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|-----------------------------|---------------------------|-----------------------|-------------|
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| <b>Date of next review:</b> | Sept 1 <sup>st</sup> 2027 | <b>Owner:</b>         | HeadTeacher |



# Sarum Academy

## Allergy Policy

*'Empowering a Future Generation'*

## History of Policy Changes

| Date      | Section | Change                        | Origin of Change |
|-----------|---------|-------------------------------|------------------|
| Sept 2026 |         | New policy for September 2026 |                  |
|           |         |                               |                  |
|           |         |                               |                  |
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## 1 Policy Aims and Objectives

The aim of this policy is to provide a safe and inclusive environment for all pupils, staff and visitors with allergies. The school recognises that allergies can have a significant impact on an individual's health and wellbeing and that severe allergic reactions (anaphylaxis) can be life-threatening.

This policy outlines the school's responsibilities for identifying, managing and responding to allergic conditions while promoting inclusion and reducing unnecessary risks.

### **The policy will include:**

- How the school will manage allergies, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- How the school supports pupils with allergies to ensure their wellbeing and inclusion
- How the school promotes and maintain allergy awareness among the school community

### **The objectives of this policy are to:**

- Identify pupils with allergies as early as possible
- Reduce exposure to known allergens where reasonably practicable.
- Ensure staff understand allergy management.
- Respond effectively in an emergency.
- Support pupils to participate fully in school life
- Work closely with parents, carers and healthcare professionals.

## 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

The School takes a whole-school approach to allergy awareness.

### 3.1 Allergy lead

The nominated allergy lead is Iain Parsons (Deputy Headteacher and DSL)

#### **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

#### **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 First Aiders under the leadership of Amanda Dixon (Operations Manager)

is responsible for:

- Co-ordinating the paperwork and information from families
- Data collection to ensure information is reviewed at least annually.
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the allergy lead
- Will maintain and keep up to date the Schools Allergy register
- The medical register including allergies will be held on SIMS and IHP will be stored on onedrive.

### **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 asked to support their peers and staff in the case of an emergency.

## **4 Assessing Risk and Individual Healthcare Plans**

An Individual Healthcare Plan will be produced for every pupil with a diagnosed allergy where there is a risk of an allergic reaction, particularly where there is a risk of anaphylaxis. The plan will be developed in partnership with the pupil (where appropriate), parents or carers, healthcare professionals and relevant school staff.

The individual Healthcare Plan will include:

- Photo of the pupil
- Known allergens
- Signs and symptoms
- Specific medical information to the pupils allergy
- Medication prescribed
- Emergency procedures
- Emergency contacts
- How the allergy is managed on a daily basis
- Responsibilities of Parents, Teachers, First Aiders etc
- How the staff are going to be made aware of the allergy/ emergency procedures
- Consent from the parent for the school to administer medication

Individual Health care plans should be reviewed annually or as and when allergic reactions occur.

The School will also need to consider the risks for the pupil 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 Preventing Exposure to Allergens and Minimising 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, 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.

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.

#### **5.3.1 Food Technology**

Food technology lessons will remain inclusive, supporting the allergy needs of students as identified in their Individual healthcare plans.

This will include:

Ensuring recipes have appropriate options that allow all students to participate safely

Clear communication to parents

Ensuring that no cooking sessions place students at risk through their allergies

Ensuring cleaning and maintenance reduces risk of allergen transfer between lessons

### **5.4 Insect bites/stings**

When outdoors:

- Shoes should always be worn
- 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

## 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 on a shared register on line and can be checked quickly by any member of staff as part of initiating an emergency response

All pupils are permitted to keep their AAIs with them. This 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 individual healthcare plan, staff will follow the school's procedures on responding to an emergency medical need.

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)

We will follow the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#),:

### **7.1 Purchasing of spare AAI's**

The allergy lead is responsible for buying AAI's and ensuring they are stored according to the guidance. The allergy lead will have a signed letter from the Headteacher requesting the purchase of AAI's for the School.

- Where the AAI's will be sourced (i.e. a local pharmacy)
- The quantity of AAI's required
- Which brand(s) of AAI are purchased (schools are recommended to buy a single brand to avoid confusion)
- The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of [the guidance](#))

### **7.2 Storage (of both spare and prescribed AAI's)**

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
- In the office at the centre of school ensuring it is less than 5 minutes from any child.
- 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)**

Tara Down and Zoe Russell 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 disposed of in line with the manufacturer's instructions.

### **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. Spare AAI will be considered in line with individual trip risk assessment.

### **7.6 Emergency anaphylaxis kit**

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAI's
- Instructions for the use of AAI's
- 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 annual training will be provided to staff via Winterbury training.

The training will include:

- 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

## 9 Reporting of Anaphylaxis Events

In the event of an anaphylaxis event occurring the school will follow the normal reporting procedures of logging a medical event on Every Compliance.

This includes:

- **A serious incident** is any event relating directly to a medical condition (including allergy) in which a child, young person, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.
- **A near miss** is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so, for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

Every Compliance will notify Head of Estates, Estates Advisor, Headteacher and Head of Safeguarding allowing for a quick investigation to be commenced. Investigation templates are available to schools on Every Compliance to support with investigating the near miss or serious incident.

## 10 Links to other Policies

- This policy links to the following policies and procedures:
- Health and safety policy
- Supporting pupils at School with medical conditions policy