

SACRED HEART OF MARY GIRLS' SCHOOL



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HEART OF MARY

PUPIL ALLERGY POLICY

Policy adopted	JUNE 2026	
SLT Member Responsible	Ms V Qurrey	
To be reviewed	Every 2 Years	
Date of next review	JUNE 2028	
Headteacher	Ms V Qurrey	Date: JUNE 2026

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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. Roles and Responsibilities

We take a whole-school approach to allergy awareness.

Allergy Lead

The nominated allergy lead is **Bronach McConville**

They're responsible for:

- Promoting and maintaining allergy awareness across our school community.
- **Anne Higgins** has responsibility for recording and collating allergy and special dietary information for all relevant pupils.

Ensuring:

- All allergy information is up to date and readily available to relevant members of staff.
- Get the knowledge you need to act at thekeysupport.com
- 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)

Admin Staff (Anne Higgins)

Anne Higgins has responsibility for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date

Parents/Carers

Parents/Carers have responsibility 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.
- 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.
- 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.
- 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. Managing Risk

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.
- 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.

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.
- Pupils must have medication with them for all school trips. If they do not have medication with them, they may not be permitted to join the trip.

3. Procedures for handling an allergic reaction

Register of pupils with AAI

This will link to your 'Supporting Pupils with Medical Conditions' Policy.

- The school maintains a register of pupils who have been prescribed AAI. The register includes:
 - Known allergens.
 - Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI.
- 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.

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 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 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.

4. Purchasing of spare AAI

Anne Higgins is responsible for buying AAI and ensuring they are stored according to the guidance.

- The AAI will be sourced from a local pharmacy.
- The quantity of AAI in school is 6, which are stored in the main office, kitchen and food technology rooms.
- The brand of AAI in school is EpiPen.

Storage of both spare and prescribed AAI

- 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.
- 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

Anne Higgins responsible for checking monthly that:

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

Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAI's
- Instructions for the use of AAI's
- A list of pupils to whom the AAI can be administered.
- A record of when AAI's have been administered.

5. Training

Training will be carried out annually by an Accredited First Aid Crusader Trainer.