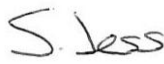


Summerville Primary School – An Academy School
Achieving through care, challenge and creativity
Allergy Awareness Policy
Statutory Policy



Allergy Awareness Policy

Statutory

Date of Approval: 31 st March 2026	
This policy will be reviewed by the FA&R Committee annually	
Date for Review: 30th March 2027	
Signature 	Date 31 st March 2026
Head Teacher	
Signature 	Date 31 st March 2026
	
Co-Chairs of Governors	

Policy adopted from The Key

Summerville Primary School – An Academy School
Achieving through care, challenge and creativity
Allergy Awareness Policy
Statutory Policy

Contents

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. Assessing risk	4
5. Managing risk	5
6. Procedures for handling an allergic reaction	6
7. Adrenaline auto-injectors (AAIs)	7
8. Training	8
9. Links to other policies	8

Summerville Primary School – An Academy School
Achieving through care, challenge and creativity
Allergy Awareness Policy
Statutory Policy

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 [Allergy guidance for schools - GOV.UK](#) and [Supporting pupils with medical conditions at school - GOV.UK](#) the Department of Health and Social Care's guidance on [Guidance on the use of 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 School Business 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.
- 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 Business Management Administrator (First Aider)

The Business Management Administrator (First Aider) is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Ensuring all staff are trained in use of AAIs

Summerville Primary School – An Academy School
Achieving through care, challenge and creativity
Allergy Awareness Policy
Statutory Policy

- Liaising with the Catering provider over allergies
- Issue of lanyards for students with allergies.

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

Completion of an Individual Health Care Plan (IHCP) and reviewed annually.

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

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

Summerville Primary School – An Academy School
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Allergy Awareness Policy
Statutory Policy

- 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 wash their hands before and after eating

Sharing of food is not allowed

Pupils have their own named water bottles

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 prepared to meet the needs of the allergies and sent to parents to pre order lunches from.

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

Meals are cooked and prepared for specific children with allergen menus, 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, or the food may be confiscated.

5.4 Insect bites/stings

When outdoors:

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

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Achieving through care, challenge and creativity
Allergy Awareness Policy
Statutory Policy

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]

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

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 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 register is kept in every classroom and available on Medical Tracker 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

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:

- Call 999

Summerville Primary School – An Academy School
Achieving through care, challenge and creativity
Allergy Awareness Policy
Statutory Policy

- Use an adrenaline auto-injector (such as an EpiPen) if you have one – instructions are included on the side of the injector.
- Call 999 for an ambulance and say that you think you're having an anaphylactic reaction.
- 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).
- If you have been stung by an insect, try to remove the sting if it's still in the skin.
- 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.

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.

AAI's are replaced as part of Kitt Medical subscription two Junior and Adult AAI's are held on site.

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, located in the dining hall in the KS1 building.

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

7.3 Maintenance (of spare AAIs)

School Business Manager and Business Management Administrator (First Aider) are responsible for checking monthly that:

The AAIs are present and in date

Replacement AAIs are obtained when the expiry date is near

Summerville Primary School – An Academy School
Achieving through care, challenge and creativity
Allergy Awareness Policy
Statutory Policy

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 in a sharps bin for collection.

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

On school trips children with allergies AAI's will be taken off site with them. Parents / Carers must ensure the school has in date AAI's at all times.

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 record of when AAIs have been administered

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 AAIs are kept on the school site, and how to access them

How to administer AAIs

The wellbeing and inclusion implications of allergies

Training will be carried out bi-annually by Kitt Medical.

9. Links to other policies

This policy links to the following policies and procedures:

Health and safety policy

Supporting pupils with medical conditions and managing medication in school policy

School food policy