

# Pupil allergy policy

Forest skies Federation



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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 allerg awareness across the whole school community, including staff, pupils, parents and visitors.
- Embed allergy management within our safeguarding and health protocols, aligned with our commitment to providing safe experiences under our 'Take off and Fly' ethos.

### 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.

We take a **whole-school approach** to allergy awareness and management. Responsibilities are shared across staff, parents, and leadership to ensure consistency and safety.

#### Parents/Carers

- Must complete and regularly update medical forms, including allergy information and emergency procedures.
- Are responsible for providing any prescribed medication (e.g. antihistamines, auto-injectors) and ensuring it is in-date.

### **Office/Admin Team**

- Maintain and regularly update the school's medical list, including allergy details.
- Ensure all relevant staff have access to and are aware of the medical list.
- Monitor expiry dates of medication and liaise with parents for replacements.
- Ensure emergency medication is stored correctly and accessibly.

### **All Staff**

- Must be familiar with the medical list and individual care plans.
- Know the location of emergency medication and how to respond in case of an allergic reaction.
- Follow allergy-safe practices, especially during food-related activities, trips, and lunchtimes.
- Promote allergy awareness and inclusion in classrooms and shared spaces.

### **Designated First Aiders**

- A wide range of staff are paediatric first aid trained.
- Several staff have completed training on administering medication, including auto-injectors.
- Lead response in the event of an allergic reaction and ensure emergency protocols are followed.

### **Catering and Lunchtime Staff**

- Must follow allergy-safe food handling procedures.
- Are aware of pupils with allergies and seating arrangements (e.g. allergy tables).
- Communicate with the office and teaching staff regarding any concerns or incidents.

### **Leadership Team**

- Ensure allergy management is embedded in school policies and risk assessments.
- Monitor staff training and ensure regular updates.
- Promote a culture of inclusion and safety for pupils with allergies.

## **3.1 Allergy lead**

The nominated allergy lead is the Headteacher,

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils (although the allergy lead has ultimate responsibility, the information collection itself is delegated to the administrative staff)
- Ensuring:
  - All allergy information is up to date and readily available to relevant members of staff
  - All pupils with allergies have an allergy action plan completed by a medical professional
  - All staff receive an appropriate level of allergy training
  - All staff are aware of the school's policy and procedures regarding allergies
  - Relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

### 3.2 Administration

The school administrator is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAls are in date
- Any other appropriate tasks delegated by the allergy lead
- Ensuring medical lists are up to date.

### 3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils, including modelling safe practices and encouraging inclusive behaviour.
- Maintaining awareness of the school's allergy policy and procedures, and following them consistently.
- Recognising the signs of allergic reactions and anaphylaxis, and knowing how to respond appropriately.
- Attending allergy and medical training as required, including refresher sessions.
- Being aware of specific pupils with allergies in their care, including their individual care plans and emergency protocols.
- Carefully considering the use of food or other potential allergens in lesson and activity planning, including classroom rewards, celebrations, and educational experiences.
- Ensuring the wellbeing and inclusion of pupils with allergies, making reasonable adjustments where needed.
- Knowing the location of emergency medication and how to access it quickly.
- Communicating any allergy-related concerns or incidents to the designated first aiders and the office team promptly.
- Supervising pupils during food-related activities, including lunch and snack times, with heightened awareness of allergy risks.
- Supporting pupils in self-management of their allergies, where age-appropriate, and encouraging confidence and independence.

### 3.4 Parents/carers

Parents and carers play a crucial role in supporting the school's allergy management procedures. They are responsible for:

- Being aware of and adhering to the school's allergy policy and any related guidance.
- Providing the school with up-to-date medical information, including details of allergies, dietary requirements, previous reactions, and emergency procedures.

- Supplying two in-date adrenaline auto-injectors (if prescribed), along with any other required medication such as antihistamines or inhalers, and ensuring timely replacements.
- Carefully considering the food provided in packed lunches and snacks, aiming to limit allergens and avoid high-risk items.
- Following school guidance on food brought in for sharing, such as birthday treats or class events.
- Informing the school promptly of any changes to their child's allergy status, medication, or care plan.
- Ensuring their child understands their allergy, where age-appropriate, and reinforcing safe behaviours at home.
- Working in partnership with the school to support their child's wellbeing, including attending meetings or reviews related to their medical needs.

### 3.5 Pupils with allergies

Pupils with allergies are encouraged and supported to take age-appropriate responsibility for their health and safety. They are responsible for:

- **Being aware of their allergens** and understanding the risks they pose.
- **Knowing how and when to use their adrenaline auto-injector**, and other prescribed medication. If age appropriate and suitable for the child.
- **Informing a trusted adult immediately** if they feel unwell or suspect an allergic reaction.
- **Following school rules and guidance** around food and shared spaces.
- **Participating in discussions and reviews** about their care plan, where appropriate.
- **Helping to raise awareness** among peers by sharing their experiences in a safe and supported way, if they feel comfortable.

### 3.6 Pupils without allergies

All pupils are expected to contribute to a safe and inclusive school environment. Pupils without allergies are responsible for:

- **Being aware of allergens and the risks they pose** to their peers.
- **Respecting allergy-related rules and guidance**, including food restrictions and seating arrangements.
- **Avoiding sharing food** with others unless permitted by staff.
- **Supporting their peers with allergies**, especially in emergencies, by alerting staff or helping locate medication if appropriate.
- **Participating in allergy awareness activities**, helping to foster empathy and understanding.

Older pupils may also be expected to assist staff in an emergency situation, such as alerting adults, staying calm, and helping guide others away from the affected area.

## 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

Forestskies Federation is committed to reducing the risk of allergic reactions through clear procedures, staff training, and a culture of awareness and inclusion. We recognise that while it is not possible to eliminate all allergens, we can take practical steps to minimise exposure and respond effectively.

### 5.1 Hygiene procedures

To prevent cross-contamination and reduce the risk of exposure to allergens:

- Pupils are reminded to wash their hands before and after eating, and after outdoor play.
- Sharing of food is strictly not allowed, including during snack times and celebrations.
- Pupils use named water bottles and do not share utensils or containers.
- Surfaces used for eating are cleaned thoroughly before and after use.
- Staff model and reinforce good hygiene practices.

### 5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

- Midday staff receive appropriate training and are able to identify pupils with allergies
- 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)
- Midday staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

### 5.3 Food restrictions

While we cannot guarantee an allergen-free environment, we aim to reduce risk by discouraging high-risk foods:

We ask that pupils and staff **avoid bringing the following items** into school:

- Packaged nuts
- Cereal, granola, or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces (e.g. satay)
- Sesame seeds and foods containing sesame

If these foods are brought in we will keep them separate and contact parents.

## 5.4 Insect bites/stings

To reduce the risk of allergic reactions to insect bites or stings:

- Pupils must wear shoes outdoors at all times.
- Food and drink should be covered when outside to avoid attracting insects.
- Staff are aware of pupils with insect-related allergies and know how to respond in an emergency.

## 5.5 Animals

Where animals are present in school (e.g. for educational visits or therapy):

- Pupils will wash hands thoroughly after interacting with animals.
- Pupils with known animal allergies will not be required to interact with animals.
- Staff will ensure that animal visits are risk-assessed and inclusive.

## 5.6 Support for mental health

› We recognise that pupils with allergies may experience anxiety, isolation, or bullying. To support their mental health and wellbeing:

- Pupils with allergies will have access to **pastoral care** and regular check-ins with their class teacher or designated staff member.
- Staff will monitor for signs of anxiety or distress and respond sensitively.
- Any incidents of bullying related to allergies will be addressed in line with the **school's behaviour and anti-bullying policies**.
- Pupils are encouraged to speak openly about their allergies in a safe and supportive environment.

## 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 Adrenaline Auto-Injectors (AAIs)

› In line with our **Supporting Pupils with Medical Conditions Policy**, the school maintains a detailed and up-to-date register of pupils who:

- Have been prescribed adrenaline auto-injectors (AAIs), or
- Have a written care plan from a medical professional recommending the use of AAIs in the event of anaphylaxis.

› **The register includes:**

- **Pupil name and photograph** for quick visual identification.

- **Known allergens and risk factors** for each pupil.
- **Type and dosage of prescribed AAI(s).**
- **Location of the pupil's personal AAI(s)** (e.g. classroom, office, carried on person).
- **Parental consent status** for use of the school's spare AAI, if applicable.
- **Expiry dates** of all AAIs and other emergency medication.

#### › Access and Use

- The register is stored in a **secure but easily accessible location**, such as the school office and staffroom, and is available to all staff involved in pupil care.
- A **condensed version** may be kept in classrooms or with first aid kits for quick reference during emergencies.
- Staff are trained to **check the register immediately** when responding to a suspected allergic reaction.

#### › AAI Storage and Pupil Access

- Pupils who are age-appropriate and able to self-administer may **carry their AAI(s)** with them, reducing response time in emergencies.
- All staff are aware of the **location of spare AAIs** and how to access them quickly.

## 6.2 Allergic reaction procedures

› As part of our commitment to allergy awareness and pupil safety, **all staff are trained** to recognise the signs of allergic reactions, including anaphylaxis, and to respond swiftly and appropriately.

#### › Staff Training and Preparedness

- All staff receive training on recognising allergic reactions and administering adrenaline auto-injectors (AAIs).
- Training includes how to follow a pupil's individual **Allergy Action Plan** and the school's **Emergency Response Protocol**.
- Staff know the location of both **personal AAIs** and **spare school AAIs**, and how to access them quickly.

#### › Emergency Response Steps

› If a pupil shows signs of an allergic reaction:

1. **Assess the severity** of the reaction:
  - **Mild symptoms** (e.g. rash, sneezing, mild swelling): pupil will be monitored and parents/carers informed.
  - **Severe symptoms** (e.g. difficulty breathing, swelling of throat, dizziness, collapse): initiate emergency response immediately.
2. **Follow the pupil's Allergy Action Plan**, if available.
3. **Administer the pupil's own AAI** if prescribed and available.
4. If the pupil's own AAI is:
  - Not available,
  - Expired,
  - Misfired or damaged,

- Or if the pupil has **parental consent and medical authorisation** for use of the school's spare AAI,

➤ → **Administer the school's spare AAI.**

5. **Call emergency services (999)** and clearly state that the pupil is experiencing anaphylaxis.
6. **Inform the school office and leadership team** immediately.
7. **Stay with the pupil** until the parent/carer arrives, or accompany the pupil to hospital if taken by ambulance.

➤ **If No Allergy Action Plan Is Available**

➤ Staff will follow the school's general allergy emergency procedures, which are based on NHS and Anaphylaxis UK guidance:

- Administer AAI if symptoms indicate anaphylaxis.
- Call 999 and request an ambulance.
- Monitor the pupil's breathing and consciousness.
- Place the pupil in a safe position (lying down with legs raised if dizzy or faint).
- Reassure the pupil and keep them calm.

## 7. Adrenaline auto-injectors (AAIs)

### 7.1 Purchasing of Spare AAIs

Forest skies Federation follows national guidance to ensure that emergency AAIs are available and properly managed for pupils at risk of anaphylaxis.

The designated Allergy Lead is responsible for:

- Ordering spare AAIs.
- Ensuring correct storage and monitoring of expiry dates.
- Keeping records of stock and usage.

#### Purchasing Procedures

- **Quantity:** The school maintains a minimum of one spare AAI per site, with consideration for additional devices based on pupil numbers and layout of the school.
- **Brand:** A single brand of AAI is purchased to avoid confusion during emergencies. The chosen brand is consistent with training provided to staff.
- **Dosage:** Dosage is determined using Resuscitation Council UK's age-based criteria:
  - Junior dose (150 micrograms) for children under 6 years.
  - Adult dose (300 micrograms) for children aged 6 and over.

#### Supplier and Prescription

- Schools in England may purchase AAIs without a prescription under the Human Medicines (Amendment) Regulations 2017.

- AAI's are obtained from a local pharmacy using a template letter provided in the official guidance.

#### Record Keeping

- All purchases are logged, including:
  - Date of purchase
  - Expiry date
  - Storage location
  - Brand and dosage
- The Allergy Lead ensures regular checks and timely reordering.

### 7.2 Storage (of both spare and 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
- › 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)

HT and administrator are 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 (for example, in a sharps bin for collection by the local council).

### 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
- › A **spare school AAI** will be taken on all trips where a pupil with a known risk of anaphylaxis is attending, provided:
  - › The pupil has **medical authorisation and written parental consent** for use of the spare AAI.
  - › The spare AAI will be:
    - › **Carried by a designated staff member** trained in its use.
    - › **Stored securely but accessibly**, e.g. in a first aid kit or emergency bag.
    - › **Checked for expiry and condition** prior to the trip.
  - › **Staff Responsibilities**
  - › Trip leaders must:

- › Ensure all relevant staff are aware of pupils with allergies and their care plans.
- › Confirm that both **personal and spare AAI**s are available and accessible.
- › Be trained in recognising anaphylaxis and administering AAI
s.
- › Follow the school's **emergency procedures** in case of a reaction, including contacting emergency services and informing parents/carers.
- ›

## 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
- › A list of pupils to whom the AAI can be administered
- › A record of when AAI
s have been administered

## 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 [e.g. annually] by the allergy lead.

## 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