



## **Pupils with Allergies Policy Autumn 2025**

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This policy should be read in conjunction with the following policies:

- First Aid Policy
- Supporting Pupils with Medical Conditions

### 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.

#### Allergy lead

The nominated allergy lead is the SENCo

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 along with our administrative staff
- Ensuring:

- All allergy information is up to date and readily available to relevant members of staff
  - All pupils with allergies are named on a school Allergy Register which is shared with the kitchen staff
  - Pupils with specific allergies may also have an Individual Healthcare Plan
  - 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 EpiPens
  - › Regularly reviewing and updating the allergy policy
  - › Writing Individual Healthcare plans with parents / carers for children with specific allergies or special dietary requirements. These will be reviewed and updated at least annually
  - › Sharing Healthcare Plans with all relevant staff, including the class teacher along with any relevant medication e.g. an EpiPen
  - › Maintain a register of all staff who are EpiPen trained

All medicines are registered at the school office, where an administration sheet is provided for whoever administers the medicine to sign and date each time a dose is given. It is the responsibility of the parent/carer to keep the medication up to date. If medication needs to be close to the child, such as in the case of an EpiPen, it will be kept in a safe place in the classroom, labelled clearly with the child's name and the date it was issued.

## 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
- › Ensuring pupils with allergies are given their dietary (purple) card at lunchtimes and breakfast club if applicable
- › Ensuring that when planning for single or multi-day school trips, pupils' allergies, their respective treatments and other associated requirements are factored into the planning and risk assessment process
- › Ensuring that any medication e.g. an EpiPen is taken on a school trip or visit.

## Parents/carers

Parents/carers are responsible for:

- › Being aware of our school's allergy policy
- › Not sending any nuts into school in any form. WE ARE A NUT FREE SCHOOL
- › Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis is essential
- › If required, providing their child with 2 in-date adrenaline auto-injectors (EpiPens) and any other medication, including inhalers, antihistamine etc., and making sure these are up to date and 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

## **Pupils with allergies**

Whilst the school will exercise all due care and attention to minimise risk, pupils are expected to become more independent at self-managing their allergy by:

- › Understanding the symptoms of their allergens and responding
- › Knowing which foods are safe or unsafe
- › Knowing their specific symptoms, if an allergic reaction occurs
- › Knowing where their EpiPen is kept
- › Knowing who to advise if and when an allergic reaction happens
- › Knowing what action to take if they feel they are at risk of being exposed to allergies
- › Letting friends and staff know about their allergies, in case of emergency
- › Seeking guidance (and from whom) – if in doubt

## **Pupils without allergies**

These pupils are responsible for:

- › Being aware of allergens and the risk they pose to their peers
- › Not sharing food with peers
- › Not bringing any nuts into school. WE ARE A NUT FREE SCHOOL

## **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

## **5. Managing risk**

Our school is a nut free school.

### **5.1 Hygiene procedures**

- › Pupils are reminded to wash their hands before and after eating
- › Sharing of food is not allowed
- › Cleaning of potential contaminated areas in school.

Whilst most allergic reactions are the result of food ingestion, we recognise that severe allergic reactions can occur as a result of individuals being susceptible to airborne allergens. Allergic reactions can also be triggered by touching surfaces – such as computer or piano keyboards which may have been inadvertently contaminated.

## 5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

Our catering service uses food supplied entirely through Nottingham City Education Catering Service (Eat Culture):

***“All our school and academy kitchens are nut free. Most of our food is cooked using fresh ingredients and our recipes are nut free. However, some of the products we use state, “may contain nuts or prepared in a factory that uses nuts”, this is general practice in industry and to not use these products would be very restrictive. We therefore advise our Catering Supervisors not to give those children they know have a nut allergy to any of these products. To ensure that any child with allergies and intolerances, such as nuts, is catered for safely we stipulate that a confirmation letter from the hospital dietician or GP is sent to us, before they stay for a meal. This ensures the details are recorded and the Catering Supervisor is advised of the child`s requirements.”***

- Catering staff receive appropriate training and are able to identify pupils with allergies through their Purple Card and a Register including the child's photograph is kept in the school kitchen
- Pupils with known allergies may be seated in a designated area of the dining hall or school on days when the menu includes items that may contain allergens, such as fish
- We never knowingly use any nuts (including opine nuts and peanuts) or sesame seeds and associated nut/ sesame products in our kitchens
- School menus are available for parents/carers to view with ingredients clearly labelled
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination
- When school provide packed lunches for trips away, catering staff are provided with a list of pupils who have allergies and specially labelled packed lunches are provided, accordingly.

## 5.3 Food restrictions

We are a nut free school, but 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.

- Parents / carers are asked not to provide pupils with food that contain nuts or sesame seed. This is communicated regularly to parents through monthly Newsletters
- Parents / carers are asked not to provide snacks and cakes (for example on birthdays, Christmas parties, school fairs) that contain nuts and sesame seeds
- Parents / carers are expected to supervise their children carefully at after school events such as school Fairs as there may be cake stalls and food stall providers from outside the school (for example an ice cream van).
- Staff are asked not to bring into school any food items containing nuts.

If a pupil brings any of these foods into school the food will be confiscated and a 'nut free' slip will be placed into their lunch box or bag reminding parents / carers not to send these food items into school.

## 5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- Child to seek first aid attention if they think they have been stung / bitten

## 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 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
- Ensure that when planning for single or multi-day school trips, pupils' allergies, their respective treatments and other associated requirements are factored into the planning and risk assessment process
- Ensure that any medication e.g. an EpiPen is taken on a school trip or visit.
- When school provide packed lunches for trips away, catering staff are provided with a list of pupils who have allergies and specially labelled packed lunches are provided, accordingly.

## 6. Procedures for handling an allergic reaction

### 6.1 Register of pupils with EpiPens

- Please see 'Supporting Pupils with Medical Conditions' policy.
- The school maintains a register of all pupils with an Individual Healthcare Plan. This includes children who have been prescribed EpiPens or where a doctor has provided a written plan recommending an EpiPen to be used in the event of anaphylaxis. The register includes:
  - Known allergens and risk factors for anaphylaxis
  - Whether a pupil has been prescribed an EpiPen (and if so, what type and dose)
  - A photograph of each pupil to allow a visual check to be made
- The Individual Healthcare Plan register is kept in the following locations: class purple folder, First Aid Area, Staffroom, main office, SENCo office, KS1 and KS2 midday supervisor folders. These 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
- Some staff are also trained in the administration of EpiPens 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 Healthcare plan
  - If an EpiPen needs to be administered, a member of staff will use the pupil's own EpiPen

If the pupil has no Individual Healthcare Plan, staff will adhere to the following NHS guidance on treatment of anaphylaxis and what to do in an emergency:

- ✓ *Anaphylaxis is a life-threatening allergic reaction that happens very quickly. It can be caused by food, medicine or insect stings. **Call 999 if you think you or someone else is having an anaphylactic reaction.***
- ✓ *Symptoms of anaphylaxis happen very quickly.*
- ✓ *They usually start within minutes of coming into contact with something you're allergic to, such as a food, medicine or insect sting.*

### Symptoms include:

- *swelling of your throat and tongue*
- *difficulty breathing or breathing very fast*
- *difficulty swallowing, tightness in your throat or a hoarse voice*
- *wheezing, coughing or noisy breathing*
- *feeling tired or confused*
- *feeling faint, dizzy or fainting*
- *skin that feels cold to the touch*
- *blue, grey or pale skin, lips or tongue – if you have brown or black skin, this may be easier to see on the palms of your hands or soles of your feet*
- *You may also have a rash that's swollen, raised or itchy.*

## Get Emergency Help: Steps to Follow

In the event of a serious allergic reaction, it's crucial to act quickly and follow these steps

### Get in position

If the person is conscious, **lie them flat with their legs raised** to assist in blood flow to the heart and vital organs.

If they're having **difficulty breathing**, they can be propped up with legs stretched out straight.

### Give adrenaline immediately

If you or the person affected has been prescribed adrenaline (such as EpiPen, Jext or EURneffy), **use it straight away** – adrenaline is the first-line treatment for anaphylaxis.

Make a note of the time you give the first dose of adrenaline. If symptoms don't improve after **five minutes**, or symptoms get worse, **give a second dose**.

### Call 999

Call emergency services immediately after using your first dose of adrenaline and tell the operator it is "**anaphylaxis**" (ana-fil-ax-is).

Give your **exact location** (What3Words can help if you are outside).

### Do not move

Stay in this position until help arrives. **Do not** stand up, walk or run, even if you start to feel better.

Movement can make symptoms worse and cause a sudden drop in blood pressure.

Stay with them until emergency services arrive.

- 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 in the absence of the parent/carer
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents/carers informed

## 7. EpiPens

### 7.1 Storage (of both spare and prescribed EpiPens)

The SENCo will make sure all EpiPens 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
- At Southglde, EpiPens are kept in the emergency medication box behind reception and in the bottom drawer of the class teacher's desk

## **7.2 Maintenance (of spare AAls)**

The SENCo is responsible for checking monthly that:

- The EpiPens are present and in date

## **7.3 Disposal**

EpiPens can only be used once. Once an EpiPen 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).

## **7.4 Use of EpiPens off school premises**

School will conduct a risk-assessment for any pupil at risk of anaphylaxis taking part in a school trip off school premises, in much the same way as they already do so with regards to safeguarding etc. Pupils at risk of anaphylaxis will have their EpiPen with them, and there will be staff trained to administer the EpiPen in an emergency.

## **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 EpiPens are kept on the school site, and how to access them
- How to administered EpiPens
- The wellbeing and inclusion implications of allergies

Training will be carried out annually

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

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy