

OAKWOOD INFANT AND NURSERY SCHOOL

Allergy Management Policy

Review Date	August 2026
Reviewed by	Governing Body
Review Cycle	Annual
Next review due	August 2027

Signed :.....

Name :.....

on behalf of the Governing Body of Oakwood Infant and Nursery School

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, recognising that all staff share responsibility for maintaining a safe and inclusive environment for pupils with allergies. Specific roles and responsibilities are outlined below.

3.1 Allergy lead

The nominated allergy lead is Lynda Lloyd (Safeguarding Manager).

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Collecting, recording, and maintaining up-to-date allergy and special dietary information for all relevant pupils. While the Allergy Lead holds overall responsibility, the collection and updating of this information may be delegated to class teachers, teaching assistants, kitchen staff, the school nurse, and 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
 - Co-ordinating medical information and documentation from families
 - Liaising with families regarding medication.
 - Ensuring spare AAIs are in date and appropriately stored

- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

3.2 School nurse/medical officer, where involved, may support with:

The school nurse/medical officer is responsible for:

- Providing advice on medical information and care arrangements
- Supporting the management and administration of medication
- Assisting with checks to ensure 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 the school's allergy policy and procedures
- Recognising the signs of allergic reactions, including anaphylaxis
- Attending appropriate allergy training as required
- Being aware of pupils with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Minimising the risk of cross-contamination where food is used
- Following individual healthcare plans and emergency procedures
- Knowing the location of emergency medication and how to access it promptly
- Ensuring pupils' allergy medication is in date and fit for use
- Ensuring that a pupil's medication bag is taken with them at all times, and is passed securely between staff so it remains accessible
- Ensuring emergency medication is taken on trips and off-site visits
- Reporting any allergy-related incidents or concerns in line with school procedures
- Ensuring the wellbeing and inclusion of pupils with allergies

3.4 Parents/carers

Parents/carers are responsible for:

- Being aware of and adhering to the school's allergy policy
- Providing the school with accurate and up-to-date information about their child's medical needs, dietary requirements, and any history of allergies, reactions, or anaphylaxis
- Providing the school with two in-date adrenaline auto-injectors (AAIs), where prescribed, and any other required medication (e.g. inhalers, antihistamines), and ensuring these are replaced promptly before expiry
- Completing all relevant medical and dietary information forms, including those provided by Aspens

- Informing the school immediately of any changes to their child's medical condition or treatment
- Carefully considering the contents of packed lunches and snacks, limiting allergens where possible in line with school guidance
- Following the school's guidance regarding food brought in to be shared (e.g. celebrations or events)
- Ensuring their child understands, where appropriate, how to manage their allergy and avoid known triggers
- Communicating with the school where necessary to support the safe management of their child's allergy
- Providing a care plan/flowchart from the child's consultant, to be displayed in the classroom and included in the medication bag with the AAI, and signing to give permission for this to be displayed

3.5 Pupils with allergies

These pupils are responsible for:

- Be aware of their allergens and the risks they pose
- Tell an adult immediately if they feel unwell or think they may be having an allergic reaction
- Know which adults can help them and who has access to their medication
- Avoid sharing food with other pupils

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 DT
- 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 permitted
- Pupils use their own named water bottles

- Tables and surfaces are cleaned before and after food is consumed
- Staff supervise eating areas to reduce the risk of allergen exposure
- Pupils are encouraged to avoid touching other pupils' food
- Spills and food waste are cleaned up promptly
- Staff promote good hygiene practices to minimise the risk of cross-contamination

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
- Pupils with allergies or specific dietary requirements will be issued with a lanyard displaying their name, photograph, and relevant medical or dietary information. Colour-coded lanyards are used to support safe identification:
 - Pupils with dietary requirements (e.g. vegetarian) will wear a purple lanyard
 - Pupils with allergies or intolerances will wear a yellow lanyard labelled 'Allergy'
- Pupils will put on their lanyard prior to entering the dinner hall.
- Catering staff check pupils' lanyards to ensure the correct meals are provided
- Catering staff review daily menus in accordance with the allergy information and dietary requirements provided
- Work in partnership to ensure completion of the required allergy information letter (see Appendix a), and ensuring that any allergies identified as 'red risk' by Aspens are followed up with a meeting involving parents/carers and relevant school staff to agree safe provision and procedures
- School menus are available for parents/carers to view, with ingredients clearly labelled
- Where changes are made to school menus, these will continue to meet the dietary needs of pupils with allergies
- 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 aim to be a nut-free school. Nut-containing products are not permitted on the premises in order to reduce the risk to pupils with severe allergies.

Parents, staff, and visitors are informed of this requirement, and visitors are reminded on arrival. If a pupil brings a nut-containing product into school, the item will be removed and stored safely. It will be returned to the pupil's parent/carer at the end of the school day.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn

- Food and drink should be covered
- Staff should remain vigilant for the presence of insects, particularly during outdoor activities and in warmer weather
- Pupils should be encouraged to remain calm and move away slowly if insects are nearby

5.5 Animals

- All pupils must wash their hands thoroughly after interacting with animals, to reduce the risk of allergen transfer through subsequent contact
- Pupils with known animal allergies will not be required to interact directly with animals
- Staff supervise interactions with animals to ensure appropriate hygiene measures are followed
- Individual risk assessments are carried out for class pets and any animal-related activities, including external visits

5.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher.

5.7 Events and school trips

- No pupil with allergies will be excluded from participating in events or school trips, including those held off-site
- The school will plan all events and visits carefully to ensure the safety and inclusion of pupils with allergies
- Relevant staff will be made aware of pupils' allergies in advance and will have received appropriate training
- Individual risk assessments will be completed where necessary, taking into account the specific needs of pupils with allergies. These will be completed on an individual basis and will be shared and communicated with all relevant staff and parents/carers.
- Appropriate measures will be taken in line with the school's AAI protocols for off-site events and school trips (see section 7.5), including ensuring emergency medication is readily accessible at all times
- Where school-provided food is required for trips, packed lunches will be ordered through the catering provider. The school will clearly communicate the allergies and dietary requirements of all relevant pupils to ensure suitable provision
- Where appropriate, pupils may be advised to bring food from home that meets their specific dietary needs

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAls

This section should be read in conjunction with the school's First Aid Policy and Health and Safety Policy.

- The school maintains a register of pupils who have been prescribed AAI(s) or where a doctor has provided a written plan recommending AAI(s) 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.
 - For pupils with prescribed AAI(s), an individual care plan/flow chart provided by a medical professional is also maintained. Copies are displayed in the classroom and kept with the pupil's medication and a copy is also stored on Arbor to ensure clear and immediate guidance in the event of an emergency.

The register is kept in the first aid cupboard of each classroom and can be checked quickly by any member of staff as part of initiating an emergency response

Allowing all pupils to keep their AAI(s) with them will reduce delays and allows for confirmation of consent without the need to check the register.

6.2 Allergic reaction procedures

This section of the policy has been informed by guidance from the NHS on the treatment of anaphylaxis (available at: <https://www.nhs.uk/conditions/anaphylaxis/>) and guidance from Anaphylaxis UK on responding to anaphylaxis in emergency situations (available at: <https://www.anaphylaxis.org.uk/about-anaphylaxis/what-to-do-in-an-emergency/>).

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 AAI(s) 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 does not have an individual allergy action plan, staff will follow the procedure below in the event of a suspected allergic reaction:

Mild to Moderate Allergic Reaction (e.g. rash, itching, swelling of lips/face, stomach pain):

- Stay with the pupil and call for assistance from a trained member of staff
- Assess the pupil's symptoms and monitor closely
- Administer antihistamine medication if prescribed and available
- Inform parents/carers as soon as possible via phone call
- Log any treatment administered on CPOMs
- Continue to observe the pupil, as symptoms may worsen

Severe Allergic Reaction (Anaphylaxis):

Signs may include difficulty breathing, swelling of the throat/tongue, persistent cough, wheeze, dizziness, or collapse

- Call 999 immediately, stating that a child is experiencing anaphylaxis
- Administer an adrenaline auto-injector (AAI) without delay
- Send for the pupil's medication bag and/or spare AAI if not already present. Spare AAI's will normally only be administered to pupils who:
 - Have been identified as being at risk of anaphylaxis, and
 - Have parental consent for the use of a spare AAI recorded
 - In a life-threatening emergency, staff may administer an AAI to any pupil if this is deemed necessary to save life
- Lie the pupil flat with their legs raised (unless breathing is difficult, in which case they may sit upright)
- Stay with the pupil at all times and reassure them
- If there is no improvement after 5 minutes and a second AAI is available, administer it
- Ensure someone is available to direct emergency services to the location
- Inform parents/carers as soon as possible via phone call
- Log on CPOMs when safe to do so

After the incident:

- The pupil must be taken to hospital for assessment, even if they appear to recover
- The incident should be recorded in line with school procedures
- A review of the incident should take place to identify any further actions required
- 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)

The school follows the Department of Health and Social Care guidance on the use of emergency adrenaline auto-injectors in schools ([emergency adrenaline auto-injectors in schools](#)). Procedures relating to the storage, accessibility, maintenance, staff training, and use of AAIs are embedded throughout this policy and reflect current best practice.

7.1 Purchasing of spare AAIs

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

- Adrenaline Auto-Injectors (AAIs) are obtained via a pharmacy, following a formal written request that is signed and authorised by the Headteacher.

- A minimum of two Adrenaline Auto-Injectors (AAIs) will be held on site at all times
- The school will purchase and stock Epipen Junior (0.15 mg) as the designated brand of Adrenaline Auto-Injector (AAI), in order to maintain consistency and reduce the risk of confusion during emergency use
- The dosage of Adrenaline Auto-Injectors (AAIs) held by the school will be determined in accordance with the Resuscitation Council UK's age-based guidance: 0.15 mg for children under 6 years of age, 0.3 mg for children aged 6–12 years, and 0.5 mg for those aged over 12 years.

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 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

Stored separately from any pupil's own prescribed AAI, with spare AAIs clearly labelled to avoid confusion

Pupils who have been prescribed AAIs will have a named bag containing their medication. This will usually be kept in the pupil's classroom. When pupils are outside the classroom, including during break and lunchtime, the bag will accompany them and be handed to a member of staff to ensure it remains readily accessible at all times.

7.3 Maintenance (of spare AAIs)

Designated staff are responsible for checking regularly that:

All AAIs are present and in date

Replacement AAIs are obtained when the expiry date is approaching

Pupils' individually prescribed AAIs will be checked regularly by the designated first aider for each classroom (usually a teaching assistant). Where medication is nearing expiry, this will be communicated promptly to parents/carers to ensure replacement.

Spare AAIs held by the school will be checked regularly by office staff and a designated first aider to ensure they are present, in date, and ready for use.

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. This may be to hand over to a medical professional, dispose of at a pharmacy or other instruction from manufacturer.

7.5 Use of AAIs off school premises

Pupils at risk of anaphylaxis will have their named medication bag taken with them on all school trips, off-site visits and around the school premises. The medication will be carried and supervised by a designated member of staff to ensure it is readily accessible at all times.

Pupils will not be expected to carry or administer their own AAIs; trained staff will be responsible for administering medication where required

The school will ensure that a sufficient number of trained staff attend all trips and are aware of pupils' allergies and emergency procedures

Spare AAIs will be taken on school trips and off-site visits, in addition to pupils' own prescribed medication, and will be stored in a clearly labelled and accessible location

All medication will be checked prior to the visit to ensure it is present, in date, and suitable for use

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. The spare kit 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
- 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 annually by the allergy lead.

9. Near misses and serious incidents

Any near misses will be communicated to parents as the extent of a 'near miss' may not be identified until the child is back home/finished the school day.

These will also be discussed and shared at SMT weekly safeguarding meetings and logged/learnt from accordingly.

10. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy

- First Aid Policy

Appendices

- Appendix 1: 14 food allergens

Appendix 1: 12 food allergens as taken from <https://www.gov.uk/government/publications/allergen-guidance-for-food-businesses/allergen-guidance-for-food-businesses>

The 14 allergens are:

- celery
- cereals containing gluten (such as wheat, rye, barley, and oats)
- crustaceans (such as prawns, crabs and lobsters)
- eggs
- fish
- lupin - milk - molluscs (such as mussels and oysters) - mustard
- peanuts - sesame - soybeans - sulphur dioxide and sulphites (if the sulphur dioxide and sulphites are at a concentration of more than ten parts per million)
- tree nuts (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts)

This also applies to additives, processing aids and any other substances which are present in the final product.