



# Allergy Policy

Approved via Governorhub

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## 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 Emily Smith, SENCO.

They are responsible for:

- Promoting and maintaining allergy awareness across our school community
- Ensuring that information related to allergies is recorded and collated and with any special dietary information known for relevant pupils
- The Schools Allergy Code and Checklist (Appendix 1) can be used for assurance purposes

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

### 3.2 School Office & First Aid Lead

Co-ordinating the paperwork and information from families

- Co-ordinating medication with families
- Checking spare AAIs are in date
- Sharing information with classteachers, teaching assistants and catering team

### **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 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 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
- Older pupils might also support their peers and staff in the case of an emergency

## **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 or therapy animal..

## **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 removed and an alternative piece of fruit provided.

### **5.4 Insect bites/stings**

When outdoors:

- Shoes should always be worn

- Food and drink should be covered
- If a child receives a bite or sting, a telephone call is made to parents to check the child's history
- With permissions, Piriton is given,

### **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**

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 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 kept in the staffroom and school office 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 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/Chronic Condition Health Care Plan (Appendix 2)
- 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 allergy and, if needed, the school's normal emergency procedures. We also use the NHS advice on [treatment of anaphylaxis](#) and Anaphylaxis UK's advice on [what to do in an emergency](#) to formulate your response
- 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

## **7. Adrenaline auto-injectors (AAIs)**

### **7.1 Purchasing of spare AAIs**

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

- The AAIs are purchased online from the local pharmacy
- We purchase the same brand of AAI to ensure familiarity
- We store 4 emergency AAIs, 2 adult & 2 child doses. This is reviewed and the number may increase given the number of pupils in school with identified severe allergies.

### **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 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 will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

### **7.3 Maintenance (of spare AAIs)**

Our Office Administration team 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 and in a sharps bin for collection by the local council.

### **7.5 Use of AAIs off school premises**

- Pupils at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips and off-site events
- A school AAI is included in the off-site first aid bag.

### **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 and updates will be carried out annually 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



## Schools Allergy Code

Allergic disease is the most common chronic condition in childhood. An allergic reaction occurs when a person's immune system is triggered by a substance that is usually considered harmless. Whilst most allergic reactions are mild, some can be very serious and cause anaphylaxis which is a life-threatening medical emergency.

The Code is not a set of rules and regulations but it is a guide to best practice in achieving a whole school approach to allergy safety and inclusion. It has been drawn up by the Benedict Blythe Foundation and The Allergy Team, with the backing of leading allergy clinicians and the Independent Schools' Bursars Association.

All schools are encouraged to use the Schools Allergy Code to ensure good allergy management in their setting. The Code and its accompanying Checklist are free resources.

### Principles of good practice

1. **Take every allergy seriously** - allergic reactions are unpredictable and every child with a diagnosed allergy should be included in the measures outlined in the Code.
2. **Every child matters** - allergies are as unique as the children who have them. It is crucial that an individualised approach is adopted to implementing the Code, working with families and children to understand their experiences.
3. **Prioritise safety and inclusion over the 'status quo'** - responding to the needs of children with allergy can require finding new ways of doing things, with schools prioritising safety and inclusion every time.

### Code guidance

1. **Take a whole-school approach**

Every member of the school community should understand allergy and their responsibility for reducing risk, from pupils and parents to staff members. Allergy management is not just the responsibility of the catering and medical team.

  - 1.1 Build the knowledge and skills of all staff through targeted training and education. This will include understanding risk reduction and the importance of inclusion, as well as first aid response to allergic reaction.
  - 1.2 Weave allergy awareness into classroom activities, for example lessons on nutrition and PSHE.



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- 2. Communicate clearly**      Give people information about the school's approach to allergy clearly and frequently.

  - 2.1** Establish an Allergy and Anaphylaxis Policy which is written in plain English and accessible. The policy should be published online and communicated to all staff and relevant members of the school community, including parents. This should be a dynamic document that is frequently reviewed and updated.
  - 2.2** Ensure open communication with parents, teachers, support staff and caterers about the individual needs of children, based on co-created Individual Healthcare Plans (IHPs) for all children with allergy.
  
- 3. Have clear governance and risk management**      Create an awareness of allergy risk across all activities and processes.

  - 3.1** Ensure clear governance structures and clearly defined roles and responsibilities including a Designated Allergy Lead.
  - 3.2** Make sure allergy policies and procedures are regularly reviewed and reported on by Designated Allergy Lead.
  - 3.3** Allergy should form a part of every risk assessment.
  
- 4. Readiness to respond**      Have systems, processes, and medication in place for emergencies.

  - 4.1** Ensure that pupils prescribed with adrenaline pens have two in-date devices accessible at all times.
  - 4.2** Hold spare adrenaline pens and make sure everyone knows where they are.
  - 4.3** Establish annual risk reduction and anaphylaxis training for all staff.
  - 4.4** Publish an Anaphylaxis Emergency Response Plan which enables staff to respond confidently and immediately to an allergic reaction.
  - 4.5** Rehearse the Anaphylaxis Emergency Response plan.

#### Schools Allergy Register

To join the Schools Allergy Register of those observing the Code and to display a trust mark, schools must be assessed by The Allergy Team. Schools that do this will be supported throughout the process and receive free access to The Allergy Team's allergy and anaphylaxis training for staff.



## Schools Allergy Code Checklist

- |                                       |  |
|---------------------------------------|--|
| <b>Whole school approach</b>          | <ul style="list-style-type: none"> <li><input type="checkbox"/> Annual training for all staff delivered, recorded and any refreshers scheduled (Reminder: training must include reducing risk to help prevent allergic reactions, emergency response and supporting wellbeing and inclusion of pupils with allergies)</li> <li><input type="checkbox"/> School-wide allergy awareness programme (for example assemblies, PHSE content, staff sessions, communication with all parents and pupils)</li> </ul>   |
| <b>Clear communication</b>            | <ul style="list-style-type: none"> <li><input type="checkbox"/> Comprehensive Allergy and Anaphylaxis Policy in place</li> <li><input type="checkbox"/> Allergy and Anaphylaxis Policy made available and clearly signposted e.g. on website</li> <li><input type="checkbox"/> Date set to review Allergy and Anaphylaxis Policy</li> <li><input type="checkbox"/> Individual Healthcare Plans created for all pupils and shared as appropriate</li> </ul>   |
| <b>Governance and risk management</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Clear governance structure agreed and communicated</li> <li><input type="checkbox"/> Defined staff roles agreed, including Designated Allergy Lead</li> <li><input type="checkbox"/> Review process for policies and procedures agreed</li> <li><input type="checkbox"/> Risk assessments include section on allergy management</li> </ul>   |
| <b>Readiness to respond</b>           | <ul style="list-style-type: none"> <li><input type="checkbox"/> Clear policy implemented for adrenaline pen storage and/or carrying</li> <li><input type="checkbox"/> System in place to record expiry date of adrenaline pens</li> <li><input type="checkbox"/> Spare pens located appropriately around the school</li> <li><input type="checkbox"/> Emergency Response Plan written and circulated to all staff</li> <li><input type="checkbox"/> Rehearsal of Emergency Response Plan scheduled</li> <li><input type="checkbox"/> Annual anaphylaxis drill planned and scheduled</li> </ul> |



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**Health Care Plan**

<b>Pupil Name</b>	
<b>Date of Birth</b>	
<b>Medical diagnosis/condition</b>	
<b>Plan written by</b>	
<b>Date of plan</b>	
<b>Review Date</b>	

**Family Contact Information**

<b>Name</b>	
<b>Phone number</b>	
<b>Name</b>	
<b>Phone number</b>	

**Health Contact**

<b>Name</b>	
<b>Phone number</b>	

**Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.**

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**Daily care requirements/specific support**

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<b>List of First Aiders in school</b>		
<b>Name</b>	<b>Expiry Date</b>	<b>Qualification</b>
Lauren Eccles	11th Feb 2026	Paediatric First Aid
Candise Reed	22nd Sept 2026	Paediatric First Aid
Carolyn Rockliffe	22nd Sept 2026	Paediatric First Aid
Mel Newberry	30th Oct 2026	Emergency 1st Aid at work
Aleksandra Djoleva	30th Oct 2026	Emergency 1st Aid at work
Sharron Browning	30th Oct 2026	Emergency 1st Aid at work
Nikki Litchfield	30th Oct 2026	Emergency 1st Aid at work
Zoe Astell	30th Oct 2026	Emergency 1st Aid at work
Charlotte Brattan	23rd Nov 2026	Paediatric First Aid
Jackie McIntosh	23rd Nov 2026	Paediatric First Aid
Saima Akhtar	8th Feb 2027	Emergency 1st Aid at work
Vincent Blackmore	8th Feb 2027	Emergency 1st Aid at work
Claire Brown	8th Feb 2027	Emergency 1st Aid at work
Ann Crowson	8th Feb 2027	Emergency 1st Aid at work
Tina Dorgan	8th Feb 2027	Emergency 1st Aid at work
Pam Ellis	8th Feb 2027	Emergency 1st Aid at work
Andy Lemin	8th Feb 2027	Emergency 1st Aid at work
Donna White	8th Feb 2027	Emergency 1st Aid at work
Samantha Cleathero	25th May 2027	Paediatric First Aid
Karen Lleshi	1st October 2028	Paediatric First Aid
Sarah Brooks	1st October 2028	Paediatric First Aid
Amy Roadhouse	1st October 2028	Paediatric First Aid
Emily Smith	1st October 2028	Paediatric First Aid
Marianne Young	1st October 2028	Paediatric First Aid
Lauren Bridden	1st October 2028	Paediatric First Aid
Sharron Browning	1st October 2028	Paediatric First Aid
Pauline Duffy	1st October 2028	Paediatric First Aid