



Allergen Policy

Holmer Lake Primary School

2026 - 2027

Date of Policy Creation	July 2026 (review annually)	Named Responsibility	Headteacher Mrs H Kumar
Date of Policy Adoption by Governing Body		July 2026	
Last reviewed on		July 2026	
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Purpose of Policy

To minimise the risk of any individual suffering an allergic reaction whilst at school or attending any school related activity.

To ensure staff are properly prepared to recognise and manage allergic reactions should they arise.

Statement of intent

Holmer Lake Primary School strives to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst at school.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside the school in identifying allergens and potential risks, to help ensure the health and safety of their children.

The school does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

Definitions

For the purpose of this policy:

Allergy – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

Allergen – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

Allergic reaction – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

Anaphylaxis – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Persistent cough
- Throat tightness
- Change in voice, e.g. hoarse or croaky sounds
- Wheeze (whistling noise due to a narrowed airway)
- Difficulty swallowing/speaking
- Swollen tongue

- Difficult or noisy breathing
- Chest tightness
- Feeling dizzy or faint
- Suddenly becoming sleepy, unconscious or collapsing
- For infants and younger pupils, becoming pale or floppy

Roles and responsibilities

The governing body is responsible for:

- Ensuring that policies, plans, and procedures are in place to support pupils with allergies and those who are at risk of anaphylaxis, and that these arrangements are sufficient to meet statutory responsibilities and minimise risks.
- Ensuring that the school's approach to allergies and anaphylaxis focusses on, and accounts for, the needs of each individual pupil.
- Ensuring that staff are properly trained to provide the support that pupils need, and that they receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it on an [annual](#) basis, and after any incident where a pupil experiences an allergic reaction.

The headteacher is responsible for:

- The development, implementation and monitoring of this policy and related policies.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all relevant risk assessments, e.g. to do with food preparation, have been carried out and controls to mitigate risks are implemented.
- Ensuring that all staff are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- Ensuring that all staff members are provided with information regarding allergic reactions and anaphylaxis, including the necessary precautions and how to respond.

- Ensuring that catering staff and any staff responsible for food preparation (including wraparound care staff etc.) are aware of pupils' allergies and act in accordance with the school's policies regarding food and hygiene, including this policy.

The First Aid Leads are responsible for:

- Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff.
- Seeking up-to-date medical information about each pupil via a medical form sent to parents on an annual basis, including information regarding any allergies.
- Contacting parents for required medical documentation regarding a pupil's allergy.

All staff members are responsible for:

- Attending relevant training regarding allergens and anaphylaxis.
- Being familiar with and implementing pupils' individual healthcare plans (IHPs) as appropriate.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices, including those in relation to the management of food.
- Monitoring all food supplied to pupils by both the school and parents.
- Ensuring that pupils do not share food and drink in order to prevent accidental contact with an allergen.

The Catering Service Manager, Kitchen Supervisor or nominated competent person are responsible for:

- Monitoring the Food Allergen Matrix, allergen records and allergen tracking information to ensure they are accurate, complete and up to date.
- Reporting any non-conforming food labelling, ingredient discrepancies or allergen information concerns to the supplier and taking appropriate action where necessary.
- Ensuring kitchen staff comply with current food allergen legislation, food safety requirements and the catering service's allergen management procedures.

- Ensuring all relevant staff receive appropriate allergen awareness training, with refresher training provided at least annually and whenever there are significant changes to legislation, guidance or procedures.
- Recording incidents, near misses and non-conformities relating to allergen labelling, ingredients, cross-contamination risks or staff practices using the appropriate incident reporting procedures.
- Investigating allergen-related incidents and near misses, implementing corrective actions and ensuring measures are put in place to minimise the risk of recurrence.
- Undertaking regular audits and checks of allergen management procedures to verify compliance and identify opportunities for improvement.

Kitchen staff are responsible for:

- Ensuring they are familiar with this policy, the catering service's allergen management procedures, and the processes for identifying pupils with food allergies, intolerances and medically prescribed dietary requirements.
- Maintaining up-to-date knowledge of the 14 legally recognised allergens and understanding how to prevent allergen cross-contamination during the receipt, storage, preparation and service of food.
- Ensuring they know the allergen content of all food and drink items being served and that accurate allergen information is readily available to pupils, parents/carers and staff on request.
- Following approved recipes, product specifications and ingredient information, and checking ingredient labels where substitutions or product changes occur.
- Ensuring that allergen labels, meal identification labels and allergen records are accurate, complete, clearly legible and securely attached where required.
- Ensuring meals prepared for pupils with known allergies, intolerances or medically prescribed diets are clearly identified and served in accordance with agreed catering procedures.
- Reporting any concerns regarding food ingredients, allergen information, product substitutions, labelling errors or risks of cross-contamination to the Kitchen Supervisor immediately.
- Reporting and recording any allergen-related incidents, near misses or non-conformities in accordance with the catering service's incident reporting procedures.
- Completing mandatory allergen awareness, food safety and safeguarding training and participating in refresher training at least annually, or sooner where legislation, guidance or procedures change.
- Refusing to serve any food item where allergen information cannot be verified until appropriate checks have been completed.

All parents are responsible for:

- Notifying the school of their child's allergens, the nature of the allergic reaction, what medication to administer, specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- Keeping the school up to date with their child's medical information.
- Providing written consent for the use of a spare AAI.
- Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
- Raising any concerns they may have about the management of their child's allergies with the classroom teacher or one of the First Aid Leads.

All pupils are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown, or have come into contact with an allergen.

Identification of Individuals with Allergies

- **Admissions Data Collection:** the school collects detailed medical information from parents/carers regarding known allergies, dietary restrictions, and treatment histories prior to admission.
- **Staff:** pre-employment questionnaires ask whether they have any allergies. If an allergy is declared, there will be a discussion and action plan created to ensure that the member of staff has a safe working environment.
- **Visitors/Volunteers** - If an allergy is declared, the First Aid Lead will be notified, and this information will be communicated as necessary to ensure that the visitor or volunteer has a safe working environment.

Information Sharing: UK GDPR does not prevent the sharing of a pupil's health information (special category data). Relevant information is securely compiled and shared as necessary in a controlled way with teaching staff, support staff, supply cover, and catering teams while maintaining appropriate data privacy.

Food allergies

Parents will provide the school with a written list of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

Information regarding all pupils' food allergies will be collated and passed on to the school's catering service.

Food Provision and Catering:

The school will manage the risk of food allergy and provide clear information on allergens in food by:

- Ensuring the contract with the school catering provider complies with all relevant food safety and allergen legislation, including Food Standards Agency guidance and the Food Information Regulations.
- Ensuring the catering provider makes accurate allergen information available to pupils, parents/carers and staff, and that this information can be easily accessed at the point of service.
- Providing information about pupils' food allergies, intolerances and medically prescribed dietary requirements to the catering provider in a timely manner to enable safe meal provision.
- Enabling effective communication between parents/carers and the catering provider regarding dietary requirements and allergen management.
- Identifying pupils with medically prescribed diets and food allergies at the point of service using agreed catering procedures, which may include dietary requirement sheets, electronic systems, photographs or other appropriate identification methods.
- Ensuring that meals provided for pupils with known allergies or medical diets are prepared, identified and served in accordance with agreed allergen management procedures.
- Teaching pupils not to share, swap or trade food, drinks, utensils or food containers and helping them understand the risks this may pose to individuals with food allergies.
- Working in partnership with parents/carers, healthcare professionals and the catering provider to ensure appropriate arrangements are in place for pupils with food allergies and other dietary requirements.

When making changes to menus or substituting food products, the school will ensure that pupils' special dietary needs continue to be met by:

- Checking any product changes with all food suppliers
- Asking caterers to read labels and product information before use
- Using the allergen matrix to list the ingredients in all meals.

- Ensuring allergen ingredients remain identifiable.

Kitchen staff will have a full list of allergens and will avoid using them within the menu where possible.

Where meals are provided for pupils with a known food allergy, intolerance or medically prescribed diet, the school and catering provider will use clear identification and allergen information procedures at the point of service to ensure that the correct meal is served to the correct pupil. Information on the presence of allergens will be clearly available to staff and consumers in accordance with current food information and allergen legislation

The school and catering provider will work with parents/carers to provide suitable menu options that meet pupils' medically prescribed dietary requirements wherever reasonably practicable

Pupils eligible for benefits based Free School Meals are entitled to their free school meal entitlement. The school will work with parents/carers to determine the best way of ensuring that pupils receive their meal.

All tables and food preparation surfaces will be cleaned and sanitised before and after use in accordance with the catering provider's food safety procedures.

Appropriate cleaning materials and sanitising products will be used to minimise the risk of allergen and food contamination.

The school and catering provider will operate recognised colour-coded equipment and cleaning systems to reduce the risk of cross-contamination between food types and preparation areas.

Cleaning equipment, including cloths and utensils, will be used in accordance with food hygiene procedures and kept separate where required.

Where a pupil has a medically prescribed dietary requirement, separate utensils, equipment and preparation areas will be used where necessary to minimise the risk of allergen cross-contamination.

Food ingredients containing allergens will be stored, handled and prepared in a manner that reduces the risk of cross-contamination with other foods.

The catering provider will maintain procedures for the safe storage, preparation and service of allergen-containing foods and will ensure that all staff are trained in allergen awareness and cross-contamination prevention.

The chosen catering service of the school is responsible for ensuring that the school's policies are adhered to at all times, including those in relation to the preparation of food, taking into account any allergens.

Learning activities which involve the use of food, such as food technology lessons, will be planned in accordance with pupils' IHPs, taking into account any known allergies of the pupils involved.

When staff provide food for the pupils, they will receive additional training to ensure they understand how to read labels for food allergens and how to prevent cross-contamination during the handling, preparation and serving of food.

These procedures apply to school led breakfast and after school provision.

Where food is not directly provided by the school (for example brought in as treats or to celebrate birthdays) parent/carer permission will be sought for pupils with allergies.

Food Allergen Labelling

The school and its catering provider will comply with the **Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)** and all other relevant food safety and allergen legislation.

The school will ensure that allergen information is accurate, up to date and readily available to pupils, parents/carers and staff. All food prepared and packaged on site for direct sale will be labelled in accordance with legal requirements.

Food will only be described as '*free from*' an allergen where this can be verified through ingredient controls, supplier information and appropriate measures to prevent cross-contamination. Where the allergen status of a food item cannot be confirmed, it will not be promoted or labelled as '*free from*'.

Allergen information, recipes, ingredient specifications and product details will be reviewed whenever there is a change to ingredients, suppliers, recipes, packaging or menus to ensure allergen information remains current and accurate.

All staff involved in the receipt, storage, preparation, packaging, cooking or service of food will receive appropriate allergen awareness and food safety training. Staff will be trained to understand their responsibilities for allergen management, accurate food labelling, preventing cross-contamination and providing correct allergen information to consumers.

Training will be refreshed at least annually and whenever there are significant changes to legislation, guidance, catering procedures or allergen management

practices. No member of staff will undertake duties involving food preparation or service unless they have received the appropriate training and instruction.

Food labelling

Food goods classified as **Pre-Packaged for Direct Sale (PPDS)** will clearly display the following information on the packaging:

- The name of the food.
- A full ingredients list, with any of the 14 legally recognised allergens clearly emphasised, for example in **bold**, italics, CAPITALS or a contrasting format.

The school and catering provider will ensure that accurate allergen information is maintained and readily available to pupils, parents/carers and staff.

To ensure allergen traceability and the accuracy of allergen information:

- All allergen and ingredient information will be obtained from approved suppliers and supported by current product specifications.
- Allergen information will be recorded and maintained within the catering provider's Food Allergen Matrix and associated records.
- Allergen information will be reviewed and updated whenever there are changes to ingredients, recipes, suppliers, packaging or menu items.
- Allergen traceability will be maintained throughout the receipt, storage, preparation, cooking and service of food.
- The Food Allergen Matrix and supporting records will be regularly reviewed by the Kitchen Supervisor or nominated competent person to ensure they remain accurate, complete and up to date.
- Any discrepancies relating to ingredients, allergen information, packaging or labelling will be reported immediately and the affected product withdrawn from use until the information has been verified.
- Any allergen-related incidents, near misses, labelling errors or failures to follow allergen management procedures will be recorded and investigated in accordance with the catering provider's incident reporting procedures.
- Appropriate corrective actions will be implemented following any incident or non-conformity to minimise the risk of recurrence.

The Kitchen Supervisor or nominated competent person will be responsible for overseeing allergen management records and ensuring compliance with this policy and current food safety and allergen legislation.

Declared allergens

The following allergens will be declared and listed on all PPDS foods in a clearly legible format:

- Cereals containing gluten and wheat, e.g. spelt, rye and barley
- Crustaceans, e.g. crabs, prawns, lobsters
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts and pistachio nuts
- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard
- Sesame seeds
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide
- Lupin
- Molluscs, e.g. mussels, oysters, squid, snails

The above list will apply to foods prepared on site, e.g. sandwiches, salad pots and cakes, that have been pre-packed prior to them being offered for consumption.

Kitchen staff will be vigilant when ensuring that all PPDS foods have the correct labelling in a clearly legible format, and that this is either printed on the packaging itself or on an attached label. Food goods with incorrect or incomplete labelling will be removed from the product line, disposed of safely and no longer offered for consumption.

Any abnormalities in labelling will be reported to the kitchen supervisor immediately, who will then contact the relevant supplier where necessary.

The kitchen supervisor will be responsible for monitoring food ingredients, packaging and labelling on a weekly basis and will contact the supplier immediately in the event of any anomalies.

Changes to ingredients and food packaging

The school will ensure that communication with suppliers is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff.

Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

Animal allergies

Pupils with known allergies to specific animals will have restricted access to those that may trigger a response.

In the event of an animal on the school site, staff members will be made aware of any pupils to whom this may pose a risk and will be responsible for ensuring that the pupil does not come into contact with the specified allergen.

The school will ensure that any pupil or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of the allergen spreading.

Seasonal allergies

The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.

Precautions regarding the prevention of seasonal allergies include ensuring that grass within the school premises is not mown whilst pupils are outside.

Pupils with severe seasonal allergies will be provided with an indoor supervised space to spend their break and lunchtimes in, avoiding contact with outside allergens.

Staff members will monitor pollen counts, making a professional judgement as to whether the pupil should stay indoors.

Pupils will be encouraged to wash their hands after playing outside.

Pupils with known seasonal allergies are encouraged to bring an additional set of clothing to school to change in to after playing outside, with the aim of reducing contact with outdoor allergens, such as pollen.

Staff members will be diligent in the management of wasp, bee and ant nests on school grounds and in the school's nearby proximity, reporting any concerns to the Caretaker/School Business Manager.

The Caretaker/School Business Manager is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises.

Where a pupil with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

Student Individual Healthcare Plans (IHPs) and Allergy Action Plans

Allergy action plans

- These are clinical documents that are created by a GP / allergy nurse or allergy clinic. They detail the pupil's allergy and medication.
- These contain parent/carer contact details and must be signed by the parent/carer as this is the parental authority to administer medication including the administration of spare adrenaline devices.
- These will only be updated by the medical professional following a review of the pupil's allergy management, this could be annually or 5 yearly. Parents/carers or school should update the photo of the pupil annually so that the pupil is recognisable.

Allergy action plans are issued for pupils who have an IgE food allergy and often a venom allergy that could lead to anaphylaxis. They are not issued for all allergies. Pupils with non-IgE allergies don't experience anaphylaxis and so an allergy action plan is not issued.

Individual Healthcare Plans (IHPs)

Individual healthcare plans are an essential communication tool that provide clarity about the arrangements which need to be in place to ensure that a pupil is fully included in the life of the school. It will identify exact risk-mitigation measures that need to be followed.

Individual Healthcare Plans are school owned documents that are co-created by school, parents/carers and pupils.

They should include any advice received from health professionals. If there is no advice from health professionals, information and support can be requested of the school nurses if this is needed.

Where a child has an allergy action plan and or an asthma plan, this must be included with the IHP.

It is good practice to review IHPs annually or when staff change however they must be reviewed if an incident or near miss occurs. They need to be brought to the attention of supply or cover staff and be passed on during transition to a new school.

Holmer Lake Primary School will ensure that:

- Pupils with an allergy action plan and/or an asthma plan have an individual healthcare plan
- Pupils without an allergy action plan or asthma plan but have an allergy that needs active management over and above what other pupils need will have an individual healthcare plan
- individual healthcare plans are created whilst pupils are waiting for a diagnosis

Medication and Adrenaline auto-injectors (AAIs)

People at risk of anaphylaxis are prescribed two adrenaline devices which they should carry with them at all times.

Serious anaphylaxis is a time critical situation. An adrenaline device needs to be administered within 5 minutes so if the adrenaline device cannot be kept with the person, the adrenaline device should be stored in an appropriate central location that is unlocked and accessible at all times (including during wrap around care).

Adrenaline devices must be stored at room temperature (in line with manufacturer's guidelines) and not be exposed to extremes of heat. They should not be refrigerated or left in direct sunlight.

Under The Human Medicines (Amendment) Regulations 2017 the school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working.

The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The school will submit a request, signed by the headteacher, to the pharmaceutical supplier when purchasing AAIs, which outlines:

- The name of the school.
- The purposes for which the product is required.
- The total quantity required.

The First Aid Leads, in conjunction with the school nursing advisory team, will decide which brands of AAI to purchase.

Where possible, the school will hold one brand of AAI to avoid confusion with administration and training; however, subject to the brands pupils are prescribed, the school may decide to purchase multiple brands.

The school will purchase AAIs in accordance with age-based criteria, relevant to the age of pupils at risk of anaphylaxis, to ensure the correct dosage requirements are adhered to. These are as follows:

- For pupils under age 6: 0.15 milligrams of adrenaline
- For pupils aged 6-12: 0.3 milligrams of adrenaline

Spare AAIs are stored as part of an emergency anaphylaxis kit, which includes the following:

- One or more AAIs

- Instructions on how to use the device(s)
- Instructions on the storage of the device(s)
- Manufacturer's information
- A checklist of injectors, identified by the batch number and expiry date, alongside records of monthly checks
- A note of the arrangements for replacing the injectors
- A list of pupils to whom the AAI can be administered
- An administration record

Pupils who have prescribed AAI devices, and are over the age of seven, are able to keep their device in their possession. For pupils under the age of seven who have prescribed AAI devices, these are stored in a suitably safe and easily accessible location.

Spare AAIs are not to be located more than [five](#) minutes away from where they may be required. The emergency anaphylaxis kit(s) can be found at the following location:

- [Staff Room](#)

All staff have access to AAI devices, but these are out of reach and inaccessible to pupils – AAI devices are not locked away where access is restricted.

Spare AAI devices are stored in yellow-coloured bags and are labelled 'Emergency Epi-pen'.

In line with manufacturer's guidelines, all AAI devices are stored at room temperature in line with manufacturer's guidelines, protected from direct sunlight and extreme temperature.

The following staff are responsible for maintaining the emergency anaphylaxis kit(s).

Helena Hogg – First Aid Lead

Maria Gibbons – First Aid Lead

The above staff member does conduct a [monthly](#) check of the emergency anaphylaxis kit(s) to ensure that:

- Spare AAI devices are present and have not expired.
- Replacement AAIs are obtained when expiry dates are approaching.

The First Aid Leads are responsible for overseeing the protocol for the use of spare AAI, its monitoring and implementation, and for maintaining the Register of AAI.

Any used or expired AAI are disposed of after use in accordance with manufacturer's instructions.

Used AAI may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with this policy.

A sharps bin is utilised where used or expired AAI are disposed of on the school premises.

Where any AAI are used, the following information will be recorded on the AAI Record:

- Where and when the reaction took place
- How much medication was given and by whom

Access to spare AAI

A spare AAI can be administered as a substitute for a pupil's own prescribed AAI, if this cannot be administered correctly, without delay.

Spare AAI are only accessible to pupils for whom medical authorisation and written parental consent has been provided – this includes pupils at risk of anaphylaxis who have been provided with a medical plan confirming their risk, but who have not been prescribed an AAI.

Consent will be obtained as part of the introduction or development of a pupil's IHP.

If consent has been given to administer a spare AAI to a pupil, this will be recorded in their IHP.

The school uses a register of pupils (Register of AAI) to whom spare AAI can be administered – this includes the following:

- Name of pupil
- Class
- Known allergens
- Risk factors for anaphylaxis
- Whether medical authorisation has been received
- Whether written parental consent has been received

- Dosage requirements

Parents are required to provide consent on an annual basis to ensure the register remains up to date.

Parents can withdraw their consent at any time. To do so, they must [write to the](#) headteacher.

[The First Aid Leads](#) check the register is up to date on an [annual](#) basis.

Copy of the register is available to all staff on SharePoint.

School trips

The headteacher will ensure a risk assessment is conducted for each school trip to address pupils with known allergies attending. All activities on the school trip will be risk assessed to see if they pose a threat to any pupils with allergies and alternative activities will be planned where necessary to ensure the pupils are included.

The school will speak to the parents of pupils with allergies where appropriate to ensure their co-operation with any special arrangements required for the trip.

A designated adult will be available to support the pupil at all times during a school trip.

If the pupil has been prescribed an AAI, at least one adult trained in administering the device will attend the trip. The pupil's medication will be taken on the trip and stored securely – if the pupil does not bring their medication, they will not be allowed to attend the trip.

A member of staff will be assigned responsibility for ensuring that the pupil's medication is carried at all times throughout the trip.

Two AAIs will be taken on the trip and will be easily accessible at all times.

Where the venue or site being visited cannot assure appropriate food can be provided to cater for pupils' allergies, the pupil will take their own food or the school will provide a suitable packed lunch.

Medical attention and required support

Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents, the relevant classroom teacher, the First Aid Leads and any other relevant staff members, in which the pupil's allergies will be discussed and a plan of appropriate action/support will be developed.

All medical attention, including that in relation to administering medication, will be conducted in accordance with the schools First Aid Policy.

Parents will provide the First Aid Leads with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.

Pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAI's.

All members of staff involved with a pupil with a known allergy are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.

Any specified support which the pupil may require will be outlined in their IHP.

All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's IHP.

The First Aid Leads are responsible for working alongside relevant staff members and parents in order to develop IHPs for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken.

The First Aid Leads have overall responsibility for ensuring that IHPs are implemented, monitored and communicated to the relevant members of the school community.

Staff training

Designated staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so.

In accordance with the Supporting Pupils with Medical Conditions Policy, staff members will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

The school will arrange specialist training on an **annual basis where a pupil in the school has been diagnosed as being at risk of anaphylaxis.**

The relevant staff, e.g. kitchen staff, will be trained on how to identify and monitor the correct food labelling and how to manage the removal and disposal of PPDS foods that do not meet the requirements set out in Natasha's Law.

The relevant members of staff will be trained on how to consistently and accurately trace allergen-containing food routes through the school, from supplier delivery to consumption.

Designated staff members will be taught to:

- Recognise the range of signs and symptoms of severe allergic reactions.

- Respond appropriately to a request for help from another member of staff.
- Recognise when emergency action is necessary.
- Administer AAls according to the manufacturer's instructions.
- Make appropriate records of allergic reactions.

All staff members will:

- Be trained to recognise the range of signs and symptoms of an allergic reaction.
- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild to moderate symptoms.
- Understand that AAls should be administered without delay as soon as anaphylaxis occurs.
- Understand how to check if a pupil is on the Register of AAls.
- Understand how to access AAls.
- Understand who the designated members of staff are, and how to access their help.
- Understand that it may be necessary for staff members other than designated staff members to administer AAls, e.g. in the event of a delay in response from the designated staff members, or a life-threatening situation.
- Be aware of how to administer an AAI should it be necessary.
- Be aware of the provisions of this policy.

Mild to moderate allergic reaction

Mild to moderate symptoms of an allergic reaction include the following:

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

If any of the above symptoms occur in a pupil, the nearest adult will stay with the pupil and refer to their IHP to determine appropriate next steps.

The pupil's parents will be contacted immediately if a pupil suffers a mild to moderate allergic reaction, and if any medication has been administered.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

For mild to moderate allergy symptoms, the pupil's IHP will be followed and the pupil will be monitored closely to ensure the reaction does not progress into anaphylaxis.

Should the reaction progress into anaphylaxis, the school will act in accordance with this policy. Where the pupil is required to go to the hospital, an ambulance will be called.

Managing anaphylaxis

In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor and try to ensure the pupil suffering an allergic reaction remains as still as possible; if the pupil is feeling weak, dizzy, appears pale and is sweating their legs will be raised. A First Aider will be called for help and the emergency services contacted immediately. The First Aider will administer an AAI to the pupil. Spare AAIs will only be administered if appropriate consent has been received.

Where there is any delay in being able to contact a First Aider, the nearest staff member will administer the AAI.

If necessary, other staff members may assist the First Aider with administering AAIs.

A member of staff will stay with the pupil until the emergency services arrive – the pupil will remain lying flat and still. If the pupil's condition deteriorates after initially contacting the emergency services, a second call will be made to ensure an ambulance has been dispatched.

The headteacher will be contacted immediately, as well as a suitably trained individual, such as a first aider.

If the pupil stops breathing, a suitably trained member of staff will administer CPR.

If there is no improvement after five minutes, a further dose of adrenaline will be administered using another AAI, if available.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

A designated staff member will contact the pupil's parents as soon as is possible.

Upon arrival of the emergency services, the following information will be provided:

- Any known allergens the pupil has
- The possible causes of the reaction, e.g. certain food
- The time the AAI was administered – including the time of the second dose, if this was administered

Any used AAI's will be given to paramedics.

Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different room where necessary.

Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.

A member of staff will accompany the pupil to hospital in the absence of their parents.

If a pupil is taken to hospital by ambulance, [a member](#) of staff will accompany them, unless the parent is on site.

Following the occurrence of an allergic reaction, the SLT, in conjunction with the First Aid Leads, will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

Monitoring and review

The headteacher is responsible for reviewing this policy [annually](#).

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the headteacher immediately.

Following each occurrence of an allergic reaction, this policy and pupils' IHPs will be updated and amended as necessary.

Links with other policies

- Safeguarding Policy
- Health and Safety Policy
- First Aid Policy

Further guidance:

Anaphylaxis UK: for teachers by teachers, the one stop shop for all school allergy needs: <https://www.anaphylaxis.org.uk/education>

Allergy UK: <https://www.allergyuk.org/about-allergy/types-of-allergies>

Allergy Safety in Schools July 2026:
<https://www.gov.uk/government/publications/allergy-safety-in-schools>

[Guidance on the use of adrenaline auto-injectors in schools](#)

Spare Pens in School: <https://www.sparepensinschools.uk>

Benedict's law:

<https://benedictblythe.com/benedicts-law>

<https://www.anaphylaxis.org.uk/education/benedicts-law>

Food:

Allergy Guidance for

Schools: <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools>

Allergy Guidance for food businesses:

<https://www.gov.uk/government/publications/allergen-guidance-for-food-businesses>

Pupil allergy declaration form – INSERT SCHOOL COPY

Spare AAls Consent Form

I understand that the school may purchase spare AAls to be used in the event of an emergency allergic reaction. I also understand that, in the event of my child's prescribed AAI not working, it may be necessary for the school to administer a spare AAI, but this is only possible with medical authorisation and my written consent.

In light of the above, I provide consent for the school to administer a spare AAI to my child.

Yes	☐	No	☐
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Name of parent	
Relationship to child	
Contact details of parent	
Parental signature	