



ALLERGY POLICY

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1. Aims

This policy aims to:

- Provide a clear approach to managing allergies safely and effectively across the school.
- Minimise the risk of exposure to allergens and ensure a prompt response to allergic reactions and anaphylaxis.
- Safeguard the health, wellbeing and inclusion of pupils with allergies.
- Promote allergy awareness and shared responsibility across the school community.
- Ensure staff, pupils and parents/carers understand their roles in supporting pupils with allergies.

2. Legislation & 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 and Wellbeing and Schools Act 2026 (Benedict's Law provisions).
- DfE Statutory Guidance: Supporting Children and Young People with Medical Conditions and Allergies in Schools (September 2026).

3. Roles & Responsibilities

We take a whole-school approach to allergy awareness.

The nominated allergy lead is Trixie Brandon. She is 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
 - 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
 - Allergy incidents and near misses are reviewed to identify lessons learned and improvements required.
 - Individual Healthcare Plans and Allergy Action Plans are reviewed at least annually or whenever a pupil's needs change

3.2 Medical Officer

The School Medical Officer is Antony Clayton. He 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
- 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
- Ensure that children under their care are wearing their allergy badges

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
- Support the school's nut-aware approach by not bringing nuts or nut-containing products onto the school site.
- 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
- Ensure they are wearing their allergy badges during the school day

3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Support the school's nut-aware approach by not bringing nuts or nut-containing products onto the school site
- Older pupils might also be expected to support their peers and staff in the case of an emergency

3.7 The Headteacher will:

- Ensure the school meets its statutory duties in relation to supporting pupils with medical conditions and allergies.
- Provide strategic oversight of the school's allergy management arrangements.
- Ensure appropriate policies, procedures and risk assessments are in place and implemented effectively.
- Ensure sufficient staff receive appropriate allergy and anaphylaxis training.
- Support a whole-school approach to allergy awareness, inclusion and safety.
- Allocate appropriate resources to enable effective allergy management across the school.
- Monitor the implementation of this policy and ensuring it is reviewed regularly.

3.8 The Trust will:

- Ensure appropriate arrangements are in place to support pupils with allergies.
- Monitor the implementation of this policy.
- Receive updates relating to allergy incidents, near misses and compliance.
- Support strategic oversight of allergy management across the school.

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

The school takes a proactive approach to managing allergy risks and works to minimise exposure to known allergens while promoting the inclusion, safety and wellbeing of all pupils.

The school will:

- Maintain up-to-date records of pupils with allergies and ensure relevant information is available to staff through **Medical Tracker**.
- Ensure all pupils with a prescribed adrenaline auto-injector (AAI) have an up-to-date Allergy Action Plan.
- Carry out allergy risk assessments for activities where there is an increased risk of allergen exposure, including educational visits, food-related activities, celebrations and special events.
- Ensure emergency medication and allergy information accompany pupils on educational visits and off-site activities.
- Provide appropriate training to staff to enable them to recognise and respond to allergic reactions and anaphylaxis.
- Promote allergy awareness amongst pupils and staff to support a safe and inclusive environment.
- Ensure emergency anaphylaxis kits are readily available and appropriately stocked.
- Communicate with parents/carers regarding allergy management and any identified risks.
- Where reasonably practicable, avoid the use of known allergens within classroom activities and school events involving affected pupils.
- Implement reasonable adjustments to enable pupils with allergies to participate fully in school life.
- Review Individual Healthcare Plans (IHPs) and Allergy Action Plans annually and update whenever a pupil's medical needs change.
- Share relevant allergy information with temporary staff, volunteers, contractors and visitors where necessary to safeguard pupils.
- Make reasonable adjustments to ensure pupils with allergies can access all aspects of school life safely and without discrimination.

Staff will:

- Consider allergy risks when planning lessons, activities, visits and events.
- Check food ingredients and product information where appropriate.
- Supervise pupils with allergies as required and ensure allergy management procedures are followed.
- Report any concerns, incidents or near misses relating to allergens to the Allergy Lead and record these on Medical Tracker.

Pupils will be encouraged to:

- Wash their hands before and after eating.
- Avoid sharing food, drinks, utensils or food containers.
- Inform a member of staff immediately if they feel unwell or believe they may have been exposed to an allergen.

Parents/carers are expected to:

- Inform the school promptly of any changes to their child's allergy or medical needs.
- Provide up-to-date medication and healthcare information.
- Support the school's efforts to minimise allergy risks by following guidance relating to food brought into school.

Whilst every reasonable precaution is taken to reduce the risk of allergen exposure, the school cannot guarantee an allergen-free environment. All members of the school community are expected to work together to support the safety and wellbeing of pupils with allergies

5.1 Hygiene procedures

To help minimise the risk of accidental allergen exposure and cross-contamination, the school implements the following hygiene procedures:

- Pupils are encouraged to wash their hands thoroughly with soap and water before and after eating.
- Staff promote and supervise good hygiene practices as appropriate to the age and needs of pupils.
- Food, drinks, cutlery, straws, cups and food containers must not be shared between pupils.
- Pupils are expected to use their own clearly named water bottle and should not drink from another pupil's bottle.
- Tables and eating areas are cleaned before and after meals and snacks.
- Staff ensure that classrooms, food preparation areas and dining spaces are maintained to a high standard of cleanliness.
- Extra care is taken during cooking activities, food tasting sessions, celebrations and fund-raising events to reduce the risk of cross-contamination.
- All members of the school community are encouraged to be aware of allergens and to support a safe environment for pupils with allergies.

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 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

5.3 Food restrictions

The school recognises that it is not possible to guarantee an allergen-free environment. We operate a nut-aware approach and prohibit nuts and nut-containing products from being brought onto the school site to reduce the risk of accidental exposure for pupils with severe allergies.

- 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 the food will be confiscated.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- Teachers to avoid areas that are at higher risk of attracting insects or having nettles

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 and Wellbeing

- Pupils with allergies may experience anxiety, emotional distress, or concerns relating to the management of their allergy. The school is committed to promoting their mental health and wellbeing and ensuring that all pupils feel safe, supported and included.
- Pupils with allergies may receive additional support through:
 - A supportive and inclusive school environment, underpinned by the school's behaviour and anti-bullying policies.
 - Access to pastoral support from trusted adults within school.
 - Regular check-ins with their Class Teacher, Strategic Medical Lead or Medical Officer, where appropriate.
 - Support to develop confidence and independence in managing their allergies.
 - Referral to Compass or other appropriate external services where additional emotional wellbeing support is identified.
 - Close partnership working with parents/carers to monitor and support the pupil's wellbeing.

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
- Pupils to always wear their allergy badges
- 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
- The register is stored on a secure platform – Medical Tracker. It 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 pupils 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 allergies and, if needed, the school's normal emergency procedures:
 - Radio for support and ask for the ambulance to be called
 - Use an adrenaline auto-injector (such as an EpiPen).
 - Call 999 for an ambulance and say that a child is having an anaphylactic reaction.
 - Lie the pupil down – raise their legs, and if they are struggling to breathe, raise their shoulders or sit up slowly
 - If they have been stung by an insect, try to remove the sting if it's still in the skin.
 - If your symptoms have not improved after 5 minutes, use a 2nd adrenaline auto-injector.
 - Do not let them stand or walk at any time, even if they feel better.

Ref: NHS advice on [treatment of anaphylaxis](#) and Anaphylaxis UK's advice on [what to do in an emergency](#)

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 pupils' 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

6.3 Incident and Near-Miss Reporting

- All allergic reactions, anaphylactic incidents and allergy-related near misses will be recorded on Medical Tracker.
- The Allergy Lead will review incidents and near misses to identify any learning points and preventative actions.
- Where appropriate, outcomes will be shared with relevant staff and incorporated into future risk assessments and training.
- Parents/carers will be informed of any incident involving their child.
- Significant incidents will be reported in accordance with the school's safeguarding, health and safety and reporting procedures.

7. Adrenaline auto-injectors (AAIs)

School adheres to the the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools

7.1 Purchasing of spare AAIs

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

- Supplied by Selles Medical
- Quantity of AAIs (Epi Pens) required: x7 0.15mg (Rec/KS1) and x8 0.3mg (KS2)

7.2 Storage (of both spare and prescribed AAIs)

The Medical officer 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 in the school's main office and lockable medical cabinets in each school phase to which staff always have access to but is out of the reach and sight of children.
- Not locked away, but accessible and available for use always
- 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)

Trixie Brandon and Antony Clayton 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, in a sharps bin for collection or handed to a paramedic in its container.

7.5 Use of AAI's off school premises

- Pupils at risk of anaphylaxis who can administer their own AAI's should carry their own AAI with them on school visits and off-site events
- Pupils at risk of anaphylaxis are advised to always have two AAI's available, including during educational visits.
- The school should ensure the AAI's are carried by a designated trained member of staff (or by the pupil if appropriate and agreed in their healthcare plan) and are **immediately accessible**, not stored in luggage, a vehicle, or a location that could delay treatment.
- **Spare emergency AAI's** are to be taken on visits, particularly where a pupil with a known allergy is attending. The spare is intended as a backup if the pupil's own device is unavailable, faulty, expired, or a second dose is required.

The Visit leader should carry:

- the pupil's Individual Healthcare Plan (IHP) or allergy action plan;
- emergency contact details;
- clear instructions on recognising and responding to anaphylaxis
- details of who is responsible for carrying out medication.

Staff accompanying the visit should know:

- which pupils are at risk;
- where AAI's are located;
- how to administer the device; and
- the requirement to call 999 and state "anaphylaxis" if an AAI is used

7.6 Emergency anaphylaxis kit

The school maintains several emergency anaphylaxis kits to ensure rapid access to medication in the event of a severe allergic reaction.

- Emergency anaphylaxis kits are in the main office, fire evacuation bags, swimming bags, and first aid bags for educational visits and off-site activities.
- Kits contain junior and adult/adolescent adrenaline auto-injectors (AAI's) and Piriton (antihistamine), where appropriate.
- Locked medical cabinets are in each phase of the school and contain age-appropriate AAI's and antihistamine medication.
- Medication storage locations are accessible to authorised staff and support rapid access in an emergency.
- All medication is checked regularly to ensure it is in date, stocked appropriately, and available for use.
- A register of all adrenaline auto-injectors (AAI's), with expiry dates, is maintained on Medical Tracker, with monthly monitoring and checks being carried out.
- Details of arrangements for replacing AAI's before they expire are recorded and managed through Medical Tracker.
- A list of pupils who have parental consent and meet the criteria for administration of a spare AAI is maintained on Medical Tracker and reviewed regularly.
- All instances where an AAI has been administered are recorded on Medical Tracker, including details of the incident, actions taken, and follow-up arrangements.
- Anaphylaxis guidance posters and emergency response information are displayed in key locations across the school.
- Emergency kit locations are clearly identified and known to all relevant staff.

8. Training

The school is committed to ensuring all staff receive appropriate allergy awareness and anaphylaxis training. This includes teaching staff, support staff, office staff, lunchtime supervisors, site staff, wraparound care staff, educational visit staff, as appropriate to their role.

. 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 annually by the School Nurse team
- New members of staff will receive allergy awareness information as part of their induction.
- Allergy incidents and near misses will be used to inform future training and school practice.
- Staff will have opportunities to familiarise themselves with trainer AAls and emergency procedures.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- School food policy
- Medical Needs Policy
- Safeguarding and Child Protection Policy
- Relationships and Behaviour Policy
- Anti-Bullying Policy
- Educational Visits Policy
- Equality Information and Objectives Policy

10. Monitoring & Review

This policy will be reviewed annually by the Strategic Medical Lead and Headteacher, or sooner if there are changes to legislation, statutory guidance or school procedures. The Governing Board will monitor the implementation and effectiveness of this policy through regular reporting and review.