



Pupil Allergy Policy

The Woodlands



Approved by:	L Candler	Date: Sept 26
Last reviewed on:	May 26	
Next review due by:	Sept 27	

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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 A Wilkinson – Safeguarding Manager

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 mentors and administrative staff)
 - Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
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- All pupils with allergies have an allergy action plan (IHP) completed by a medical professional
 - All staff receive an appropriate level of allergy training which is recorded on CPOM's Staff Safe
 - 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 Key Staff at each base

The key staff at each base are 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 for each of the child's provision, 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 via the admission process, PHSE / Science lessons

Older pupils might also be expected to support their peers and staff in the case of an emergency.

4. Assessing risk

Base Managers and Key members of staff within the base 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

- Pupils are reminded to either wash their hands or use hand sanitiser before and after eating
- Sharing of food is not allowed
- Clean plastic cups are available for water

5.2 Catering

The Woodlands catering is provided by Chartwells or the use of external caterers.

Chartwells

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

Yes, this is supported throughout the Chartwells Medical Diet Policy, including sections 2.0 and 3.0 regarding safe medical diet provision and reasonable adjustments for pupils diagnosed allergies and intolerances. Safe food options, including allergy aware and medical diet menus where requires, are available to support pupils with identified allergies and medical dietary needs. This is written and checked by our Medical Diet Nutritionist.

- **Catering staff receive appropriate training and are able to identify pupils with allergies**

Yes, catering staff receive Health and Safety and Allergen Awareness training appropriate to their role. Training is refreshed every 6-month. Sections 6.1-6.8 outline identification systems Chartwells follow, unsure if your school use the Lanyard ID system aligned with our policy if so, this can be included.

- **School menus are available for parents/carers to view, with ingredients clearly labelled.**

Yes, section 5.1 confirms allergen reports for the 14 mandatory allergens are available for all current menus and theme day menus, and Chartwells work with suppliers to secure clear ingredient labelling and allergen declaration. Kitchen team should also have an identified Allergen Champion available on site to discuss any allergen/ingredient queries with pupils, school staff or parents/carers.

- **Where changes are made to school menus, these continue to meet any special dietary needs of pupils.**

Yes, medical diet requests are individually assessed and only approved medical diet menus/recipes are used to ensure dietary needs continue to be met safely.

- **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. All allergen labelling complies with legal requirements as outlined by the Food Standards Agency (FSA).**

Yes, section 3.4 and 5.1 confirm management and declaration of the 14 mandatory allergens, in line with national allergen management guidance and legal requirements.

- **Catering staff follow appropriate hygiene and allergy procedures when preparing food to avoid cross-contamination.**

Yes, Chartwells kitchen implement all reasonable controls for cross-contamination, medical diet menus are double-checked by trained colleagues prior to implementation. Kitchen teams are trained on following our strict pre-plating/labelling process prior to serving.

External Deli's

- The Deli's meet the Nutritional Standards and are Allergen Compliance.
- Menus have been discussed and amended, suitable for each base.

- Staff are aware of any students dietary requirements (list has been provided), to which then menu is picked and sent to the deli.
- Labels are completed by The Woodlands (base) staff outlining all ingredients and sent to the deli who will then label the food and deliver to each base.
- Staff to check along with students once food is delivered.
- If there are any dietary requirements changes then this information will be updated to student Allergy Plan and deli would be informed by base staff.
- The Deli's will only provide what is on the menu and discussed with each base.
- The Woodlands and Deli's will review every half term.

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, or the food may be confiscated.

The school tuck shop/vending machine will not sell food containing nuts or sesame seeds.

The Woodlands recognises that, on occasion, staff may wish to bring in food for pupils as part of celebrations, rewards, or planned activities. This may include items purchased externally (e.g. fast-food or bakery products). All such instances must be pre-approved by the SLT, and will be subject to a proportionate risk assessment, with particular consideration given to individual pupil allergies, dietary requirements, and cultural or religious needs. Staff must ensure that all food items are clearly labelled where possible and that ingredient and allergen information is checked in advance. Where pupils have known allergies, suitable precautions must be taken to prevent exposure, which may include alternative provisions or supervised consumption. The school remains committed to inclusivity and ensuring pupils do not miss out, while maintaining robust safeguarding and health and safety procedures at all times.

5.4 Insect bites/stings

When outdoors:

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

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 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher / pastoral mentor

5.7 Events and school trips

- No pupil will be excluded from participating in a school trip on the basis of dietary requirements or allergy-related needs, and all reasonable adjustments will be made to enable inclusive participation. However, in exceptional circumstances where a risk assessment identifies that a pupil's participation would pose a serious and unmitigable risk to their safety, or where required safeguarding or medical information has not been provided, the Woodlands reserves the right to make alternative arrangements in the best interests of the pupil's welfare.
- 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 (see section 7.5).

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAI

- The school maintains a register of pupils for each base, who have been prescribed AAI or where a doctor has provided a written plan recommending AAI 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
- The Base Manager is responsible for ensuring the paper register is kept in an easily accessible location, updated following each relevant admission, 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 AAI 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

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.

What to do if you or someone else have anaphylaxis

- Follow these steps if you think you or someone you're with is having an anaphylactic reaction:
 1. Use an adrenaline auto-injector (such as an EpiPen) if you have one – instructions are included on the side of the injector.
 2. Call 999 for an ambulance and say that you think you're having an anaphylactic reaction.
 3. Lie down – you can raise your legs, and if you're struggling to breathe, raise your shoulders or sit up slowly (if you're pregnant, lie on your left side).
 4. If you have been stung by an insect, try to remove the sting if it's still in the skin.
 5. If your symptoms have not improved after 5 minutes, use a 2nd adrenaline auto-injector.
- Do not stand or walk at any time, even if you feel better.

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.

- 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)

7.1 Purchasing of spare AAIs

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

- The AAIs will be sourced from a local pharmacy, 1 AAI for each base, EpiPen Primary – 0.15mg, Secondary 0.3mg

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.

7.3 Maintenance (of spare AAls)

Base Manager and Key member of staff in each base are responsible for checking monthly that:

- The AAls are present and in date
- Replacement AAls are obtained when the expiry date is near

7.4 Disposal

AAls can only be used once. Once a AAI has been used, it will be disposed by Andrew Wilkinson, in line with the manufacturer's instructions

7.5 Use of AAls off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAls should carry their own AAI with them on school trips and off-site events

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAls
- Instructions for the use of AAls
- Instructions on storage on the box
- 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 AAls have been administered

8. Training

The Woodlands 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 via online learning and additional training arranged by the allergy lead.

9. Links to other policies

This policy links to the following policies and procedures:

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