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MULTI-ACADEMY TRUST

Pupil Allergy Policy

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Review date and summary of changes

Date of review	Summary of changes
• July 2026	• New Trust-wide Pupil Allergy Policy developed for approval, incorporating statutory duties, allergy safety guidance, AAI procedures, individual allergy plans, incident and near-miss reporting, monitoring and governance arrangements.

Signed by:

Chief Executive Officer

Date: 14th July 2026

Chair of Trustees

Date: 14th July 2026

Introduction

This is a Trust-wide policy which sets out the arrangements for supporting pupils with allergies across all schools within the Trust. It is intended to promote a consistent, safe and proportionate approach to allergy management, reduce the risk of exposure to known allergens, and ensure that effective procedures are in place to respond to allergic reactions, including anaphylaxis.

All Trust schools are expected to implement this policy in a way that reflects their phase, size and operational context, while maintaining the core standards set out in this document. The Trust is committed to ensuring that pupils with allergies are kept safe, supported to participate fully in school life, and managed in accordance with statutory guidance and relevant legal requirements.

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1. Aims

This policy aims to:

- Set out the Trust's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how Trust schools support pupils with allergies to ensure their safety, wellbeing and inclusion
- Promote and maintain allergy awareness among the school community

2. Legislation and guidance

This policy is informed by the Department for Education's statutory guidance, Allergy safety in schools, the Department for Education's statutory guidance on [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 relevant legislation, including:

- Section 100 of the Children and Families Act 2014
- The Equality Act 2010
- The Food Information Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019

3. Roles and responsibilities

The Trust adopts a whole-school approach to allergy awareness and management across all schools.

3.1 Allergy lead

The nominated allergy lead is either a member of the senior leadership team (SLT) with pastoral and/or welfare responsibilities, or a member of staff with pastoral and/or welfare responsibilities appointed by the Headteacher.

The allergy lead is responsible for:

- Promoting and maintaining allergy awareness across the school community
- Recording and collating allergy and special dietary information for all relevant pupils (although the allergy lead has overall responsibility, the collection and administration of information may be delegated to the school office or other appropriate administrative staff)
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

The allergy lead is also responsible for ensuring:

- All allergy information is up to date and readily available to relevant members of staff
- Pupils with allergies have an individual allergy/care plan in place where this has been provided and supported by a medical professional, and schools will work with

parents/carers to obtain and maintain medical information as far as reasonably practicable

- 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 which activities require an allergy risk assessment

3.2 The school office and/or appropriate administrative staff are 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

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

3.4 Parents/carers

Parents/carers are responsible for:

- Being aware of the 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 will be supported to develop an age- and developmentally appropriate understanding of their allergies and how to stay safe. Expectations will vary according to the pupil's age, stage of development and individual needs.

- Being aware of their allergens and the risks they pose
- Where age- and developmentally appropriate, understanding what to do if they feel unwell and telling an adult immediately
- If age-appropriate and agreed by the school following discussion with parents/carers and reference to medical advice, carrying their adrenaline auto-injector on their person and only using it for its intended purpose

3.6 Pupils without allergies

Pupils without allergies are expected to:

- Be aware of allergens and the risk they pose to their peers
- Older pupils may, where appropriate, be encouraged to act responsibly around known allergens and seek adult help promptly if they are concerned about a peer.

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
- Any other situation identified through the school's risk assessment process as presenting an increased risk of allergic reaction

5. Managing risk

5.1 Hygiene procedures

- Pupils will be reminded to wash their hands before and after eating
- Sharing food and drinks will not be permitted
- Tables, eating areas and relevant classroom surfaces will be cleaned regularly to reduce the risk of cross-contamination
- Pupils should use their own named water bottles where these are brought into school

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.

- Where meals are provided by the school or a catering provider, allergen information will be made available to parents/carers in line with legal requirements and the information supplied by the catering provider
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- Where food is prepacked for direct sale, allergen labelling will comply with legal requirements. For other food provided on site, allergen information will be available to support safer choices and effective communication with pupils, parents/carers and staff.
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination
- A notice will be displayed at high school tills to highlight allergy and dietary needs as a reminder at the point of payment
- Allergen posters will be displayed in school canteens and kitchens

5.3 Food restrictions

The Trust recognises that it is not practical to operate a completely allergen-free school environment. However, schools will take reasonable steps to reduce risk by discouraging the bringing into school of high-risk foods where this is appropriate to the needs of identified pupils.

- 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

Where high-risk foods are brought into school, staff will take a proportionate approach to reducing risk, which may include asking for the food to be eaten away from identified pupils or asking that it is not opened or consumed on site.

5.4 Insect bites/stings

To reduce the risk of insect bites and stings during outdoor activity:

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

5.5 Animals

- All pupils will wash their hands after interacting with animals, where relevant, to reduce the risk of allergic reaction through later contact
- Pupils with animal allergies will not interact with animals

5.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with an appropriate member of staff

5.7 Events and school trips

- Pupils with allergies will not be excluded from events, including those taking place off site, based on their medical needs alone
- 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 school's AAI procedures 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, where this is held in accordance with the school's information governance and consent arrangement, to support quick identification in an emergency

The register is kept in an easily accessible location and can be checked quickly by any member of staff as part of initiating an emergency response

The school will determine, through an individual risk assessment and with reference to the pupil's age, stage of development and medical needs, whether a pupil's AAI should be kept by the pupil or stored in a secure but readily accessible location known to staff. For younger primary-aged pupils, AAIs will usually be stored in an agreed location to reduce the risk of loss, damage or access by other children, while still ensuring prompt access in an emergency.

6.2 Allergic reaction procedures

- As part of the whole-school approach to allergy awareness, all staff are trained in the school's allergic reaction procedure and are expected 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 immediately available, a school AAI.
- If a pupil has no allergy action plan available, staff will treat the situation as a medical emergency where appropriate, follow the school's emergency response procedures, administer an AAI without delay if anaphylaxis is suspected, call 999 and inform parents/carers 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/carer arrives, or will accompany the pupil to hospital by ambulance.
- If the allergic reaction is mild, for example a skin rash, itching or sneezing, the pupil will be monitored and parents/carers will be informed.

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

The allergy lead is responsible for arranging the purchase of spare AAIs through an appropriate supplier and ensuring they are stored in accordance with current guidance and manufacturer instructions.

- The number and type of spare AAIs held on site will be determined by the school's risk assessment, the ages of pupils and the needs identified within individual allergy plans
- Where possible, schools will seek to standardise the brand of spare AAI held on site to reduce confusion and support staff confidence in an emergency

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 which is out of the reach and sight of children
- **Not** locked away, but accessible and available for use at all times
- **Not** located so far away that access would be delayed in an emergency; where required, schools will identify more than one suitable storage location across the site
- 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)

The allergy lead is responsible for checking monthly that:

- The AAI's are present and in date
- Replacement AAI's are obtained when the expiry date is near

7.4 Disposal

AAI's can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions and the school's clinical waste or sharps disposal arrangements, as appropriate.

7.5 Use of AAI's off school premises

On school trips and off-site events, pupils at risk of anaphylaxis who have been assessed by the school as able to do so, taking into account their age, stage of development, medical advice where available, and discussion with parents/carers, may carry their own AAI. Where this is not appropriate, a named member of staff will be responsible for carrying and accessing the pupil's AAI promptly.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAI's
- Instructions for the use of AAI's
- 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 AAI's have been administered

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 AAI's are kept on the school site, and how to access them
- How to administer AAI's
- The wellbeing and inclusion implications of allergies
- The importance of accurate recording, reporting and learning following allergic incidents or near misses

Training will be carried out at least annually and refreshed sooner where there is a change in pupil need, staff role or relevant guidance.

9. Individual allergy plans

Where a pupil has a known allergy, the school will work with parents/carers and, where available, medical professionals to ensure that appropriate information is recorded and used to inform the pupil's individual allergy or care plan. Plans will be proportionate to the level of risk and will be reviewed at least annually, or sooner where there is a change in the pupil's medical needs, medication, symptoms, triggers, school arrangements or risk profile.

Individual allergy plans should include, where relevant: the pupil's known allergens; signs and symptoms of mild and severe reactions; prescribed medication, including AAI type and dose; storage and access arrangements; emergency response steps; parent/carer contact details; consent for the use of a spare school AAI where appropriate; arrangements for school trips, clubs and curriculum activities; and any reasonable adjustments required to support inclusion and safety.

10. Communication, transition and information sharing

Schools will ensure that relevant allergy information is shared promptly and securely with staff who need to know in order to keep pupils safe. This includes, where appropriate, class teachers, form tutors, pastoral staff, first aiders, catering staff, lunchtime supervisors, trip leaders, club leaders and members of the senior leadership team.

Allergy information will be checked when pupils join the school, when information is updated by parents/carers, when pupils move class or year group, when they transition between phases or schools, and before any off-site activity or provision that changes the usual supervision arrangements. Where a pupil transfers between Trust schools, relevant allergy information will be shared securely as part of the transition process.

Parents/carers will be reminded at least annually of the importance of providing accurate and up-to-date allergy and medical information. Where a pupil's allergy presents a wider risk management issue, the school may communicate reasonable expectations to the wider parent/carer community, for example in relation to food brought into school, while ensuring that individual pupil information is shared only where necessary and appropriate.

11. Additional risk management arrangements

11.1 Supply staff, temporary staff, volunteers and visitors

Schools will ensure that supply staff, agency staff, temporary staff, volunteers and visitors who supervise pupils are given relevant allergy information and emergency arrangements appropriate to their role. This may include information about pupils with significant allergies, the location of AAIs, emergency response procedures, food restrictions and who to contact if they have any concerns.

11.2 Food brought into school for celebrations, rewards and activities

Food brought into school for birthdays, celebrations, rewards, fundraising events, class parties, curriculum activities or enrichment activities must be managed carefully. Schools may restrict or refuse food intended for sharing where this is necessary to reduce allergy risk. Staff should consider allergy risk when planning activities involving food, including cooking, baking, food technology, science, design technology, cultural events and reward systems.

11.3 Wraparound care, clubs, enrichment and school transport

Where schools provide or arrange breakfast clubs, after-school clubs, holiday provision, enrichment activities, sports fixtures, residential visits or other extended provision, allergy arrangements must be considered as part of planning and risk assessment. Relevant staff must know which pupils have allergies, what action to take in an emergency, and how to access medication or AAIs without delay.

Where school transport is provided or arranged by the school or Trust, allergy risk will be considered where relevant, including the communication of emergency arrangements to responsible adults. Where transport is arranged by parents/carers or an external body, the school will signpost parents/carers to the importance of sharing relevant allergy information with the transport provider where appropriate.

12. Recording, reporting, monitoring and governance

12.1 Incident and near-miss reporting

All allergic reactions, suspected allergic reactions, administration of an AAI, emergency calls, hospital transfers and allergy-related near misses must be recorded in line with the school's medical, accident and incident reporting procedures. Records should include the circumstances of the incident, the response taken, communication with parents/carers, any medication administered, and any immediate follow-up required.

Following an allergic incident or near miss, the school will review the circumstances to identify learning and determine whether any changes are required to the pupil's allergy plan, risk assessment, supervision arrangements, catering arrangements, staff training, communication or site procedures.

12.2 Monitoring and quality assurance

Headteachers, supported by the allergy lead and relevant Trust leaders, are responsible for ensuring that this policy is implemented effectively within their school. Monitoring arrangements may include checks of allergy registers, individual allergy plans, AAI storage and expiry records, training records, catering arrangements, risk assessments, incident records and communication with parents/carers.

The Trust may undertake periodic assurance activity to check consistency of implementation across schools. Significant incidents, emerging patterns, repeated near misses or issues requiring Trust-level action should be escalated through the appropriate Trust reporting route and, where relevant, reported to Trustees as part of safeguarding, health and safety, risk or compliance oversight.

12.3 Data protection and confidentiality

Information about pupils' allergies, medical needs, medication and emergency arrangements will be handled in accordance with the UK GDPR, the Data Protection Act 2018 and the Trust's data protection arrangements. Information will be shared with staff and relevant adults on a need-to-know basis where this is necessary to protect the pupil's health, safety, wellbeing and inclusion.

Where photographs or other identifying information are used to support emergency identification, schools will ensure that this is managed securely, proportionately and in line with information governance expectations.

13. Links to other policies

- Health and safety policy
- Supporting pupils with medical conditions policy
- Healthy eating policy
- Data protection policy
- Educational visits policy
- Accident and incident reporting procedures