


# Allergy Policy

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| Date Reviewed | September 2026 |
| Date next due for renewal | September 2027 |
| Approved by Governors | |

***Learning at Stivichall is a passport for life***

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A. Pupil Care Plan

**Statement of intent**

Benedict's Law is a set of national protections designed to improve allergy safety in schools, ensuring they have the policies, training, emergency medication and individual support needed to keep children safe.

Stivichall Primary School strives to ensure the safety and wellbeing of all members of the school community. For this reason, this policy is to be adhered to by all staff members, parents and pupils, with the intention of minimising the risk of anaphylaxis occurring whilst at school.

In order to effectively implement this policy and ensure the necessary control measures are in place, parents are responsible for working alongside the school in identifying allergens and potential risks, in order to ensure the health and safety of their children.

The school does not guarantee a completely allergen-free environment; however, this policy will be utilised to minimise the risk of exposure to allergens, encourage self-responsibility, and plan for an effective response to possible emergencies.

The school is committed to creating an allergy-aware and inclusive environment where pupils with allergies are able to participate fully in all aspects of school life. Allergies will be considered when planning activities, educational visits, curriculum experiences and school events to minimise risk whilst promoting inclusion. The school recognises that effective allergy management relies on partnership working between pupils, parents, staff, healthcare professionals and catering providers.

## 1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- Department of Health 'Guidance on the use of adrenaline auto-injectors in schools'
- DfE 'Supporting pupils at school with medical conditions'
- DfE 'Allergy guidance for schools'
- DfE 'Allergy Safety in Schools Guidance' (2026)
- Anaphylaxis UK guidance and good practice resources

This policy will be implemented in conjunction with the following school policies and documents:

- Health and Safety Policy
- First Aid Policy

- Supporting children with medical conditions Policy

## 2. Definitions

For the purpose of this policy:

**Allergy** – is a condition in which the body has an exaggerated response to a substance. This is also known as hypersensitivity.

**Allergen** – is a normally harmless substance that triggers an allergic reaction for a susceptible person.

**Allergic reaction** – is the body's reaction to an allergen and can be identified by, but not limited to, the following symptoms:

- Hives
- Generalised flushing of the skin
- Itching and tingling of the skin
- Tingling in and around the mouth
- Burning sensation in the mouth
- Swelling of the throat, mouth or face
- Feeling wheezy
- Abdominal pain
- Rising anxiety
- Nausea and vomiting
- Alterations in heart rate
- Feeling of weakness

**Anaphylaxis** – is also referred to as anaphylactic shock, which is a sudden, severe and potentially life-threatening allergic reaction. This kind of reaction may include the following symptoms:

- Persistent cough
- Throat tightness
- Change in voice, e.g. hoarse or croaky sounds
- Wheeze (whistling noise due to a narrowed airway)
- Difficulty swallowing/speaking
- Swollen tongue
- Difficult or noisy breathing
- Chest tightness
- Feeling dizzy or faint
- Suddenly becoming sleepy, unconscious or collapsing
- For infants and younger pupils, becoming pale or floppy

## 3. Roles and responsibilities

The governing board is responsible for:

- Ensuring that policies, plans, and procedures are in place to support pupils with allergies and those who are at risk of anaphylaxis and that these arrangements are sufficient to meet statutory responsibilities and minimise risks.
- Ensuring that the school's approach to allergies and anaphylaxis focuses on, and accounts for, the needs of each individual pupil.
- Ensuring that staff are properly trained to provide the support that pupils need, and that they receive allergy and anaphylaxis training at least annually.
- Monitoring the effectiveness of this policy and reviewing it on an annual basis, and after any incident where a pupil experiences an allergic reaction.

The headteacher is responsible for:

- The development, implementation and monitoring of this policy and related policies.
- Ensuring that parents are informed of their responsibilities in relation to their child's allergies.
- Ensuring that all relevant risk assessments have been carried out and controls to mitigate risks are implemented.
- Ensuring that staff are trained in the use of adrenaline auto-injectors (AAIs) and the management of anaphylaxis.
- Ensuring that staff are provided with information regarding allergic reactions and anaphylaxis, including the necessary precautions and how to respond.
- Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff.
- Ensuring up-to-date medical information is kept about each pupil, including information regarding any allergies.
- Ensuring allergy risks are considered when planning curriculum activities including food technology, science investigations, sensory activities, outdoor learning and fundraising events.
- Promoting an allergy-aware culture throughout the school.
- Ensuring all visitors, volunteers, trainee teachers and supply staff receive relevant allergy information before working with pupils.
- Ensuring allergy information is shared appropriately whilst maintaining confidentiality and GDPR requirements.

The headteacher will appoint a designated Allergy Lead with strategic responsibility for allergy management across the school. The Allergy Lead will be responsible for:

- overseeing implementation of this policy

- ensuring Individual Healthcare Plans remain current
- monitoring staff training
- ensuring emergency medication arrangements remain effective
- reviewing incidents and near misses
- acting as the main point of contact for parents regarding allergy management.

All staff members are responsible for:

- Attending relevant training regarding allergens and anaphylaxis.
- Responding immediately and appropriately in the event of a medical emergency.
- Reinforcing effective hygiene practices.
- Monitoring all food supplied to pupils by both the school and parents.
- Ensuring that pupils do not share food and drink in order to prevent accidental contact with an allergen.
- Reading and following Individual Healthcare Plans for pupils in their care.
- Reporting allergy incidents and near misses promptly.
- Challenging behaviour that could place another pupil at risk, including deliberate exposure to allergens.
- Supporting pupils, where appropriate, to develop independence in managing their allergies.

The catering provider to school is responsible for:

- Monitoring food allergen logs and allergen tracking information for completeness.
- Reporting any non-conforming food labelling to their suppliers where necessary.
- Ensuring the practices of kitchen staff comply with food allergen labelling laws and that training is regularly reviewed and updated.
- Recording incidents of non-conformity, either in allergen labelling, use of ingredients or safe staff practice, in an allergen incident log.

- Acting on entries to the allergen incident log and ensuring the risks of recurrence are minimised
- Ensuring all kitchen staff are fully aware of the rules surrounding allergens, the processes for food preparation in line with this policy, and the processes for identifying pupils with specific dietary requirements.
- Ensuring all kitchen staff are fully aware of whether each item of food served contains any of the main 14 allergens, as is a legal obligation, and making sure this information is readily available for those who may need it.
- Ensuring that the required food labelling is complete, correct, clearly legible, and is either printed on the food packaging or attached via a secure label.
- Reporting any concerns or non-conformances to Stivichall Primary School immediately.

All parents are responsible for:

- Notifying the school of their child's allergens, the nature of the allergic reaction, what medication to administer, specified control measures and what can be done to prevent the occurrence of an allergic reaction.
- Keeping the school up-to-date with their child's medical information.
- Providing the school with written medical documentation, including instructions for administering medication.
- Raising any concerns they may have about the management of their child's allergies with the classroom teacher.
- Providing in-date prescribed medication before expiry.
- Informing the school immediately of any changes to diagnosis, medication or treatment.
- Working collaboratively with school staff to review Healthcare Plans annually or sooner if circumstances change.

All pupils are responsible for:

- Ensuring that they do not exchange food with other pupils.
- Avoiding food which they know they are allergic to, as well as any food with unknown ingredients.
- Notifying a member of staff immediately in the event they believe they are having an allergic reaction, even if the cause is unknown, or have come into contact with an allergen.
- Not teasing, threatening or deliberately exposing another pupil to an allergen.
- Washing hands before and after eating where requested.

- Following agreed strategies to keep themselves and others safe.

## 4. Food allergies

Parents will provide the school with details of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

Information regarding all pupils' food allergies will be collated, and this will be passed on to the school's catering provider.

When making changes to menus or substituting food products, the school's catering provider will ensure that pupils' special dietary needs continue to be met by:

- Checking any product changes with all food suppliers
- Reading labels and product information before use
- Using the Food Standards Agency's allergen matrix to list the ingredients in all meals.
- Ensuring allergen ingredients remain identifiable.

The school's catering provider will ensure that there are always dairy- and gluten-free options available for pupils with allergies and intolerances.

To ensure that catering staff can appropriately identify pupils with dietary needs, pupils will wear coloured wristbands that denote their food choice and if they have an allergy; a key explaining the colours is displayed in the serving area so that it is visible to all kitchen staff.

All food tables will be disinfected before and after being used.

**Changes to ingredients and food packaging**

The school's catering provider will ensure that communication with suppliers is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff.

Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

**Curriculum activities**

When planning curriculum activities involving food, plants, animals, chemicals, sensory materials or other potential allergens, staff will complete an appropriate risk assessment where required and make reasonable adjustments so pupils with allergies can participate safely. Alternative resources or activities will be provided where necessary without unnecessarily excluding pupils.

**Declared allergens**

The following allergens will be declared and listed on all PPDS foods in a clearly legible format:

- Cereals containing gluten and wheat, e.g. spelt, rye and barley
- Crustaceans, e.g. crabs, prawns, lobsters
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts and pistachio nuts
- Celery
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Mustard
- Sesame seeds
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide
- Lupin
- Molluscs, e.g. mussels, oysters, squid, snails

The kitchen manager will be responsible for monitoring food ingredients, packaging and labelling on a daily basis and will contact the supplier immediately in the event of any anomalies.

**Changes to ingredients and food packaging**

The school's catering provider will ensure that communication with suppliers is robust and any changes to ingredients and/or food packaging are clearly communicated to kitchen staff and other relevant members of staff.

Following any changes to ingredients and/or food packaging, all associated documentation will be reviewed and updated as soon as possible.

## 5. Animal allergies

Pupils with known allergies to specific animals will have restricted access to those that may trigger a response.

In the event of an animal on the school site, staff members will be made aware of any pupils to whom this may pose a risk and will be responsible for ensuring that the pupil does not come into contact with the specified allergen.

The school will ensure that any pupil or staff member who comes into contact with the animal washes their hands thoroughly to minimise the risk of the allergen spreading.

## 6. Seasonal allergies

The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.

Precautions regarding the prevention of seasonal allergies include ensuring that grass within the school premises is not mown whilst most pupils are on site and outside. Grass cutting is to be completed at either end of the day when few children are in school and not during break or lunchtimes.

School to consider that pupils with severe seasonal allergies may need to be able to move into an indoor supervised space during break or lunchtimes. This is to be agreed by parents.

Staff members will be diligent in the management of wasp, bee and ant nests on school grounds and in the school's nearby proximity, reporting any concerns to the Premises and / or Senior Leadership team.

The school is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises in a timely manner.

Where a pupil with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

## 7. Adrenaline auto-injectors (AAIs)

Pupils who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.

Under The Human Medicines (Amendment) Regulations 2017 the school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working.

The school will purchase AAIs in accordance with age-based criteria, relevant to the age of pupils at risk of anaphylaxis, to ensure the correct dosage requirements are adhered to. These are as follows:

- For pupils under age 6: 0.15 milligrams of adrenaline
- For pupils aged 6-12: 0.3 milligrams of adrenaline

School AAIs are stored as part of an emergency anaphylaxis kit, which includes the following:

- One or more AAIs

- Instructions on how to use the device(s)
- Instructions on the storage of the device(s)
- Manufacturer's information

The school's AAIs are not located more than **five** minutes away from where they may be required. The emergency anaphylaxis kit can be found at the following locations:

- **Staffroom – above first aid cupboard**

All staff have access to these AAI devices, however the devices are out of reach and inaccessible to pupils.

School AAI devices are clearly labelled to avoid confusion with any device prescribed to a named pupil.

In line with manufacturer's guidelines, the school's AAI devices are stored at room temperature.

The following staff members are responsible for maintaining the emergency anaphylaxis kit(s):

- **Janine Lee (Deputy Headteacher)**
- **Mrs Staincliffe (Office Manager) to support**

The above staff members conduct a **monthly** check of the emergency anaphylaxis kit(s) to ensure that:

- School AAI devices are present and have not expired.
- Replacement AAIs are obtained when expiry dates are approaching.

The following staff member is responsible for overseeing the protocol for the use of spare AAIs, its monitoring and implementation, and for maintaining the Register of AAIs:

**Janine Lee (Deputy Headteacher) with Mrs Staincliffe (Office Manager)**.
Any used or expired AAIs are disposed of after use in accordance with manufacturer's instructions.

Used AAIs may also be given to paramedics upon arrival, in the event of a severe allergic reaction, in accordance with this policy.

A sharps bin is utilised where used or expired AAIs are disposed of on the school premises.

Where any AAIs are used, the following information will be recorded on Medical Tracker:

- Where and when the reaction took place
- How much medication was given and by whom

## 8. Access to spare AAIs

A school AAI can be administered as a substitute for a pupil's own prescribed AAI, if this cannot be administered correctly, without delay.

School AAIs are for emergency use when in the interest of saving a life or when a pupil's own AAI fails and as instructed by a paramedic on the phone.

Following the use of any spare AAI, replacement stock will be obtained as soon as reasonably practicable and the incident recorded in accordance with school procedures.

## 9. School trips

The headteacher will ensure a risk assessment is conducted for each school trip to address pupils with known allergies attending. All activities on the school trip will be risk assessed to see if they pose a threat to any pupils with allergies and alternative activities will be planned where necessary to ensure the pupils are included.

The school will speak to the parents of pupils with allergies where appropriate to ensure their co-operation with any special arrangements required for the trip.

A designated adult will be available to support the pupil at all times during a school trip.

The pupil's medication will be taken on the trip and stored securely.

A member of staff will be assigned responsibility for ensuring that the pupil's medication is carried at all times throughout the trip.

Where the venue or site being visited cannot assure appropriate food can be provided to cater for pupils' allergies, the pupil will take their own food or the school will provide a suitable packed lunch.

Trip leaders will ensure that all accompanying adults are aware of pupils with severe allergies, know where emergency medication is located and understand emergency procedures before departure.

## 10. Medical attention and required support

Once a pupil's allergies have been identified, a meeting will be set up between the pupil's parents, the office manager & a member of SLT if needed, in which the pupil's allergies will be discussed and a plan of appropriate action/support will be developed.

All medical attention, including that in relation to administering medication, will be conducted in accordance with the Administering Medication Policy and the Supporting Pupils with Medical Conditions Policy.

Parents will provide the school with any necessary medication, ensuring that this is clearly labelled with the pupil's name, class, expiration date and instructions for administering it.

Pupils will not be able to attend school or educational visits without any life-saving medication that they may have, such as AAIs.

All members of staff involved with a pupil with a known allergy are aware of the location of emergency medication and the necessary action to take in the event of an allergic reaction.

Any specified support which the pupil may require will be outlined in their Care Plan.

All staff members providing support to a pupil with a known medical condition, including those in relation to allergens, will be familiar with the pupil's Care Plan.

Individual Healthcare Plans will normally be reviewed at least annually and sooner following any significant allergic reaction, change in medical advice or change in treatment.

**Mrs Staincliffe** is responsible for working alongside relevant staff members and parents in order to develop Care Plans for pupils with allergies, ensuring that any necessary support is provided and the required documentation is completed, including risk assessments being undertaken.

**Mrs Staincliffe** has overall responsibility for ensuring that Care Plans are implemented, monitored and communicated to the relevant members of the school community.

The school recognises that living with a severe allergy may affect a pupil's emotional wellbeing. Staff will promote an inclusive environment in which pupils feel able to discuss their allergies and seek support when required. Any bullying, teasing or deliberate exposure to allergens will be managed in accordance with the Behaviour Policy and Anti-Bullying Policy.

## 11.Staff training

All staff members are trained in how to administer an AAI, and the sequence of events to follow when doing so.

New members of staff, supply staff, volunteers and trainee teachers will receive appropriate allergy information and emergency procedures as part of their induction before taking responsibility for pupils wherever reasonably practicable.

Annual, online refresher training is delivered to all staff.

Training records will be maintained and reviewed to ensure staff remain competent and confident in recognising and responding to allergic reactions and anaphylaxis.

All staff members will:

- Be trained to recognise the range of signs and symptoms of an allergic reaction.
- Understand how quickly anaphylaxis can progress to a life-threatening reaction, and that anaphylaxis can occur with prior mild to moderate symptoms.
- Understand that AAIs should be administered without delay as soon as anaphylaxis occurs.
- Understand how to access AAIs.
- Be aware of how to administer an AAI should it be necessary.

## 12. Mild to moderate allergic reaction

Mild to moderate symptoms of an allergic reaction include the following:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

The pupil's parents will be contacted immediately if a pupil suffers a mild to moderate allergic reaction, and if any medication has been administered.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a staff member is to contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

For mild to moderate allergy symptoms, the pupil's Care Plan will be followed and the pupil will be monitored closely to ensure the reaction does not progress into anaphylaxis.

Staff will never assume that symptoms will remain mild. Any worsening of symptoms or the development of breathing difficulties, throat symptoms, persistent cough, collapse or changes in consciousness will be treated as anaphylaxis and managed immediately in accordance with this policy.

Should the reaction progress into anaphylaxis, the school will act in accordance with this policy. Where the pupil is required to go to the hospital, an ambulance will be called.

## 13. Managing anaphylaxis

In the event of anaphylaxis, the nearest adult will lay the pupil flat on the floor and try to ensure the pupil suffering an allergic reaction remains as still as possible; if the pupil is feeling weak, dizzy, appears pale and is sweating their legs will be raised. A staff member will be called for help and the emergency services contacted immediately. The staff member will administer an AAI to the pupil. Spare AAIs will only be administered in an emergency and at the advice of the paramedic or 999 operator.

Where a second AAI is available and symptoms have not improved after five minutes, or symptoms worsen before emergency services arrive, a second dose should be administered in accordance with current medical guidance and the pupil's Individual Healthcare Plan.

All staff members are trained on the use of AAIs.

A member of staff will stay with the pupil until the emergency services arrive – the pupil will remain lying flat and still. If the pupil's condition deteriorates after initially contacting the emergency services, a second call will be made to ensure an ambulance has been dispatched.

The headteacher will be contacted immediately, as well as a suitably trained individual, such as a first aider.

If the pupil stops breathing, a suitably trained member of staff will administer CPR.

In the event that a pupil without a prescribed AAI, or who has not been medically diagnosed as being at risk of anaphylaxis, suffers an allergic reaction, a designated staff member will contact the emergency services and seek advice as to whether an AAI should be administered. An AAI will not be administered in these situations without contacting the emergency services.

School should contact the pupil's parents as soon as is possible.

Upon arrival of the emergency services, the following information will be provided:

- Any known allergens the pupil has
- The possible causes of the reaction, e.g. certain food
- The time the AAI was administered – including the time of the second dose, if this was administered

Any used AAIs will be given to paramedics.

Staff members will ensure that the pupil is given plenty of space, moving other pupils to a different area within school where necessary.

Staff members will remain calm, ensuring that the pupil feels comfortable and is appropriately supported.

A member of staff will accompany the pupil to hospital in the absence of their parents.

Following the occurrence of an allergic reaction, the SLT will review the adequacy of the school's response and will consider the need for any additional support, training or other corrective action.

## 14. Monitoring and review

Stivichall Primary School is responsible for reviewing this policy annually.

Following any allergic reaction or significant near miss, the school will review the circumstances to identify whether any improvements to procedures, supervision, training or risk assessments are required. Where appropriate, Individual Healthcare Plans and risk assessments will be updated and any learning shared with relevant staff to reduce the likelihood of recurrence.

The effectiveness of this policy will be monitored through:

- annual policy review
- analysis of allergy incidents and near misses to identify trends and areas for improvement
- monitoring of staff training records
- review of Individual Healthcare Plans
- feedback from parents, pupils and staff where appropriate
- monitoring the availability and expiry dates of emergency medication.

The school will make reasonable adjustments, where appropriate, to enable pupils with allergies to participate safely and fully in all aspects of school life in accordance with the Equality Act 2010.

Appendix A

# Healthcare Plan for a Pupil with Medical Needs

PHOTO

| | |
|---|---|
| Name of school/setting | Stivichall Primary School |
| Child's name | |
| Tutor Group | |
| Date of birth | |
| Child's address | |
| Medical diagnosis or condition | |
| Allergic to | |
| Date Care Plan Completed | |
| Review date | |

**Family Contact Information**

| | |
|---|---|
| Contact 1 Name | |
| Phone no. (work) | |
| (home) | |
| (mobile) | |
| | |
| Contact 2 Name | |
| Relationship to child | |
| Phone no. (work) | |
| (home) | |
| (mobile) | |

**Clinic/Hospital Contact**

| | |
|---|---|
| Name | |

| | |
|---|---|
| Phone no. | |

**G.P.**

Name

Phone no.

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, administered by/self-administered with/without supervision

Daily requirements e.g. Sport, Lunchtimes, Break

Arrangements for school visits/trips etc

Describe what constitutes an emergency, and the action to take if this occurs

Plan developed with:

Form copied to:

**Initial Plan** **1st Review** **2nd Review** (circle)

Parent/Carer Signature …… Date ……

Office Manager or Deputy Head ……Date ……..