

Wallop Primary School **Allergy Safety Policy**

Produced By:	K. Simons Headteacher using DFE model
Approved for School: Headteacher: K Simons Date: 14/07/2026	 (Signature)
Approved by Governing Body: Chair/Deputy Chair: J Hannan Date: 14/07/2026	 (Signature)

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. It will make clear how our school supports pupils and staff with allergies to ensure their wellbeing and inclusion and promotes 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

We take a proactive approach to identifying all individuals in our school community who live with allergies.

- **Pupils:** All pupils with a known allergy requiring active management will have a formal Individual Healthcare Plan (IHP). This incorporates their clinical allergy action plan, is reviewed at least annually, and is uploaded to the school's digital Management Information System (MIS).
- **Staff Members:** All staff are required to declare allergies upon employment. A secure record of staff allergies is maintained by the Allergy Lead, and staff members prescribed AAls must carry their devices with them at all times.
- **Regular Visitors & Volunteers:** Regular volunteers, student teachers, and long-term supply staff are required to disclose any severe, life-threatening allergies during their safety induction.

The nominated allergy lead is the Admin and Finance Officer who is part of the Senior Leadership Team.

They're responsible for:

- Promoting and maintaining allergy awareness across our school community



- Supporting the Admin Assistant in recording and collating allergy and special dietary information for all relevant pupils
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - 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 with the Headteacher
- Contacting the School Nurse for support and guidance as needed
- Liaising with Chartwells, the school's catering provider, if children with allergies are going to be ordering dinners

They will also ensure that every pupil with a known allergy requiring active management has a formal Individual Healthcare Plan (IHP). These plans will be co-produced alongside parents/carers, incorporate the pupil's clinical allergy action plan (e.g., BSACI), be reviewed at least annually (or immediately following an incident), and be uploaded to the school's Management Information System (MIS) for instant staff visibility.

The Safeguarding Governor actively oversees allergy safety.

3.2 Teaching and all support staff

All 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
- Completing appropriate allergy training at least annually
- 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
- Declaring if they have an allergy themselves and will be responsible for carrying their AAI.

3.3 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. Parents/carers are responsible for providing the school with two in-date AAIs and other required medications. While parents must monitor these expiry dates, the school will maintain an independent check-in log and conduct monthly audits of all prescribed medication on-site. The school will proactively notify parents at least one month before their child's medication is due to expire.
- Prescribed AAIs must remain on school grounds during school hours. Parents must coordinate with class teachers for any agreed-upon arrangements to sign out and take individually prescribed devices home (for example, for the journey home at the end of the day) and ensure they are returned the following morning.
- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Discussing the school dinner menu with the admin team prior to ordering school dinners

- Updating the school on any changes to their child's condition

3.4 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
- Talking to a trusted adult in school if they are worried about their allergies
- Telling a member of staff if they feel unwell

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

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

5.3 Food restrictions

While it is impractical to guarantee a completely allergen-free environment, Wallop Primary School operates as an allergy-aware school. To minimize risk, we strictly prohibit the following high-risk items on school grounds:

- 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, the item will be stored in the school office to be taken home at the end of the day or collected by a parent. They will be offered an alternative item if required.

These restrictions also include the staffroom so as to minimise risk for all individuals, including staff and visitors.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- If using the woodland area or the meadow, staff will carry out a site walk and risk assessment before continuing and will also check for allergies that may be relevant with the group of children and the activity.

5.5 Animals

Sometimes school trips may include visits to local farms and a separate risk assessment will be carried out.

- 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
- Regular check-ins with their class teacher and the school ELSA if appropriate

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 AAls

This policy operates in tandem with our 'Supporting Pupils with Medical Conditions' policy. An IHP is required for any pupil whose allergy requires supportive arrangements or active management in school.

The school maintains a secure central register of all pupils with an active allergy IHP. This register includes:

- Known allergens, cross-reactivities, and specific individual risk factors.
- A copy of their clinical allergy action plan detailing past symptom presentation.
- Clear confirmation of whether the pupil is prescribed an AAI (including type and exact dose) and explicit parental consent for the use of the school's emergency spare AAI.
- An up-to-date photograph of the pupil to allow for immediate visual verification in an emergency.

The register is hosted digitally on the school's MIS. and kept in the relevant classrooms to ensure it can be reviewed instantly during an emergency response.

AAIs will be kept in a safe and in the classroom first aid box which all staff have access to at all times, but is out of the reach and sight of children.

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

Staff are trained in the administration of AAIs to minimise delays in pupil's receiving adrenaline in an emergency annually with updates and reminders throughout the year.

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 must call 999 immediately, state that the school has spare AAIs on site, and ask the emergency handler for direct authorisation to use it.

A school AAI device will be used instead of the pupil's own AAI device if:

- o Medical authorisation and written parental consent have been provided, or
- o 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 immediately.

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

In accordance with statutory requirements, the school maintains an independent central supply of emergency spare Adrenaline Auto-Injectors (AAIs). These are separate from any individual pupil's personal, prescribed medication and serve as a universal safety net for the school site.

- The Allergy Lead is responsible for purchasing spare AAIs from a local pharmacy using a formal requisition letter signed by the Headteacher.
- Adrenaline must always be available in pairs to allow for a second dose if symptoms do not improve within 5 minutes. The school will maintain a baseline central stock of pairs. Central site safety pairs will never be split or depleted to cover school trips; independent, dedicated AAI pairs will be arranged specifically for off-site logistics.
- To protect the entire school community across all weight and age brackets, the school stocks a minimum of two pairs of each required dosage (based on Resuscitation Council UK guidelines):
 - 0.15mg devices: For younger/smaller pupils (typically under 30kg).
 - 0.30mg devices: For older pupils, teenagers, and adult staff members (typically over 30kg).

To eliminate confusion and error during a high-stress emergency response, the school strictly purchases a single brand of spare AAI device (e.g., exclusively EpiPen or Jext) so that all staff training is perfectly uniform.

7.2 Storage (of both spare and prescribed AAIs)

The allergy lead will make sure all AAI's 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 AAI's will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAI's)

The Admin and Finance Officer and the Admin Assistant are responsible for checking monthly that:

- The AAI's are present and in date
- Replacement AAI's are obtained when the expiry date is near

7.4 Disposal

AAI's can only be used once. Once a AAI has been used, it will be placed back into its carrying tube and handed directly to the ambulance paramedics upon arrival so they can verify the exact dosage and time administered.

7.5 Use of AAI's off school premises

Pupils at risk of anaphylaxis who are able to administer their own AAI's should carry their own AAI with them on school trips and off-site events.

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 using an external provider or by the allergy lead. Regular updates and reminders will take place throughout the school year.

Allergy awareness and emergency response training is compulsory for *all* staff present when pupils are scheduled to be on site. This includes permanent teaching and support staff, temporary staff, supply teachers, peripatetic staff, agency workers, regular volunteers, and catering staff.

Training is completed at least annually, with regular updates throughout the school year.

The Allergy Lead will ensure that all new hires, supply teachers, and cover staff receive an allergy safety briefing as part of their day-one induction. This includes reviewing the central allergy register, locating the emergency spare AAI's, and understanding the school's emergency response procedures.

Staff training will cover distinguishing between food allergies, coeliac disease, and food intolerances; identifying the symptoms of anaphylaxis; and administering AAI's (both pupil-prescribed and school spare devices).



9. Recording and Learning from Serious Incidents and "Near Misses"

To foster a transparent "no-blame" safety culture, Wallop Primary School is committed to recording, reporting, and learning from any allergy-related incidents or "near misses" (instances where an allergic reaction was narrowly avoided).

- **Reporting:** Any staff member who witnesses an allergic reaction, a potential allergen breach, or a "near miss" must log the event immediately on the school's incident reporting system.
- **Communication:** The Allergy Lead will inform the parents/carers of any pupil involved, and where relevant, notify the Governing Body and catering providers.
- **Post-Incident Review:** Following any incident or near miss, the Headteacher and Allergy Lead will conduct a formal review of the school's risk assessments, mealtimes, or classroom protocols to identify lessons learned and update this policy if required. Any involved individual's IHP will be reviewed immediately.

10. Data Protection

A pupil or staff member's medical and allergy information is classified as Special Category Data under UK GDPR. While allergy registers are placed in classrooms and on the MIS to ensure swift emergency access, this information will be handled respectfully. Registers will not be displayed in public areas where they can be viewed by casual visitors or classmates, protecting individuals' privacy and preventing them from being singled out or subject to bullying.

11. 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
- Anti-bullying policy

This policy will be reviewed annually by the Headteacher and Board of Governors.

Date of review: July 2026	Date of implementation: September 2026
Next review due: July 2027	Reviewing Committee: FGB