Pupil Allergy Policy

Author:	TO	**Date :**September2026
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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. Introduction

- An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing or rashes but sometimes causes a much more serious reaction called anaphylaxis.
- Anaphylaxis is a serious, life-threatening allergic reaction. It is at the extreme end of the allergic spectrum. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.
- Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).
- It is possible to be allergic to anything which contains a protein, however most people will react to a fairly small group of potent allergens.
- Common UK Allergens include (but are not limited to):-
  Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect venom, Pollen and Animal Dander.

4. Roles and responsibilities

We take a whole-school approach to allergy awareness.

4.1 Allergy lead

The nominated allergy lead is The School Business Manager

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 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

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- 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

4.2 Administrator

The school Administrator 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

4.3 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

4.4 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
- Parents are to supply a copy of their child's Allergy Action Plan (in the form of British Society of Allergy and Clinical Immunology (BSACI) plan, NHS Care Plan or School IHCP)) to school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. School nurse/GP/allergy specialist.
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure any medication is supplied, in date and replaced as necessary.
- Following the school's guidance on food brought in to school
- Updating the school on any changes to their child's condition

4.5 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

4.6 Pupils without allergies

- These pupils are responsible for:

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

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5 Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis. This will include:

- School Meals
- School Catering for wraparound care and clubs
- Food in lessons, Design & Technology, Science etc
- School Events and gifts
- Off-site events and school trips
- Food brought into school by other pupils Snacks/Packed Lunches
- Any other activities involving food

6 Managing risk

6.1 Hygiene procedures

- Pupils are reminded of good hygiene practise
- Sharing of food is not allowed
- Pupils have their own water bottles

6.2 Catering

- The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.
- The school menu is available for parents to view in advance.
- Catering staff receive appropriate training and are able to identify pupils with allergies
- All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.
- Food allergen information relating to the 'top 14' allergens is displayed at the point of service. 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)
- An allergen de-brief is held with the full Catering Team prior to service
- Allergy and dietary cards are shown to Catering Staff serving meals at the counter by all EYFS/KS1 children and those at risk of anaphylaxis.
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

6.3 Food restrictions

- Our catering team does not order, accept or serve sesame, celery and nuts due to specific pupil Anaphylaxis risks in our school. This means that our caterers have agreements in place with suppliers so we cannot order products that 'contain nuts, sesame, celery' or 'may contain nuts, sesame, celery' **for school meals served at lunchtime.** However no school can guarantee a truly allergen free environment for a child living with food allergy. We advocate to adopt a culture of allergy awareness and education.
- There is no restriction on any foods regarding pupil's packed lunches brought from home. We foster a culture of strong allergy awareness in school, all staff are allergen trained and we have safeguards and control measures in place to protect children at risk of Anaphylaxis. Children are reminded that they must not 'share food' and only eat the food that has been provided to them by staff or Parents/Carers.

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- We restrict children from bringing food into school other than packed lunches or snacks. We recommend that a portion of fruit or vegetables is provided for a break time snack.
- We prohibit families from bringing or donating food into school for birthdays, treats or gifts. For compliance reasons any food served during the normal school day is provided by school.

6.4 Insect bites/stings:

- When outdoors:
  - Shoes should always be worn
  - Food and drink should not be left outside

6.5 Animals

- All pupils will always wash/sanitise 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

6.6 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.
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5). ~~An Emergency AAI pen kit will be available for trips where required.~~

7 Procedures for handling an allergic reaction

7.1 Register of pupils with Adrenaline Auto-Injector

- The school maintains records 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 electronic Pupil File will include the child's Medical Condition and IHCP
- An Individual Health Care Plan written by the Parent/Carer or NHS will be held on file. An Individual Pupil Medical Poster will also be displayed in school. These documents are easily accessible to staff and will detail:
- 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.
- Emergency contact details
- Pupils are asked to provide two AAI(s) to school. These are kept in a clear, labelled Medical Box displayed prominently at the entrance to classroom.
- The school holds a spare emergency AAI stored in the main Reception Office.

7.2 Spotting the signs of an allergic reaction

- **What to look for:**
  Symptoms usually come on quickly, within minutes of exposure to the allergen.

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- Mild to moderate allergic reaction symptoms may include:
    - a red raised rash (known as hives or urticaria) anywhere on the body
    - a tingling or itchy feeling in the mouth
    - swelling of lips, face or eyes
    - stomach pain or vomiting.

- More serious symptoms are often referred to as the ABC symptoms and can include:
    - AIRWAY - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
    - BREATHING - sudden onset wheezing, breathing difficulty, noisy breathing.
    - CIRCULATION - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.
- The term for this more serious reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.
- If the pupil has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction.
- Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. **Adrenaline** is the mainstay of treatment, and it starts to work within seconds.
- What does adrenaline do?
    - It opens up the airways
    - It stops swelling
    - It raises the blood pressure

7.3 Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, all staff are trained in Allergies & Anaphylaxis so that they can recognise the signs 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, the school emergency one.
- If the pupil has no allergy action plan, staff will follow the NHS advice on treatment of anaphylaxis by administering the school's spare AAI and telephoning 999 and stating 'Child Anaphylaxis.

- **As soon as anaphylaxis is suspected, adrenaline must be administered without delay. NHS Action:**

    - Keep the child where they are, call for help and do not leave them unattended.
    - **LIE CHILD FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible.
    - **USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY** and note the time given. AAIs should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.

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- CALL **999** and state **CHILD ANAPHYLAXIS**
- If you have been stung by an insect, try to remove the sting if it's still in the skin.
- If no improvement after 5 minutes, administer second AAI.
- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

- Whilst you are waiting for the ambulance, keep the child where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.
- All pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after 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 (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

8 Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, set out your school's procedures for AAIs, covering these areas:

8.1 Purchasing of spare AAIs

- The allergy lead is responsible for buying AAIs and ensuring they are stored according to the guidance.
- The AAIs will be sourced at a local pharmacy
- At least 2~~2~~ School spare (emergency) AAI kits are~~kits are~~ required, one must stay on site at all times. Each emergency AA kit will contain the following doses
- Child 6-12 yrs – 300mg dose
- Child under 6 yrs – 150 mg dose ~~, one to be kept on base at all times. Each kit will contain the following doses:~~
- ~~Child 6-12 yrs 300mg dose~~
- ~~Child under 6 yrs 150mg dose~~

The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of the guidance)

(See pages 11 and 12 of the guidance.)

8.2 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 MAIN OFFICE

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- Accessible and available for use at all times
- **Not** located more than 5 minutes away from where they may be needed
- Pupil's prescribed AAI's will be stored in a suitable container and clearly labelled with the pupil's name. The pupil's medication storage container should contain:

  - Ideally two AAIs i.e. EpiPen® or Jext® or Emerade®
  - An up-to-date allergy action plan
  - Antihistamine (if included on allergy action plan)
  - Spoon if required
  - Asthma inhaler (if included on allergy action plan).
  - Monitoring log for inhaler/AAi use

- School spare (emergency) AAI kits will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion. This will be stored in the main Reception Office.

(See pages 12 and 13 of the guidance.)

8.3 Maintenance (of spare AAIs)

The Administrators are responsible for checking quarterly that:

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

8.4 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.

(See page 13 of the guidance.)

8.5 Use of AAIs off school premises

- Staff will take the Pupil's own AAIs with them on all school trips and off-site events. (See page 13 of the guidance.)
- Staff will consider if an emergency AAI kit is required for a school trip.

8.6 Emergency anaphylaxis kit

- It's good practice for schools to hold spare AAIs as part of an emergency anaphylaxis kit.
- The school holds 2 emergency anaphylaxis kits in the MAIN OFFICE. One kit must remain on site at all times.
- This includes:

  - X2 Spare AAIs (300 mg and 150mg)
  - Instructions for the use of AAIs
  - Manufacturer's information

9 Training

The school is committed to training all staff in allergy response. This includes:

- How to reduce and prevent the risk of allergic reactions

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- 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

10 The wellbeing and inclusion implications of allergies Training will be carried out annually. Links to other policies

This policy links to the following policies and procedures:

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

11 Useful Links

Anaphylaxis UK Safer Schools Programme - https://www.anaphylaxis.org.uk/education/safer-schools-programme/

AllergyWise for Schools (including certificate) online training - https://www.allergywise.org.uk/p/allergywise-for-schools1

BSACI Allergy Action Plans - https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/

Spare Pens in Schools - http://www.sparepensinschools.uk

Department for Education Supporting pupils at school with medical conditions - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Department of Health Guidance on the use of adrenaline auto-injectors in schools - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020) https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834

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