



ALLERGY POLICY

Background

Allergy management in school is closely supervised. Children who may have allergic reactions have an individual Allergy Action Plan. The most serious cases of allergic reactions are frequently from those children who are currently undiagnosed.

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 children with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among the school community including regular training.

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
- Schools (Allergy Safety) Bill known as Benedict's Law 2026

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated Governor for Allergy management is the Chair of the Resources Committee.

The allergy leads are the Inclusion Manager and the School Business Manager (Health & Safety Officer).

They are responsible for:

- Promoting and maintaining allergy awareness across our school community.
- Ensuring:
 - All allergy and special dietary information is up to date and readily available to relevant members of staff including the external catering staff
 - All children with allergies have an allergy action plan completed by a medical professional
 - All staff with direct contact with children receive an appropriate level of allergy training
 - All staff with direct contact with children are aware of the school's policy and procedures regarding allergies
 - Relevant staff are aware of what activities need an allergy risk assessment
- Keeping a record of the school's adrenaline auto-injectors (AAIs) and checking that the emergency AAIs are in date.
- Regularly reviewing and updating the allergy policy

3.2 School nursing team

The school nursing team are responsible for:

- Ensuring that the GPs prescribe two AAls.
- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Any other appropriate tasks delegated by the allergy leads

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 aware of the signs and symptoms that could indicate a child or adult is having an allergic reaction.
- 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 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
- 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 diagnosed allergies

These pupils are responsible for if age – appropriate:

- Recognising their own individual symptoms that could indicate an allergic reaction and seeking support from a staff member at the earliest opportunity
- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector

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 teacher in charge will assess the risk for any pupil at risk of anaphylaxis taking part in:

- Lessons such as food technology
- Crafts using food packaging including junk modelling
- 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
- Washing their mouth out if consumed an item that could be an allergen for a child with a known allergy.

5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- The school will check that 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, the caterers 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. The school is not aware. However, we 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 Friends of Queensway School or other organised events will not sell food containing nuts or sesame seeds.

5.4 Insect bites/stings

To prevent or minimise the chance of insect bites or stings, when outdoors:

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

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 and reasonable adjustments will be made.

5.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher

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

Please policy for Supporting Children with Medical Conditions.

- The school maintains a register of pupils who have been prescribed AAI or where a doctor has provided a written plan recommending AAI 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 kept in a drawer in the front office and can be checked quickly by any member of staff as part of initiating an emergency response

A pupil's AAI is stored in their classroom and follows with them to after school clubs and school trips.

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 follow the provision in the allergy action plan of administering anti-histamine.
- Staff are trained in the administration of AAI 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 for emergency use

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 to call 999.

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 it has misfired or a further dose is required as per the medical advice.
- If a pupil needs to be taken to hospital, the most senior member of 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)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, the procedure for AAI is as follows:

7.1 Purchasing of spare AAls

The allergy leads are responsible for buying AAls and ensuring they are stored according to the guidance.

Buying spare AAls. For example:

- Where the AAls will be sourced (i.e. Boots pharmacy, Banbury)
- The quantity of AAls required (two)
- Which brand(s) of AAI are purchased (EPIPEN JR (Adrenaline) Auto-Injector 0.15mg and EIPEEN (Adrenaline) Auto-Injector 0.30mg)
- The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of the guidance)

7.2 Storage (of both emergency and prescribed AAls)

The allergy leads will make sure all AAls 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 AAls will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAls)

Office staff are responsible for checking monthly that:

- The AAls are present and in date
- Replacement AAls are obtained when the expiry date is near

7.4 Disposal

AAls can only be used once. Once an AAI has been used, it will be returned to the parent for disposal in line with the manufacturer's instructions (for example, in a sharps bin for collection by the local council).

7.5 Use of AAls off school premises

- AAls will be taken with pupils for pupils on school trips and off-site events and used in accordance with the child's Allergy Action plan.

8. Training

The school is committed to training all staff with direct contact with schools 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 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 using an approved online provider

9. Links to other policies

This policy links to the following policies and procedures:

- Supporting pupils with a medical condition
- Food Policy

10. School values

This Policy reflects our shared commitment to providing the care for every child. Our school values of Respect, Kindness, and Resilience underpin everything we do.

11. Review

This policy will be reviewed every three years by the SLT as delegated by Governors.