

Allergy Safety Policy

Issued: September 2026

Reviewed:

1.0 Policy Statement and Statutory Requirements

1.1 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](#)

2.0 Roles & Responsibilities

We take a whole-school approach to allergy awareness.

2.1.1 Allergy lead

The nominated allergy lead is the Headteacher (Mrs Roberts).

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 lead has ultimate responsibility, the information collection itself may be delegated to the medical officer / the school nurse / administrative staff)

Ensuring:

- 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)

2.1.2 School first aider

The school first aider is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAls are in date
- Any other appropriate tasks delegated by the allergy lead

2.1.3 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

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

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

2.1.6 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.

3.0 Principles

3.1 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.

3.2 Managing Risk

3.2.1 Hygiene procedures

- Pupils are reminded and supported to wash their hands with soap and water before and after eating.
- Sharing or swapping food, drinks, water bottles, cups or eating utensils is not permitted.
- Pupils use their own clearly named water bottles.
- Tables and food-preparation surfaces are cleaned before and after food is served or eaten.
- Staff handling or serving food follow appropriate food-hygiene procedures.
- Appropriate utensils are used when serving food to reduce direct handling and cross-contamination.
- Food waste and spillages are cleared promptly and safely.
- Where a pupil has a known allergy, staff follow the pupil's individual healthcare plan and any specific hygiene or separation arrangements.
- Hand sanitiser is not treated as a substitute for handwashing where food allergens may be present.
- Activities involving food, including cooking, celebrations and curriculum activities, are planned in advance with pupils' allergies and dietary needs considered.

3.2.2. 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

3.2.3 Food restrictions

We recognise that it is not possible to guarantee an entirely allergen-free environment.

The school therefore takes proportionate steps to reduce the risk of exposure and cross-contamination while promoting inclusion and avoiding a false sense of security.

Pupils, parents, staff and visitors are asked not to bring the following high-risk foods into school:

- Packaged nuts or products containing whole nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter and other nut-based spreads
- Peanut- or nut-based sauces, such as satay
- Loose sesame seeds and products with a high sesame content

This list is not exhaustive. Additional restrictions may be introduced where required by an individual pupil's healthcare plan and risk assessment. Families will be informed clearly of any class- or school-specific arrangements.

If a prohibited food is brought into school, staff will remove it safely and discreetly to reduce the risk of exposure. The pupil will be provided with a suitable alternative where necessary, and the parent or carer will be informed. The pupil should not be isolated or made to feel responsible for another pupil's allergy.

These precautions do not replace effective allergy management, including individual healthcare plans, handwashing, appropriate cleaning, supervision, staff training and ready access to emergency medication.

3.2.4 Insect bites/stings

When pupils are outdoors:

- Shoes must be worn.
- Food and drinks should be kept covered when not being consumed.
- Drinks should be checked before drinking, particularly when using open cans or bottles.
- Food waste should be disposed of promptly, and bins should be kept closed.
- Pupils should be encouraged to remain calm and move away slowly if a bee or wasp is nearby; they should not swat at it.
- Staff should remain alert to nests or unusually high levels of insect activity and report these immediately to the site manager.
- Areas known to attract bees or wasps should be avoided where reasonably practicable.
- Insect repellent may be used where appropriate, in accordance with parental consent and school procedures.
- Pupils with a known allergy to insect stings must have an up-to-date individual healthcare plan and allergy action plan.
- Prescribed emergency medication, including adrenaline auto-injectors where applicable, must be readily accessible during outdoor activities, educational visits and sports events.
- Staff supervising a pupil at risk must know how to recognise and respond to an allergic reaction.
- Any sting should be reported to a member of staff and monitored. Signs of an allergic reaction must be treated immediately in accordance with the pupil's healthcare plan and the school's emergency procedures.

3.2.5 Animals

Where animals are brought onto or kept on the school site, the school will take reasonable steps to reduce the risk of allergic reactions.

- A risk assessment will be completed before an animal is introduced or brought into school.

- Known animal allergies will be considered, and the pupil's individual healthcare plan and allergy action plan will be followed.
- Parents and carers will be given advance notice of planned animal visits or activities wherever possible.
- Pupils with animal allergies will not be required to touch or have close contact with animals. Suitable alternative arrangements will be made so that they can participate safely and without unnecessary exclusion.
- Direct contact between animals and a pupil with a known allergy will be prevented unless this has been agreed through the pupil's individual risk assessment.
- All pupils and staff will wash their hands thoroughly with soap and water after touching or handling animals. Hand sanitiser will not be used as a substitute for handwashing.
- Animals will be kept away from areas where food is prepared, served or eaten.
- Surfaces, equipment and areas used during an animal visit will be cleaned afterwards, with particular attention given to reducing animal hair, dander and saliva.
- Animals will not be allowed to lick pupils or come into contact with pupils' faces.
- Staff will monitor pupils for signs of an allergic reaction and ensure that prescribed emergency medication is readily accessible.
- Assistance dogs will be accommodated appropriately, with individual arrangements and risk assessments used to balance the needs and rights of everyone concerned.
- Any allergic reaction or near miss involving an animal will be recorded, reported to parents or carers and reviewed.

3.2.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher.

3.2.7 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

4.0 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 nurse.

5.0 Procedures for handling an allergic reaction

5.1 Register of pupils with AAIs

- 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. 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

- A copy of the register is kept in the main school office and in the pupil's classroom medical bag, alongside their AAI. It is readily accessible to staff and can be checked immediately as part of the emergency response.

5.2 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
- If the pupil has no allergy action plan and staff believe they may be experiencing anaphylaxis, staff will call 999, request an ambulance and clearly state: **"We believe the pupil is experiencing anaphylaxis."** Staff will inform the emergency operator that the school holds spare adrenaline auto-injectors (AAIs) on site and will follow the emergency operator's instructions regarding their use. The pupil will be kept under continuous supervision until the ambulance arrives, and their parent or carer will be contacted as soon as possible.
- 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/carers arrive, 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

6.0 Adrenaline auto-injectors (AAIs)

6.1 Purchasing of spare AAIs

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

- The school's spare adrenaline auto-injectors (AAIs) are sourced from the local Boots pharmacy.
- The school holds two spare AAIs.
- The brand purchased is EpiPen Jr to ensure consistency and reduce the risk of confusion in an emergency.
- Each auto-injector delivers a single 0.3 ml dose containing 0.15 mg (150 micrograms) of adrenaline.
- The dosage is based on the age-based criteria in the government's [guidance on using emergency AAIs in schools](#)

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

6.3 Maintenance (of spare AAIs)

Ms Saaed and Mrs Hook are responsible for checking monthly that:

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

6.4 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 in a sharps bin, collected by an authorised company.

6.5 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
- If not, adults who are trained in using AAIs will carry the AAI and stay near the child

6.6 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

7.0 Monitoring

7.1 It is the responsibility of the Board of Trustees, and those they delegate authority, to ensure that the principles and procedures of this policy are adhered to.

8.0 Links to other policies

8.1 This policy is linked to the following policies

- BDMAT Health and Safety Policy
- BDMAT supporting pupils with medical conditions policy



