Claypole Church of England Primary School

Pupil Allergy Policy

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From **September 2026**, new **mandatory statutory guidance on food allergy safety in schools** will come into force in England. This guidance is a historic step forward, giving schools a clear legal duty to protect children with food allergies and ensure staff are trained to respond to emergencies.

Under the new guidance, all schools will be required to:

- **Have robust allergy policies** covering prevention and emergency procedures
- **Keep spare emergency adrenaline auto-injectors (AAIs)** on site and accessible
- **Ensure staff are trained** to recognise and respond to anaphylaxis
- See also https://www.narf.org.uk/

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 the Head Teacher or a member of the SLT in absence of the Head Teacher

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 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

3.2 School Administrator

The school administrator 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

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

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
- 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

3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers

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 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

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.

5.4 Insect bites/stings

When outdoors:

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

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 will have additional support through:

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

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 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 (this will require parental consent)
- The register is kept is kept in the Admin Office and classrooms as necessary so that it can be checked quickly by any member of staff as part of initiating an emergency response

Allowing all pupils to keep their AAIs with them will reduce delays and allows 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 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 – you can use the NHS advice on treatment of anaphylaxis and Anaphylaxis UK's advice on what to do in an emergency to formulate your response]
- 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)
- 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)

7.1 Purchasing of spare AAIs

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

- AAIs are sourced from a local pharmacy (a letter requesting the purchase is signed on letter heading by the headteacher or deputy headteacher in the absence of the headteacher)
- x2 0.15mg & x2 0.3mg EpiPen The brand(s) of AAI purchased were Mylan for Jnr Epipens and Viatris for the 0.3 mg Epipens.

The Epipens are marked by Year group to ensure the correct dosage required

For children age under 6 years:	For children age 6-12 years:	For teenagers age 12+ years:
Epipen Junior (0.15mg) **or**	Epipen (0.3 milligrams) **or**	Epipen (0.3 milligrams) **or**
Emerade 150 microgram **or**	Emerade 300 microgram **or**	Emerade 300 microgram **or**
Jext 150 microgram	Jext 300 microgram	Emerade 500 microgram **or**
		Jext 300 microgram

- 0.15mg (green box) = children weighing 15kg to 30kg typically under 6 years old
- 0.3mg (yellow box) = children weighing over 30 kg typically over 6 years old

7.2 Storage (of both spare and prescribed AAIs)

The allergy lead will make sure all AAIs are:

- Stored in the top draw of the filing cabinet in the Medical Roomat room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature.

7.3 Maintenance (of spare AAIs)

The Administrative Team and the LSM 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 in a sharps bin for collection by the local council

If used on a child, the AAI must be handed to the paramedic on their arrival in school.

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
- Where the school holds spare adrenaline auto-injectors (AAIs) for emergency use, these will be considered for all off-site visits and activities where there is a risk that a child may experience anaphylaxis and/or where a child's Individual Healthcare Plan identifies the need for access to an emergency AAI.
- A child who has been prescribed an AAI must take their **own prescribed AAI(s)** on every off-site visit. The school's spare emergency AAIs are an additional safeguard and must not be regarded as a replacement for a child's prescribed medication.
- Before the visit, the visit leader must ensure that:
  - the relevant children's healthcare needs and Individual Healthcare Plans have been considered;
  - prescribed AAIs and any other required medication are taken on the visit;
  - spare emergency AAIs are taken where required by the risk assessment or healthcare arrangements;
  - the AAIs are readily accessible to staff and **must not be locked away or inaccessible in an emergency**;
  - staff accompanying the visit know which children have an Individual Healthcare Plan, where their medication is located and the emergency procedures to follow;
  - staff who may be required to administer an AAI have appropriate knowledge and training;
  - the expiry dates and condition of spare AAIs are checked before departure;

- arrangements are in place for the safe storage of AAIs during the visit, taking account of temperature, accessibility and the nature of the activity.

- Spare AAIs must only be administered in accordance with the school's **Supporting pupils with medical conditions / emergency AAI arrangements**, the relevant child's healthcare plan where applicable, and current national guidance.
- If a child displays signs of anaphylaxis, the appropriate emergency response must be followed without delay. **Emergency medical assistance must be called (999), and the child's own prescribed AAI should be used where available.** A spare AAI may be administered where the circumstances meet the school's emergency AAI arrangements. A second dose may be given, where clinically indicated and in accordance with the school's arrangements, if there is no improvement after the first dose and emergency medical assistance has not arrived.
- Following administration of an AAI, **999 must be called** and the child must receive urgent medical assessment, even if they appear to recover.
- The use of any school-held spare AAI must be recorded and reported to the Headteacher/Designated Person in accordance with the school's medication and incident-reporting procedures. The spare AAI stock must then be replenished as soon as possible.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs
    - x2 0.15mg &
    - x2 0.3mg EpiPen® brand Instructions for the use of AAIs
- Instructions on storage
    - Room temperature
    - Medical Room
    - Filing cabinet (top drawer)
- Manufacturer's information:
    - EpiPen®
- A checklist of injectors, identified by serial number and expiry date with monthly checks recorded with expiry details added to MEDITRACKER to alert school when it's due for renewal

Serial Number	Dosage	Expiry Date
18414656947546	0.3mg	MAY 2028
11432484388336	0.3mg	MAY 2028
16931158352992	0.15mg	JULY 2027
16338962643542	0.15mg	APRIL 2027

- A note of arrangements for replacing injectors
    - A Headteachers (or a member of the SLT in their absence) letter on school letter heading requesting the dosage, number and purpose.
- A list of pupils to whom the AAI can be administered (recorded in Medical Tracker)
- A record of when AAIs have been administered (recorded in Medical Tracker)

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 AAIs are kept on the school site, and how to access them
- How to administer AAIs
- The wellbeing and inclusion implications of allergies

Training will be carried out 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