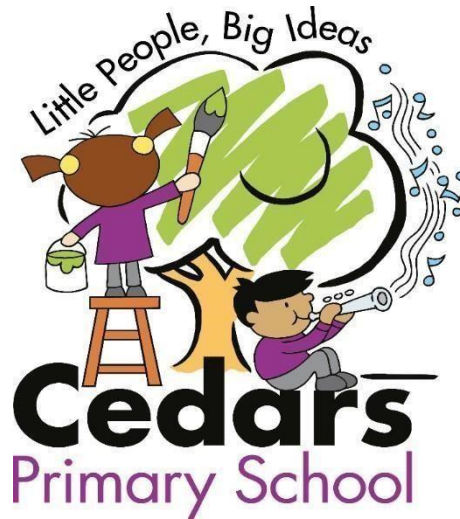


Allergies Policy



Adopted and Approved by Governors:

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Allergy Policy

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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](#)
- Children's Wellbeing and Schools Act 2026 (Benedict's Law 2026)

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Governing Body

The governing body is responsible for ensuring that:

- The school has an Allergy Safety Policy which is reviewed regularly.
- Appropriate arrangements are in place to support pupils with allergies.
- Staff receive suitable allergy awareness and emergency response training.
- Resources are available for the safe management of allergies, including emergency medication where appropriate.
- The school complies with statutory guidance and monitors the effectiveness of allergy procedures.

3.2 Headteacher

The Headteacher is responsible for:

- Implementing the Allergy Safety Policy on a day-to-day basis.
- Ensuring staff are aware of pupils with allergies and understand their responsibilities.
- Ensuring Individual Healthcare Plans are in place where required.
- Arranging appropriate staff training and maintaining training records.
- Ensuring incidents and near misses are recorded, reviewed and acted upon.

3.3 Allergy lead

The nominated allergy leads are Tracie Harrison and Nicola Truman

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 (*although the allergy leads have ultimate responsibility, the information collection itself may be delegated to the administrative staff*)
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - All pupils with significant allergies have an allergy action plan completed by a medical professional and that these are reviewed at least annually.
 - 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)
- Maintain the allergy register.
- Coordinate and review Individual Healthcare Plans.
- Liaise with parents, healthcare professionals and catering staff.
- Monitor medication expiry dates and storage arrangements.
- Maintain records of training, incidents and near misses.
- Regularly reviewing and updating the allergy policy

3.4 School nurse/medical officer

The school nurse/medical officer is responsible for:

- Co-ordinating the paperwork and information from families
- Supporting school where a child has an IHP

3.5 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, including phoning 999 in an emergency.
- 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

3.6 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 brought in to be shared
- Updating the school on any changes to their child's condition

3.7 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 age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose

3.8 Pupils without allergies

These pupils are responsible for:

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

Older pupils might also be expected to support their peers and staff in the case of an emergency.

4. Identifying Pupils with Allergies

The school is committed to ensuring that pupils with allergies are identified promptly and supported appropriately to enable them to participate fully and safely in school life. Information regarding a pupil's allergy will be gathered, recorded and reviewed regularly.

The school will:

- Obtain information about allergies as part of the admission process.
- Request up-to-date medical information from parents/carers whenever a new allergy is diagnosed or existing medical needs change.
- Maintain an up-to-date register of pupils with allergies and ensure this information is accessible to relevant staff.
- Identify pupils who may require an Individual Healthcare Plan (IHP) and work with parents/carers and healthcare professionals to develop one where necessary.
- Ensure allergy information is shared appropriately with teaching staff, support staff, lunchtime supervisors, supply staff and others who may have responsibility for the pupil.
- Review allergy information at least annually and whenever there is a significant change in a pupil's condition or treatment.
- Ensure arrangements are in place to support transitions between classes, key stages and schools so that information about allergies is communicated effectively.

Parents/carers are responsible for informing the school of any allergy diagnosis, providing appropriate medical evidence where available, supplying prescribed medication and notifying the school of any changes to their child's condition.

The school will treat all medical information confidentially and in accordance with data protection requirements, while ensuring that relevant information is shared with staff who need it to keep pupils safe.

5. 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

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

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 crosscontamination

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/stings When

outdoors:

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

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 will have additional support through:

- Pastoral care
- Regular check-ins with their [class teacher/wellbeing coordinator/allergy lead adults, etc.]

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).
- All school trips and visits will be risk assessed with regard to known allergies. Appropriate medication and healthcare plans will accompany pupils, and staff will be briefed on allergy management and emergency procedures before departure.

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAls

- The school maintains a register of pupils who have been prescribed AAls or where a doctor has provided a written plan recommending AAls to be used in the event of anaphylaxis. The register includes:
 - Known allergens and risk factors for anaphylaxis
 - Whether a pupil has been prescribed AAl(s) (and if so, what type and dose)
 - Where a pupil has been prescribed an AAl, whether parental consent has been given for use of the spare AAl, which may be different to the personal AAl prescribed for the pupil
 - A photograph of each pupil to allow a visual check to be made

- The register is kept on the inside of the office cupboard (where medications are stored), and can be checked quickly by any member of staff as part of initiating an emergency response.
- A file will be kept in the school office. When a supply teacher signs in they will be given access to the class information in the file for children with allergies, known triggers and emergency procedures.

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's 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:

1	2	3	4	5	6	7	8
Assess symptoms & stay calm	Position pupil	Call for help – send for emergency kit	Use Allergy Action Plan to assess the reaction	Administer AAI, call 999	Note the time	Monitor closely until ambulance arrives	Administer 2 nd AAI if no improvement after 5 mins, make 2 nd call to 999

- 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 leads are responsible for buying AAIs and ensuring they are stored according to the guidance.

7.2 Storage (of both spare and prescribed AAIs) 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
- 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 AAls will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAls)

Tracie Harrison and Nicola Truman are responsible for checking monthly that:

➤ The AAls are present and in date

➤ Replacement AAls are obtained when the expiry date is near ➤

A register of these checks will be kept.

7.4 Disposal

AAls can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions or sent with the patient and emergency medical personnel.

7.5 Use of AAls off school premises

➤ Pupils at risk of anaphylaxis who are able to administer their own AAls should carry their own AAI with them on school trips and off-site events

➤ Where a pupil with known allergies is off-site, the Lead Adult on the visit will ensure that the most appropriate adult (in close proximity to the pupil) carries the emergency / spare AAI and copy of the allergy action plan

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

➤ Spare AAls

➤ Instructions for the use of AAls

➤ 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 AAls have been administered

Individual Healthcare Plans (IHPs)

The school recognises that some pupils with allergies will require an Individual Healthcare Plan (IHP) to ensure their medical needs are safely and effectively managed whilst at school. IHPs will be developed in partnership with parents/carers and, where appropriate, healthcare professionals.

Pupils Requiring an IHP

The school will consider an IHP for pupils who:

- Have a diagnosed allergy requiring ongoing management in school.
- Have been prescribed an adrenaline auto-injector (AAI).
- Are at risk of anaphylaxis.
- Have multiple or complex allergies.
- Require specific arrangements to safely access school activities, educational visits or school meals.

Content of an IHP

Each IHP will include:

- The pupil's allergy or allergies.
- Known allergens and triggers.
- Signs and symptoms of an allergic reaction.
- Clear emergency procedures.
- Details of prescribed medication and its location.
- Information about the use of adrenaline auto-injectors, where prescribed.
- Emergency contact details.
- Arrangements for school visits, extracurricular activities and lunch arrangements where necessary.

Reviewing IHPs

IHPs will be:

- Reviewed at least annually.
- Reviewed whenever there is a significant change in the pupil's medical needs.
- Reviewed following any serious allergic reaction or near miss.
- Updated when pupils transfer between classes or phases of education.

Accessibility of IHPs

The school will ensure that relevant staff have access to the information contained within a pupil's IHP whilst maintaining confidentiality. Staff working directly with the pupil, including teachers, support staff, lunchtime supervisors and educational visit leaders, will be informed of any actions they are required to take.

Storage of IHPs

Current IHPs will be held securely by the school and recorded on the school's medical management system. Copies will be readily accessible to staff who may need to respond in an emergency. (T:Drive, paper copy in office and with class teacher)

Recording Incidents and Near Misses

All allergy-related incidents and near misses will be recorded promptly and accurately in accordance with the school's reporting procedures. (Form – Enhanced 3B – available in the office)

An incident report should be completed whenever:

- A pupil experiences an allergic reaction, however minor.
- Emergency medication is administered.
- A pupil is exposed to an allergen.
- Medical assistance is required.

A near miss should be recorded when:

- A pupil is nearly exposed to a known allergen.
- Incorrect food, drink or materials are identified before use.
- Medication or allergy management procedures are not followed but no harm occurs.

The Head Teacher or designated member of staff will review all incident and near-miss reports to identify trends, evaluate control measures and implement any necessary actions to reduce future risks. Parents/carers will be informed of all allergy-related incidents involving their child, and records will be retained in line with the school's data retention procedures.

This information will be used to support continuous improvement of allergy management practices across the school.

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 AAls are kept on the school site, and how to access them
- How to administer AAls
- The wellbeing and inclusion implications of allergies

Training will be carried out by the allergy lead or school nursing team every September, with updates delivered when a pupil arrives or is diagnosed with an allergy.

A training record will be kept.

9. Links to other policies

This policy links to the following policies and procedures:

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