

SCOTTS PRIMARY SCHOOL



	Name of School	Scotts Primary School
	Policy review Date	January 2026
	Date of next Review	January 2027
	Who reviewed this policy?	Louise Anderson
	Date approved by Governing body	TBC
	Health and Safety Governor	Tony Bonham
	Headteacher	Ryan Kinnear
	Chair of Governors	Tracey Walker

Allergy Policy

Our 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

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](#)

Roles and responsibilities

We take a whole-school approach to allergy awareness. The following responsibilities are not exhaustive.

Allergy lead

The nominated allergy lead is Louise Anderson (Business Manager) and Jenny Taylor (Deputy Head Teacher)

They're responsible for:

- Promoting and maintaining allergy awareness across our school community

Respect

Teamwork & Exploration

Resilience

Creativity & Innovation

Uniqueness

Fairness & Compassion

SCOTTS PRIMARY SCHOOL



- Recording and collating allergy and special dietary information for all relevant pupils, in collaboration with the Senior Admin Officer and School nurse.
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - All pupils with allergies have a HCP completed by a medical professional
 - All staff receive an appropriate level of allergy training annually
 - 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
- Regularly reviewing and updating the allergy policy

Senior Admin Officer

The senior admin officer is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare adrenaline auto-injectors (AAIs) are in date (this may be delegated to another member of the admin team)
- Any other appropriate tasks delegated by the allergy lead

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, including completing appropriate risk assessments
- Ensuring the wellbeing and inclusion of pupils with allergies

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
- Adhering to our schools lunch policy in regards to items that are/are not allowed to be supplied. **We are a nut free school.** No chocolate, sweets or sugary treats are allowed.
- Updating the school on any changes to their child's condition

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 (age appropriate)
- Knowing where their auto-injector is stored (age appropriate)



Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Older pupils might also be expected to support their peers and staff in the case of an emergency.

Assessing risk (see appendix)

The class teacher 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.

Managing risk

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

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
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

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
- If a pupil brings these foods into school the food will be confiscated. A note will be sent home to the parent and a safe alternative provided if available.



Insect bites/stings

When outdoors:

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

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

Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care, where needed
- Regular check-ins with their class teacher.

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.

Procedures for handling an allergic reaction

Register of pupils with AAls (adrenaline Auto injectors)

- The school maintains a register (photo medical conditions list) of pupils who have been prescribed AAls or where a doctor has provided a written plan recommending AAls 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 the kitchen, on the virtual staffroom, in every classroom, in the medical room and studio and can be checked quickly by any member of staff as part of initiating an emergency response

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 AAls 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



- If the pupil has no allergy action plan, 999 will be called. 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

Adrenaline auto-injectors (AAIs)

Storage (prescribed AAIs)

The allergy lead will make sure all AAIs are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- One to be kept in a safe and suitably central location (medical room) to which all staff have access at all times, but is out of the reach and sight of children
- One to be kept in the child's class in a clearly labelled cupboard, out of 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

Maintenance

Administrative Assistant and Senior Admin Officer are responsible for checking monthly that:

- The AAIs are present and in date (including those kept in classrooms)
- Replacement AAIs are obtained when the expiry date is near

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 or handed to the paramedic.

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
- Lead teacher will be responsible for ensuring that both AAI's are taken when going off the school premises.

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 AAIs are kept on the school site, and how to access them
- How to administer AAIs
- The wellbeing and inclusion implications of allergies
- Training will be carried out annually by the allergy lead or school nurse.



Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Havering Catering - Policy for the Provision of Special Diets and Management of Allergens



Appendix

Allergy Management risk assessment for curriculum activities

Cooking/Food tasting

	Complete	Comments
Adapt recipes for all to create a safe cooking space. If a recipe cannot be adapted, can a different recipe be used?		
Has the allergic student got their own set of cooking materials?		
Are allergies included in the food technology curriculum so that all students have awareness of the impact of allergies to the health of the allergic person.		
Are all students made aware of the impact of their actions on an allergic person should the specific allergens not be excluded?		
Are all students taught about cross contamination and the impact of this?		

SCOTTS PRIMARY SCHOOL



Creative activities: e.g. junk modelling, pasta

	Complete	Comments
When using packaging ensure that the allergens have not been in those packets; for example: crunchy nut cornflakes should not be in a classroom where a student has a peanut allergy. When students are bringing in materials from home, ensure that communication is sent to parent/carers to specify what they are unable to bring in and monitor this when the packaging comes into school		
Plastic containers should be washed in hot soapy water to remove allergens.		

SCOTT'S PRIMARY SCHOOL



Music: instrument sharing (cross contamination issue)

	Complete	Comments
Do instruments have to be shared?		
Do blowing percussion instruments have to be shared? How can they be sterilised if they do? Can the allergic student have their own blowing instrument that they don't need to share?		

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Science activities:

	Complete	Comments
Review the science curriculum and see where allergens are used. Consider whether these have to be used and whether there are alternates that can be used? If essential, the activity needs to be individually risk assessed for the allergic student. How can that lesson be made inclusive and safe?		
Consider the impact of cross contamination and whether this could cause a reaction for the allergic student.		