

LONDON BOROUGH OF HAVERING



**ST. URSULA'S
CATHOLIC PRIMARY SCHOOL**

Allergy POLICY

"With God at the heart of our St Ursula's family, we welcome all as we learn and grow together"

Spring 2026

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 Allergy lead

The nominated allergy lead is Desireé le Roux.

They're responsible for:

- › Promoting and maintaining allergy awareness across our school community;
- › Liaising with the Administrative Staff to ensure that 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 activities that would need an allergy risk assessment.
- › Keeping stock of the school's adrenaline auto-injectors (AAIs);
- › Regularly reviewing and updating the allergy policy.

3.2 School medical officer

The school medical officer 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, including:

- ~ updating allergy information relating to specific pupils on the School's Management Information System and class medical lists;
- ~ informing Class Teachers and Kitchen Staff of new / updated information relating to allergens for particular pupils;
- ~ liaising with the School Nurse to ensure that Health Care plans are in place for pupils who require Auto-Adrenaline Injectors;
- ~obtaining written consent from parents for the use of emergency AAI's in the event of the child's prescribed AAI not being available;
- ~Ensuring that Kitchen Staff and lunch time Support Staff are aware of children with food allergies.

3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils;
- Ensuring that pupils with food allergens are provided with the appropriate bands to wear into the dinner hall at the start of lunch times (**EYFS & KS1 – blue bands; KS2 – yellow bands**).
- Ensuring that pupils with food allergies are positioned at the front of the line when pupils go into the Dinner Hall for lunch.
- 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;
- Providing the Catering Staff with a clear, recent photo of pupils who have food allergies within a day of school starting / the child starting at school / the class teacher being made aware of any new food allergens pertaining to the child. This photo should include the child's name, their Year Group and class, as well as a list of the child's particular food allergies;
- Updating information that Catering Staff have about pupils with specific food allergies if this information changes throughout the year;
- 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;
- Referring to allergen information on the school website when ordering school dinners and using links to **Kafoodle** to check the ingredients and allergen information provided by Havering Catering Services: <https://wba.kafoodle.com/15672>
- 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;
- Ensuring that pupils the appropriate bands designating food allergies are worn throughout lunch time and that these bands are clearly visible when collecting school dinners (**EYFS & KS1 – blue bands; KS2 – yellow bands**);
- 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;
- Complying with the school's guidance on not sharing foods with others and following a 'nut-free' approach,

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

- 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.

- Havering Catering Services provides appropriate "annual training Food Allergy Awareness Training for Kitchen Supervisors, enabling them to train their cooks and kitchen assistants, so that there is a comprehensive understanding of the allergens and potential risks associated with them. The training also covers Natasha's Law and the specific requirement of food labelling legislation".

(See <https://haveringcatering.co.uk/food-safety-allergens/>)

This training encompasses the 14 main EU Allergies and the prevention of cross-contamination when preparing food.

Where clear breaches have occurred, refresher training is provided.

- Catering staff are able to identify pupils with allergies. Pupils with allergies / specific dietary requirements are positioned at the front of the line and can be identified by the coloured wrist bands that are worn (blue bands for EYFS / KS1; yellow bands for KS2). The child's photo alongside their specific allergens is also displayed in the kitchen.

The Cypad Kitchen Management System also alerts Kitchen Staff to meals ordered for children with a declared allergy. Havering Catering Services have instructed Kitchen Staff to not deviate from the meal that parents have ordered.

- School menus are available for parents/carers to view with ingredients clearly labelled.
- Where changes are made to school menus, Havering Catering Services and the Catering Staff 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 and allergen information labelling follows 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, the implications of the food for pupils with allergies will be discussed with the pupil in an age-appropriate manner, the food item will be set aside (away from children) and an alternative will be offered. The food item will be returned directly to the parent at the end of the day. A staff member will then explain the school's Allergy Policy to the parent.

5.4 Insect bites/stings

When outdoors:

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

5.5 Animals

- When arranging an activity which may involve animal contact, Staff will speak directly to the parents of children with known allergies in advance to ensure that specific arrangements and precautions are reflected on the activity Risk Assessment.

- All pupils will always wash their hands after interacting with animals to avoid putting pupils with allergies at risk through later contact;
- Pupils with known animal allergies will not interact with animals without the consent of the parents.

5.6 Support for mental health

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy.

At St Ursula's, our school's Behaviour Policy is followed to address any incidents of bullying.

All pupils, including those with allergies, have access to support aimed at promoting positive mental health through:

- Pastoral care;
- Regular check-ins with their Class Teacher/Support Staff;
- Curriculum material covered through 'Bounce-Back' and Wellbeing lessons.

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 to deal with any incidents relating to allergies.
- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips.

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.

Pupils with an AAI will have a Health Care Plan. Details about the use of the AAI will be noted in this plan.

The Health Care plan will identify:

- Known allergens and risk factors for anaphylaxis;
- Whether a pupil has been prescribed AAI(s) (and if so, what type and dose).

The Health Care plan is kept in an easily accessible location in the class and can be checked quickly by a staff member as part of initiating an emergency response.

A photo of the child and register indicating whether parental consent has been given for the use of a spare / emergency AAI (which may be different to the personal AAI prescribed for the pupil) is kept in the Medical Room in each building.

6.2 Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately.

- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents/ carers informed.
- All staff will receive annual training on administering AAIs to minimise delays in pupil's receiving adrenaline in an emergency
- If a pupil has an allergic reaction, the staff member will follow the guidance in the pupil's Health Care Plan.
- In the event of Anaphylaxis, the school's Emergency Response Plan to Anaphylaxis will be initiated. (See Appendix 1)

When administering an AAI, a member of staff will use the pupil's own AAI, or if this is not available, the school's emergency AAI will be used according to the dosage specified in the child's Health Care Plan.

If the pupil has no Health Care Plan, staff will follow the school's procedures on responding to a medical 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 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.

7.1 Purchasing of spare AAIs

The Allergy Lead is responsible for ensuring that AAIs are purchased and stored according to the guidance.

In conjunction with school's policy relating to Health & Safety, the expiry dates of AAIs are monitored to determine when new injectors are to be purchased.

The School will ensure that age / weight specific AAIs are available in the Medical Room in each of the buildings across the site and will ensure that these are securely and appropriately stored.

The AAIs purchased will comply with the dosage required, based on the Resuscitation Council UK's age-based criteria.

The school will aim to purchase **Epipens** (depending on availability) as the preferred brand to avoid confusion in the use of AAIs.

7.2 Storage (of both spare and prescribed AAIs)

The Allergy Lead will ensure, where possible, that 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 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 stored securely in the Medical Room in each building).

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)

Desiree le Roux (Allergy Lead) and Michelle Brady (School Office) 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 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

- It is the responsibility of the Class Teacher and specific Teaching Assistant assigned to a particular class to ensure that AAIs and Health Care Plans are taken on any activities that occur off the school premises.
- In the event of pupils participating in group activities, children who have been prescribed an AAI will be allocated to the group of the adult who has been trained to administer the AAI in the event of an emergency. This adult will carry the child's AAI and Health Care Plan with them at all times, being aware of the confidential information within the Health Care Plan.

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.

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.
- Training will be carried out annually as advised by the Allergy Lead.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and Safety policy.

› Managing Medicines in School policy.



Signed: _____

Head Teacher



Signed: _____

Governing Body

Date: 21st January 2026

Appendix 1: Anaphylaxis Emergency Response Plan

Symptoms of Anaphylaxis:

Symptoms of anaphylaxis happen very quickly.

They usually start within minutes of coming into contact with an allergen, such as a food, medicine or an insect sting.

Symptoms include:

- swelling of throat and tongue;
- difficulty breathing or breathing very fast;
- difficulty swallowing, tightness in throat or a hoarse voice;
- wheezing, coughing or noisy breathing;
- feeling tired or confused;
- feeling faint, dizzy or fainting;
- skin that feels cold to the touch;
- blue, grey or pale skin, lips or tongue. If the person has brown or black skin, this may be easier to see on the palms of the hands or on the soles of the feet;
- a rash that's swollen, raised or itchy.

Follow these steps if an Anaphylactic reaction:

1. Use an adrenaline auto-injector (such as an EpiPen) – instructions are included on the side of the injector.
2. Call 999 for an ambulance and say ANAPHYLAXIS.
3. Ask the person to lie down; legs can be raised, and if they are struggling to breathe, raise their shoulders or ask them to sit up slowly.
4. If the symptoms have not improved after 5 minutes, use a 2nd Adrenaline Auto-Injector.
5. The person should not stand or walk at any time, even if they feel better.

(See: <https://www.nhs.uk/conditions/anaphylaxis/>)