Allergy safety policy

Reviewed by	Headteacher and Designated Allergy Lead
Approved by and when	Approved by the LGB on 30th September 2026
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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

Woodlands Park School is committed to ensuring every child, including those with allergies, can participate safely and fully in school life.

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
- Allergy Safety in Schools 2026

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Headteacher

The Headteacher has overall responsibility for ensuring that the school meets its duties in relation to allergy safety and supporting pupils with allergies. The Headteacher will:

- Ensure this policy is implemented consistently across the school.
- Promote a whole-school culture of allergy awareness, inclusion and safety.
- Ensure a suitably trained member of staff is appointed as the Allergy Lead.
- Ensure sufficient staff receive appropriate allergy and anaphylaxis training.

- Ensure appropriate arrangements are in place for the storage, access and administration of emergency medication, including adrenaline auto-injectors (AAIs).
- Ensure pupils with allergies are supported through appropriate Individual Healthcare Plans (IHPs) and risk assessments where required.
- Monitor allergy-related incidents and near misses, ensuring that lessons learned are acted upon.
- Ensure reasonable adjustments are made so that pupils with allergies can participate fully in school life, including educational visits, extracurricular activities and school events.
- Report significant allergy incidents and compliance matters to the Governing Body.
- Ensure this policy is reviewed annually and following any significant allergy related incident. Any updates will be in line with current legislation and guidance.

3.2 Allergy lead

The designated Allergy Lead is Mrs R Horton, SENCO and member of the Senior Leadership Team. The allergy lead is responsible for promoting and maintaining allergy awareness across our school community and ensuring:

- All allergy information is up to date and readily available to relevant members of staff
- All pupils with allergies have an Individual Healthcare 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
- Ensuring clear and accurate records are maintained

3.3 Governing Body

- The Governing Body will appoint a named governor with responsibility for oversight of allergy safety. The governor will monitor implementation of this policy and receive reports on allergy incidents, training and compliance.

3.4 Admin Staff

- The recording and collating allergy and special dietary information for all relevant pupils is delegated to the school's Office Manager, Mrs W Morgan.
- The admin team will record allergy details on the school's MIS and alert the first aid leads and class teachers.
- Any visitors declaring any allergies should alert the main reception staff who will inform staff working with the visitor during their visit.

3.5 School first aid leads

The school first aid leads are 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
- Updating records as the needs of pupils change
- Ensuring Individual Healthcare Plans are in place, current and accessible to relevant staff
- Ensuring clear records are kept of when AAIs / inhalers have been administered

3.6 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
- Ensuring clear records are kept of when AAIs / inhalers have been administered by them

3.7 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

3.8 Pupils with allergies (age-appropriate responsibilities)

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

• Knowing how to ask for help when they need it

3.9 Pupils without allergies

These pupils are responsible for:

• Being aware of allergens and the risk they pose to their peers

Older pupils might also be expected to 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

Where a visitor is accompanied by an assistance dog and a pupil has a relevant animal allergy, an individual risk assessment will be undertaken to support both parties safely.

5. Managing risk

5.1 Staff Training

School staff will undertake regular allergy awareness training. This training will ensure all staff:

• Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;

• Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;

• Understand the difference between food allergy, coeliac disease and food intolerance;

• Know where to find information on allergy triggers;

• Can identify the range of symptoms of allergic reactions;

• Understand and can recognise anaphylaxis;

• Know how to respond in an emergency, including:

o calling emergency services and informing parents;

o how to locate and administer emergency medication (adrenaline for anaphylaxis, asthma reliever inhaler for an asthma attack).

o training on how to use the medication/device in an emergency (whether prescribed to a given person or a school's "spare" adrenaline devices);

• Understand the impact allergy can have on a child or young person's wellbeing;

• Understand the school's allergy safety policy;

• Know how to check whether an individual is on the record of those with known allergy and how to use an Individual Healthcare Plan;

• Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;

• Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a "near miss").

New staff (including agency staff) will complete training through induction. Supply staff will receive information regarding local allergy procedures during check-in with a senior leader on their first day on site.

5.2 Hygiene procedures

The following measures are in place to avoid contamination in school:

- All pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles

5.3 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

5.4 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 school may ask that the food is not consumed within school and contact parents/carers where appropriate.

Curriculum planning for events including food must consider allergens and pupils with allergies.

5.5 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- First Aiders will be available to treat bites and stings.

5.6 Animals

Animals are not permitted in the school unless authorised by the Headteacher. Planning for such events will include a Risk Assessment.

- 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

5.7 Support for mental health

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Consider what procedures you can put in place to support their mental health and wellbeing, in line with your school's behaviour policy and any other measures you have in place to prevent bullying.

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher or nominated staff member
- Liaison with parents/carers

5.8 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).

5.9 Breakfast and after school clubs

The onsite breakfast club offers food to pupils, and the following measures are in place:

- Allergy registers will be held in the kitchen and pupils with known allergies will be known by staff
- Usual food preparation and measures to prevent cross contamination are in place in the kitchen, as usual for the whole school.
- Medication is available in the medical room, adjacent to the hall
- First aid trained staff are available throughout the time breakfast and after school clubs are running

- Surfaces and kitchen utensils are thoroughly cleaned between uses

5.10 Travelling to and from school

In most cases, AAIs and inhalers remain in school, with parents and/or pupils having additional devices for use at home and travelling to and from school.

If AAIs / inhalers are required at home, parents should liaise with the first aid leads to work together to send the devices to and from school as required.

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. Each pupil on the register has an Individual Healthcare Plan that 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, with parental consent, of each pupil to allow a visual check to be made
- The register is kept in the staff room and main office and can be checked quickly by any member of staff as part of initiating an emergency response

In certain cases involving pupils in Upper Key Stage 2, pupils may be permitted to carry their own AAIs. This can reduce delays in administering treatment and allow staff to respond promptly without needing to access the register. Such arrangements will be agreed on an individual basis and at the discretion of the Headteacher.

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 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 Individual Healthcare 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 Individual Healthcare Plan, staff will follow the school's procedures on responding to allergy.

6.3 Emergency Procedures

Symptoms of Anaphylaxis

If someone is experiencing any of the following symptoms, it should be treated as a medical emergency:

- Airway: swelling in the throat, tongue or upper airways, hoarse voice, difficulty swallowing
- Breathing: sudden onset wheezing, breathing difficulty, noisy breathing, persistent cough
- Circulation: dizziness, feeling faint, sudden sleepiness, confusion, pale clammy skin, loss of consciousness or collapse

Get emergency help:

1. **Get in position**: if the person is conscious, lie them flat with their legs raised. If they're having difficulty breathing, they can be propped up with legs stretched out.
2. **Give adrenaline immediately**: if the person affected has been prescribed adrenaline, use it straight away. **Make a note of the time** you give the first dose of adrenaline. **If symptoms don't improve after five minutes**, or symptoms get worse, **give a second dose**.
3. **Call 999**: call emergency services ***immediately after using the first dose of adrenaline*** and tell the operation it is ***'anaphylaxis'***.
4. **Do not move**: stay in this position until help arrives. Do not stand up, walk or run, even if they feel better.

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. Antihistamine medication may be administered in these cases, if permitted on the pupil's Individual Healthcare Plan.

6.4 Near Misses

If a situation arises where a pupil has been exposed to an allergen in school, staff will endeavour to hold a debrief, consisting of the staff involved, the first aid leads, the allergy lead and a senior leader. Staff will look at what happened and put in place measures to avoid a future repetition.

The debrief findings will be documented and shared with the headteacher.

In rare cases, the impact of exposure to an allergen while in school may not be recognised until the child is back at home. It is therefore important that parents can report that there has been an incident so staff can review what happened and make any necessary changes to practices.

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

The allergy lead, with the support of the first aid leads, is responsible for buying AAIs and ensuring they are stored according to the guidance. They source AAIs and inhalers from the

local pharmacy ensuring the school maintains an appropriate stock of spare AAIs and other emergency medication in accordance with statutory guidance.

When purchasing, we will ensure that each AAI has at least one year before the expiry date.

- Dates of expiry of spare AAIs / inhalers will be recorded on a central tracker that will be monitored by the first aid leads. Once close to expiry, the first aid leads will source a replacement.
- Out of date autoinjectors will be disposed of as 'sharps' waste.

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
- Individual pupil's AAIs will be stored in the class medical bags which go with the class as they move around the school and are supervised by staff throughout the school day.
- The spare AAIs will be kept in the main office, which is 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.
- Are stored in a place that is readily accessible and available without delay
- 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 first aid leads are responsible for checking monthly that:

- The AAIs and spare inhalers 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.

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. In addition:

- All prescribed medication will be taken with groups of pupils whenever they are off site.
- Risk assessments are carried out ahead of all visits, which will include any medical needs.
- Staff attending visits will be aware of pupils with known allergies and medication will be carried by an adult supervising the pupil.
- Exposure to known allergens will be avoided throughout any visits.
- First aid trained staff and those with allergy training will accompany pupils on visits.
- Liaison with parents of pupils with allergies may be appropriate in some instances where there is an increased likelihood of contact with an allergen.

7.6 Allergy Incident Recording

The school will maintain accurate records of all allergy-related incidents to support continuous improvement in allergy safety and risk management. This will include:

- Recording all allergic reactions occurring on school premises or during school activities.
- Recording and reviewing any allergy-related near misses, including situations where exposure to an allergen was narrowly avoided.
- Investigating incidents and identifying any lessons learned or actions required to reduce the risk of recurrence.
- Reporting and reviewing allergy incidents and near misses annually with the Senior Leadership Team (SLT) and Governing Body.

All findings from incident reviews will be used to inform staff training, risk assessments, Individual Healthcare Plans (IHPs) and school procedures, helping to ensure the school continues to provide a safe environment for pupils with allergies.

8. Links to other policies

This policy links to the following policies and procedures:

- Data Protection
- Health and safety policy
- Supporting pupils with medical conditions policy
- Child Protection and Safeguarding Policy
- Anti-Bullying Policy

This policy will be published on the school's website and reviewed annually.