



## Allergy Awareness & Management Policy

Based on a model policy from  **The Key** updated October 2024

**Date reviewed and approved by Head Teacher:** June 2025

**Review period:** Every 3 years or earlier if required by Head Teacher

**Next review due:** November 2027 (to align review dates)

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### 1. Statement of Intent:

- 1.1. This policy is concerned with a whole school approach to the health care and management of those members of the school community suffering from specific allergies.
- 1.2. Little Paxton Primary School is aware that children who attend may suffer from food, bee/wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.
- 1.3. Little Paxton Primary School's position is not to guarantee a completely allergen free environment, but rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.
- 1.4. Little Paxton Primary School is committed to not sharing food or drink.



- 1.5. The Statutory Framework states that the provider must obtain information about any dietary requirements/allergy. As such parents are asked to provide details of allergies in the child's Admissions Form, which is submitted before starting school.

## 2. Aim:

- 2.1. 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 reactions.
- 2.2. The intent of this policy is to minimise the risk of any child suffering allergy- induced anaphylaxis whilst at school.
- 2.3. An allergic reaction to nuts is the most common high-risk allergy, and as such demands more rigorous controls throughout the policy.
- 2.4. The underlying principles of this policy include:
- The establishment of effective risk management practices to minimise the student, staff, parent and visitor exposure to known trigger foods and insects.
  - Staff training and education to ensure effective emergency response to any allergic reaction situation.
- 2.5. This policy applies to all members of the school community:
- School Staff
  - Parents / Guardians
  - Volunteers
  - Supply staff
  - Children

## 3. Legislation and guidance

This policy is based on the Department for Education (DfE)'s guidance on [allergies in schools](#)

## 4. Definitions:

- 4.1. **Allergy** - A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.
- 4.2. **Allergen** - A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
- 4.3. **Anaphylaxis** - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.
- 4.4. **Epipen** - Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration referred to in this policy as AAI (adrenaline auto-injector)
- 4.5. **Minimised Risk Environment**- An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.



- 4.6. **Health Care Plan-** A detailed document outlining an individual student's condition treatment, and action plan for location of AAI.

## 5. Roles and responsibilities

We take a whole-school approach to allergy awareness.

### 5.1. Allergy lead

The nominated allergy lead the Deputy Head supported by the School Business Manager.

They are 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 may be 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

### 5.2. Office Team

are responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date.
- Any other appropriate tasks delegated by the allergy lead

### 5.3. 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



- If appropriate, making their class aware of the allergy suffered by someone in the class and any considerations that should be made. Paperwork in the class red folder. Teachers to be responsible for sharing with all support staff in their team.
- Teachers to ensure all relevant information passed on transition day to the new teacher.
- Where students with known allergies are participating in school excursions, the risk assessments must include this information.
  - If a child's Admissions Form states that they have an allergy then a Health Care Plan is needed. It must be in place before the child starts attending sessions. A risk assessment should be carried out and any actions identified to be put in place. The assessment should be stored with the child's Health Care Plan.
  - All staff who come into contact with the child will be made aware of what treatment/medication is required by the SENCo and where any medication is stored.
  - All staff are to promote hand washing before and after eating.
  - Staff cannot guarantee that foods will not contain traces of nuts.
  - All tables are cleaned with an approved solution.
  - Children are not permitted to share food.

#### 5.4. Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition
- For students with an allergic condition, the school requires parents / guardians to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication. The SENDCo will ensure that a Health Care Plan is established and updated for each child with a known allergy.
- Parents/ guardians are responsible for the provision and timely replacement of the AAI's.

#### 5.5. Pupils with allergies

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector, where their AAI is stored and how to access it if required.



- If appropriate Medi-bracelets can be worn



## 5.6. Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Teachers need to ensure that all peers are aware of the allergens within the class

## 6. Assessing risk

The child's 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.

## 7. Managing risk

### 7.1. 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

### 7.2. 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

### 7.3. 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.

#### 7.4. Insect bites/stings

When outdoors:

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

#### 7.5. 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

#### 7.6. Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their [class teacher/form tutor/etc.]

#### 7.7. 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 9.5).

## 8. Procedures for handling an allergic reaction

### 8.1. Register of pupils with AAI

The school maintains a register of pupils who have been prescribed AAI or where a doctor has provided a written plan recommending AAI 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 (this will require parental consent)

The register is kept in each classes' red folder and can be checked quickly by any member of staff as part of initiating an emergency response

## 8.2. Allergic reaction procedures

- As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately
- Staff are trained in the administration of AAIs 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-
  - We will delegate someone to contact the child's parents.
  - Keep calm, make the child feel comfortable and give the child space.
  - If medication is available it will be administered as per training and in conjunction with the Managing of Medicines Policy
- If the pupil has no allergy action plan, staff will contact 999 and follow their procedures. If an AAI is needed, staff should know where to find one in school (use a child or staff members) . 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
- Action Plans with a recent photograph for any students with allergies will be posted in relevant rooms with parental permission

## 9. 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
- Staff need to be aware of who has an AAI in school that may need to be used
- How to administer AAIs
- The wellbeing and inclusion implications of allergies

Training will be carried out during September inset day.

## 10. 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 Policy

## **11. Monitoring arrangements**

11.1. This policy will be reviewed every **3 years** and shared with the full governing board.

## **12. Equality Review**

- 12.1. Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.
- 12.2. This policy has been equality impact assessed, and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.