EARLSMEAD PRIMARY SCHOOL

Allergy Policy

SUCCESS *for* ALL

Written by	**J. Stangroom**
Ratified by Governors	**October 2026**
Ratified by BoT	**October 2026**
Next Review	**Autumn 2027**

MISSION STATEMENT

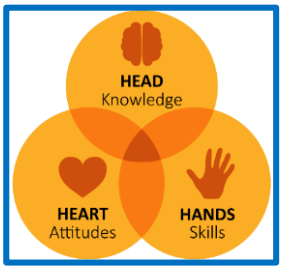
At Earlsmead Primary School, our mission is to empower every child through a holistic approach encompassing our school motto of Head, Heart, and Hands. We will cultivate curious minds (Head), nurture compassionate spirits (Heart), and develop the practical skills (Hands) needed to thrive in an ever-changing world

OUR VISION

Everyone achieving their full potential.

OUR MOTTO

Head, Heart and Hands



OUR VALUES

Head:	**1.** Curiosity	**2.** Achievement
Heart:	**3.** Integrity	**4.** Care
Hands:	**5.** Creativity	**6.** Collaboration

1. Policy Statement and Scope

This school is committed to safeguarding all pupils with allergies and ensuring a safe, inclusive environment where every child can participate fully in school life.

In line with Benedict's Law, the school recognises that:

- Allergies must be treated with the same seriousness as other medical conditions.
- Preventative measures, early identification, and rapid response save lives.
- A whole-school approach is essential to effective allergy management.
- We adopt the principles of the Schools Allergy Code, recognising that allergic reactions are unpredictable and that severe reactions (anaphylaxis) are life-threatening emergencies.

1.1 Scope

This policy applies to:

- All pupils, staff, contractors, and visitors.
- All school activities, including off-site visits, clubs, and trips.

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

Statutory requirements to support pupil with allergies, known as Benedict's Law.

3. Aims and Objectives

This policy aims to:

- Protect pupils with known and unknown allergies.
- Reduce the risk of exposure to allergens.
- Ensure all staff are trained to respond effectively to allergic reactions.

- Promote awareness, inclusion, and understanding across the school community.
- Establish clear procedures for prevention, communication, and emergency response

3.1 Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.2 Designated Allergy Lead

The designated allergy lead is Jackie Stangroom, Pastoral Lead/DSL.

The lead is responsible for:

- Promoting and maintaining allergy awareness across our school community
- Monitoring compliance and review procedures
- Overseeing policy implementation
- Managing catering arrangements and food cross contamination
- Ensuring the School has a Lead Governor for Allergies is, this is currently Marc Tripp.

3.3 Deputy Designated Allergy Lead – Catherine Fennell (SENCO) will ensure;

- The Allergy Register is maintained
- Training is co-ordinated
- IHPs are written / obtained
- All allergy information is up to date and readily available to relevant members of staff
- 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
- Stock of the school's adrenaline auto-injectors (AAIs/Epi pens) is maintained
- Co-ordinating the paperwork and information from families
- Co-ordination of medication with families
- The checking that spare AAIs/epi pens are in date
- Child specific allergy lists are shared with staff
- Any other appropriate tasks delegated by the allergy lead

3.4 Teaching and support staff

All teaching, support and catering 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

3.5 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 (epi pens) 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

3.6 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 (epi pen)
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose

3.7 Pupils without allergies

These pupils are responsible for:

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

4 Risk Management

Allergy considerations are included in appropriate risk assessments.

Catering, classroom, and activity risks are regularly reviewed.

5 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.
- Cakes/doughnuts/bakery.

5.1 Support for mental health

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Procedures for supporting mental health and wellbeing will follow the school's behaviour and antibullying policies.

Pupils with allergies will have additional support through:

- Pastoral care.
- Regular check-ins with their class teacher or where appropriate, talking therapy.
- RSHE and assemblies.

5.2 Events and school trips

- For events, including ones that take place outside of the school, and school trips, we aim to ensure 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 (epi pen) 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 (epi pens) or where a doctor has provided a written plan recommending AAIs (epi pen) 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), epi pen (and if so, what type and dose)
- Where a pupil has been prescribed an AAI (epi pen), 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 in the welfare room and can be checked quickly by any member of staff as part of initiating an emergency response

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 (epi pens) 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
- use the NHS advice on treatment of anaphylaxis and Anaphylaxis UK's advice on what to do in an emergency
- 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

6.3 Recognising Symptoms

Symptoms may include:

- Difficulty breathing
- Swelling of lips/face
- Rash, hives
- Collapse or loss of consciousness

6.4 Immediate Action

- Administer adrenaline auto-injector immediately
- Call emergency services 999
- Contact parents/carers
- Monitor pupil until help arrives
- Administer second dose if required. Inform paramedics how many adrenaline auto-injectors are used and at what times, and keep them available for paramedics to check on arrival

7. Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, the School will ensure a supply of AAIs is maintained:

7.1 Purchasing of spare AAIs

Commented [JL1]: Set out school procedures

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

The school will source a total of 4 AAIs from Simple Online Pharmacy in the form of 2 units EpiPen Jnr (150mcg) for children weighing between 7.5 and 25kg and 2 units EpiPen (300mcg) for children and adults weighing over 25kg.

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.
  AAIs (epi pens) will be kept in a clearly labelled box in the metal cupboard in the Welfare room

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)

Mrs Stangroom and Mrs Fennel 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 (for example, in a sharps bin for collection by the local council).

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
- Spare AAI will be kept in the first aid bag which will be taken on all off-site journeys.

7.6 Emergency anaphylaxis kit

Commented [JL2]: Do you have one?

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 training is mandatory. 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
- Include any other relevant training points
- New staff receive induction training
- Records of training are maintained
- Refresher training scheduled as required

Training will be carried out annually by Harrow's School nurse team.
It's recommended that all staff are trained at least once a year.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Whole school food and drink policy

10. Related Documents

- Individual Healthcare Plans (IHPs)
- Risk assessments
- Emergency Response Plan
- Staff training records

11. Monitoring and Review

This policy is reviewed annually or following any incident by the Designated Allergy Lead reports to senior leadership. Feedback from parents and staff informs improvements

12. Compliance with Benedict's Law

This policy ensures compliance with Benedict's Law by:

Embedding allergy safety into school systems and culture

- Ensuring staff training and preparedness
- Mandating accessible life-saving medication
- Promoting accountability and clear leadership
- Prioritising prevention, communication, and emergency readiness