HALL GREEN SCHOOL

ALLERGY SAFETY POLICY

Adopted:	September 2026
Next Review:	September 2027
Governing Committee:	School Board
Responsibility:	Headteacher/Assistant Headteacher – Health & Safety

Contents

This Allergy Safety Policy will be reviewed at least annually, and where incidents or "near misses" suggest areas for improvement. This is essential where incidents suggest that policies or procedures may leave individuals with allergy at risk.

The school Board should ensure that allergy safety policies are readily accessible to parents and staff. This policy will be published on the school's website and be made available in hard copy on request. Parents will be made aware of the policy.

All staff will read and sign to acknowledge that they have read the policy and understand their responsibilities.

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 Mrs S Paxton-Gault (Assistant Headteacher with responsibility for health and safety).

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 Lead First Aider).
- 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 Lead First Aider

Is responsible for:

- Recording and collating allergy and special dietary information for all relevant pupils and ensuring this information is provided to the school catering team
- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Checking spare AAIs are in date and contacting parents to ensure that they are replaced.
- 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
- Being aware of allergy-related bullying and wellbeing, taking preventative measures, reporting routes for and providing support for affected pupils.

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 (without up-to-date medicine, pupils will not be able to attend trips off-site).
- 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.

3.5 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
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose
- Ensuring they have up to date medication on their person (essential if they are to attend trips off site).

3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Following school expectations by avoiding causing triggers
- Respect the privacy of pupils with allergies but be sensitive to their needs and not draw unnecessary attention to them.

Older pupils might also be expected to support their peers and staff in the case of an emergency.

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 recommended
- Pupils are encouraged to 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.

5.3 Food restrictions

Set out your school's procedure on allowing food being brought in. It's almost impossible to ban all allergens (for example, milk and egg), so think carefully about whether you want to put restrictions in place.

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.

The school canteen will not sell food containing nuts or sesame seeds.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn.

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 Support for mental health

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy.

Pupils with allergies will have additional support through:

- Pastoral care
- Interactions with the Allergy Champion (Mrs J Akhtar - Lead First Aider) when required.

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 unless they do not have appropriate and up-to-date medication provided and, on their person, or in the care of the school.
- 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 school's adrenaline autoinjector (AAI) protocols for off-site events and school trips (see section 7.5).

5.8 Individual Children and Young People

Identification

A list of pupils with allergies, their known allergens and whether they carry medication (for example adrenaline autoinjector (AAI) devices) will be constructed based upon information provided by parents, healthcare professionals, their previous setting and pupils themselves.

The record will be kept in the medical area of the Staff Common area and in the Medical Room and reception.

All individuals who have Individual
Healthcare Plans and/or an Allergy Action Plan will appear on the Staffroom Medical Noticeboard.

Individual Healthcare Plans

Children and young people should have an Individual Healthcare Plan (IHP) if:

- they have an allergy which has a functional impact on them in their school, college or setting;
- they are at risk of harm as a result of their allergy; and
- they require arrangements which are additional to or different from those made generally.

The IHP will set out the additional and/or different arrangements that will be in place in the school, for supporting the child or young person with their medical condition or allergy, including in emergency situations.

- Where children and young people have an Allergy Action Plan and/or Asthma Action Plan issued by a healthcare professional, the IHP should refer to or attach it. Whenever an updated Action Plan becomes available, the child or young person's Individual Healthcare Plan should be reviewed to incorporate it.

6. Procedures for handling an allergic reaction

6.1 Register of pupils with Automatic Adrenaline Injectors (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 reception and in the Medical Room and can be checked quickly by any member of staff as part of initiating an emergency response

Pupils are required to keep their AAIs with them to reduce delays and allow for confirmation of consent without the need to check the register.

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 how to respond appropriately
- Staff are trained in the administration of AAIs to minimise delays in pupils 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
- A school AAI device will be used instead of the pupil's own AAI device if:

- 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 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:
- Based on the new statutory allergy guidance (which reflects the changes commonly referred to as "Benedict's Law"), staff **should administer adrenaline if a pupil is presenting with anaphylaxis**, even if:
- the pupil has **no prescribed AAI**;
- there is **no pre-agreed parental consent**; and
- there is **no known allergy diagnosis**. [allergy_sa..._June_2026 | PDF]

The guidance explicitly states that:

- Around **20% of anaphylaxis reactions in schools occur in children without a pre-existing allergy diagnosis**, which is one reason schools are expected to stock spare adrenaline devices. [allergy_sa..._June_2026 | PDF]
- If someone is experiencing anaphylaxis, **"anyone – staff, volunteers or bystanders – may take reasonable action to save their life."** The law recognises that rescuers are acting under emergency conditions. [allergy_sa..._June_2026 | PDF]
- **"If in doubt whether the reaction is anaphylaxis, treat with adrenaline."** [allergy_sa..._June_2026 | PDF]
- People acting in good faith to save a life are protected, including when administering adrenaline for anaphylaxis. [allergy_sa..._June_2026 | PDF]
- Anaphylaxis involving the Airway, Breathing or Circulation (**ABC**) **must be treated promptly with adrenaline**, and if the pupil's own device is unavailable, a **spare AAI can be used**. [allergy_sa..._June_2026 | PDF].

Practical implication for Hall Green School

- If a pupil is displaying signs of anaphylaxis (e.g., airway swelling, breathing difficulty, persistent cough/wheeze associated with an allergic reaction, collapse, dizziness, pale clammy skin, or other ABC symptoms), staff should:
- **Administer adrenaline immediately** (using the pupil's own AAI if available, otherwise a spare AAI).
- **Call 999 immediately.**
- Stay with the pupil and monitor them until emergency services arrive. [allergy_sa..._June_2026 | PDF]

NHS advice on treatment of anaphylaxis and Anaphylaxis UK's advice on what to do in an emergency

- 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)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, set out your school's procedures for AAIs, covering these areas:

7.1 Purchasing of spare AAIs

The Lead First Aider is responsible for buying AAIs and ensuring they are stored according to the guidance.

- AAIs will be purchased from agreed providers
- Four emergency AAIs will be purchased (2 pairs)
- Epipen will be the AAIs purchased
- The dosage required is 300-500mg based upon pupils of age 12 or above (based on Resuscitation Council UK's age-based criteria, see page 11 of the guidance).

7.2 Storage (of both spare and prescribed AAIs)

The Lead First Aider 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 the Medical Room, which is 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, in the filing cabinet in the medical room and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAIs)

The Lead First Aider (Mrs J Akhtar) 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 an 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
- AAI trained staff that are willing to administer the devices are listed and displayed in key areas around the school. Staff attending trips must include members of this list and must be aware of the pupils who are prescribed AAIs.

- The trained staff members must carry the pupil's own, second AAI, along with the 2 spare AAIs.
- The staff member with the AAIs must remain within 5 minutes of the pupil with the AAI and be able to be contacted, should an emergency occur.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs
- Instructions for the use of AAIs
- 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 AAIs have been administered.

8. Training

All staff present during times when pupils are scheduled to be on site will receive allergy awareness training. This includes permanent staff, temporary staff, supply teachers, peripatetic staff, agency workers and regular volunteers. It includes catering staff and others who may oversee children and young people at breakfast or after school clubs. It is not intended to include contractors carrying out work with no pupil-facing role such as builders, electricians or other ad hoc maintenance personnel.

The school is committed to training all permanent staff in allergy response ANNUALLY by the qualified First Aid Instructors Miss E Smith and Mr J Sheard.

Allergy awareness training should ensure all staff:

- Have an awareness of allergy, the risks it poses, how allergic reactions can occur and how to manage it;
- How to reduce and prevent the risk of allergic reactions;
- Understand their responsibilities in reducing the risk of individuals with known allergy coming into contact with their known allergens;
- Understand that allergy includes multiple conditions (food allergy, asthma, eczema, hay fever, others), which can co-exist;
- Understand the difference between food allergy, coeliac disease and food intolerance;
- Know where to find information on allergy triggers;
- Can identify the range of symptoms of allergic reactions;
- Understand and can recognise anaphylaxis;
- Know how to respond in an emergency, including calling emergency services and informing parents; locating and administering emergency medication; and training on device use.
- Understand the impact allergy can have on a child or young person's wellbeing;
- Understand the school, college or setting's allergy safety policy;

- Know how to check whether an individual is on the record of those with known allergy and how to use an Allergy or Asthma Action Plan;
- Understand how to report an allergic reaction or case of anaphylaxis (whether an incident or a near miss).
- 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
- Personalised reference to the pupils in the school with known allergies

Permanent staff who arrive after the training is provided, will be expected to engage with the CPD presentation provided by Miss E Smith and Mr J Sheard as part of the Induction Process.

Supply, trainees, volunteers and temporary staff will be required to complete the following training (or an equivalent provided by their agency), prior to working within the school:

https://www.highspeedtraining.co.uk/courses/register-interest/allergy-anaphylaxis-for-schools

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Medicines in School Policy.