



Policy for:

Pupils with Allergies

		Date
Reviewed by:	SLT	June 2026
Authorised by:	FGB	Summer 2026
Date for next review: (or earlier should legislation require it)	Summer 2027	

Change Log	
New policy	

Woodstock CE Primary



Hand in hand we...
Love | Learn | Flourish

Our Christian Vision & Values

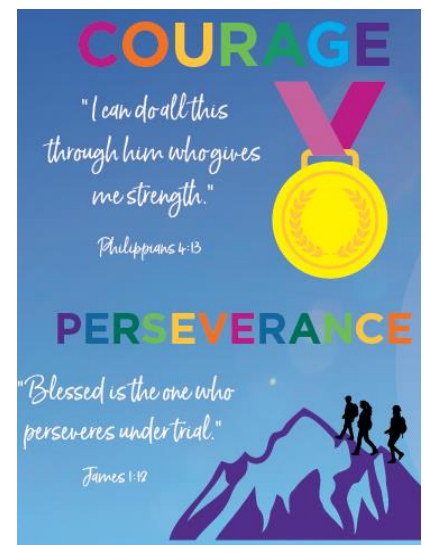
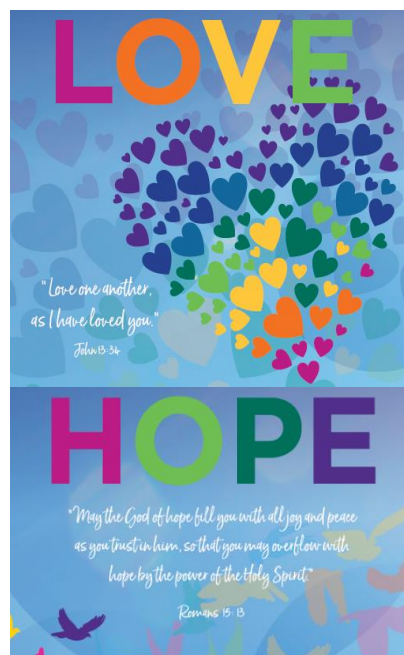


Our Christian vision states that we:

Clear a path for a lifelong journey of exploration and growth, through an innovative and challenging curriculum, inspiring all in our community to be courageous advocates and global citizens. Everyone can find their light and shine it brightly. Hand in hand, we love, learn and flourish together.

'In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.' *'Let your light shine'* Matthew 5:16

Our core Christian values allow us to deliver the Christian vision:





Pupils with Allergies

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
- Ensure all staff understand their roles and responsibilities in preventing and responding to allergic reactions
- Support effective communication between parents/carers, healthcare professionals and school staff regarding pupils' allergy needs
- Ensure appropriate training is provided to staff in recognising and responding to allergic reactions, including the use of adrenaline auto-injectors
- Promote a safe, inclusive and supportive environment for pupils with allergies during all school activities, including trips, clubs and events
- Establish clear procedures for the storage, accessibility and administration of emergency medication

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](#)

Roles and responsibilities

We take a whole-school approach to allergy awareness.

Headteacher

The Headteacher is responsible for:

- Day-to-day responsibility for the effective delivery of this policy.
- Ensuring the school's arrangements to identify and safeguard the wellbeing of pupils, because of their own or someone else's allergy, are robust and effective.
- Ensuring the school's arrangements to identify and safeguard any member of staff, because of their own or someone else's allergy, are robust and effective and supportive of that staff member in their role.
- Ensuring the school's arrangements to identify and safeguard any visitor(s) to the school, because of their own or someone else's allergy, are robust and effective and appropriately managed (e.g. at visitor sign-in, an option to advise of any allergy details could be included in the same way as car registration number is requested).
- Ensuring that on Open Days and/or Sports Days, when many visitors attend the school, that the completion / management of appropriate Risk Assessments has been undertaken.

- Ensuring that the school provides appropriate training, information, instruction, induction and supervision on a regular basis to enable everyone to stay safe regarding allergies and their management. Logging all training and attendees.
- Fostering an environment whereby all staff are confident and clear that anaphylaxis is time-critical and requires prompt action, free of any personal liability for administering adrenaline in an emergency.
- Ensuring adequate resources for managing allergies are available.
- Ensuring appropriate material is available on the school website for parent/carers highlighting how the school is managing pupils/students with allergies, including catering menus.
- Ensuring the school has a system in place so that Catering staff can identify pupils with allergies – e.g. a list with photographs, coloured bands, lanyards, etc.
- Ensuring, where food is provided by the school, that staff are trained how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. Examples include: preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils.
- Ensuring food is not given to primary school age food allergic children without parental engagement and permission (e.g. birthday sweets, food treats).
- Ensuring the use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) is carefully considered, including the need to restrict/risk assessed depending on the allergies of particular children and their age.
- Supporting, with monitoring, the effectiveness of this policy to ensure it remains fit for purpose by providing data on any allergic near misses/incidents to the Local Governing Committee via the Allergy Governor (see below).

Allergy Governor

Within the role of Health and Safety Link Governor.

The named representative below is responsible for overseeing all safety policies and procedures and reporting any allergic near misses/incidents to the Local Governing Committee (via data provided by the Headteacher) is: Lynne Hammond

This person is responsible for:

- Overseeing the school management of allergy risk assessment and emergency procedures.
- Overseeing the effective delivery of this policy by the Allergy Lead.
- Overseeing the school's arrangements to identify and safeguard the wellbeing of pupils, because of their own or someone else's allergy.
- Overseeing the school training, information, instruction, induction and supervision via the Local Governing Committee Meetings to enable everyone to stay safe regarding allergies and their management.
- Supporting with monitoring the effectiveness of this Policy to ensure it remains fit for purpose.

Allergy lead

The nominated allergy lead is Janey Velasquez.

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Liaise with parents/carers of pupils/students with known declared allergies to produce a risk assessment for their child that includes sharing of information, allergy management, risk minimisation and emergency actions.
- Ensuring allergy and special dietary information for all relevant pupils is accurately recorded and collated by the administrative team under the oversight of the allergy lead.
- 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

School Office Team

The school office is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Work closely with Catering teams in assisting in the support of pupils/students with known allergies (including meeting with parents/carers where requested) to discuss any special requirements.
- Any other appropriate tasks delegated by the allergy lead

Teaching and support staff (Trained First Aiders)

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

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
- Contributing to the provision of an IHCP in partnership with the school, and relevant healthcare professional, where required.
- 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
- If required, meeting with the Catering Contractor to discuss any specific requirements relating to their child's allergy (information from these meetings will be recorded by the Catering Contractor and copied to the Named Allergy Lead).
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

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

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.

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.

Near Misses

All staff are responsible for entering any near misses and/or incidents that occur within the school on smartlog. Health & Safety reports are reviewed on a termly basis at Resources Committee.

Managing risk

School Risk Register

The Office will maintain an Allergen School Risk Register which will include the following key components to ensure comprehensive management of allergies:

- Allergen Identification:** A list of allergens present in the school environment, including food items, medications and other potential allergens.
- Individual Healthcare Plans (IHCPs):** Information on any pupils requiring IHCPs including details of their medical condition, medication, emergency contacts and any clinical action plans.
- Risk Assessments:** Regular assessments of the school environment to identify potential allergen sources and risks.
- Staff Training:** Details on the training provided to staff on allergen management, including emergency response protocols.
- Incident Reporting:** Procedures for reporting an allergic reactions or incidents to the school's local governing committee and, where necessary, the Resources Committee.
- Communication:** Guidelines on how to communicate with parents, guardians and pupils regarding allergies and their management.
- Emergency Procedures:** Procedures for managing anaphylaxis and other severe allergic reactions including the use of AAls and the role of designated First Aiders.

Hygiene procedures

To reduce the risk of accidental exposure to allergens, the school will implement the following hygiene procedures:

- Pupils are encouraged and reminded to wash their hands before and after eating
- Staff will promote good hygiene practices throughout the school day
- Sharing of food, drinks, utensils or eating equipment is not permitted
- Pupils are encouraged to use their own clearly named water bottles
- Tables and eating areas will be cleaned regularly using appropriate cleaning products
- Staff supervising meals and snacks will remain vigilant regarding potential allergen risks
- Any spillages involving food allergens will be cleaned promptly
- Cooking, food technology and craft activities involving food will be risk assessed where appropriate
- The school will take reasonable steps to minimise cross-contamination in classrooms and dining areas
- Waste food and packaging will be disposed of appropriately and promptly

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

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 food may be confiscated and parents contacted to avoid them being brought into school again.

Insect bites/stings

When outdoors:

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

Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care

- Regular check-ins with their class teacher.

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.

Procedures for handling an allergic reaction

Register of pupils with AAI

- 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 allergy register is maintained electronically via a Sway link. QR codes linking to the register are displayed in all key areas of the school, enabling staff to access pupil allergy information quickly as part of an emergency response.
- Pupils prescribed adrenaline auto-injectors (AAIs) are encouraged to keep their medication with them, where appropriate, to ensure rapid access in the event of an allergic reaction.

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 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
- If the pupil does not have an allergy action plan, staff will respond in accordance with the school's emergency procedures and staff training. Where an allergic reaction or anaphylaxis is suspected, staff will:
 - administer an adrenaline auto-injector (AAI) without delay if available and appropriate
 - call 999 immediately and state that anaphylaxis is suspected
 - monitor and reassure the pupil while awaiting emergency services
 - administer a second AAI after 5 minutes if symptoms do not improve and another device is available
 - contact parents/carers as soon as possible
 - record the incident in line with school 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

Adrenaline auto-injectors (AAIs)

Purchasing of spare AAIs

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

Spare AAIs are purchased online by the school business manager under the direction of the allergy lead. The quantity, dosage and brand of AAIs purchased are determined according to the needs of pupils currently attending the school and the medication already in use within the setting. The school aims to maintain an appropriate stock of in-date emergency medication and, where practicable, use consistent AAI brands to support staff familiarity and confidence.

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.

Maintenance (of spare AAIs)

Richard Graham and Pip Dalton are responsible for checking monthly that:

The AAIs are present and in date

Replacement AAIs are obtained when the expiry date is near

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

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

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

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 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 by the allergy lead.

Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy

FIRST AID FOR ANAPHYLAXIS



Recognise the Signs of Anaphylaxis...

A Airways

- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen tongue

B Breathing

- Difficult or noisy breathing
- Wheeze or persistent cough

C Circulation

- Persistent dizziness
- Pale or floppy
- Suddenly sleepy
- Collapse/unconscious

An allergic reaction can escalate to anaphylaxis which is potentially life-threatening. Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

ANAPHYLAXIS: ACTIONS TO TAKE

If any one or more of the above ABC symptoms are present, take these steps.

1. Administer an Adrenaline Auto Injector (AAI) without delay

Inject the AAI into the top of the outer thigh. If you're in doubt that it is anaphylaxis but one or more ABC symptoms are present, give the AAI, it will not harm them.



2. Dial 999 and say anaphylaxis ('ana-fill-axis')

Stay with the person until the ambulance arrives. DO NOT let them stand up and walk around.



3. The person should lie down immediately

If the person is not already lying down, they should do so, with legs raised if possible. If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side.



4. Inject a second AAI into the outer thigh if there are no signs of improvement after 5 minutes

If there is no sign of life, start CPR immediately until help arrives.

Please learn these steps. This is life-saving information. You never know when you will need to act in an anaphylaxis emergency.

ANAPHYLAXIS

HOW TO USE EPIPEN AAIS

If you think someone has an anaphylactic reaction, give the AAI without delay. It will not harm them.

Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

1. Remove the blue safety cap

Grasp the EpiPen in your dominant hand and remove the blue safety cap by pulling straight up. Remember: **Blue to the Sky, Orange to the Thigh!**



2. Position the orange tip

Hold the EpiPen at 90°, approximately 10cm away from the leg, with the orange tip pointing towards the outer thigh.

3. Administer the EpiPen AAI

Jab the EpiPen firmly into the outer thigh at a right angle.

Hold firmly for 3 seconds, before

removing and safely discarding.



4. Once the EpiPen AAI has been administered call 999

Ask for an ambulance and say "ana-fill-axis".

5. Lie the person down with legs raised immediately

If the person is not already lying down, they should do so, with legs raised if possible.

If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side.



6. If there are no signs of improvement after 5 minutes, use a second EpiPen AAI

The person should remain still and lying down until the ambulance arrives. **Don't try to get up, even if you start to feel better.**

7. Start CPR

If there are no signs of life, start CPR immediately until help arrives.



For more information on EpiPen AAI's >>

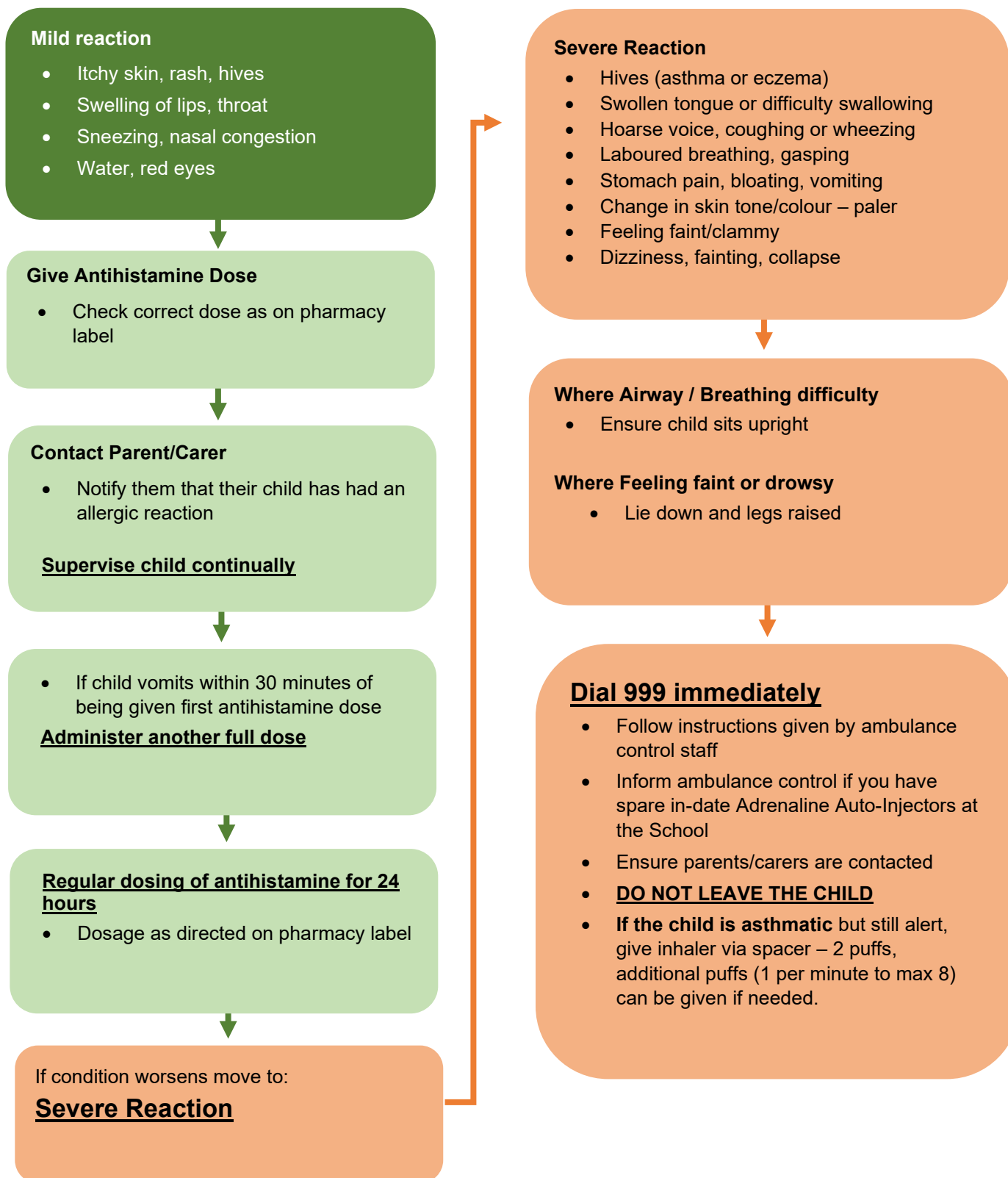


Sign up to the free expiry alert service and receive reminders by text or email when your EpiPen is about to expire >>



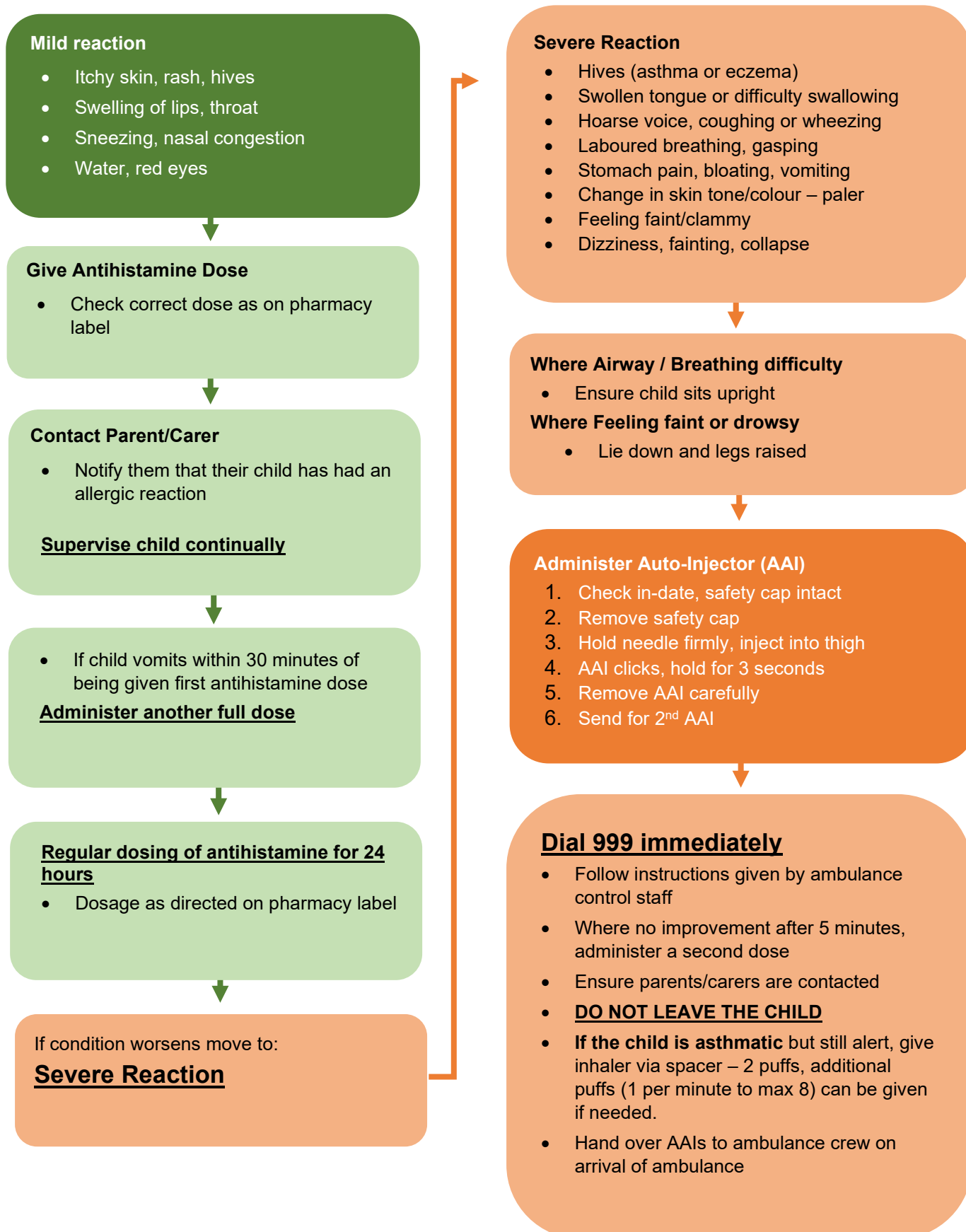
Appendix C – Flowchart for Allergic Reaction without use of Adrenaline Auto-Injector

Refer to the child's Allergy Action Plan if they have one and call for other staff to help if needed.



Appendix D – Flowchart for Allergic Reaction with use of Adrenaline Auto-Injector

Refer to the child's Allergy Action Plan if they have one and call for other staff to help if needed.



Appendix E – Information on Allergies

The most common cause of food allergies relevant to this Policy are the fourteen food allergens:

- Cereals containing Gluten
- Celery
- Crustaceans
- Eggs
- Fish
- Soya
- Milk
- Nuts
- Peanuts
- Mustard
- Sesame Seeds
- Sulphur dioxide/Sulphites
- Lupin
- Molluscs

However, it is possible that any food has the potential to cause an allergic reaction. Contact with any food or materials containing a child's allergen has the potential to cause an allergic reaction for that child.

Latex, chemicals, medicines, grasses, pollen, weeds, trees, pets, insect venom and animal dander (shredded flakes of skin) can also cause allergic reactions.

Symptoms

Mild to moderate symptoms include:

- Swelling of the eyes, face and lips
- Runny or congested nose
- Raised itchy rash (hives), eczema flare, skin flushing
- Itchy mouth
- Stomach cramps, nausea, vomiting, diarrhoea

Sever symptoms include:

- Swollen tongue, hoarse voice or cry, difficulty swallowing and talking
- Chest tightness
- Breathing difficulties, persistent cough, wheeze
- Low blood pressure, feeling faint, collapse
- Pale and floppy (babies and small children)

Appendix F – Other support and resources

- [Allergy Guidance for Schools](#)
- Allergy UK Helpline: providing support, advice and information for those living with allergic disease tel. weekdays 9am-5pm 01322 619898 – www.allergyuk.org
- Early Years Foundation Stage Statutory Guidance, Section 3 Safeguarding and Welfare Requirements – Food and Drink – Statutory framework for the early years foundations stage – publishing.service.gov.uk
- Example menus for early years settings in England – Part 1 Guidance – Example menus for early years settings in England: part 1 (publishing.service.gov.uk) – Managing food allergies, intolerances and meeting cultural needs; Providing food allergen information; Reading food labels; Allergen information
- [Food Standards Agency food allergy and intolerance online training](#)
- For pupils/students with Medical Conditions at School – [supporting pupils with medical conditions gov uk](#)
- [Wales](#)
- [Scotland](#)
- [Northern Ireland](#)
- [FSA reporting tool for allergies](#)
- [Guidance on the use of adrenaline auto-injectors in school \(Department of Health, 2017\)](#)
- [Wales](#)
- [Training for Schools](#)
- [Transitioning to Secondary School](#)
- [Whole school allergy and awareness management](#)

Appendix G – Top 14 Allergens Poster



Top 14 Allergens



Celery



Cereals containing gluten



Crustaceans



Eggs



Fish



Milk



Molluscs



Peanuts



Sesame Seeds



Soya



Sulphur Dioxide



Tree Nuts



Natasha Allergy Research Foundation
The UK's Food Allergy Charity

Empower • Include • Protect
AllergySchool.org.uk

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