

ST LUKE'S C.E. PRIMARY SCHOOL
PUPIL ALLERGY

Policy for Pupil Allergy
Leadership Group
Reviewed: Summer 2026
For Review: Spring 2029

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 Gareth Dutton (Headteacher). They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- 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
 - 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), asthma inhalers and antihistamine syrup
- Regularly reviewing and updating the allergy policy

3.2 School Secretaries

The school secretaries are responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs and asthma inhalers are in date
- Any other appropriate tasks delegated by the allergy lead

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

Parents 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 or asthma inhaler

3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Add any other responsibilities
- 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 an allergy (e.g. 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

5. Managing risk

5.1 Hygiene procedures

Below are the measures we take to prevent contamination in our school:

- 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 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 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.

5.4 Insect bites/stings

When outdoors:

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

5.5 Support for mental health

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their teaching staff

5.6 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.

6. Procedures for handling an allergic reaction

6.1 Register of pupils

The school maintains a register of pupils who have been prescribed AAIs / asthma inhalers or where a doctor has provided a written plan recommending allergy medicine. The register is kept in the school office and can be checked quickly by any member of staff as part of initiating an emergency response.

Individual Healthcare Plans are prepared for pupils with medical conditions. The plan includes:

- Known allergens and risk factors for anaphylaxis and asthma episode
- Whether a pupil has been prescribed AAI or asthma inhaler (and if so, what type and dose)

All pupils keep their AAIs / asthma inhalers with them in the classroom (in a secure box) to reduce delays and allows for confirmation of consent without the need to check the register.

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 and respond appropriately. Staff are trained in

the administration of allergy medicines to minimise delays in pupil's receiving medicine 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 or asthma inhaler needs to be administered, a member of staff will use the pupil's own medicine, 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 or asthma inhaler will be used instead of the pupil's own device if:

- Medical authorisation and written parental consent have been provided, or
- The pupil's own prescribed medicine 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 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 informed.

7. Allergy Medicines

7.1 Purchasing of medicines

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

- AAIs / asthma inhalers / antihistamine syrup will be sourced from either a local pharmacy or purchased online
- The school will store 2 AAIs (1x150mcg and 1x300mcg) and 2 asthma inhalers (Ventolin)
- Only EpiPen AAIs and Ventolin inhalers will be purchased in addition to antihistamine syrup
- AAI 150mcg dose should be used for children under 6 years of age and an AAI 300mcg dose for pupils aged 6 years and over.

7.2 Storage (of both spare and prescribed allergy medicines)

The allergy lead will make sure all allergy medicines 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 / asthma inhalers will be kept separate from any pupil's own prescribed medicines, and clearly labelled to avoid confusion. They can be found in the school office.

7.3 Maintenance (of spare allergy medicines)

Office staff are responsible for checking monthly that:

- The AAIs / asthma inhalers are present and in date as well as antihistamine syrup
- Replacement allergy medicines 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. Disposable spacers should be used with the asthma inhalers and disposed after single use.

7.5 Use of allergy medicines off school premises

On school trips, pupils' AAI and asthma inhalers are carried by a trained first aider.

7.6 Emergency allergy medicine kits

The school holds 2 allergy emergency kits. This includes:

- Spare AAIs / asthma inhalers
- Instructions for the use of AAIs / asthma inhalers
- Instructions on storage
- Manufacturer's information
- A list of pupils to whom the AAI / asthma inhalers can be administered
- A record of when AAIs / asthma inhalers have been administered

8. Training

The school is committed to training all staff in allergy response. This includes:

- How to identify the common allergens and protect pupils from them
- Recognising the symptoms of allergic reactions, including anaphylaxis
- How to respond quickly to allergic reactions, including anaphylaxis

Online training will be carried out annually.

Summer 2026