Sharing Policy and understand the importance of not sharing food with others
- being aware of allergens and the risk they pose to their peers

4. Assessing Risk

The school will consider the wellbeing and inclusion implications of allergies in assessing risk and measures 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
- will create individual risk assessments where required

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

We take the following measures to prevent contamination:

- sharing of food is not allowed, please see our No Food Sharing Policy
- pupils have their own named water bottles
- pupils are reminded to wash their hands before and after eating

5.2 Catering

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

The nominated allergy lead liaises with the school catering team but parents and carers are welcome to meeting the school chef to discuss menus, allergen security and any concerns.

Catering staff will:

- receive appropriate training
- follow hygiene and allergy procedures when preparing food to avoid cross-contamination

- have access to a register of children with allergies
- be able to identify these pupils
- provide menus available to parents and carers to view with allergens clearly labelled
- ensure any changes to school menus will continue to meet any special dietary needs of pupils.
- School food ordering system identifies which foods contain specific allergens

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.

5.4 Insect Bites and Stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- First aid will be given in line with guidance and individual needs
- Medical Tracker will be used to store records and communicate with parents

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

5.6 Support for Mental Health

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Consider what procedures you can put in place to support their mental health and wellbeing, in line with your school's behaviour policy and any other measures you have in place to prevent bullying.

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their [class teacher etc]

5.7 Events and School Trips

Outside school's normal routines and activities are a time of higher risk and therefore higher vigilance is required. All class teachers are kept up to date on allergens by the school office and this information is stored

on the pupil database and accessible by the class teacher but also those involved in class cover (including outside agency staff).

Packed lunches provided by the school will:

- be labelled with all allergens.
- for children with allergens, have their name on
- be packaged in a way that prevents cross contamination

For events, including ones that take place outside of the school, and school trips, pupils with allergies will be included.

Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).

If a venue or third-party provider caters meals, you should ensure they supply a full breakdown of the food provided and staff should be prepared to manage the 14 legally required allergens. Details of these arrangements will be included in a specific trip consent for.

Trip risk assessments will include allergen arrangements and children with allergies and individual risk assessments where necessary. These anonymised risk assessments will be shared with venues and private transport firms and any other providers as appropriate.

Staff, and not volunteers, will lead groups that contain pupils with allergies.

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.

The school will ensure allergies are mentioned in any letters regarding trips if appropriate, e.g. – if children are bringing packed lunches.

Events

We are unable to expect parents and carers to produce food that is labelled and the 14 allergens are highlighted for bake sales and PTA events. We therefore commit to providing some pre-packaged goods that list full ingredients and ask our PTAs to do the same.

With events such as bake sales for charity events for example the school should carry out a risk assessment covering inclusion arrangements they will make for children with allergies in these situations, such as communicating with the caterers.

6. Procedures for Handling an Allergic Reaction

6.1 Register of pupils with AAIs

All pupils with an allergy, inc. those with AAIs, will have an Individual Healthcare Plan or an Allergen Care Plan which is maintained on the Medical Tracker system and can be accessed by all staff.

The school will record on its pupil management software details of children's allergies in Personal Allergy Action Plans.

The school maintains a register of pupils who have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs to be used in the event of anaphylaxis. This register is maintained on the Medical Tracker system and 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.

School will make pupil's Personal Allergy Action Plans available at multiple, appropriate, secure but accessible locations to ensure the staff can respond quickly and in line with the personal plan. In addition, a pupil's individual allergy action plan will be kept in the classroom and with any AAIs in school.

Consideration will be made for lunchtimes, other activities and emergency evacuation.

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 AAIs 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
- all administering of an AAI will be recorded on medical tracker.

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 in line with the NHS advice regarding anaphylaxis.

Follow these steps if you think you or someone you're with is having an anaphylactic reaction: 1. Use an adrenaline auto-injector (such as an EpiPen) if you have one – instructions are included on the side of the injector.

2. Call 999 for an ambulance and say that you think you're having an anaphylactic reaction.

3. Lie down – you can raise your legs, and if you're struggling to breathe, raise your shoulders or sit up slowly (if you're pregnant, lie on your left side).

4. If you have been stung by an insect, try to remove the sting if it's still in the skin.

5. If your symptoms have not improved after 5 minutes, use a 2nd adrenaline auto-injector.

6. Do not stand or walk at any time, even if you feel better.

A pupil without an AAI or an allergen diagnosis can be administered a school AAI in a life-threatening situation. This can be administered without parental consent. School will endeavour to gain consent from parents and carers but not in a way that would delay necessary treatment.

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
- the pupil's own prescribed AAI(s) are not functioning or out of date
- the pupil does not have an AAI

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 (eg skin rash, itching or sneezing), school staff will:

- staying with the child
- monitor their symptoms
- contact the parents or carers
- follow the school's normal emergency procedures should the symptoms escalate

7. Adrenaline Auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

The nominated allergy lead is responsible for ensuring the appropriate AAIs are in place for the schools, and that they are stored according to the guidance.

AAIs will be purchased from Eureka.

We will have a minimum of 4 of each AAIs in school schools need to consider the site allergy numbers

For children age under 6 years:	For children age 6-12 years:
• Epipen Junior (0.15 mg) or • Emerade 150 microgram or • Jext 150 microgram	• Epipen (0.3 milligram) or • Emerade 300 microgram or • Jext 300 microgram

7.2 Storage (of both spare and prescribed AAIs)

The allergy lead and Inclusion Officer 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 (Early years staff room, Ground floor staff room, First floor staff room, inclusion room)
- **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

- When prescribe AAIs are reaching expiry the Medical Tracker system is set up to alert staff so that replacements can be sought.

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)

Michelle Leak and Hayley Simumba 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 disposed of in line with the manufacturer's instructions.

7.5 Use of AAIs off School Premises

Pupils at risk of anaphylaxis who can administer their own AAIs should carry their own AAI with them on school trips and off-site events (as age or stage appropriate). All other AAIs will be carried by the staff members accompanying pupils on any school trips/visits.

All AAIs and Personal Allergy Action Plans will be taken off site in the emergency medical bag.

7.6 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 pupils to whom the AAI can be administered
- A record of when AAIs have been administered

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 allergy lead