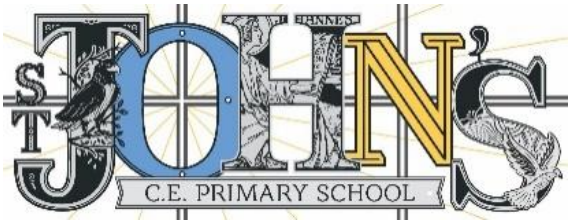
Oxford Diocesan Schools Trust
St Mary's Convent
Denchworth Road, Wantage
Oxford, OX12 9AU
odst.governance@oxford.anglican.org
www.odst.org.uk

Statutory:	Policy provided centrally for adoption by schools with minimal amendment to the core text. Changes are allowed to the text where indicated

Pupil Allergy Policy



Approved by:	**Finance & Estates Committee**
Date:	**July 2026**
Next review date:	**31 July 2027**

Adopted by school:	**St John's CE Primary School**
Date:	**September 2026**

Contents

1. Aims 2
2. Legislation and guidance 3
3. Roles and responsibilities 3
3.1 Allergy lead 3
3.2 Teaching and support staff 3
3.3 Parents/carers 4
3.4 Pupils with allergies 4
3.5 Pupils without allergies 4
4. Assessing risk 4
5. Managing risk 4
5.1 Hygiene procedures 4
5.2 Catering 5
5.3 Food restrictions 5
5.4 Insect bites/stings 5
5.5 Animals 5
5.6 Support for mental health 5
5.7 Events and school trips 6
6. Procedures for handling an allergic reaction 6
6.1 Register of pupils with AAIs 6
6.2 Allergic reaction procedures 6
7. Adrenaline auto-injectors (AAIs) 8
7.1 Purchasing of spare AAIs 8
7.2 Storage (of both spare and prescribed AAIs) 8
7.3 Maintenance (of spare AAIs) 8
7.4 Disposal 8
7.5 Use of AAIs off school premises 8
7.6 Emergency anaphylaxis kit 9
8. Training 9
9. Links to other policies 9

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 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 Using emergency adrenaline auto-injectors in schools - GOV.UK, 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. Allergy awareness is of the greatest importance for all staff to be trained and aware of the risks and correct action to take in order to keep children safe in school.

3.1 Allergy lead

The nominated allergy lead is Mr Cameron Purvis, Headteacher and DSL

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 and recording are delegated to the office administration team.
- 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) and checking they are in date
- Regularly reviewing and updating the allergy policy

3.2 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

3.3 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

3.4 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

3.5 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Knowing foods that are allowed in school and not (nut-free school, no hazelnut spread etc)

Older pupils might also be expected to support their peers and staff in the case of an emergency.

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

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

To prevent contamination in the school;

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles
- Children with allergens where a purple lanyard and also use purple trays to collect their food. This indicates that they have allergies and their meals are kept separate from the other meals.

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) Allergen guidance for food businesses | Food Standards Agency
- 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 (Nutella, hazelnut spread etc)
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds

St John's works hard to ensure all parents and carers are aware of the risk to other children in school regarding specific known allergens, particularly nuts. As part of our daily practice, we check the correct food is assigned to the correct child, as well as inspecting children's packed lunches to ensure they are suitable and do not contain nuts or known allergens to their peers. Where nuts are identified, the item is removed and kept in the school office. The parents are phoned to remind them that the school is a nut free school and to ask them to collect the item from the office at the end of the school day. The parents are invited to bring in an alternative item of food if they wish to for their child.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- If a child receives an insect bite or sting they are provided with first aid via the school office and parents are informed if appropriate.

5.5 Animals

If children come into contact with planned animal visits or trips, we encourage the following:

- 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 and will stay away from these activities.

5.6 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 or form tutor

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 AAIs

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 (this will require parental consent)
- The action plans and medication are kept on the wall in the kitchen area by the school office so that can be accessed by any member of staff at any time 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 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 which are to dial 999 and request an ambulance and seek advice from the call operator as to administering the school's own emergency AAIs.
- If the person is conscious, lie them flat with their legs raised to assist in blood flow to the heart and vital organs.
- If the person affected has been prescribed adrenaline (such as EpiPen, Jext or EURneffy) use it straight away – adrenaline is the first line treatment for anaphylaxis. Make a note of the time you give the first dose of adrenaline. If the symptoms don't improve after five minutes, or symptoms get worse give a second dose.
- Call the emergency services immediately after using the first dose of adrenaline and tell the operator it is anaphylaxis. Give your exact location.
- Keep the person still. Do not let them stand up, walk or run even if they start to feel better. Movement can make symptoms worse and cause a sudden drop in blood pressure.
- Anaphylaxis - NHS
- What to do in an emergency | Anaphylaxis UK
- 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:

- Emergency Adrenaline Auto Injectors are sourced from Eureka School's First Aid Injector' and if necessary following an emergency, the local pharmacy for a replacement.
- 2x Epipen Junior Adrenaline Auto-Injector and 2x Epipen Adrenaline auto-injector are purchased and stored at the school for use in emergencies
- The dosage required (based on Resuscitation Council UK's age-based criteria) will be determined by a child's allergy action plan to ensure the school's emergency AAIs match the correct dosages.

See pages 11 and 12 of the guidance Using emergency adrenaline auto-injectors in schools - GOV.UK

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 (School Office acts as central point to all classrooms and can be accessed quickly).

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

See pages 12 and 13 of the guidance Using emergency adrenaline auto-injectors in schools - GOV.UK

7.3 Maintenance (of spare AAIs)

Rachel Jackson and Rebecca Sumbler are responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near

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.
See page 13 of the guidance Using emergency adrenaline auto-injectors in schools - GOV.UK

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
- One of the two school Emergency Adrenaline Auto – Injectors (AAI) will be taken on all school trips/off-site events where a child with a related AAI prescription and allergy is attending. This is in addition to the child's own prescribed AAI. The second spare school AAI will remain on the school site as the emergency spare for those still on the school site.

See page 13 of the guidance Using emergency adrenaline auto-injectors in schools - GOV.UK

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 list of pupils to whom the spare AAI can be administered
- 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
- Include any other relevant training points

Training will be carried out annually using the school nursing team training or another provider whose training meets the current government guidance.

It's recommended that all staff are trained at least once a year.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- First aid policy
- School food policy
- EYFS policy