



Allergies Policy

2026/2027

Date Approved by The Board of Trustees	24 th September 2026
Effective Period	1 st September 26 – 31 st August 27
Reviewer	J McColl/L Orton
Date of Review	Sept 26
Next Review Due	Sept 27

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1. Aims

At HMFA we are committed to providing a safe, inclusive, and supportive environment for all pupils, including those with diagnosed allergies and anaphylaxis. We recognise that allergic reactions can be potentially life-threatening and take our responsibilities seriously to minimise risks and safeguard the health and wellbeing of all children.

The school will work in partnership with parents, carers, healthcare professionals, staff, trustees and pupils to ensure that allergies are identified, managed and monitored effectively. Individual healthcare plans will be developed where required, and all staff will receive appropriate training to recognise symptoms of allergic reactions and respond promptly in an emergency

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 schools support 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 safety lead is the Headteacher.

The allergy lead is responsible for:

- Implementing this allergy safety policy
- Reviewing the allergy safety policy at least annually, updating it when needed and making sure it is published
- Promoting and maintaining allergy awareness within each setting
- Arrangements to reduce the risk of individuals coming into contact with their known allergens
- Developing and reviewing arrangements for the safe storage and disposal of adrenaline devices (AD)
- Emergency response plans for cases of anaphylaxis
- Recording and collating allergy and special dietary information for all relevant pupils (this is delegated to a member of the School Admin Staff)
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The allergy lead is responsible for ensuring:

- All allergy information is up to date and readily available to relevant members of staff
- All pupils who require support with allergies have an up-to-date individual healthcare plan (IHP)
- All pupils with a known food or insect sting allergy have up-to-date allergy action plans issued by a medical professional
- All staff receive regular allergy awareness training (via National college)
- 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
- Serious incidents and 'near misses' relating to allergy safety are recorded and reported as appropriate, and to consider and share with staff:
 - What lessons there are to learn:
 - Any potential changes to the medical conditions and/or allergy safety policies and/or to any pupil's IHP

3.2 School Admin Staff

A member of the school admin staff is 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 the medical care plan file, school information system (Arbor) and staff

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
- Reducing the risk to pupils with known allergies coming into contact with known allergens
- Ensuring the wellbeing and inclusion of pupils with allergies
- Reporting any allergic reaction or case of anaphylaxis to the allergy safety lead
- Carefully considering the use of food or other potential allergens in lesson and activity planning

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 (dependent on age of pupil)
- Following staff instructions regarding food, snacks, and allergen management.
- Not sharing food, drinks, utensils, or medication with other pupils.
- Helping to create a safe and inclusive environment by showing consideration for pupils with allergies.
- Informing a member of staff immediately if they believe a pupil may be having an allergic reaction

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.

We will:

For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any allergy the pupil has and whether they carry medication. Where a pupil has a new diagnosis and/or has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks

Send a reminder to parents/carers at the start of each year asking them to update their child's medical information as necessary (using our MIS/Arbor system)

We ask that parents/carers proactively inform us by either phone call to the school 01432 273951 or an email to our school email admin@lordscudamore.hmfa.org.uk, if their child's medical needs change during the school year.

4.1 Allergy and asthma action plans

All pupils who have a known allergy to a food or insect stings should be issued with an appropriate allergy action plan by their healthcare professional.

All pupils who have asthma should be issued with an asthma action plan by their healthcare professional.

The plans include medical and parental consent for staff to administer emergency medicines, including adrenaline for anaphylaxis or reliever inhaler in the event of an asthma attack.

The allergy action plan and/or asthma action plan should be attached to the pupil's IHP. Whenever the allergy action plan is updated, the pupil's IHP should be reviewed to incorporate it.

5. Managing risk

5.1 Hygiene procedures ~ 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 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 (delegated to the meal providers)

- 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
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination
- Any staff member who prepares snacks or serves food must complete food hygiene training

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 confiscated.

5.4 Insect bites/stings

Indoors

- Maintain high standards of cleanliness, particularly in dining areas and classrooms where food is consumed.
- Store food securely and clear away spillages promptly.
- Regularly inspect buildings for signs of nests, particularly in roof spaces, sheds and storage areas.
- Use appropriate pest-control measures where necessary.

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- If a pupil is stung, they must be monitored closely for signs of anaphylaxis
- Teach pupils to remain calm around bees and wasps and avoid swatting at insects.
- Risk assessments for woodland learning, field trips and outdoor education activities.

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 (if needed) 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 AAI's

➤ The school maintains a register of pupils who have been prescribed AAI's or where a doctor has provided a written plan recommending AAI's 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

Allowing all pupils to keep their AAI's with them will reduce delays and allows for confirmation of consent without the need to check the register. (if of a suitable age)

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 AAI's to minimise delays in pupil's receiving adrenaline in an emergency (First Aiders complete in person training)
- 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 emergency one (ensuring the dose is correct)

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 by following the NHS advice on [treatment of anaphylaxis](#) and Anaphylaxis UK's advice on [what to do in an emergency](#)

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)

The Human Medicines (Amendment) Regulations 2017 do not require consent to have been obtained for spare adrenaline devices to be used in an emergency. In an emergency situation, anyone may take reasonable action to save a life without checking whether prior consent has been given, however, we will seek advice from the emergency services for this. This avoids potentially fatal delays in treatment.

- 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 (AAI's)

Pupils who are prescribed AAI's are encouraged to keep them near or on their person at all times including when travelling to or from the school and on school trips. It is recommended that two devices are carried at all times. Pupils

with prescribed AAI's should take them home with them at the end of each school day, and parents are responsible for ensuring that they are in date.

If a pupil cannot keep their AAI's with them in the classroom (due to age or other considerations), then the devices will be stored central office.

7.1 Purchasing of spare AAI's

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

AAI's will be sourced via the school's online medical supplier (ask Finance Office to order spare AAI's)

We will hold two of each dose as per table below:-

<i>School type</i>	<i>AAI's for children under 6 150 Micrograms</i>	<i>AAI's for individuals over 6 300 Micrograms</i>
<i>State-funded nursery school</i>	<i>One pair spare AAI's</i>	<i>N/A</i>
<i>Primary school</i>	<i>One pair spare AAI's</i>	<i>One pair spare AAI's</i>

7.2 Storage (of both spare and prescribed AAI's)

The allergy lead will make sure all AAI's 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 AAI's will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAI's)

School admin staff are responsible for checking monthly that:

- The AAI's are present and in date
- Replacement AAI's are obtained when the expiry date is near

7.4 Disposal

AAI's can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions

7.5 Use of AAI's off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAI's should carry their own AAI with them on school trips and off-site events
- One of each dose of the school spare emergency AAI *may* be taken on school trips

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 AAI's are kept on the school site, and how to access them
- How to administer AAI's

- The wellbeing and inclusion implications of allergies

Training will be carried out annually via National College. Staff must read this policy annually.

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
- First Aid policy

10. Wellbeing support following an incident or 'near miss'

- The school recognises that an incident or a 'near miss' is a serious event with a potential impact not only on the pupil but their family, those involved in responding, and any witnesses. The school will provide support to those involved.
- The school will support staff involved in any incident or 'near miss'.

11. Information sharing

- Information about an individual's health is considered special category data under UK GDPR. It will therefore be handled in line with our data protection policy.

12. Monitoring arrangements

- This policy will be monitored by the allergy safety lead.
- It will be reviewed and approved annually by the allergy safety lead, or more frequently if a serious incident or 'near miss' identifies an area for improvement.

HOW TO RECOGNISE THE SYMPTOMS OF **ANAPHYLAXIS**

The signs of anaphylaxis can include:

- Widespread flushing of the skin
- Nettle rash
- Swelling of the skin which can appear anywhere on the body
- Swelling of the lips
- Chest tightness and wheezing
- Abdominal pain, nausea and vomiting
- Headaches, dizziness, confusion, tunnel vision
- Weak pulse
- Palpitations
- Collapse & loss of consciousness

If someone has symptoms of anaphylaxis, you should call 999 for an ambulance immediately



The signs of an allergic reaction are:

Mild-moderate allergic reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

ACTION:

- Stay with the child, call for help if necessary
- Locate adrenaline autoinjector(s)
- Give antihistamine according to the child's allergy treatment plan
- Phone parent/emergency contact



Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction):

AIRWAY:

Persistent cough
Hoarse voice
Difficulty swallowing, swollen tongue

BREATHING:

Difficult or noisy breathing
Wheeze or persistent cough

CONSCIOUSNESS:

Persistent dizziness
Becoming pale or floppy
Suddenly sleepy, collapse, unconscious

IF ANY ONE (or more) of these signs are present:

1. Lie child flat with legs raised:
(if breathing is difficult, allow child to sit)
2. Use Adrenaline autoinjector* without delay
3. Dial 999 to request ambulance and say ANAPHYLAXIS



***** IF IN DOUBT, GIVE ADRENALINE *****

After giving Adrenaline:

1. Stay with child until ambulance arrives, do NOT stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement after 5 minutes, give a further dose of adrenaline using another autoinjector device, if available.

Anaphylaxis may occur without initial mild signs: **ALWAYS** use adrenaline autoinjector **FIRST** in someone with known food allergy who has **SUDDEN BREATHING DIFFICULTY** (persistent cough, hoarse voice, wheeze) – even if no skin symptoms are present.