

Allergy Safety Policy

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Date	Version	Reason for change	Overview of changes made	Source
22.04.26	0.1	New legislation	New policy following new legislation requirements.	The Key
16.06.26	0.1	Further amends	Title change to Allergy safety policy Added wording to 6.3 - Near Misses and Incident Learning Systems The Trust is committed to a proactive learning culture to prevent medical and allergen emergencies before they occur. In addition to recording administered medication, the Trust will formally record and investigate all "near misses" (defined as any event where a medical or administration	

July 2026	1	Board ratified	error, or allergen exposure, was narrowly avoided). • Reporting: Any member of staff who witnesses or identifies a near miss must report it immediately to the Headteacher using the Trust's Incident/Near Miss Form. • Review and Learning: The Headteacher and the named Lead Governor will review all near-miss logs termly to identify patterns, evaluate current risk assessments, and implement necessary updates to procedures or staff training. • Parental Communication: Parents will be notified of any near miss involving their child within 24 hours, and a copy of the completed near-miss report and subsequent action plan will be shared with them. • Added adrenaline nasal spray as alternative to AAI's.	
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1. Aims

This policy aims to:

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

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-Trust approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead in each school is the Headteacher.

They're responsible for:

- Promoting and maintaining allergy awareness across their school community
- Ensuring allergy and special dietary information for all relevant pupils is recorded and collated
- 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/ANSs) and/or adrenaline nasal sprays (ANSs)
- Regularly reviewing and updating the allergy policy

3.2 School Secretary

The school secretary is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs/ANSs are in date
- Checking spare AAIs/ANSs are stored appropriately
- 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 our 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

4. Assessing risk

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons involving food
- 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

- 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 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)

- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

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.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- An AAI will be kept in the first aid kit taken outdoors

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
- Consent from parents will be obtained prior to any pupil interacting with a school animal

5.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their [class teacher/form tutor/etc.]

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 AAI/ANSs

- The school maintains a register of pupils who have been prescribed AAI/ANSs or where a doctor has provided a written plan recommending AAI/ANSs 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 (parental consent will be in place)
- The register is kept in an easily accessible location which staff within a school are aware of, and can be checked quickly by any member of staff as part of initiating an emergency response.
- Children in KS2 will be allowed to keep their AAI/ANSs with them in order to reduce delays and allow for confirmation of consent without the need to check the register. Children in EYFS and KS1 will place their AAI in the care of their teacher. These will be clearly labelled with the child's name, and will be kept in the classroom.

6.2 Allergic reaction procedures

- As part of the whole-Trust awareness approach to allergies, all staff are trained in the Trust's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately
- Staff are trained in the administration of AAI/ANSs to minimise delays in pupil's receiving adrenaline in an emergency
- If a pupil has an allergic reaction, the staff member will initiate the 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 procedures on responding to allergy and, if needed, the school's normal emergency procedures.
- 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

6.3 Near Misses and Incident Learning Systems

The Trust is committed to a proactive learning culture to prevent medical and allergen emergencies before they occur. In addition to recording administered medication, the Trust will formally record and investigate all "near misses" (defined as any event where a medical or administration error, or allergen exposure, was narrowly avoided).

Reporting: Any member of staff who witnesses or identifies a near miss must report it immediately to the Headteacher using the Trust's Incident/Near Miss Form.

Review and Learning: The Headteacher and the named Lead Governor will review all near-miss logs termly to identify patterns, evaluate current risk assessments, and implement necessary updates to procedures or staff training.

Parental Communication: Parents will be notified of any near miss involving their child within 24 hours, and a copy of the completed near-miss report and subsequent action plan will be shared with them.

7. Adrenaline auto-injectors (AAIs/ANSs)

Our Trust follows the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, covering these areas:

7.1 Purchasing of spare AAIs/ANSs

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

- AAIs/ANSs will be sourced from each school's local pharmacy
- Each school will keep an appropriate number of spare AAI's on site, in correlation to how many children enrolled require one.
- Across our Trust, the brand of AAI used is Mylan.
- Each school will provide AAI's of the correct dosage for the pupil age range.

7.2 Storage (of both spare and prescribed AAIs/ANSs)

The allergy lead will make sure all AAIs/ANSs 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

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

7.3 Maintenance (of spare AAIs/ANSs)

The School Secretary is responsible for checking monthly that:

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

7.4 Disposal

AAIs/ANSs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions.

7.5 Use of AAIs/ANSs off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAIs/ANSs should carry their own AAI with them on school trips and off-site events
- The staff member in charge of the First Aid kit for the trip will ensure that an appropriate spare AAI is included in the kit

7.6 Emergency anaphylaxis kit

Each school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs/ANSs
- Instructions for the use of AAIs/ANSs
- 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/ANSs have been administered

8. Training

We are 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/ANSs are kept on the school site, and how to access them
- How to administer AAIs/ANSs
- The wellbeing and inclusion implications of allergies

Training will be carried out every 3 years by the allergy lead.

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 guidance

