



# Beeston Primary School

## Pupil Allergy Policy

|                                              |                                          |
|----------------------------------------------|------------------------------------------|
| <b>Date agreed by Governing Body</b>         | September 2026                           |
| <b>Review date</b>                           | September 2027 (unless required earlier) |
| <b>Person(s) responsible for this policy</b> | Mrs L Jackson                            |

### Summary

This policy is in reference to pupils with known and unknown allergies.

**Amendments from previous policy:** This is a new policy.

### Recommendation

Governors are requested to read this policy, consider its content and approve its adoption. This policy should be reviewed annually or following any serious allergic reaction, anaphylaxis event or significant near miss, whichever comes first.

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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 **Mrs L. Jackson (Assistant Headteacher/Lead Practitioner for SEND)**

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Ensuring:
  - All staff receive an appropriate level of allergy training
  - All staff are aware of the school's policy and procedures regarding allergies
- Regularly reviewing and updating the allergy policy

The nominated allergy lead will delegate responsibility to the school office team for:

- Ensuring recording and collating allergy and special dietary information for all relevant pupils



➤ 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

➤ Keeping stock of the school's adrenaline auto-injectors (AAIs) (through delegation to the school office team)

### **3.2 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
- Administering medication where necessary

### **3.3 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 including Special Medical Diet Forms, Allergy Action Plans 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
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

### **3.4 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, and with parental permission, carrying their adrenaline auto-injector on their person and only using it for its intended purpose

### **3.5 Pupils without allergies**

These pupils are responsible for:

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

## **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**

All allergic reactions, anaphylaxis incidents and allergy-related near misses will be recorded, investigated and reviewed by the Allergy Lead. Findings will be used to improve risk controls, training and procedures. Where appropriate, lessons learned will be shared with relevant staff.

Allergies are considered as part of our risk register and Allergies in School Risk Assessment.

### **5.1 Hygiene procedures**

- Sharing of food is not allowed
- Pupils have their own water bottles which should be named.
- Pupils are encouraged to wash their hands before and after eating.

### **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 allergens clearly labelled
- Catering staff adhere to information on Special Medical Diet Forms
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- 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 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/staff brings these foods into school the food may be confiscated.

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

When outdoors:

- Shoes should always be worn
- Food and drink is not ordinarily consumed outside. Where this is the case, staff will consider associated risks and encourage drinks and foods to be kept 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

### **5.6 Support for mental health**

Pupils with allergies will have additional support through:

- Pastoral care where necessary
- Regular check-ins with class-based staff where necessary

### **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 medical conditions (including AAIs)**

- The school maintains a register of pupils who have medical conditions. These are held in Class Medical Files. They contain information for 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
- In the Class Medical File, the Allergy Action Plan, and Health Care Plan will be held. This outlines whether a pupil has been prescribed AAI(s) and a photograph of each pupil to allow a visual check to be made
- The register is kept in the classroom and can be checked quickly by any member of staff as part of initiating an emergency response

In line with the Supporting pupils with Medical Conditions Policy, parents, staff and pupils will work together to determine whether it is appropriate for a child to carry their own AAI. If parents have given written consent for a child to carry their own AAI, then this will be outlined in the Class Medical Files.

Individual Healthcare Plans will be reviewed at least annually and whenever there is a change in medical need. School will liaise with parents at least annually to ascertain up to date Allergy Action Plans.

### **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 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 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.

- A school AAI device will be used instead of the pupil's own AAI device if:
  - 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)
  - Staff are advised to do so by emergency services
- 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 Allergy Action Plan will be followed and 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](#), our procedures are as follows:

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

The allergy lead is responsible for liaising with the school office team to ensure that spare AAIs are purchased and ensure they are stored according to the guidance.

- AAIs are sourced from a local pharmacy, using a written request from the Headteacher on letterheaded paper.
- The school will have a spare AAI for each dosage required by pupils across school

### **7.2 Storage (of both spare and prescribed AAIs)**

Class based staff 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. (See pages 12 and 13 of the guidance.)

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

L. Scollen, J. Sharp and J. Lythe 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 (for example, in a sharps bin for collection by the local council).

(See page 13 of the guidance.)

### **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

- For pupils at risk of anaphylaxis who are not able to administer their own AAIs, staff will carry these for them and will keep them nearby throughout the school trip or off-site event.
  - School staff will always carry the pupil's second AAI.
- (See page 13 of the guidance.)

### **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
- How to administer AAIs
- The wellbeing and inclusion implications of allergies
- Sharing the Allergy Policy with staff so they understand the processes specific to our school

All staff access training at least once a year.

### **9. Links to other policies**

This policy links to the following policies and procedures:

- Health and Safety policy
- Supporting Pupils with Medical Conditions policy
- School Food policy