



Pupil Allergy Policy

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1. Aims

This policy aims to:

- Set out Russell Lower School's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of an allergic reaction.
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion.
- Promote and maintain allergy awareness among the entire school community.

2. Legislation and Guidance

This policy is based on the Department for Education'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. The following responsibilities are not meant to be exhaustive and will need to be adapted to suit the ongoing context of the school.

3.1 Allergy Lead

The nominated allergy lead is **Sarah Knight working alongside Sarah Bremner**. They are 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 administrative staff).
- Ensuring all allergy information is up to date and readily available to relevant members of staff.
- Ensuring all pupils with allergies have an allergy action plan completed by the Allergy Lead.
- Ensuring all staff receive an appropriate level of allergy training.
- Ensuring all staff are aware of the school's policy and procedures regarding allergies.
- Ensuring relevant staff are aware of what activities need an allergy risk assessment.
- Regularly reviewing and updating the allergy policy.
- Coordinating paperwork and information from families.
- Coordinating medication requirements directly with families.
- Checking that spare AAls are in date- this is in line with Kitt Medical (Our AAI provider)

3.3 Teaching and Support Staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils.
- Maintaining an active 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 fully aware of specific pupils with allergies under their immediate care.
- Carefully considering the use of food or other potential allergens in lesson and activity planning.
- Ensuring the absolute wellbeing and inclusion of pupils with allergies.

3.4 Designated Members of Staff

In addition to the general responsibilities of teaching and support staff, 'designated members of staff' will also be responsible for helping to administer AAls. These are members of staff who have volunteered and been trained to help pupils with AAls in an emergency situation.

The designated members of staff are: **Sarah Knight** (Allergy Lead), **Sarah Bremner**

3.5 Parents

Parents 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 3 in-date adrenaline auto-injectors (AAls) and any other required medication, including inhalers, antihistamines, etc., and making sure these are replaced in a timely manner. (2 AAls will be kept with the child and 1 will be stored in reception).
- Carefully considering the food they provide to their children 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.
- Following the school's guidance on products or creams brought into schools to ensure they are completely free of nut oils.
- Promptly updating the school on any changes to their child's condition.

3.6 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 (designated members of staff are still expected to help administer the AAI if the pupil is not able to do so).

3.7 Pupils without Allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers.
- Supporting their peers and staff in the case of an emergency (applicable to older pupils).

4. Assessing Risk

Russell Lower School will conduct a thorough risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons with food items.
- Science experiments involving food items.
- Crafts using food packaging materials.
- Off-site events and school trips.
- Any other activities involving animals or food, such as animal handling experiences or baking activities.
- Situations where a visitor requires a guide dog/ or the use of a school dog (a risk assessment for any pupil at risk of an allergic reaction will be carried out).

5. Managing Risk

5.1 Hygiene Procedures

- Pupils are regularly reminded to wash their hands before and after eating.
- Sharing of food is strictly prohibited.
- Pupils must utilise their own individual water bottles.

5.2 Catering

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

- Catering staff receive appropriate specialist training and are fully able to identify pupils with allergies.
- School menus are available for parents on our website. For full ingredients, please

contact caterlink. Where changes are made to school menus, we will ensure these continue to safely meet any special dietary needs of pupils.

- Food allergen information relating to the 'top 14' allergens is displayed on the packaging (where applicable) of all food products, allowing pupils and staff to make safer choices.
- Allergen information labelling will strictly follow all legal requirements that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA).
- Catering staff strictly follow robust hygiene and allergy procedures when preparing food to completely avoid cross-contamination.

5.3 Food Restrictions

We acknowledge that it is impractical to enforce a completely allergen-free school environment. However, we highly encourage pupils and staff to avoid certain high-risk foods to drastically 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 high-risk foods into school, the food will be confiscated.

Additionally, the school snack bar will not sell food containing nuts or sesame seeds.

5.4 Insect Bites/Stings

When outdoors:

- Shoes should always be worn by pupils and staff.
- All outdoor events are strictly risk assessed.
- Where we have been made aware of a history of reactions to insect bites/stings, bespoke management information is safely held within the pupils' individual care plan.

5.5 Animals

- All pupils will always wash their hands after interacting with animals to avoid putting pupils with allergies at risk through subsequent contact.
- Pupils with known animal allergies will not interact with animals.

5.6 Support for Mental Health

Pupils with allergies will have access to additional tailored support through:

- Pastoral support lead
- Regular structured check-ins with their class teacher and Allergy lead.

5.7 Events and School Trips

- For all 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 carefully for all events and school trips, arranging for involved staff members to be fully aware of pupils' specific allergies and to have received adequate training.
- Appropriate measures will be taken in line with the school's AAI protocols for off-site events and school trips (see section 7.5).
- A direct meeting or phone call will be held with parents of any children with severe allergies to ensure the risk assessment is fully up to date and necessary staff training is completed.
- Appendix A outlines the specific process for taking children with allergies on off-site trips.

6. Procedures for Handling an Allergic Reaction

6.1 Register of Pupils with AAIs

The school maintains an up-to-date 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 specific risk factors for anaphylaxis.
- Whether a pupil has been prescribed AAI(s) (including the specific type and dose).
- Whether parental consent has been given for the use of the school's spare AAI, which may be a different brand to the personal AAI prescribed for the pupil.
- A photograph of each pupil to allow an immediate visual check, held within our Management Information System (MIS) Arbour, which displays Allergen Information.

The register is kept on a shared drive (google drive), and the information is readily accessible on our MIS so it can be checked quickly by any member of staff as part of

initiating an emergency response.

6.2 Allergic Reaction Procedures

- As part of our whole-school awareness approach, all staff are trained in the school's allergic reaction procedure, including how to recognise the signs of anaphylaxis and respond immediately.
- All members of staff are trained in the administration of AAls through The Kitt Medical Team online training course. Designated staff have received further advanced training in the administration of AAls (see section 7).
- If a pupil has an allergic reaction, the present staff member will immediately initiate the school's emergency response plan, strictly following the pupil's individual allergy action plan.
- If an AAI needs to be administered, a trained designated member of staff will use the pupil's own AAI, or if it is not immediately available, a school spare device. It will only be administered by a designated member of staff trained in this procedure.
- As soon as the AAI is administered, an emergency ambulance will be called by dialling 999 and explicitly stating "anaphylaxis".
- If the pupil has no allergy action plan on file, staff will follow the school's standard procedures on responding to allergies and, if needed, the school's normal emergency procedures following NHS advice on the treatment of anaphylaxis and Anaphylaxis UK's advice on emergency response.
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to the hospital inside the ambulance.
- If the allergic reaction is determined to be mild (e.g., skin rash, itching, or sneezing), the pupil will be closely monitored and the parents will be informed immediately.

7. Adrenaline Auto-Injectors (AAls)

All procedures follow the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools.

7.1 Purchasing of Spare AAls

The allergy lead is responsible for purchasing spare AAls and ensuring they are stored strictly according to guidance.

- **Source:** Sourced from Kitt Medical.
- **Quantity:** A baseline quantity of 2 spare AAls is required.
- **Brand:** Sourced via recommended single-brand purchasing (e.g., EpiPen) to completely avoid operational confusion.
- **Dose:** Spare AAls will contain 0.3mg of adrenaline.

7.2 Storage (of both Spare and Prescribed AAls)

The allergy lead will ensure all AAls are:

- Stored at room temperature (in line with manufacturer guidelines), protected from direct sunlight and extremes of temperature.
- Kept next to the main reception area where all staff have access at all times. This area is safely out of the reach and sight of children.
- Not locked away, ensuring they remain completely accessible and available for emergency use at all times.
- Not located more than 5 minutes away from any area where they may be critically needed.
- All children prescribed AAls will have a third device stored centrally and labelled appropriately. Spare AAls will be kept completely separate from any pupil's own prescribed AAI and clearly labelled to avoid confusion.

7.3 Maintenance (of Spare AAls)

Sarah Bremner and Stephanie Coates are responsible for checking monthly that:

- The emergency AAls are physically present and within their expiry date.
- Replacement AAls are ordered and obtained well before the current expiry date is reached.

7.4 Disposal

AAls can only be used once. Once an AAI has been used, it will be immediately disposed of in line with the manufacturer's instructions in a dedicated sharps bin for subsequent professional collection by the Central Bedfordshire Council.

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.
- A member of staff fully trained to administer AAls in an emergency must be present on all school trips and off-site events.
- Children with severe allergies will be required to show two in-date personal AAls prior to being permitted to go on the trip.

7.6 Emergency Anaphylaxis Kit

Russell Lower School holds an emergency anaphylaxis kit, which includes:

- Spare AAls.
- Clear instructions for the use of AAls.
- Instructions on required storage conditions.
- Manufacturer's product information.
- A checklist of injectors, identified by batch number and expiry date, alongside recorded monthly checks.
- A detailed note of arrangements for replacing injectors.
- A list of specific pupils to whom the spare AAI can be safely administered.
- A formal logbook record of when AAls have been administered- this is electronically utilised through Kitt Medicals database portal

8. Training

Russell Lower School is fully committed to training all staff members in comprehensive allergy response. This curriculum includes:

- How to actively reduce and prevent the risk of allergic reactions.
- How to accurately spot the signs of allergic reactions (including severe anaphylaxis).
- Where AAls are stored on the school site and how to access them instantly.
- The absolute importance of acting with urgency in the case of anaphylaxis.
- The wellbeing and inclusion implications of student allergies.

Training will be carried out on an **annual basis** by the allergy lead online via Kitt Medical portal.

9. Links to Other Policies

This policy links directly to the following school policies and procedures:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy