Oakfield Primary School

Allergy Policy

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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 allergy awareness among the school community

2. Legislation and guidance

This policy is based on the Department for Education (DfE)'s statutory Allergy safety in schools guidance (2026) and supporting pupils with medical conditions at school (2026), 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
- Equality Act 2010
- Health and safety at work Act 1974
- Children's Act 1989
- Education Act 2002
- Keeping children safe in education 2026

3. Allergy aware culture

The school promotes an allergy-aware, inclusive culture in which pupils with allergies are supported to participate fully in school life. Staff encourage respect, discourage food sharing and challenge behaviour that may place others at risk.

4. Roles and responsibilities

We take a whole-school approach to allergy awareness.

4.1 Allergy lead

The Headteacher had designated the Deputy Head, Miss Lodge, as a member of the school leadership team, as the nominated allergy lead.

They're responsible for:

- Implementing this policy and coordinating allergy safety across the school
- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils
- Overseeing the school's allergy register and Care Plans
- 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 at least annually and sooner following any serious allergy incident, significant near miss or changes to statutory guidance or school practice
- Ensuring the allergy policy is available on the school website and in hard copy if requested
- Ensuring allergy incidents and near misses are investigated and reviewed
- Coordinate annual allergy training and emergency response practice
- Oversee the school's whole-school allergy risk assessment.

4.2 School Office

The school office is 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

4.3 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

4.4 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
- Carefully review the school menu and ensure that they are aware of the ingredients in the meal they are booking for their child
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

4.5 Pupils with allergies

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Follow the school allergy procedures that are there to support them e.g. Yellow trays, lanyards and medication storage
- Understanding how and when to use their adrenaline auto-injector or asthma inhaler

4.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Report any concerns about allergens, lunch boxes or their peers to school adults

4.7 Governing Body

The Governing Body has overall responsibility for ensuring that suitable arrangements are in place to support pupils with allergies. This includes:

- appointing a governor with oversight of allergy safety
- reviewing allergy safety annually
- ensuring allergy safety forms part of the school's health and safety and safeguarding arrangements
- monitoring implementation of this policy.

5. Assessing risk

The school adopts both:

- individual allergy risk assessments for pupils where appropriate
- an annual whole school risk assessment

The whole-school allergy risk assessment considers:

- curriculum activities
- food technology and practical lessons
- school meals and catering

- packed lunches
- breakfast and after-school clubs
- educational visits
- visitors
- non-food allergens including latex, therapy animals and insect stings
- cleaning arrangements
- emergency procedures.

6. Managing risk

6.1 Identifying allergies

6.1.1 Children

- Parents complete pre-admissions paperwork to indicate if their child has any allergies, including asthma
- Parents who have indicated a food allergy complete a more detailed 'Allergy information form'
- School staff review the information and develop relevant Care Plans (IHPs-Individual Health Care Plans)
- Where a clinician has provided an Allergy Action Plan, this will be attached to and form part of the pupil's Individual Healthcare Plan.

6.1.2 Staff

- Staff complete medical screening on appointment. The provider will alert the school to any needs that may require reasonable adjustments
- Staff are expected to share any medical conditions (such as an allergy) that may require reasonable adjustments or a risk assessment, with a senior leader when they are appointed

6.1.3 Visitors

- Visitors are asked on the signing in Inventry system to alert the school office if they have any medical needs (such as an allergy) that may require support or awareness whilst they are on site.

6.1.4 Transition arrangements

- Allergy information will be transferred securely whenever pupils join, move within or leave the school. Where possible, the school will obtain allergy information from previous settings before admission and ensure Individual Healthcare Plans are reviewed before the pupil starts.

6.2 Hygiene procedures

- Sharing of food is not allowed
- Pupils have their own named water bottles
- Pupils have their own named packed lunch box
- Spare classroom cups are washed in between uses
- Pupils wash their hands before and after any food handling lessons
- Surfaces will be cleaned after food handling lessons if a known allergen has been used

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

6.3 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 allergen 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
- Catering staff are available to speak to families regarding school meals and allergens where needed
- Catering arrangements include robust identification procedures for pupils with allergies, including appropriate checking systems before meals are served. The school works closely with its catering provider to minimise the risk of allergen exposure.

6.4 Food restrictions

The school does not operate blanket allergen bans unless supported by an individual risk assessment and medical advice.

The school promotes an allergy-aware environment by encouraging families to avoid sending foods that present an identified risk to members of the school community.

Where temporary restrictions are required following an individual risk assessment, these will be communicated clearly to families.

Food should not be shared between pupils.

We encourage families not to send the following foods:

- 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, they may confiscated.

6.5 Insect bites/stings

When outdoors:

- Shoes should always be worn

- Food and drink should be covered

6.6 Support for mental health

We take an inclusive approach and aim for all pupils to feel welcome, supported and included. We raise awareness of allergies and mental health through assemblies, enrichment activities and our curriculum; particularly for PSHE. Pupils with allergies can receive additional support through pastoral support from the Inclusion team and SLT.

Staff recognise that living with allergies may affect pupils' confidence and emotional wellbeing. The school promotes inclusion and actively challenges allergy-related bullying or stigma.

6.7 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 school 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). Trip leaders will consider whether the school's spare adrenaline auto-injectors should accompany the visit following completion of the trip risk assessment.

7. Procedures for handling an allergic reaction

7.1 Register of pupils with allergies and those with AAIs

- The school maintains a register of pupils who have allergies and those 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 electronically and also as a paper copy in all classroom medical boxes, the school kitchen and the school office as well as in the emergency grab bag. It can be checked quickly by any member of staff as part of initiating an emergency response
- Class medical boxes go out with pupils for PE lessons, trips and events and contain their AAIs.

7.2 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, or if it is not available, a school one
- 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 which may include calling the parent and/or 999 or administering an emergency AAI.
- A school AAI device will be used instead of the pupil's own AAI device if:
    - Medical authorisation and written parental consent have been provided, or
    - 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), or
    - Advised by 999
- An AAI may also be administered to a pupil suffering from an allergic reaction without prior consent for the purpose of saving their life.
- 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
- Following any allergic reaction or suspected allergic reaction, the incident will be recorded, reviewed and, where appropriate, the pupil's Care Plan and relevant risk assessments will be updated.

7.3 Near Misses

- The school will record all allergy-related near misses, including accidental allergen exposure without symptoms, labelling errors, medication issues or other events that could have resulted in harm.
- Near misses will be reviewed to identify learning, improve procedures and update risk assessments where necessary.

8. Adrenaline auto-injectors (AAIs)

8.1 Purchasing of spare AAIs

The allergy lead is responsible for buying AAIs and ensuring they are stored according to the guidance.

- AAIs will be sourced from a pharmacy
- The school will hold 2 AAIs of both the lower and the higher dose as stated in supporting pupils with medical conditions at school
- The school will hold the Epi-Pen brand as the spare AAIs

8.2 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
- During emergency evacuation, lockdown or other emergency procedures, arrangements will ensure pupils' emergency medication accompanies them wherever reasonably practicable

Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion:

- Spare AAIs are stored in the emergency grab bag in the main school office. They are clearly labelled as spares
- Prescribed AAIs are stored in individual pupil pouches inside a clearly labelled first aid box in each of the classrooms. These are stored in an agreed location within each classroom.

8.3 Maintenance (of spare AAIs)

Miss Dorrington and Mrs Nazareth in the school office are responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near
- This will be supported by tracking of expiry dates on Medical Tracker

8.4 Disposal

AAIs can only be used once. Once a AAI has been used, it will be disposed via a sharps bin for collection by the local council). Expired AAIs will be disposed of in the same manner.

8.5 Use of AAIs off school premises

- Pupils at risk of anaphylaxis should take their AAIs with them on school trips and off-site events
- The adult leading the trip or event will ensure that the relevant pupil AAIs and Care Plans are collected and added to the visit first aid kit.
- Pupils should be informed of which school adult is holding their AAI.
- Pupils with AAIs should be carefully considered within event organisation to ensure their AAI remains close enough to them at all times. This should be covered on the EVC risk assessment

8.6 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 list of pupils to whom the AAI can be administered

The following information is held on Medical Tracker:

- A list of school, emergency AAIs and their expiry date
- A record of when AAIs have been administered (both prescribed and school spares)

9. Training

The school is committed to training **all** staff in allergy response. This includes ensuring that supply staff, agency workers, catering staff and regular volunteers etc. all receive appropriate training for their role. The training includes:

- How to reduce and prevent the risk of allergic reactions
- recognising any food as a potential allergen
- How to spot the signs of allergic reactions (including anaphylaxis)
- The importance of acting quickly in the case of anaphylaxis
- understanding Individual Healthcare Plans
- Where AAIs are kept on the school site, and how to access them
- How to administer AAIs and practical use of trainer AAIs
- reporting incidents and near misses
- The wellbeing and inclusion implications of allergies
- Training will be carried out at least annually.

New members of staff will receive allergy awareness training as part of their induction. Supply staff, agency staff and regular volunteers will receive a briefing on pupils with allergies, emergency procedures and medication locations before assuming responsibility for pupils.

10. Individual Healthcare Plans

Individual Healthcare Plans (IHPs) are developed for pupils whose allergy requires active management. At Oakfield, these are referred to as Care Plans.

Care Plans are created collaboratively with parents/carers, school staff and, where appropriate, healthcare professionals.

Allergy Action Plans provided by clinicians form part of the Individual Healthcare Plan.
IHPs are reviewed:

- annually
- following any allergic reaction
- following any significant near miss
- whenever medical advice changes.

11. Safeguarding

The school recognises that repeated attendance without prescribed emergency medication, or failure to share essential medical information, may place a pupil at increased risk.

Where concerns indicate that a pupil's welfare may be compromised, safeguarding procedures will be followed in accordance with the school's Safeguarding Policy.