Stone Church of England Combined School

Whole School
Pupils with Allergies Policy

Summer Term 2026

Approved By: Head Teacher

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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.

3.1 Allergy lead

The nominated allergy lead is the Deputy Head Teacher, Rosie Seivwright who also has responsibility for Supporting Pupils with Medical Conditions. The Allergy Team will also consist of a Key Stage 1 Teaching Assistant, a Key Stage 2 Teaching Assistant and the School Admin Assistant.

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 (although the allergy lead has ultimate responsibility, the information collection itself is delegated to the 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
- Keeping stock of the school's adrenaline auto-injectors (AAIs)

- Regularly reviewing and updating the allergy policy

3.2 Allergy team

The school allergy team (outlined above) is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking 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 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 expected to support their peers and staff in the case of an emergency.

3.7 Communication of Allergy Information

When new allergy information is received or a child's allergy status changes, the following procedures will be followed:

Immediate actions (within 24 hours):

- The allergy lead will update the allergy register
- The child's class teacher will be informed directly
- The child's photograph and allergy information will be updated in class registers and the staff room

Within 48 hours:

- All staff will be notified via email and at the next staff briefing
- Updated allergy information will be displayed in the staff room and first aid room
- Any relevant risk assessments will be updated

For supply teachers and volunteers:

- Supply teachers will be briefed on arrival about pupils with allergies in the classes they are teaching
- Volunteers working with pupils will be informed of relevant allergy information before starting
- The allergy register in each classroom must be shown to any adult working with that class

Emergency updates:

- If a child experiences a new allergic reaction or their allergy status changes significantly, all staff will be informed immediately via email and in person where possible
- Parents of children with allergies will be contacted if there are any incidents involving allergens in 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

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

To prevent contamination in the school, we will:

- Remind pupils to wash their hands before and after eating
- Remind pupils that sharing of food is not allowed
- Pupils will have their own named water bottles
- Give recommendation to parents to wash all food containers before use

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

- Parents are responsible for sharing allergy information with the school catering company, Innovate
- This allergy information held by the catering company is then checked by a member of the allergy team at the start of each term and queried with parents if there are discrepancies with the information we hold
- Food allergen information relating to the 'top 14' allergens is displayed on School Grid – where meals are ordered - 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 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, (they will be asked to wash their hands with soap and water after consuming the food item) or the food may be confiscated.

The school together with the PTA will not sell or raffle food containing nuts or sesame seeds

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- In very hot weather, pupils to be given the choice to eat inside or to eat lunch outside on the artificial grass area away from the playground bins to avoid insect bites/stings

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
- Parents will be informed of any experiences

5.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care when required
- Regular check-ins with their class teacher

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
- The PTA will request food allergy information from parents for any event that involves food products

- Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips (see section 7.5).

5.8 Food Labelling and On-Site Food Preparation

- All food prepared on school premises for consumption by pupils will comply with the Food Information Regulations 2014 and subsequent amendments.

Food prepared in school must:

- Be clearly labelled with all ingredients
- Include allergen information for the top 14 allergens (celery, cereals containing gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame seeds, soya, sulphur dioxide)
- Display allergen information in a clear, legible format
- Be prepared by staff who have received appropriate food hygiene and allergen training

This applies to:

- Food technology lessons
- Cooking activities in class
- Staff room food preparation
- Any food prepared for school events

Procedures:

- All ingredients used must have clear allergen labelling
- Recipe cards must list all ingredients and highlight the top 14 allergens
- Separate equipment and preparation areas must be used where possible to avoid cross-contamination
- All surfaces and equipment must be thoroughly cleaned between uses
- Staff preparing food must wash hands thoroughly and wear clean aprons

Responsibility:

- The allergy lead (Rosie Seivwright) is responsible for ensuring compliance with all food labelling legislation
- The allergy lead will conduct termly audits of food preparation areas and procedures
- Any non-compliance must be reported to the headteacher immediately

5.9 PTA Events and External Food Providers

The PTA plays a vital role in school life, and all PTA activities involving food must comply with this allergy policy.

All food provided by the PTA or external providers must:

- Comply with the school's allergy policy and food labelling requirements
- Provide full ingredient lists and allergen information for the top 14 allergens
- Be approved by the allergy lead at least 2 weeks before the event
- Not include the high-risk foods listed in section 5.3 (nuts, nut-containing products, sesame seeds)

The PTA will:

- Request allergy information from parents before any food event using the school's standard form
- Ensure all volunteers handling food understand allergen risks and have read this policy
- Label all food clearly with ingredients and allergen information
- Notify the allergy lead of all planned food events at least 2 weeks in advance. The allergy lead will then confirm that this policy has been adhered to

- Provide alternative options for children with allergies where possible
- Ensure volunteers wash hands thoroughly before handling food
- Use separate serving utensils for each food item to avoid cross-contamination

External food providers (e.g., ice cream vans, food trucks) must:

- Provide written allergen information for all products
- Be approved by the allergy lead before attending school events
- Display allergen information clearly at the point of sale
- Have appropriate food hygiene certification

For bake sales and food donations:

- All homemade food must be accompanied by a full ingredient list
- Items containing nuts or sesame seeds will not be accepted
- If ingredient information is not provided, the food cannot be sold

Shop-bought items must be in original packaging with visible ingredient labels

5.10 Packed Lunches and Snacks

While we cannot enforce a completely allergen-free school, we ask all parents to support us in keeping children with allergies safe.

We strongly discourage the following in packed lunches and snacks:

- Packaged nuts of any kind
- Peanut butter, Nutella, or any nut-based spreads
- Cereal bars, granola bars, or chocolate bars containing nuts
- Peanut-based sauces (e.g., satay sauce)
- Sesame seed products (including sesame seed bread rolls, breadsticks, hummus containing sesame)
- Products with "may contain nuts" warnings where alternatives are available

Checking food labels: Parents should check labels carefully for:

- Nuts and peanuts (including ground nuts, mixed nuts, nut oils)
- Sesame (also listed as tahini, sesame oil, sesame paste)
- "May contain" warnings
- Products manufactured in facilities that also process nuts

Common foods that may contain hidden allergens:

- Bread and bakery products (may contain sesame seeds)
- Breakfast cereals (may contain nuts)
- Chocolate and sweets (may contain nuts or be manufactured in nut facilities)
- Cakes and biscuits (may contain nuts or sesame)
- Cereal bars (often contain nuts)
- Pesto (contains nuts)

  Marzipan (contains almonds)

If high-risk foods are brought to school:

- Staff will speak to the child and ask them to eat the food away from others

- The child will be asked to wash their hands thoroughly with soap and water after eating
- In some cases, the food may be confiscated and returned to parents at the end of the day
- If high-risk foods are repeatedly brought in despite requests, parents will be contacted

Snacks:

- Fruit and vegetables are always safe choices
- Plain crackers, rice cakes, or breadsticks (without sesame)
- Cheese portions
- Plain popcorn
- Yoghurt
- Plain biscuits (check labels)

5.11 Birthday Celebrations and Special Occasions

We want all children to be able to celebrate their birthdays safely and inclusively.

We ask that birthday treats are not brought into school to share with the class. Children are allowed to wear mufti on their birthday or a day closest to their birthday.

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAIs

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

- 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 (this will require parental consent)
- The register is kept in every class register and in the staff 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 first aid trained staff are also trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately
- All first-aid trained 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 allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures which is the same as the NHS emergency procedures 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

7. Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, our procedures are:

7.1 Purchasing of spare AAIs

The allergy lead is responsible for letting the School Business Manager know that the AAIs have expired and the school need to replace AAIs and ensuring they are stored according to the guidance

For example:

- AAIs will be sourced (ie from a local pharmacy), or purchased online ie via eurekadirect
- The school will always have 2 AAIs as spare
- The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of the guidance)

(See pages 11 and 12 of the guidance.)

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

Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion

(See pages 12 and 13 of the guidance.)

Parents of children prescribed AAIs will be asked to complete a consent form for use of the school's spare AAI

7.3 Maintenance (of spare AAIs)

The Deputy Head Teacher, Rosie Seivwright and the Admin Assistant, Sarah Mackay 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 a 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 PHS Limited).

(See page 13 of the guidance.)

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, or
- The school trip leader will carry Asthma Inhalers and AAIs and will have any pupils who require these to be part of the leader's group as required

(See page 13 of the guidance.)

7.6 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

8. Training

The school is committed to training all first aid trained 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

It's recommended that all first aid trained staff are trained at least once a year on Anaphylaxis, Asthma and Epi-pen

9. 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
- Allergyschool.org.uk for the Allergies Policy (Pages 15 – 23)