



## Pupil Allergy Policy

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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 Nikki Burrage.

They are responsible for:

- Promoting and maintaining allergy awareness across our school community including training
- Ensuring the recording and collating of allergy and special dietary information for all relevant pupils is delegated to the Health & Care Assistant
- Regularly reviewing and updating the allergy policy

### **3.2 Health & Care Assistant**

The HCA is responsible for:

- 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)
- 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

### **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/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, limiting 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**

Where pupils are able, they will:

- Be aware of their allergens and the risks they pose
- Understand how and when to use their adrenaline auto-injector
- If age-appropriate, carry their adrenaline auto-injector on their person and only use it for its intended purpose

### **3.6 Pupils without allergies**

Where pupils are able, they will:

- Be 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**

### **5.1 Hygiene procedures**

- 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/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
- The catering team hold allergen information sheets for learners with known allergies
- Whilst Cann Bridge take every precaution to minimise risk to its learners, we do operate as part of a shared site agreement and it is therefore not possible to enforce an allergen-free environment.

### 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

When outdoors:

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

- The school maintains a register of 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
  - 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 register is kept in every classroom in the medical folder and can be checked quickly by any member of staff as part of initiating an emergency response

### 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, annually.

- Staff are trained in the administration of AAI's 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:
  - 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

## **7. Adrenaline auto-injectors (AAIs)**

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

The allergy lead (delegated to Health & Care Assistant) is responsible for buying AAIs and ensuring they are stored according to the guidance.

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

The allergy lead (delegated to Health & Care Assistant) 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.

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

The Health & Care Assistant is 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 a AAI has been used, it will be disposed of in line with the manufacturer's instructions.

### **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 who are not able to administer their own AAIs staff will carry them on school trips and off-site events

## **7.6 Emergency anaphylaxis kit**

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAI's
- Instructions for the use of AAI's
- 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
- Notes of when the Emergency AAI is administered will be logged on CPOMS and Incident/Accident Forms ensuring parents are notified

## **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 and arranged by the allergy lead in conjunction with the Health & Care Assistant

## **9. 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

## **Appendix 1: Draft letter to parent/carers**

Dear parents/carers,

At Cann Bridge School, we want to make sure our pupils with allergies feel safe at school. So, we're asking everyone in our school community to do their bit to become allergen aware.

Please take a look at the enclosed factsheet from The Allergy Team, to find out more about allergies.

### **Why is this important?**

At our school we have pupils with a range of allergies as detailed in the enclosed factsheet.

These pupils are at risk of serious harm if they have an allergic reaction, so we ask that everyone does what they can to help us keep them safe.

### **How can you help?**

- Let us know if your child has an allergy
- Talk to your child about allergies and the importance of:
  - Taking allergies seriously
  - Washing their hands before eating
  - Not sharing food with their friends
  - Being supportive of their friends who have allergies
- Label your child's water bottle and lunch box with their name, to avoid any confusion
- Avoid sending in food that contains nuts or sesame seeds for your child's packed lunch or snack

We do ask that you avoid sending in food as treats to share with the class. Instead, please consider finding another way to mark a celebration, such as sending in a game or stickers

When inviting your child's friends over for a playdate or party, talk to their parents or carers about their allergies and think about how you can accommodate their needs. Try your best to exclude the allergen, not the child.

If you have any questions or concerns about allergies, please get in touch with either the Deputy Headteacher or Health and Wellbeing Lead

Best wishes,



# UNDERSTANDING FOOD ALLERGY



Allergic disease is the most common chronic medical condition in childhood. Food allergy will affect on average 1 or 2 pupils in every class.

## WHAT IS A FOOD ALLERGY?



Food allergy is an overactivity of our immune system. Instead of ignoring a food, the immune system mistakenly sees it as harmful and reacts to it. A food allergy is very different to a food intolerance or a diet choice. An intolerance does not involve the immune system and is less serious.



Allergic reactions can vary in severity from mild and moderate, to severe and even life-threatening. Severe allergic reactions are called anaphylaxis and need to be treated as a medical emergency. To treat anaphylaxis, you need to give adrenaline immediately using an adrenaline auto-injector, e.g. an EpiPen.



People with a food allergy must avoid their allergen. Even just a trace of the food they are allergic to can cause an allergic reaction.

## COMMON ALLERGENS



You can be allergic to any food but most reactions are caused by just 9 foods:



Venom (such as wasp and bee stings), medications, latex, animals and some vaccines can also cause serious allergic reactions.



# HOW PARENTS CAN SUPPORT PUPILS



5% to 7% of children have a food allergy, so it's likely there are pupils in your child's class with a food allergy. There are things you can do to support these children.

## HOW YOU CAN HELP



Learn about food allergies and take them seriously. Talk to your child about what it means to live with a food allergy.



Be allergen aware. If you're bringing food into school (perhaps for a packed lunch or cake sale) and your school has asked you not to bring in a specific ingredient, please take this seriously. It's not always obvious that a food will contain a specific allergen, so read all ingredient and allergy labelling carefully.



Children with allergies may be coping with higher levels of anxiety on a daily basis. Their friends can be their biggest supporters. Encourage your child to be an allergy ally.



If your child is older and it is appropriate, why not encourage them to learn how to deliver potentially life-saving adrenaline in an emergency. [Check out free training from The Allergy Team](https://theallergyteam.com/treating-an-allergic-reaction/) ([theallergyteam.com/treating-an-allergic-reaction/](https://theallergyteam.com/treating-an-allergic-reaction/)).



It's understandable that you might feel nervous if your child has a friend with food allergies who is invited over for a playdate or party. These are some things you can do to help keep them safe and feel included:



Speak to their parent or carer to find out what they are allergic to and find out what foods they need to avoid.



If you're catering, think about all the ingredients that go into your recipes and make sure you read all the ingredient labels on bought produce. Check out some [recipes free from the main allergens](https://theallergyteam.com/the-recipes/) ([theallergyteam.com/the-recipes/](https://theallergyteam.com/the-recipes/)). Be mindful of cross-contamination, e.g. make sure you use clean pans and utensils.



Please don't be offended if the parent/carer wants to send their child to your house with their own food. Sometimes this is more comfortable for everyone, especially if it's the first time they are visiting.



If you're worried about anything, speak to the parent/carer. They are likely to be very happy to help and keen for their child to be included in as many activities as possible.