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Allergy Policy

Policy Updated	Agreed by Governors	Policy Review Date
June 2026 Reviewed by Jen Quibell	July 2026	July 2027

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

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](#)

Roles and responsibilities

We take a whole-school approach to allergy awareness.

Allergy lead

The nominated allergy lead is Jen Quibell (SENCo)

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 will be delegated to the administration team working in conjunction with the school nursing team.
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - 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

Parent Responsibilities

- On entry to the school, it is the parent's responsibility to inform **admin staff / SENCo / School nursing team** of any allergies (if one of these groups is informed that all others need informing, and actions to be recorded on CPOMs. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents are to supply a copy of their child's Allergy Action Plan ([BSACI plans](#) preferred) 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. School nurse/GP/allergy specialist.
- 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
- Parents are requested to keep the school up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.
- Being aware of our school's allergy policy
- 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

Staff Responsibilities

- All staff will complete anaphylaxis training. Training is provided for all staff on a yearly basis and on an ad-hoc basis for any new members of staff.
- **Cassie Garland (Training manager) and Jen Quibell (SENCo)** are responsible for sharing the training with all staff via the Kitt Medical portal. This training is available at all times, and there are no limits on the number of staff who complete it, nor the number of times they complete it.
- Staff (regular or cover classes) must be aware of the pupils in their care who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution.
- Staff leading school trips will ensure they carry all relevant emergency supplies as well as carrying pupils' emergency medication, which will have been signed out from the nursing team prior to the trip.
- 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
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies
- SENCO keeps a register of pupils who have been prescribed an adrenaline auto-injector (AAI) and a record of use of any AAI(s) and emergency treatment given.
- SENCO ensures that any reaction or near misses is recorded and reported internally or

in accordance with RIDDOR.

School nursing team

- The school nursing team is responsible for:
- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- All pupils with allergies have an allergy action plan completed by a medical professional. School Nursing team *will* ensure that the up-to-date Allergy Action Plan is kept with the pupil's medication.
- It is the parent's responsibility to ensure all medication is in date however the School Nursing team will check medication kept at school on weekly. and send a reminder to parents if medication is approaching expiry.
- Any other appropriate tasks delegated by the allergy lead

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
- Sensory activities involving food or any other potential allergen such as latex.
- 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

Catering

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The school's menu is available for parents to view in advance with all ingredients listed and allergens highlighted on the organisation website at [Chartwells | The UK's Leading School Catering Company](#)

The **Admin team** will inform the **Catering Manager** of pupils with food allergies.

Parents/carers are encouraged to meet with the **Catering Manager** to discuss their child's needs.

The school adheres to the following Department of Health guidance recommendations:

- Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.
- If food is purchased from the school canteen, parents should check the appropriateness of foods by speaking directly to the catering manager.
- The pupil should be taught to also check with catering staff, before purchasing food or selecting their lunch choice, if possible.
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination
- Where food is provided by the school, staff should be educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. Examples include: preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils. For further information, parents/carers are encouraged to liaise with the Catering Manager.
- Food should not be given to food-allergic children without parental engagement and permission (e.g. birthday parties, food treats).
- Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) needs to be considered and may need to be restricted/risk assessed depending on the allergies of particular children and their age.

Other actions that must be taken include:

- Pupils are reminded to wash their hands before and after eating, for those who can't do this staff are responsible.
- Sharing of food is not allowed, unless for a specific event and then lists of ingredients are asked for or food come in, in original packaging.
- Pupils who are known to take food from other pupil's are supervised during times that food is available.
- Pupils who have gastrostomies and have medical feeds or are on blended diets should also follow the same guidelines. Blended diet feeds should be labelled with the pupil's name and what is in the container and should also follow the schools no nut requirement.

Food restrictions

Hollywater is a NUT free school. Therefore, if nuts are in food, staff and pupils will not be allowed to eat it on site or on school trips. We acknowledge that the risk of nuts being contained in food can't be eliminated completely as many pre-packaged foods carry warnings of "may contain nuts" or "made in a factory where nuts have been used".

Caution should be taken around the following foods which often contain nuts, parents and carers should carefully check the ingredients and non-nut alternatives should be sourced if being sent into school.

These foods include:

- Cereal, granola or chocolate bars
- Chocolate spreads

If staff suspect that something contains nuts, it should be quarantined in the SENCo office and a phone call made to parents / carers to establish its contents. If it does contain nuts it should be disposed of in the bin in that room, parents / carers will be told that this will take place.

Insect bites/stings

When outdoors:

- Pupils should be encouraged to wear shoes
- Food and drink should be covered
- Staff should be alert to their surroundings and report to SLT any suspicion of insect nests.

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

Other allergens

The school recognises that pupils and staff may have allergies to substances other than food or animals, including (but not limited to) latex, dust, mould, pollen, cleaning products, paints, glues, fragrances, and certain materials used in curriculum activities.

To minimise risk, the school will implement the following precautions:

- **Use of Materials:** Where possible, low-allergen or hypoallergenic products will be used (e.g. latex-free gloves, low-odour cleaning products, fragrance-free resources).
- **Reasonable Adjustments:** Adjustments will be made for individuals with specific sensitivities, including adapting activities or environments to reduce exposure.
- **Hygiene:** Hands should be washed after sensory activities which contain items that others may be allergic to.

Support for mental health

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Consider what procedures you can put in place to support their mental health and wellbeing, in line with your school's behaviour policy and any other measures you have in place to prevent bullying.

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher

Procedures for handling an allergic reaction

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 can be checked quickly by any member of staff as part of initiating an emergency response.
- Pupil's AAI are kept within the nursing room in school, therefore if an allergic reaction is suspected, it is important the nurse is called immediately. SLT also have access to the pupil's AAI.
- If deemed necessary, a staff member with the pupil may need to always carry the AAI with them when with the pupil. In these circumstances a personalised risk assessment will be carried out, and care will need to be taken to ensure that the member of staff does not walk off with the AAI to go on breaks etc.

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:

What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting.

More serious symptoms are often referred to as the ABC symptoms and can include:

- **AIRWAY** - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- **BREATHING** - sudden onset wheezing, breathing difficulty, noisy breathing.
- **CIRCULATION** - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more severe reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

If the pupil has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. **Adrenaline** is the mainstay of treatment, and it starts to work within seconds.

What does adrenaline do?

- It opens up the airways
- It stops swelling
- It raises the blood pressure

As soon as anaphylaxis is suspected, adrenaline must be administered without delay.

Action:

- In these circumstances a lead person will be assigned and they will allocate tasks to specific adults.
- Keep the child where they are, call for help (nursing team) and do not leave them

unattended.

- **LIE CHILD FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible.
- **USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY** and note the time given. AAls should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.
- **CALL 999** and state **ANAPHYLAXIS (ana-fil-axis)**.
- If no improvement after 5 minutes, administer second AAI.
- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the child where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

All pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

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

Spare' adrenaline auto-injectors in school

Hollywater School has purchased a **Kitt Medical Anaphylaxis Kitt with spare AAls for emergency use**. Emergency use may include: children who are at risk of anaphylaxis, but their own devices are not available or not working (e.g. because they are out of date, or they may need multiple doses of adrenaline before the emergency services arrive); or they may need to be used on someone experiencing anaphylaxis for the first time.

You should never use a child's prescribed AAI on another person, as this leaves the child vulnerable.

These are stored in the school's Anaphylaxis Kitt(s) which are clearly labelled 'Emergency Allergy Medication'. These are kept safely, not locked away and are **accessible and known to all staff**. The school holds several keys with which they can access the medication. The school will also hold a spare key in an 'Emergency Break Glass' box in case immediate

access in an emergency is required. All accessories are provided by Kitt Medical.

Hollywater School holds **4** spare pens which are kept in Anaphylaxis Kitts in the following location(s):-

School kitchen (off the hall)

The **SENCO** is responsible for checking the spare medication is in date on a monthly basis and to replace as needed. Reminder prompts are scheduled on the Kitt Medical portal.

The **SENCO** is responsible for communicating to all staff members where the Anaphylaxis Kitt(s) are located.

All pupils at risk of anaphylaxis should have an Allergy Action Plan that describes exactly what to do and who to contact in the event that they have an allergic reaction. In the event of an anaphylactic emergency, if the individual does not have access to their own AAI, the spare AAI should be used without delay.

Written parental permission for use of the spare AAIs is included in the pupil's allergy action plan.

Staff Training

The named staff members (at least 2) responsible for coordinating staff anaphylaxis training and the upkeep of the school's anaphylaxis policy are:

Cassie Garland
Jen Quibell

These staff members will be admins on the Kitt portal account where online training is available and can be sent out via a variety of distribution means to all staff members.

These staff members will also ensure that the details of the adrenaline devices is promptly confirmed on the portal and check-ups on the Anaphylaxis Kitts, prompted by the portal at frequent intervals, are carried out.

It is recommended that the training be completed at least once a year (at a minimum) by all staff members.

- Additional ad-hoc training sessions will be provided for new staff or anyone requiring refresher training.
- Additional training will be delivered to classroom staff who teach a child with known allergies.
- A trainer AAI pen will be held by **Jen Quibell** which can be used for practical training

alongside the online training.

Training includes:

- Knowing the common allergens and triggers of allergies
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAls) in the event of anaphylaxis – knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance, knowing who is responsible for what
- Understanding what it is like for those individuals living with allergies

Hollywater School ensures that staff undertake a practical session using trainer devices. A Jext trainer device is included with the Kitt Medical service. Additional trainer devices can be obtained from the manufacturers' websites: www.epipen.co.uk and www.jext.co.uk

There may be times where it is necessary for staff to undertake specific training to support a pupil with an allergy, this will be determined by an individual risk assessment and then suitable training will be identified by the SENCo / school nursing team / training manager in consultation with the parent / carer and any relevant HCP and delivered to the staff working with the pupil as well as core group of other staff who may be asked to support in an emergency.

Inclusion and safeguarding

Hollywater School is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

School trips

Staff leading school trips will ensure they carry all relevant emergency supplies as well as carrying pupils' emergency medication, which will have been signed out from the nursing team prior to the trip.

All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.

Overnight school trips should be possible with careful planning and a meeting for parents

with the lead member of staff planning the trip should be arranged. Staff at the venue for an overnight school trip should be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue).

Risk Assessment

Hollywater School will conduct a detailed individual risk assessment for all new joining pupils with allergies and any pupils newly diagnosed, to help identify any gaps in our systems and processes for keeping allergic children safe.

School and individual risk assessments can be downloaded for free from:
<https://www.anaphylaxis.org.uk/downloads-form/safer-schools-download/>.

Staff with allergies

This policy is primarily about supporting pupils within the school who have allergies, however it must be recognized that some staff within the school also have allergies to various substances.

Much of this policy will relate to staff in school as well. Staff with allergies should consider taking the following actions:

- Tell their colleagues that they have allergies and whether they have any medication to take in an emergency.
- Any medication should be kept secure in the area in which they work, somewhere where pupils do not have access to.
- If a member of staff is having an allergic reaction, the emergency procedure outlined in this policy should be followed.
- Depending on the severity of the allergic reaction it may be necessary that a risk assessment is carried out or an Occupational Health appointment is organized.

Useful Links

Kitt Medical – <https://www.kittmedical.com/>

Anaphylaxis UK - <https://www.anaphylaxis.org.uk/>

- Safer Schools Programme - <https://www.anaphylaxis.org.uk/education/safer-schools-programme/>
- AllergyWise for Schools online training - <https://www.allergywise.org.uk/p/allergywise-for-schools1>

Allergy UK - <https://www.allergyuk.org>

- Whole school allergy and awareness management - <https://www.allergyuk.org/schools/whole-school-allergy-awareness-andmanagement>

BSACI Allergy Action Plans - <https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/>

Spare Pens in Schools - <http://www.sparepensinschools.uk>

Department for Education Supporting pupils at school with medical conditions - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Department of Health Guidance on the use of adrenaline auto-injectors in schools - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) <https://www.nice.org.uk/guidance/qs118>

Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020) <https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834>

Links to other policies

This policy links to the following policies and procedures:

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