

Pupil allergy policy

Holy Trinity CE Primary School



Approved by:	Full Governing Body	Date: July 2026
Last reviewed on:	June 2026	
Next review due by:	July 2027	



How our vision informs this policy

In order to 'soar on wings like eagles', all pupils need to feel safe and significant. We want all pupils to have a good relationship with their mind, body and spirit (the self) and will support this by creating a positive environment where pupils celebrate difference. We acknowledge that compassion and consideration from others is crucial to developing and maintaining an individual's self-esteem. Therefore we will teach all pupils about allergies, so that they can show empathy and also adopt safe behaviours around their peers.

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
- Pupils, staff and parents understand how the school manages allergies
- Pupils with allergies, including those at risk of anaphylaxis, are safe and supported
- The risk of exposure to allergens is minimised
- Staff are trained to recognise and respond to allergic reactions quickly and effectively
- Pupils with allergies can participate fully in all aspects of school life

The governing board will implement this policy by:

- Ensuring sufficient staff are appropriately trained
- Ensuring clear systems are in place to identify and support pupils with allergies
- Supporting the development and regular review of Individual Healthcare Plans (IHPs) and Allergy Action Plans (AAPs)
- Ensuring emergency medication is available and accessible
- Monitoring the effectiveness of allergy management procedures

The named person with responsibility for implementing this policy is the **SENDCo and Senior Admin.**

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](#)

This policy meets the requirements of the Children and Families Act 2014 and the Equality Act 2010, ensuring that children with allergies and related medical conditions are properly supported and protected from discrimination. This policy should be read in conjunction with the school's Supporting Children with Medical Conditions policy, as both reflect the same statutory responsibilities to safeguard children's health, promote inclusion, and ensure that appropriate care and support are consistently provided.

Roles and responsibilities

We take a whole-school approach to allergy awareness.

Allergy lead - SENDCo

The nominated allergy leads are Jessica Dillon/Fran Bear.

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 may be delegated to the medical officer / the school nurse / 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
 - Liaise with parents and healthcare professionals
 - 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 and oversee their completion
- Ensure that Individual Healthcare Plans (IHPs) and adrenaline auto-injectors (AAIs) are in place, reviewed and accessible
- Regularly reviewing and updating the allergy policy

School nurses and other healthcare professionals

The school nurse and/or other medical professionals are responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Providing Allergy Action Plans
- Advising on management and treatment
- Supporting staff training where possible
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the allergy lead

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, including knowing how to access IHPs and AAls
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required
- Following emergency procedures and administer medication where trained
- 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
- Take reasonable steps to minimise exposure to allergens
- Ensuring the wellbeing and inclusion of pupils with allergies

Parents/carers

Parents/carers are responsible for:

- Being aware of our school's allergy policy
- Inform the admin team of any appropriate allergies on enrollment. This information should include all previous serious allergic reactions, history of anaphylaxis and details of any prescribed medication.
- Supplying a copy of their child's Allergy Action Plan (prepared by a healthcare professional) to school. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. GP/allergy specialist.
- Ensuring any required medication is supplied, in date and replaced as necessary.
- Parents/carers are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.
- 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
- Inform the school of any changes to their child's condition
- 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

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Avoiding known allergens, where possible
- Inform staff if they feel unwell
- Understanding how and when to ask for/use their adrenaline auto-injector
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose (this would need to be agreed with the Allergy Lead first)

Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Behaving sensibly around food and other potential allergens to avoid accidental cross-contamination or ingestion/contact by a child with allergens
- Supporting attending staff/ their peers and staff in the case of an emergency (older pupils who have received training only).

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.

Managing risk

Hygiene procedures

- Pupils and staff are reminded to wash their hands before and after eating or wearing latex gloves, for example
- Sharing of food is not allowed
- Pupils have their own named water bottles

Catering and Risk Management at Lunchtime

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
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- 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

School lunch risk management procedures:

- Yellow folders containing the whole school list of pupils with allergies are to be kept in the office, staff room, breakfast club cupboard and cooking club cupboard in the hall for reference.
- All pupils with allergies will wear a yellow lanyard clearly displaying their name and allergens whilst eating in the lunch hall.

- All teaching assistants will wear a laminated list of pupils with allergens in their class on their own lanyard for easy reference.
- Catering staff will pre-plate meals for pupils with allergies ahead of time and identify them to supervising/serving staff
- Teaching assistants are responsible for ensuring that pupils in their class have been given the correct food. The Premises Manager will confirm that the right food is given to pupils.
- Pupils with allergies should be served first and shown where to sit in the hall.
- In the event that the class TA is absent, the responsibility to ensure that pupils with allergies are given the correct food passes to the class teacher. The Premises Manager will confirm that the correct food is being given to the correct pupils.
- In the rare event that both the class teacher and TA are scheduled to be absent, it is the class teacher's responsibility to make sure that this is known to SLT and the Premises Manager. In this case, either a member of SLT or the Premises manager will supervise to ensure that the correct food is given to pupils with allergies.
- In the event that both class teacher and TA are absent, without notice e.g. TA calls in sick when the class teacher is out on a training course, the member of staff calling in must do so within the acceptable time period and alert the cover supervisor to the gap in lunchtime cover. The cover supervisor will then organise for someone to ensure that pupils will receive their lanyard and the correct food.
- All pupils with allergies should eat on a table supervised by the class TA and separate from those eating packed lunch to prevent cross-contamination.
- Where possible, there should be an empty seat between pupils with allergies and other pupils to reduce the risk of cross-contamination, particularly where pupils are young, do not understand risk, or have difficulty using cutlery e.g. some pupils with SEND.
- Pupils with allergies, who bring in packed lunches, should still wear a yellow lanyard, so that the risk of an allergic reaction is 'kept in mind'. They should not be sitting directly next to a pupil who has packed lunch – leave at least a spare seat in between.

NB: All staff should dynamically risk assess at all times. Where procedures are followed risks should be reduced, but procedures should not be relied on alone. Be alert to risks as they present themselves the environment and act to reduce them.

Incidents and near misses

Schools will report incidents of allergy reaction or near misses due to school meals immediately to both Caterlink management ehenessy@caterlinkltd.co.uk or sgilley@caterlinkltd.co.uk and the council liaison officer Reza Khan Reza.Khahn@camden.gov.uk

Food restrictions

We acknowledge that it is practically impossible 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, or the food may be confiscated.

Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

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

Support for mental health

Pupils with allergies will have additional support through:

- Anaphylaxis and Allergy Education
- Pastoral care where required
- Regular check-ins with their class teacher or TAs

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
- Prior to the trip/event teachers should remind pupils and parents regarding allergens in packed lunches (parent hub channels can be used for this)
- Teachers should complete a risk assessment showing how they intend to minimise risks to pupils with allergies, which should be submitted to the Head of School at least 2 weeks in advance of the trip/event.
- 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 protocols for off-site events and school trips
- A list of pupils with allergies should be taken with staff and any parents/volunteers should be made aware if any of the pupils they are responsible for have allergies.
- All pupils with allergies should be seated where staff are present – ideally with a space between them and other pupils.
- If the lunch space has been used by another school prior to Holy Trinity, staff should check that it is clean. Where necessary, staff should request that the area is cleaned.

Procedures for handling an allergic reaction

Register of pupils with AAls

- The school maintains a register of pupils who have been prescribed AAls or where a doctor has provided a written plan recommending AAls 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 the school office, yellow folders in staffroom & breakfast club cupboard and in every classroom and can be checked quickly by any member of staff as part of initiating an emergency response

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'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 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

Emergency Steps for Unplanned Anaphylaxis

- **Recognize Symptoms:** Look for breathing difficulties, wheezing, swelling, or dizziness.
 - **Positioning:** Lie the pupil flat with legs raised. If they are struggling to breathe, sit them up, but do not make them stand.
 - **Call 999:** State "anaphylaxis" and that adrenaline is required.
 - **Administer Adrenaline:** If the school has a "spare" AAI once appropriate verbal medical advice is obtained administer it immediately.
- 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

Adrenaline auto-injectors (AAIs)

Purchasing of spare AAIs

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

Procedures for buying spare AAIs:

- A local pharmacy e.g. Boots
- Two spare AAIs will be kept in stock
- Currently we stock 1 spare Epi pen AAI (instructions p.12) and 1 spare Jext AAI (instructions p.13)
- The dosages required are:
- Under 6 years = 150mg (micrograms)
 - 6 – 12 years = 300mg (micrograms)

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

Maintenance (of spare AAI's)

Jess Dillon/Fran Bear & Charlotte Sparks are responsible for checking monthly that:

- The AAI's are present and in date
- Replacement AAI's are obtained when the expiry date is near

Disposal

AAI's can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions – in the sharps bin in the school office. This will be emptied by Liberty Hygiene.

Use of AAI's off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAI's should carry their own AAI with them on school trips and off-site events
- Where pupils are unable to administer their own AAI, school staff will carry the AAI in the pack provided by the office.
- Accompanying school staff should double check that they have any AAI's they are carrying for pupils before getting off transport/leaving a venue etc. to ensure that it is not left behind

If class are split into groups during the trip, or off-site event:

- Pupils at risk of anaphylaxis should be in a group supervised by school staff (not a parent/volunteer)
- The adult supervising any pupil at risk of anaphylaxis should carry the AAI once the group has split so that it is immediately available in an emergency.

Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAI's
- Instructions for the use of AAI's
- 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 AAI's have been administered

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 AAls are kept on the school site, and how to access them
- How to administer AAls
- The wellbeing and inclusion implications of allergies

Training will be carried out annually by the allergy lead, a recognised training provider, or a medical professional.

Links to other policies

This policy links to the following policies and procedures:

- Supporting pupils with medical conditions policy

Monitoring & Review

- This policy will be updated annually – school staff, catering staff and parents will be consulted before the policy goes before Governors.
- The school and catering team will conduct regular audits of allergy management procedures to ensure compliance and identify areas for improvement.
- Establish a feedback loop with staff, parents and pupils to continuously improve the allergy identification and management process.

FIRST AID FOR ANAPHYLAXIS



Recognise the Signs of Anaphylaxis...

A Airways

- Persistent cough
- Hoarse voice
- Difficulty swallowing
- Swollen tongue

B Breathing

- Difficult or noisy breathing
- Wheeze or persistent cough

C Circulation

- Persistent dizziness
- Pale or floppy
- Suddenly sleepy
- Collapse/unconscious

An allergic reaction can escalate to anaphylaxis which is potentially life-threatening. Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

ANAPHYLAXIS: ACTIONS TO TAKE

If any one or more of the above ABC symptoms are present, take these steps.

1. Administer an Adrenaline Auto Injector (AAI) without delay

Inject the AAI into the top of the outer thigh. If you're in doubt that it is anaphylaxis but one or more ABC symptoms are present, give the AAI, it will not harm them.



2. Dial 999 and say anaphylaxis ('ana-fill-axis')

Stay with the person until the ambulance arrives. **DO NOT** let them stand up and walk around.



3. The person should lie down immediately

If the person is not already lying down, they should do so, with legs raised if possible. If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side.



4. Inject a second AAI into the outer thigh if there are no signs of improvement after 5 minutes

If there is no sign of life, start CPR immediately until help arrives.

Please learn these steps. This is life-saving information. You never know when you will need to act in an anaphylaxis emergency.

ANAPHYLAXIS

HOW TO USE EPIPEN AAIS

If you think someone is have an anaphylactic reaction,
give the AAI without delay. It will not harm them.

Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

1. Remove the blue safety cap

Grasp the EpiPen in your dominant hand and remove the blue safety cap by pulling straight up. Remember: **Blue to the Sky, Orange to the Thigh!**



2. Position the orange tip

Hold the EpiPen at 90°, approximately 10cm away from the leg, with the orange tip pointing towards the outer thigh.

3. Administer the EpiPen AAI

Jab the EpiPen firmly into the outer thigh at a right angle. Hold firmly for 3 seconds, before removing and safely discarding.



4. Once the EpiPen AAI has been administered call 999

Ask for an ambulance and say "ana-fill-axis".

5. Lie the person down with legs raised immediately

If the person is not already lying down, they should do so, with legs raised if possible.

If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side.



6. If there are no signs of improvement after 5 minutes, use a second EpiPen AAI

The person should remain still and lying down until the ambulance arrives. Don't try to get up, even if you start to feel better.

7. Start CPR

If there are no signs of life, start CPR immediately until help arrives.



For more information
on EpiPen AAIs >>



Sign up to the free expiry alert service
and receive reminders by text or email when
your EpiPen is about to expire >>



ANAPHYLAXIS

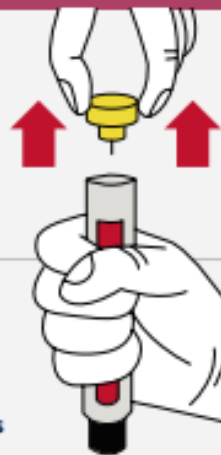
HOW TO USE JEXT AAIS

If you think someone is have an anaphylactic reaction, give the AAI without delay. It will not harm them.

Always consider anaphylaxis in a food-allergic person even if there are no signs of a rash, hives or swelling.

1. Hold the Jext AAI in the hand you write with

Hold with your thumb closest to the yellow cap. Pull off the yellow cap with your other hand.



2. Place the black injector tip against the outer thigh

Hold the injector at a right angles (approx. 90°) to the thigh.



3. Push the black tip as hard as you can into the outer thigh

Wait until you hear a 'click' confirming the injection has started, then keep it pushed in. Hold the injector firmly in place against the thigh for 10 seconds (a slow count to 10) then remove. The black tip will extend automatically and hide the needle.

4. Massage the injection area for 10 seconds

5. Once the Jext AAI has been administered call 999

Ask for an ambulance and say "ana-fill-axis".



6. Lie the person down with legs raised immediately

If the person is not already lying down, they should do so, with legs raised if possible.

If breathing is difficult, allow them to sit. If they have vomited or feel sick, gently turn them on their side.



7. If there are no signs of improvement after 5 minutes, use a second Jext AAI

The person should remain still and lying down until the ambulance arrives. Don't try to get up, even if you start to feel better.

8. Start CPR

If there are no signs of life, start CPR immediately until help arrives.



For more information on Jext AAIs >>



Sign up to the free expiry alert service and receive reminders by text or email when your Jext AAI is about to expire >>

