

# Allergy Policy

## Swindon Village Primary School



|                            |                    |                                        |
|----------------------------|--------------------|----------------------------------------|
| <b>Approved by:</b>        | Premises Governors | <b>Date:</b> 8 <sup>th</sup> July 2026 |
| <b>Last reviewed on:</b>   | July 2026          |                                        |
| <b>Next review due by:</b> | July 2027          |                                        |
| <b>Policy Type</b>         | Statutory          |                                        |

## **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 Louise Brown

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. Special dietary and allergy information may be collected via the Office Team and reported back to the Allergy Lead.
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy
- 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 allergiesRelevant staff are aware of what activities need an allergy risk assessment
- Co-ordinating the paperwork and information from families

- Co-ordinating medication with families
- Checking spare AAIs are in date

### **3.2 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

### **3.3 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 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

### **3.4 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
- 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

#### **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.

Our catering provider, ABM, is committed to supporting the school's allergy management procedures by ensuring that:

- All relevant staff are appropriately trained in food safety and allergen awareness.
- Effective hygiene practices and allergen control measures are implemented to prevent cross-contamination during food preparation and service.
- Suitable alternative meals are provided for pupils with identified dietary requirements and food allergies

##### **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 worn

## **5.5 Animals**

The school will be made aware if a child has an allergy to animals

- Pupils with animal allergies will not interact with animals
- All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Our school dog will be regularly groomed to reduce excess moulting that may heighten allergies.

## **5.6 Support for mental health**

If required pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with Pastoral Lead, Class Teachers or Teaching Assistants.

## **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.

# **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.
- The register is kept in the First Aid room and can be checked quickly by any member of staff as part of initiating an emergency response
- If a pupil has been prescribed an AAI this should be kept in the child's classroom.

## **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

Where a pupil displays symptoms consistent with anaphylaxis but does not have an Individual Healthcare Plan or known allergy, staff must treat the situation as a medical emergency. Emergency services will be contacted immediately, and a spare adrenaline auto-injector (AAI) may be administered where anaphylaxis is suspected and it is necessary to preserve life

- 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) & Inhalers**

### **7.1 Purchasing of spare AAIs & Inhalers**

The Allergy Lead and/or School Business Manager (SBM) has overall responsibility for the procurement, storage, monitoring and maintenance of the school's emergency Adrenaline Auto-Injectors (AAIs) and emergency salbutamol inhaler.

The school will maintain a supply of two spare AAIs, obtained from a registered pharmacy or other reputable supplier. The AAIs will be stored and managed in line with manufacturer instructions and current Department for Education guidance. Regular monitoring will take place to ensure devices remain within their expiry dates and are replaced as required.

To support the needs of pupils across different age and weight ranges, the school may hold AAIs in both 150 microgram and 300 microgram strengths.

The school will also maintain an emergency salbutamol inhaler on site for use in accordance with asthma emergency procedures. The inhaler will be stored securely, monitored regularly and replaced before its expiry date

## **7.2 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

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

## **7.3 Maintenance (of spare AAIs)**

Louise Brown & Vikki Tarling 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 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**

- For educational visits and school trips, pupils' prescribed adrenaline auto-injectors (AAIs) will accompany them and remain readily accessible to the lead member of staff. Where available, a school spare AAI will also be taken on the visit as an emergency backup and to support any unforeseen anaphylactic reaction

## **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**

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
- How to administer AAIs
- Training will be carried out on Educare by all staff each year.

## **9. Links to other policies**

This policy links to the following policies and procedures:

- Health and safety policy (Found in Key Docs, Premises Policies)
- Supporting pupils with medical conditions policy (Found in Key Docs, Premises Policies)

## Appendix 1

### SWINDON VILLAGE PRIMARY SCHOOL

#### HEALTHCARE PLAN FOR A PUPIL WITH MEDICAL NEEDS & ALLERGIES

The school will not administer medication to your child unless this form has been completed and signed, and the Headteacher has agreed that school staff may administer the medication as required.

##### PAGE 1 – MEDICAL NEEDS

Pupil Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

Year Group/Class: \_\_\_\_\_

\_\_\_\_\_

Date Plan Completed: \_\_\_\_\_

##### MEDICAL CONDITION DETAILS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

##### INDIVIDUAL SYMPTOMS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

##### DAILY MANAGEMENT OF THE CONDITION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## MEDICATION HELD IN SCHOOL

Medication Name:

\_\_\_\_\_

Dosage: \_\_\_\_\_

Method of Administration:

\_\_\_\_\_

Frequency/When Required:

\_\_\_\_\_

Storage Requirements:

\_\_\_\_\_

Expiry Date: \_\_\_\_\_

## MEDICAL EMERGENCY PROCEDURES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMERGENCY CONTACT ARRANGEMENTS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CONSENT FOR ADMINISTRATION OF MEDICATION

Parent/Carer Name:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 2

### PAGE 2 – ALLERGY INFORMATION & ANAPHYLAXIS PLAN

#### ALLERGY DETAILS

##### Food Allergens

- ☐ Peanuts    ☐ Tree Nuts    ☐ Milk/Dairy    ☐ Eggs  
☐ Wheat    ☐ Soya    ☐ Fish    ☐ Shellfish  
☐ Sesame    ☐ Mustard    ☐ Celery    ☐ Lupin  
☐ Sulphites

##### Environmental Allergens

- ☐ Pollen    ☐ Dust Mites    ☐ Animal Fur/Dander  
☐ Latex    ☐ Insect Stings (Bee/Wasp)  
☐ Medication Allergy    ☐ Other Allergy

Please provide details:

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#### MILD ALLERGIC REACTION

- ☐ Itching    ☐ Rash/Hives  
☐ Red or Watery Eyes    ☐ Runny Nose  
☐ Sneezing    ☐ Tingling Mouth  
☐ Mild Swelling Lips    ☐ Mild Swelling Face  
☐ Stomach Pain    ☐ Nausea  
☐ Vomiting    ☐ Other

If other, please specify:

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What action should staff take for mild symptoms?

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#### ADRENALINE AUTO-INJECTOR (AAI)

Does your child have a prescribed Adrenaline Auto-Injector (EpiPen/Jext/Emerade)?

- ☐ Yes    ☐ No

Type: \_\_\_\_\_

Number held in school:

Expiry Date(s): \_\_\_\_\_

Would you give permission for staff to administer the school AAI or Inhaler if required in an emergency?

☐ Yes   ☐ No

SEVERE ALLERGIC REACTION (ANAPHYLAXIS)

- ☐ Difficulty Breathing   ☐ Wheezing  
☐ Persistent Cough   ☐ Swollen Tongue  
☐ Swollen Throat   ☐ Difficulty Swallowing  
☐ Difficulty Speaking   ☐ Dizziness  
☐ Collapse   ☐ Loss of Consciousness  
☐ Pale/Floppy Appearance   ☐ Other

If other, please specify:

EMERGENCY ACTION PLAN

- ☐ Administer Adrenaline Auto-Injector immediately  
☐ Call 999 and state "ANAPHYLAXIS"  
☐ Contact Parent/Carer  
☐ Follow Child's Individual Healthcare Instructions

Additional Instructions:

PARENT/CARER DECLARATION

Parent/Carer Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SCHOOL USE ONLY

Reviewed By: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

Medication Storage Location:

Staff Informed: \_\_\_\_\_

Thank you for completing these forms. If required, a Care Plan will be created and shared with the child's parents/carers and staff.