

Allergy Safety 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](#)

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Designated Allergy lead

The designated allergy lead is Mr. Guy Wilkinson (Deputy Headteacher). [insert staff member's name here. This should be a member of the senior leadership team (SLT) who has pastoral/welfare responsibilities]. The nominated allergy governor is Mrs. Samantha Wright.

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 Well-Being Centre Manager – Miss Farah Jawad and Welfare Assistant – Mrs. Jennie Mallin)
- Ensuring:
 - All allergy information is up to date and readily available (via BromCom) to relevant members of staff
 - Pupils with allergies requiring an allergy action plan completed by a medical professional should be shared with school and subsequently shared with staff
 - All staff receive an appropriate level of allergy training – via The Key's Allergy and Anaphylaxis online training module ([The Key: Allergy and Anaphylaxis training](#)).
 - This training supports staff in:
 - Recognising the range of signs and symptoms of severe allergic reactions
 - Recognising when emergency action is necessary
 - Relevant staff (including) staff from the Well-Being Centre team have additional allergy based training regularly – this is included in First Aid training updates
 - All staff are provided with adrenaline auto-injectors (AAIs) training via an online tutorial
 - All staff are offered optional adrenaline auto-injectors (AAIs) practical training sessions on a termly basis
 - All staff are aware of the school's policy and procedures regarding allergies
 - Relevant staff use individual health care plans as a form of risk assessment for activities involving food preparation (e.g. Food preparation lessons, DofE, trips, etc)
 - Making appropriate records (in CPOMS) of allergic reactions
 - Keeping stock of the school's adrenaline auto-injectors (AAIs)
 - Regularly reviewing and updating the allergy policy

3.2 School Well-Being Centre Manager and Welfare Assistant (medical room staff)

The school welfare assistant 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

3.3 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
- Have gained their certificate in Allergy and Anaphylaxis Awareness ([The Key: Allergy and Anaphylaxis training](#)) via the National College Platform.

- 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

3.4 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

3.5 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

3.6 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.

4. 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.

5. Managing risk

5.1 Hygiene procedures

In order to prevent contamination::

- 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 Secondary Catering

- The school is committed to providing safe food options that support students with allergies and dietary requirements.
- Catering staff are appropriately trained in allergen management and are able to support students with known allergies.
- Menus are available for students and parents/carers to view. Allergen information is provided for all items at servery areas and till points, with a full ingredient breakdown available upon request.
- All food allergen information relating to the 'top 14' allergens is clearly communicated, enabling students to make informed and safer food choices. All allergen information and labelling complies with current legal requirements and follows Food Standards Agency (FSA) guidance.
- All pre-packed goods are labelled with the full product name and complete ingredient list. The 14 main allergens are clearly highlighted within the ingredients (in bold and underlined) to support safe decision-making.
- Where menu changes occur, updated allergen matrices are provided at the point of service.
- An Allergen Buddy is available at service, a clearly identifiable member of the catering team who students can speak to for advice, reassurance, and to check that food is safe for them.
- Catering staff follow strict food safety and allergen control procedures during food preparation and service to minimise the risk of cross-contamination.
- Students are expected to take responsibility for managing their allergies by checking allergen information and speaking to the Allergen Buddy or a member of the catering team if they are unsure.

5.21 School Procedure for identifying pupils with allergies

- The school uses BromCom to share key information regarding allergies, so that all staff, including the canteen staff, have access to this information (nb whilst canteen staff do not have direct access to BromCom, allergy information is loaded onto the canteen till system).

5.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we are a nut-free school and children and parents are regularly reminded of this.

If a pupil brings foods including nuts, into school, those foods will be confiscated and parents contacted immediately to avoid future incidents.

5.4 Insect bites/stings

Procedures for preventing and dealing with insect bites/sting.

When outdoors:

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

5.5 Animals

On the rare occasion that animals are onsite:

- 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
- Parents will be informed if animals are attending site where it is known in advance

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 – including the Well-Being Centre and medical team
- Regular check-ins with their tutor and/or Head of Year

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).

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 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
- The register is kept via BromCm and can be checked quickly by any member of staff as part of initiating an emergency response

Allowing all pupils to keep their AAls with them will reduce delays and allows for confirmation of consent without the need to check the register.

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 and, if needed, the school's normal emergency procedures
- If a pupil experiencing any of the following symptoms, it should be treated as a **medical emergency**
 - Airway – swelling in the throat, tongue or upper airways, horse voice, difficulty swallowing
 - Breathing – sudden onset wheezing, breathing difficulty, noisy breathing, persistent cough
 - Circulation – dizziness, feeling faint, sudden sleepiness, confusion, pale clammy skin, loss of consciousness or collapse
- Following any of the symptoms above, staff will follow Anaphylaxis' UK Guidance:

Get emergency help: steps to follow

In the event of a serious allergic reaction, it's crucial to act quickly and follow these steps

Get in position If the person is conscious, lie them flat with their legs raised to assist in blood flow to the heart and vital organs. If they're having difficulty breathing, they can be propped up with legs stretched out straight.	Give adrenaline immediately If you or the person affected has been prescribed adrenaline (such as EpiPen®, Jext® or EURneffy®), use it straight away – adrenaline is the first-line treatment for anaphylaxis. Make a note of the time you give the first dose of adrenaline. If symptoms don't improve after five minutes, or symptoms get worse, give a second dose.
Call 999 Call emergency services immediately after using your first dose of adrenaline and tell the operator it is "anaphylaxis" (ana-fill-ax-is). Give your exact location (What3Words can help if you are outside).	Do not move Stay in this position until help arrives. Do not stand up, walk or run, even if you start to feel better. Movement can make symptoms worse and cause a sudden drop in blood pressure. Stay with them until emergency services arrive.

- 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)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, below are [school name] procedures for AAIs, covering these areas:

7.1 Purchasing of spare AAIs

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

- AAIs will be sourced from an online pharmacy ([Teleta Pharma | Quality Aesthetic and Cosmetic Wellbeing Supplier](#))
- The quantity of AAIs required:
 - **Infant School with Nursery** - EpiPen Jr 0.15mg x 2, EpiPen 0.3mg x1
 - **Primary School with Nursery** - EpiPen Jr 0.15mg x 2, EpiPen 0.3mg x1
 - **Primary School *without* Nursery** - EpiPen Jr 0.15mg x 1, EpiPen 0.3mg x1
 - **Junior School** - EpiPen 0.3mg x2
 - **Secondary Schools**- EpiPen 0.3mg x 2
- SFET schools will purchase EpiPens 0.15 and 0.3 centrally and distribute to schools each June.
- The dosage required (based on Resuscitation Council UK's age-based criteria)
 - **Under 6 years:** usually **150 microgram** devices
 - **Age 6–12 years:** usually **300 microgram** devices

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(Appendix A) 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.

7.3 Maintenance (of spare AAIs)

Mrs. Jennie Mallin (Welfare Assistant) is 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 (in a sharps bin for collection by the local council).

7.5 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
- School will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in a school trip off school premises.
- It will be decided on a case-by-case basis by the Designated Allergy Lead whether it may be appropriate to take spare AAI(s) obtained for emergency use on a trip.

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

The school maintains a central management log for all spare adrenaline auto-injectors. The log records the type, dose, batch number, expiry date, storage location (Appendix A), monthly checks, replacement actions, and any administration of AAIs in an emergency.

The log is updated following each scheduled check and immediately following any use, removal, or replacement of an AAI. Responsibility for maintaining the log sits with the allergy lead and designated support staff.

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

- Annual training will be carried out for all staff using the The Key online training module ([The Key: Allergy and Anaphylaxis training](#))

9. Links to other policies

This policy links to the following policies and procedures:

- SFET Health Safety and Welfare Policy
- SFET First Aid Policy
- SFET Pupils with Medical Needs Policy

Appendix A- AAI information

- Spare AAI's are kept in the medical room
- Instructions for the use of AAI's are in the AAI box (but additional training is provided for staff annually)
- Manufacturer's information is contained on the AAI box
- A checklist of injectors (below), with regular checks on stock;

Type of AAI (dosage / brand)	Quantity	Expiry Date	Where held (location)
EpiPen (Adrenaline) Auto-Injector 0.3mg	1	06/27	Medical room
Jext 300 micrograms	1	03/27	Medical room
EpiPen (Adrenaline) Auto-Injector 0.3mg	1	06/27	Food Technology classroom (Tech room TBC)
EpiPen (Adrenaline) Auto-Injector 0.3mg	1	03/28	PE Office

- A note of arrangements for replacing injectors
 - Welfare Assistant to order new AAI's on expiry
- A list of pupils to whom the AAI can be administered
 - Found in BromCom
- A record of when AAI's have been administered
 - Logged via CPOMS