



Allergy Policy

Policy Creation & Review	
Author(s)	Headteacher and Pastoral Team
Last review date	New policy
Ratified by Governing Body	September 2026
Next Review Date	September 2027

Please note that this policy also pertains to practise in our Little Ellies Childcare. Therefore the term 'school' is used to cover this provision.

1. 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](#)

[Benedicts Law 2027](#) <https://www.gov.uk/government/news/stronger-protections-for-children-with-allergies-in-school>

2. Principles

- To comply with all relevant environmental legislation, regulations and requirements.
- To encourage proactive steps to keep pupils/pupils safe.
- To ensure pupils/pupils from diverse backgrounds, ethnicities or different cultural heritages are not disadvantaged when dealing with allergies and food labelling.
- To work with the catering provider/team to establish a robust process and documentation for menu planning, food labelling, storing, avoidance of cross-contamination, stock ordering of food/drink used at the school.
- To provide an effective staff awareness programme on food allergies and intolerances, possible symptoms (anaphylaxis) recognition and actions to take.
- To develop a pupil awareness programme through PSHE and other curriculum areas.

3. Equalities Statement

- Our school is clear about the need to actively support pupils with medical conditions to participate in school life.
- The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely in all aspects of school life.
- Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

4. Context

Food allergies are increasing in both developed and developing countries, especially in children and the severity and complexity of food allergy is also increasing. Food allergy can be fatal and an appropriate diagnosis is essential in parallel with the need for clear food labelling Worldwide.

Around 5-8% of children in the UK live with a food allergy and most school classrooms will have at least one allergic pupil. These young people are at risk of anaphylaxis, a potentially life-threatening reaction which requires an immediate emergency response. 20% of severe allergic reactions to food happen whilst a child is at school and these reactions

can occur in children with no prior history of food allergy. It is essential that staff recognise the signs of an allergic reaction, symptoms and are able to manage it safely and effectively.

Schools have a legal duty to support pupils with medical conditions, including allergy.

5. Practical steps

We take a whole school approach to allergy awareness.

5.1 Governors

- Ensure the school has a strategic vision for the management of allergy risk assessment and emergency procedures.
- Delegate the day-to-day responsibility for the effective delivery of this Policy to the Headteacher.
- Ensure the school's arrangements to identify and safeguard the wellbeing of pupils, because of their own or someone else's allergy, are robust and effective.
- Ensure that the school provides appropriate training, information, instruction, induction and supervision on a regular basis to enable everyone to stay safe regarding allergies and their management. **It is good practice to log all training and attendees; at Ellen Wilkinson Primary School, records of training are kept by Julie Baker (Pastoral Lead) and Janice Connor (Finance and Facilities Manager).**
- Ensure adequate resources for managing allergies are available through allocation of funds.
- Monitor the effectiveness of this Policy to ensure it remains fit for purpose.

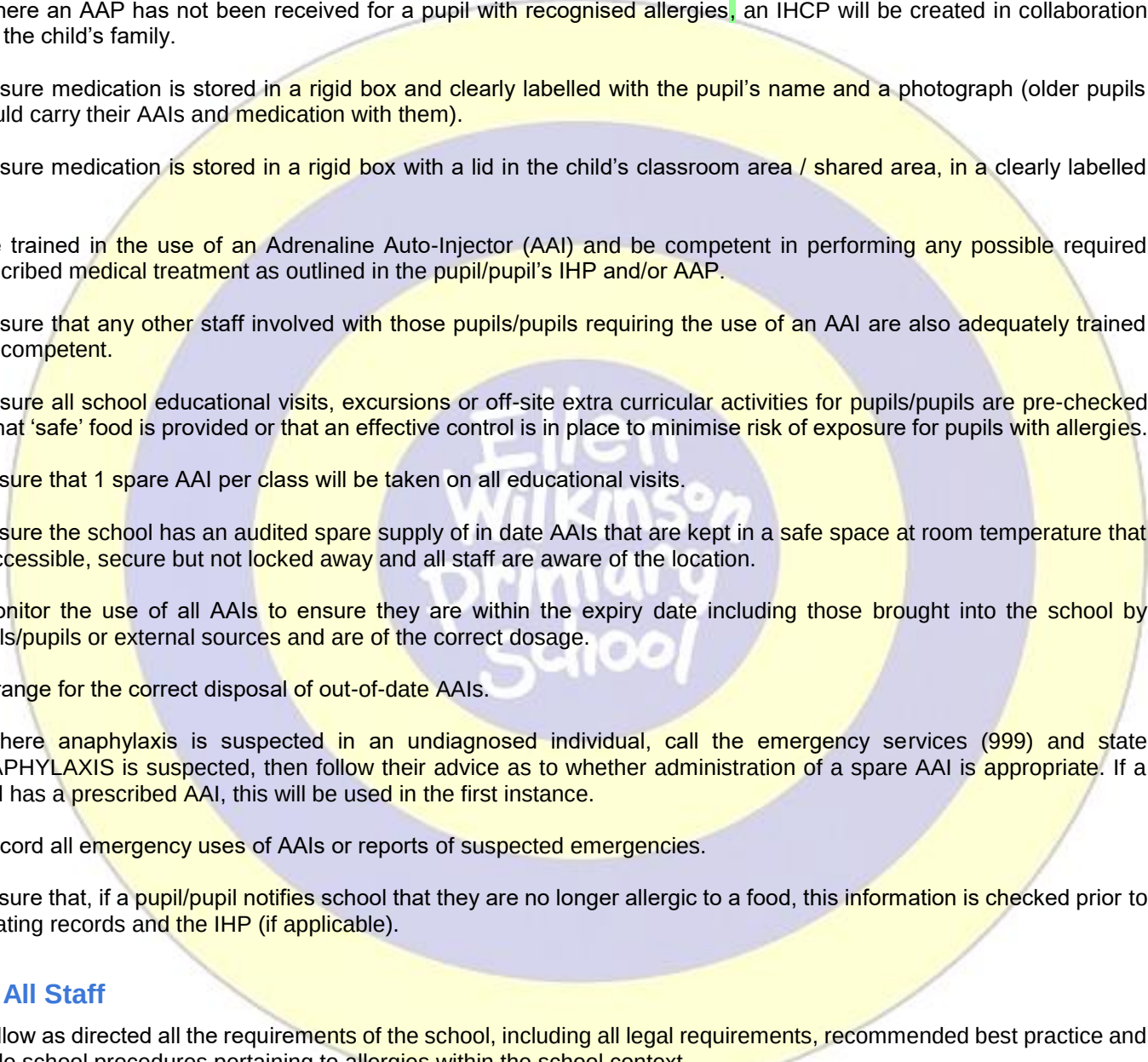
5.2 Headteacher

- Provide, as far as practicable, a safe and healthy environment in which people at risk of allergic reaction and anaphylaxis can participate equally in all aspects of school life and are not subject to bullying because of their condition.
- Ensure all visitors, volunteers, work experience pupils, and sub-contractors are made aware of the school's commitment to allergy management as part of Safeguarding (e.g. key documents are shared upon registration).
- Ensure appropriate material is available on the school website for parent/carers highlighting how the school is managing pupils/pupils with allergies.
- Ensure the curriculum contains age-appropriate content so all pupils/pupils can learn about allergies and how everyone can support those who have them.
- Ensure that school holds up-to-date information on children's allergies and medical conditions by sending out parent surveys twice per year.
- Create links at strategic level with Healthcare professionals and Catering providers and ensure at operational level that links are robust.
- Ensure that staff complete allergy medical training and their identification and management.
- Ensure that up-to-date allergy information for pupils/pupils is accessible to catering teams. This is shared with the catering team twice per year, in line with current policies.
- Ensure there is a workable School Emergency Plan in place that is known by all staff.

- Ensure the school sends a copy of the medical details it holds for the child to parents/carers for review and update at the end of each school year. Seek updated medical information at the commencement of each calendar year and for any pupil/pupil joining in year.
- Where the pupil/pupil has an Individual Healthcare Plan (IHP), ensure the involvement of healthcare and welfare professionals, teaching and catering staff, parents/carers and the pupil/ pupil in establishing IHPs.
- Encourage parents/carers to provide Allergy Action Plans (AAPs) completed and signed by a healthcare professional that can be kept with their medication with copies made available for all staff to access and help the school support the pupil/pupil.
- Ensure effective communication of individual pupil medical needs to all staff and that they know how and where to check for updated information.
- Ensure there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff absences away from the school premises.
- Ensure First Aid staff training includes anaphylaxis management, including awareness of triggers, anaphylaxis and first aid emergency procedures.
- Ensure an adequate risk assessment is undertaken prior to any school educational visits or offsite extra curricular activities for pupils/pupils who have allergies.
- Ensure records of pupils/pupils medically prescribed an AAI and its use are kept correctly and updated regularly.
- Ensure pupil/pupil documentation and in-date medication is kept correctly and safely.
- Ensure best practice in the labelling of foodstuffs and their contents.
- Report to the Board of Governors regarding the management of allergies within the school.

5.3 Member(s) of Staff responsible for medical needs, including First Aid Lead

- Follow all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context.
- Report to the Headteacher regarding pupils with allergies.
- Alongside Health professionals for schools, school management will lead on the training of staff regarding allergy medical needs and their identification and management.
- Work closely with in-house and sub-contracted Catering Managers and Chef Managers in assisting in the support of pupils/pupils with known allergies (including meeting with parents/carers where requested) to discuss any special requirements.
- Monitor where there is a school 'tuck shop' or home baked items are brought into school.
- Liaise with parents/carers of pupils/pupils with known declared allergies to produce a risk assessment for their child that includes sharing of information, allergy management, risk minimisation and emergency actions.
- Wherever possible use an AAP for pupils with recognised allergies and keep it with their medication. Ensure copies of the AAP are available for all staff to access.
- Ensure that the AAP is viewed and treated with the same level of seriousness as an IHCP.

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- The logo for Eileen Wilkinson Primary School is a large, stylized circular emblem. It features concentric circles in shades of yellow and light blue. The school's name, 'Eileen Wilkinson Primary School', is written in a white, cursive-style font across the center of the emblem.
- Ensure all copies of the AAP/IHP located around the school and/or on IT systems are identical if an updated version is received (Google Drive and Bromcom).
 - Where an AAP has not been received for a pupil with recognised allergies, or if the medication information is not clear, liaise with GP/school nursing team, to obtain an up to date copy and/ or clarification.
 - Where an AAP has not been received for a pupil with recognised allergies, an IHCP will be created in collaboration with the child's family.
 - Ensure medication is stored in a rigid box and clearly labelled with the pupil's name and a photograph (older pupils should carry their AAI's and medication with them).
 - Ensure medication is stored in a rigid box with a lid in the child's classroom area / shared area, in a clearly labelled bag.
 - Be trained in the use of an Adrenaline Auto-Injector (AAI) and be competent in performing any possible required prescribed medical treatment as outlined in the pupil/pupil's IHP and/or AAP.
 - Ensure that any other staff involved with those pupils/pupils requiring the use of an AAI are also adequately trained and competent.
 - Ensure all school educational visits, excursions or off-site extra curricular activities for pupils/pupils are pre-checked so that 'safe' food is provided or that an effective control is in place to minimise risk of exposure for pupils with allergies.
 - Ensure that 1 spare AAI per class will be taken on all educational visits.
 - Ensure the school has an audited spare supply of in date AAI's that are kept in a safe space at room temperature that is accessible, secure but not locked away and all staff are aware of the location.
 - Monitor the use of all AAI's to ensure they are within the expiry date including those brought into the school by pupils/pupils or external sources and are of the correct dosage.
 - Arrange for the correct disposal of out-of-date AAI's.
 - Where anaphylaxis is suspected in an undiagnosed individual, call the emergency services (999) and state ANAPHYLAXIS is suspected, then follow their advice as to whether administration of a spare AAI is appropriate. If a child has a prescribed AAI, this will be used in the first instance.
 - Record all emergency uses of AAI's or reports of suspected emergencies.
 - Ensure that, if a pupil/pupil notifies school that they are no longer allergic to a food, this information is checked prior to updating records and the IHP (if applicable).

5.4 All Staff

- Follow as directed all the requirements of the school, including all legal requirements, recommended best practice and whole school procedures pertaining to allergies within the school context.
- Complete appropriate anaphylaxis training and be confident to respond to an allergy emergency.
- Raise awareness about allergies and anaphylaxis amongst their pupils in the classroom and around school, especially in dining areas.
- Encourage self-responsibility and learned avoidance strategies amongst pupils living with allergies.

- Help all pupils understand which foods are safe for those with allergies and how they can support other pupils/pupils with specific dietary needs to stay safe.
- Highlight the need for anti-bullying of pupils with the condition.
- Be aware of the pupils in their care (including regular cover classes) who have known allergies as an allergic reaction could occur at any time, not just at breaks or mealtimes.
- Any food-related activities must be supervised with due caution whilst following best practice for storing, preparing, cooking and serving food.
- Any staff leading on an educational visit must ensure that medication for all pupils with medical conditions, including allergies is taken by First Aider. Whenever needed, staff will liaise with the parents/carers to ensure that the child's prescribed medication is available for the educational visit. Spare AAls will be available.
- Staff leading a school educational visit, excursion or off-site extra curricular activity must ensure they carry all relevant emergency supplies with them

5.5 Parents/Carers

- Notify the school of the pupil's allergies.
- Inform the school of any changes as soon as known.
- Talk with their child about allergy self-management, including what foods are safe and unsafe, how to read food labels, strategies for avoiding allergens, how to spot symptoms of allergy, how and when to tell an adult if experiencing an allergic reaction.
- Provide an AAP completed by a healthcare professional that can be kept with their medication and help the school support the pupil.
- Ensure that they have completed any details pertaining to parents/carers on the AAP, discussing consent for school staff to administer medication.
- Contribute to the provision of an IHP in partnership with the school, and relevant healthcare professionals, where required.
- Provide any other written medical documentation, instructions and medications as directed by a health professional.
- **If required**, meet with the Catering/Chef Manager to discuss any specific requirements relating to your child's allergy (information from these meetings will be recorded by the Catering/Chef Manager)
- Be aware of the school Allergy Policy and any arrangements for managing children with allergies and at risk of anaphylaxis.
- **Communicate regularly** with the school to support our ability to keep our children safe and act immediately in the event of an allergic reaction.
- Provide appropriate in date medication (two AAls) of the correct dosage and register their AAls on the manufacturer's websites to receive text alerts for expiry date.
- Providing appropriate foods to be consumed by the child if necessary, upon prior agreement with school staff.
- Replace medications after use or upon expiry.

- Review the Policy and procedures with the school's Headteacher and/or Member of Staff responsible for medical needs, the pupils' doctor and the pupil (if age appropriate) after a reaction has occurred.

5.6 Pupil with allergies (as age appropriate)

- Have a good awareness of their allergy and support the knowledge of peers in helping keep them safe.
- Be proactive in the care and management of their food allergies, reactions and Medication.
- Be sure not to exchange food with others and take care to avoid any foods which may cause an allergic reaction.
- Read food labelling but, if unsure, avoid the food (age appropriate).
- Avoid eating anything with unknown ingredients.
- Know where their medication is kept and (if age appropriate and confident enough to administer their own auto-injectors) take responsibility for carrying AAls on their person at all times.
- As soon as they suspect they are experiencing signs of allergic reaction, tell an adult.
- Pupils with SEND will be supported in the care and management of their food allergies, reactions and Medication.

6. Supply, storage and care of medication

Depending on their level of understanding and competence, pupils will be encouraged to take responsibility for and to carry their own two AAls on them at all times (in a suitable bag/container).

For younger children or those not ready to take responsibility for their own medication, prescribed AAls and spare AAls will be kept in the First Aid cupboards in the class areas or in the classrooms (Nursery, Year R, Year 1), not locked away and accessible to all staff. Medication should be stored in a suitable container and clearly labelled with the pupil's name. The pupil's medication storage container should contain:

- Two AAls i.e. EpiPen® or Jext®;
- An up-to-date allergy action plan;
- Antihistamine as tablets or syrup (if included on allergy action plan);
- Spoon if required;
- Asthma inhaler (if included on allergy action plan).

It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled, however the Lead First Aider / SENCO will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.

Parents must ensure that they get replacement devices in good time.

6.1 Older children and medication

Older children should, whenever possible, assume responsibility for their emergency kit under the guidance of their parents. However, symptoms of anaphylaxis can come on very suddenly, so school staff need to be prepared to administer medication if the young person cannot.

6.2 Storage

AAIs are stored at room temperature, protected from direct sunlight and temperature extremes.

These are located in the First Aid cupboards in the classroom areas, in the classes (for Nursery, Reception and Year 1) and in the First Aid Medical Room. In line with official UK Department of Health and Department for Education guidance, all AAIs are located no more than 5 minutes away from anywhere they might be needed on the school grounds.

6.3 Disposal

AAIs are single use only and must be disposed of as sharps. Used AAIs can be given to ambulance paramedics on arrival or can be disposed of in a pre-ordered sharps bin. Sharps bins to be obtained from and disposed of by a clinical waste contractor (PHS).

The sharps bins are kept in the following room: **The First Aid Medical Room, Sapphire Area and Emerald Area, Topaz Area, Year 1 Area.**

6.4 Spare AAIs

Schools can now legally purchase and store spare Adrenaline Auto-Injectors (AAIs For children at risk of anaphylaxis). Immediate access to an AAI can be life-saving. While it's vital that families have their own prescribed AAIs for their child, having spare AAIs at school adds an extra layer of reassurance for everyone involved. It's a step towards creating a safer and more inclusive environment for children managing severe allergies.

At Ellen Wilkinson Primary School, spare AAIs are stored in the First Aid Area and First Aid cupboards in the class areas. Key staff ensure that these are within date and replenished when necessary.

Spare AAIs:

- **1 x EpiPen Junior (0.15mg)** – For children weighing 7.5kg to 25kg (expiry date: 04.2027)
- **1 x EpiPen Adult (0.30mg)** – For children weighing over 25kg (expiry date: 09.2027)
- **4 x EpiPen Junior (0.15mg)** – For children weighing 7.5kg to 25kg (pending, ordered)
- **3 x EpiPen Adult (0.30mg)** – For children weighing over 25kg (pending, ordered)

Managing Risk

7.1 Hygiene Procedures

- Pupils are reminded to wash their hands before and after eating.
- Sharing food is not allowed, especially at lunchtime, this includes children with packed lunches.
- Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.

7.2 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.
- The school menu is available for parents to view on the school website or a hard copy can be provided by the main office (if necessary) with all ingredients listed and allergens highlighted at: [Food At EWPS](#).
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils. An email or text message is sent out to parents/carers on the day the change is made.

- 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.
- The Lead First Aider with the responsibility for managing allergies will inform the Chef of pupils with food allergies.
- Children with allergies will wear an orange lanyard which identifies the allergy/s they have.

7.3 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 will be taken away from the child and sent home to the parent. A school meal will then be provided for the child;
- The school tuck shop will not sell food containing nuts or sesame seeds.

7.4 Events and Educational Visits

- For events, including ones that take place outside of the school, and school visits, no pupils with allergies will be excluded from taking part.
- The school will plan accordingly for all events and school educational visits, 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 Policies for off-site events and school visits.

7.5 Support for mental health - Allergies and Bullying

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. To support their mental health and well-being, in line with our Positive Behaviour Policy and PSHE Policy, pupils with allergies will have additional support through Pastoral care and regular check-ins with their class teacher, teaching assistant and/or the Learning Mentor.

By law, all state schools must have a Behaviour policy in place that includes measures to prevent all forms of bullying among pupils, and this is a policy decided by the school. All teachers, pupils and parents must be told what it is, and allergy bullying should be treated seriously, like any other bullying. Schools must, under Section 100 of the Children and Families Act 2014, aim to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

The Department for Education has provided statutory guidance for schools and colleges on keeping children safe in education. Please view the guidance [here](#).

Other useful websites include:

- NSPCC

- National Bullying Helpline
- Family Lives
- Kidscape
- Anti-Bullying Alliance
- Young Minds
- Childline
- Bully Busters

8. Procedures for handling an allergic reaction

8.1 Register of pupils with AAI

This will link to our 'supporting pupils with medical conditions' policy.

The school maintains a register of pupils who have been prescribed AAI or where a doctor has provided a written plan recommending AAI 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 (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;
- Children who have Individual Healthcare Plans;
- A photograph of each pupil to allow a visual check to be made (this will require parental consent).

The register is kept in the First Aid Cupboard in the class areas, in the First Aid Medical Room and can be checked quickly by any member of staff as part of initiating an emergency response.

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

8.2 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 AAI 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. Children with identified or suspected allergies will have an IHCP; all other children presenting with symptoms of allergic reactions will be treated in line with the Allergy Policy, following procedures. Key references: [what to do in case of emergency](#) and [NHS advice on how to react and respond: anaphylaxis](#).

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 (e.g. 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.

9. Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#), set out your school's procedures for AAIs, covering these areas:

9.1 Purchasing of spare AAIs

The Lead First Aider and SENCO are responsible for buying AAIs and ensuring they are stored according to the guidance.

- A requisition form or letter is completed and approved by the Headteacher (i.e. a form is completed to purchase from supplier and a letter is completed to purchase directly from the pharmacy);
- Upon arrival of the order, the Allergy Policy and school records are updated accordingly, including quantity, dosage and expiry dates.

9.2 Storage (of both spare and prescribed AAIs)

The Lead First Aider 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 the agreed central location to which all staff have access at all times, in a closed cupboard, 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.
- Spare AAIs are kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

9.3 Maintenance (of spare AAIs)

Dwight Hart (Lead First Aider), Hayley Golding (First Aider) and Delia Paul (Assistant SENCO) and are responsible for checking monthly that:

- The AAIs are present and in date;
- Replacement AAIs are obtained when the expiry date is near.

9.4 Disposal

AAIs can only be used once. Once an AAI has been used, it will be disposed of by a clinical waste contractor (PHS).

9.5 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 educational visits and off-site events.

1 spare AAI will be taken on every educational visit; this provision will be added to the Risk Assessment.

The EVC and Lead First Aider will ensure that spare AAIs are taken during educational visits.

9.6 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

10. 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.
- Regular training accessed by staff (facilitated by School Health, Newham)..
- It's recommended that all staff are trained at least once a year.

11. 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

- Medical Needs, Asthma and Allergens Policy
- First Aid Policy.

