Pupil Allergy Policy

Holyport CE Primary School

Approved by:	**ODST Finance & Estates Committee**
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HOLYPORT CE PRIMARY SCHOOL	
ADOPTED AND SIGNED ON BEHALF OF THE SCHOOL GOVERNING BODY ON: 16th September 2026	SIGNATURE OF GOVERNING BODY REPRESENTATIVE: *P Mew*
Name of Headteacher: Amanda Featherstone	Signature of Headteacher: *A Featherstone*
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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 Allergy guidance for schools - GOV.UK and Supporting pupils with medical conditions at school - GOV.UK, the Department of Health and Social Care's guidance on Using emergency adrenaline auto-injectors in schools - GOV.UK, 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 the Headteacher. The School Office Administrator supports the work of the Allergy Lead so that:

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) and checking they are in date
- Regularly reviewing and updating the allergy policy

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
- 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

3.3 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

3.4 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

3.5 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Add any other responsibilities

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

To prevent contamination in the school;

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles
- Snack boxes and Lunch boxes should be named by parents/carers
- Touch points and equipment are cleaned periodically and hen identified due to a potential allergy risk
- Parents/carers are advised regularly in the newsletter and on induction to the school, to not introduce nut – containing foods into lunch or snack boxes.
- Ensuring that H.S.A members who are serving food have a basic awareness of allergen management (and are signposted to free FSA training)

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) Allergen guidance for food businesses | Food Standards Agency
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination
- Provide pupil's allergen information to the caterers in a timely manner to ensure that pupils can eat safely
- Enabling parents/carers to liaise with the catering company or school chef
- Identify pupils with allergies at point of service by the Catering staff and a school staff member cross checking before serving to the pupil.

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.

The H.S.A or at any school event - will not sell food containing nuts or sesame seeds.
Where food is not directly provided by the school (for example brought in as treats or to celebrate birthdays) parent/carer permission will be required, so pupils are not to pass treats out in the classroom, but these are passed to the parents only. Parents are reminded of this during the meet the teacher presentations and in newsletters.

5.4 Insect bites/stings

When outdoors:

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

Immediate First Aid for Simple Insect Bites or Stings

1. Move the child away from the area to prevent further stings or bites.
2. Check for a sting (for example, a bee stinger) and remove it promptly by scraping it away if visible.
3. Wash the area with soap and water if available.
4. Apply a cold compress or ice pack wrapped in a cloth for 10 to 20 minutes to reduce pain, swelling, and itching.
5. Encourage the child not to scratch the bite, as this can increase the risk of infection.
6. Monitor the child for symptoms of allergic reaction

When to Seek Further Help

Contact parents/carers and consider medical advice if:

- Swelling becomes significant.
- The bite appears infected (increasing redness, warmth, pus, or pain).
- Symptoms persist or worsen over time.
- The bite is near the eye and causes significant swelling.

Prevention Strategies

- Keep outdoor eating areas clean.
- Ensure bins have secure lids.
- Encourage pupils to wear shoes outdoors.
- Check play areas for wasp or bee nests and report them for safe removal.

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
- Identify pupils and staff with animal allergies before animals are brought on site and review any individual healthcare plans.
- Obtain parental consent and share information about the animal visit in advance so families can raise any concerns.
- Reduce allergen exposure by limiting direct contact, providing handwashing facilities, and keeping animals out of eating areas.
- Have emergency procedures in place, including access to prescribed medication (such as antihistamines or adrenaline auto-injectors) and staff who are trained and know how to respond to an allergic reaction.

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 or form tutor

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 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 (this will require parental consent)
- The register is kept on our Medical Tracker App and in the Medical Folder, of which both are available to all staff and can be checked quickly by any member of staff as part of initiating an emergency response.

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
- 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:

1. Recognise the symptoms of anaphylaxis, such as airway swelling, breathing difficulties, dizziness, collapse or loss of consciousness.
2. Administer adrenaline immediately. If in doubt, use the school's adrenaline auto-injector without delay.
3. Call 999 straight after the first dose and tell the operator it is suspected anaphylaxis.
4. Position the person correctly**:**
    - Lie them flat with legs raised.
    - If breathing is difficult, they may be propped up with legs out straight.
5. Give a second dose after 5 minutes if symptoms are not improving or are worsening.
6. Stay with the person and do not let them stand, walk or run until emergency help arrives.

- Anaphylaxis - NHS
- What to do in an emergency | Anaphylaxis UK
- 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 lead is responsible for buying AAIs and ensuring they are stored according to the guidance.

- AAIs will be sourced from a local pharmacy
- A minimum of 2 AAI are on site
- A single brand of AAI are purchased by ODST
- The dosage required (based on Resuscitation Council UK's age-based criteria

See pages 11 and 12 of the guidance Using emergency adrenaline auto-injectors in schools - GOV.UK

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

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

See pages 12 and 13 of the guidance Using emergency adrenaline auto-injectors in schools - GOV.UK

7.3 Maintenance (of spare AAIs)

The SBM and the Office Administrator 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 an AAI has been used, it will be disposed of in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

See page 13 of the guidance Using emergency adrenaline auto-injectors in schools - GOV.UK

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
- A spare AAI for emergency use on school trips and off-site events is being sought at the time of the policy.

See page 13 of the guidance Using emergency adrenaline auto-injectors in schools - GOV.UK

7.6 Emergency anaphylaxis kit

The school will hold 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

As part of implementing the requirements of Benedict's Law, ODST will purchase all AAIs for school centrally. These will be ready in September 2026. At least two of each dose will be needed per 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 AAIs are kept on the school site, and how to access them
- How to administer AAIs
- The wellbeing and inclusion implications of allergies
- Include any other relevant training points

Training will be carried out by ODST or on behalf of, by a designated agency. ODST have arranged for face-to-face *Anaphylaxis & Asthma Annual Refresher* training for school staff (up to 8 staff members per school). For those not able to attend face-to face training, the school will use iHasco Anaphylaxis & Allergy Training that is available as a paid course on Smartlog.

It's recommended that all staff are trained at least once a year.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- First aid policy
- School food policy
- EYFS policy