



Allergy Policy

2026 - 2027

‘Work hard, be kind and push yourself.’

Reviewed By:	Review Date	Reviewing Governor	Date Approved by Governing Body
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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 Jeanette Hamilton-Marshall

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 severe allergies have an allergy action plan completed by a medical professional
 - All staff must 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 Administration Team

The administration team officer is 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, 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

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
- 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

5. Managing risk

5.1 Hygiene procedures

- Pupils are encouraged to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own 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 available for parents/carers to view with ingredients clearly labelled
- Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils
- 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

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

5.5 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Specialist support through our Wellbeing Team

- Regular check-ins with their Champion

5.6 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 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 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 at reception, but 'flags' are also displayed on teachers registers and can be checked quickly by any member of staff as part of initiating an emergency response
 - All pupils will have an IHCP completed.

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 AAIs 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 (as below).

Emergency Procedure for a Suspected Allergic Reaction (No Individual Allergy Action Plan)

If a pupil does not have an Individual Allergy Action Plan, staff should follow this emergency procedure in line with NHS guidance.

1. Stay with the pupil

- Remain calm and reassure the pupil.
- Do not leave the pupil alone.
- Ask another member of staff to inform the school office and obtain first aid support.

2. Assess the pupil's symptoms

Mild to Moderate Allergic Reaction

- Symptoms may include:
- Itchy skin, rash or hives.
- Red, watery or itchy eyes.
- Swelling of the lips, face or eyes.
- Tingling or itching in the mouth.
- Stomach pain, nausea or vomiting (without breathing difficulties).

Action:

- Monitor the pupil closely.
- If the pupil has prescribed antihistamines available, administer them according to the medicine's instructions and the school's medicines policy.
- Continue to observe the pupil, as symptoms can worsen rapidly.
- Inform parents or carers as soon as practicable.

3. Recognise Anaphylaxis (Severe Allergic Reaction)

- Treat the reaction as an emergency if the pupil develops any of the following:
- Difficulty breathing, noisy breathing or wheezing.
- Persistent coughing.
- Swelling of the tongue or throat.
- Difficulty speaking, swallowing or a hoarse voice.
- Feeling faint, dizzy or collapsing.
- Becoming pale, floppy or unresponsive.
- Loss of consciousness.

4. Call 999 Immediately

Tell the operator that the pupil is having a suspected anaphylactic reaction.

5. Administer Adrenaline (if available)

- If the pupil has a prescribed adrenaline auto-injector (such as an EpiPen, Jext or Emerade) available, administer it immediately following the manufacturer's instructions.
- Note the time it was given.
- If symptoms have not improved after 5 minutes and a second prescribed auto-injector is available, administer the second dose.

6. Position the Pupil

- Help the pupil to lie flat with their legs raised if possible.
- If they are struggling to breathe, they may be more comfortable sitting upright.
- If unconscious but breathing normally, place them in the recovery position.
- Do not allow the pupil to stand or walk.

7. Monitor Until Help Arrives

- Stay with the pupil at all times.
- Be prepared to begin CPR if the pupil stops breathing and follow instructions from the emergency call handler.
- Send a member of staff to meet the ambulance crew and direct them to the pupil.

8. Inform Parents or Carers

Contact the pupil's parent or carer as soon as possible after emergency services have been called.

9. After the Incident

- Record the incident in accordance with the school's accident and incident reporting procedures.
- Review the circumstances of the reaction and any actions taken.
- Where appropriate, advise parents or carers that the pupil should be assessed by a healthcare professional and obtain an Individual Allergy Action Plan for future management.

- 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 through the IHCP.
- 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/carers 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 checking AAIs and ensuring they are stored according to the guidance.

- The AAI kit will be supplied by KITT Medical.
- Kings College will have two. One in Reception and one in the canteen.

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

7.3 Maintenance (of spare AAI's)

Mrs Petula Chamberlain and Miss Kelly Watson are responsible for checking monthly that:

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

7.4 Disposal

AAI's can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions

7.5 Use of AAI's off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAI's should carry their own AAI with them on school trips and off-site events
- In addition to the AAI the pupil carries, the trip leader will carry their spares in the trip pack.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAI's
- Instructions for the use of AAI's
- 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 list of pupils to whom the AAI can be administered
- A record of when AAI's 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 AAI's are kept on the school site, and how to access them
- How to administer AAI's
- The wellbeing and inclusion implications of allergies
- Training completed through KITT Medical.

- Training will be taken annually by staff.

9. Links to other policies

This policy links to the following policies and procedures:

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