

# John Hunt Academy



## Pupil Allergy Policy

<b>Approved by:</b>	Mrs A Good & Miss L Devlin	Date: 16/12/2025
<b>Last reviewed on:</b>	New Policy Created 16/12/2025	
<b>Next review due by:</b>	16/12/2026	

## **Aim**

This policy sets out our school's approach to allergy management, including reducing the risk of exposure and outlining the procedures in place in the event of an allergic reaction. It provides a clear overview of how the school supports pupils with allergies to ensure their wellbeing and full inclusion, promotes and maintains allergy awareness across the school community, and ensures that all staff are adequately trained before undertaking responsibilities related to allergy management.

## **Legislation and Guidance**

The 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 Mrs Heidi Chapman. They are responsible for promoting and maintaining allergy awareness across the school community and for recording and collating allergy and special dietary information for all relevant pupils, although the collection of this information may be delegated to office or administrative staff. The allergy lead ensures that all allergy information is up-to-date and readily available to relevant staff, that all pupils with allergies have an allergy action plan or Individual Health Care Plan completed in collaboration with a medical professional, and that all staff receive an appropriate level of allergy training and are aware of the school's allergy policy and procedures. They also ensure that relevant staff understand which activities require an allergy risk assessment, maintain oversight of the school's supply of adrenaline auto-injectors (AAIs), and regularly review and update the allergy policy.

### **Pastoral Lead / SENCO**

The school Pastoral Lead and SENCO are responsible for coordinating all relevant paperwork and information from families, ensuring this is recorded on CPOMs and Arbor, with a copy also kept alongside the child's medication, in close proximity to the child at all times, such as in the classroom or lunch hall. They coordinate medication arrangements with families, check that spare adrenaline auto-injectors (AAIs) are in date, and work with medical professionals and families to create Individual Health Care Plans. They also undertake any other appropriate tasks delegated by the allergy lead.

### **Teaching and Support Staff**

All teaching and support staff are responsible for promoting and maintaining allergy awareness among pupils, maintaining an understanding of the school's allergy policy and procedures, and being able to recognise the signs of severe allergic reactions and anaphylaxis. Staff must attend appropriate allergy training as required, be aware of specific pupils with allergies in their care, carefully consider the use of food or other potential allergens when planning lessons and activities, and ensure the wellbeing and inclusion of pupils with allergies at all times.

## **Parents/Carers**

Parents and carers are responsible for being aware of the school's allergy policy and providing the school with up-to-date information about their child's medical needs, dietary requirements, and any history of allergies, reactions, or anaphylaxis. Where required, they must provide two in-date adrenaline auto-injectors and any other necessary medication, such as inhalers or antihistamines, ensuring these are replaced promptly. Parents and carers should carefully consider the food provided as packed lunches or snacks, aiming to limit allergens, follow the school's guidance on food brought in to be shared, and keep the school informed of any changes to their child's condition.

## **Pupils with Allergies**

Pupils with allergies are responsible for being aware of their allergens and the risks they pose, understanding how and, where age-appropriate, when to use their adrenaline auto-injector, and, if appropriate for their age, carrying their adrenaline auto-injector with them at all times and using it only for its intended purpose.

## **Pupils without Allergies**

All pupils are responsible for being aware of allergens and the risks they pose to their peers. They may also be expected to support their peers and staff in the event of an emergency, in an age-appropriate and safe manner.

## **Assessing Risk**

The school will conduct a risk assessment for any pupil at risk of anaphylaxis - when taking part in activities such as food technology lessons, science experiments involving food, crafts using food packaging, off-site events and school trips, and any other activities involving food or animals, including animal handling experiences or baking. A risk assessment will also be carried out for any pupil at risk of an allergic reaction where a visitor requires a guide dog. All daily activities within a school day will be risk assessed where it is known that a pupil is at risk of anaphylaxis.

## **Managing Risk**

### **Hygiene Procedures**

Pupils are reminded to wash their hands before and after eating, are not permitted to share food, and each pupil has their own named water bottle, which is taken home daily for cleaning.

### **Catering**

The school is committed to providing safe food options that meet the dietary needs of pupils with allergies. Catering staff receive appropriate information and meet with parents and carers of children identified as having food allergies. School menus are available for parents and carers to view, with ingredients clearly labelled, and any changes to menus will continue to take account of pupils' special dietary needs. Catering staff follow strict hygiene and allergy procedures when preparing food to avoid cross-contamination, and pupils who bring a packed lunch to school must do so in a sealed container.

### **Food Restrictions**

We acknowledge that it is impractical to enforce a completely allergen-free school; however, we are a nut-free school and actively encourage pupils and staff to avoid certain high-risk foods to reduce the likelihood of allergic reactions. 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; and sesame seeds or foods containing sesame seeds. If a pupil brings these items into school, they may be asked to eat them away from others to minimise risk, or the food may be confiscated. The school tuck shop, which is run by catering staff, does not sell any food containing nuts or sesame seeds.

## **Insect Bites/Stings**

When outdoors, pupils must always wear shoes, and all food and drink should be kept covered. A school first aid kit is available at all times, with a first aid kit in every classroom and a designated first aid bench staffed by a trained first aider during all playtimes. All staff are trained in first aid to ensure pupils' safety at all times.

## **Animals**

A risk assessment will be carried out before any animals are brought onto the school premises or prior to any trips where animals will or may be present. At present, the only school pets are fish. All pupils will wash their hands after any interaction with animals to reduce the risk to pupils with allergies through later contact, and pupils with animal allergies will not take part in animal interactions.

## **Support for Mental Health**

Pupils with allergies may experience bullying and can also be at increased risk of anxiety and depression related to their condition. Any allegations of bullying will be addressed in line with the school's behaviour policy, and the school actively promotes awareness and prevention of bullying. Pupils with allergies are offered additional support for their mental health and wellbeing through pastoral care, regular check-ins with their class teacher or support staff, referral to the Mental Health Support Team where needed, and, where appropriate, discussion with or referral to the child's medical team regarding suitable counselling support.

## **Events and School Trips**

A risk assessment will be carried out before any events or school trips. Pupils with allergies will not be excluded from participating in events, including those that take place off the school premises. The school will plan appropriately for all events and trips, ensuring that staff involved are aware of pupils' allergies and have received adequate training. Appropriate measures will be put in place in line with the school's adrenaline auto-injector (AAI) protocols for off-site events and school trips.

## **Procedures for Handling an Allergic Reaction**

### **Register of pupils with AAI's**

The school maintains a register of pupils who have been prescribed adrenaline auto-injectors (AAIs), or where a doctor has provided a written plan recommending the use of AAI's in the event of anaphylaxis. The register includes details of known allergens and risk factors, whether a pupil has been prescribed an AAI and the type and dose, whether parental consent has been given for the use of a spare AAI where this differs from the pupil's prescribed AAI, and a photograph of each pupil to allow for visual identification. The register is kept in the child's classroom and recorded on Arbor, with a copy of all pupils on the register held in the front office so it can be accessed quickly by any member of staff when initiating an emergency response. All pupils prescribed AAI's have their medication stored safely in the classroom, away from other children but easily accessible to adults, in line with the child's Individual Health Care Plan. The school's spare AAI's are stored in the front office, and each pupil's care plan clearly states whether parental consent has been given for their use.

## **Allergic Reaction Procedures**

As part of the school's whole-school approach to allergy awareness, all staff are trained in the school's allergic reaction procedures, including recognising the signs of anaphylaxis and responding appropriately. Staff working directly with pupils who have allergies receive specific training in the administration of adrenaline auto-injectors (AAIs) to minimise delays in administering adrenaline in an emergency. If a pupil experiences an allergic reaction, staff will initiate the school's emergency response plan in line with the pupil's allergy action plan or Individual Health Care Plan. Where an AAI is required, staff will use the pupil's own prescribed AAI or, if this is not available, a school AAI with prior parental consent. If a pupil does not have an allergy action plan, staff will follow the school's allergy response procedures and, where necessary, the school's standard emergency procedures, in line with guidance from Anaphylaxis UK. Posters outlining the "Be Allergy Aware and Save a Life" guidance are displayed around the school for quick reference. Alongside the Department of Health's Recognition and management of an allergic reaction/anaphylaxis posters. A school AAI may be used instead of a pupil's own device where medical authorisation and written parental consent have been provided, or where the pupil's prescribed AAI is not immediately available, for example if it is broken, out of date, has misfired, or been incorrectly administered. If hospital treatment is required, a member of staff will remain with the pupil until a parent or carer arrives or will accompany the pupil to hospital by ambulance. In cases of a mild allergic reaction, such as a skin rash, itching, or sneezing, the pupil will be monitored, parents or carers informed, and the pupil's individual allergy or care plan followed.

## **Adrenaline Auto-Injectors (AAIs)**

Following the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#), and anaphylaxis UK we:

### **Purchasing of spare AAIs**

The School Business Manager is responsible for purchasing adrenaline auto-injectors (AAIs), and the allergy lead ensures that they are stored in line with current guidance. Spare AAIs are purchased from Eureka Direct – Online First Aid company. The school currently holds two 300 microgram injector pens, in accordance with the Resuscitation Council UK's age-based criteria. We also do hold two 150 microgram injector pens that are used for under the age of 6 years. The brand of AAI held by the school is the EpiPen Adrenaline Auto-Injector.

### **Storage (of both spare and prescribed AAIs)**

The allergy lead ensures that all adrenaline auto-injectors (AAIs) are stored in accordance with the manufacturer's guidelines at room temperature, protected from direct sunlight and extremes of temperature. AAIs are kept in a safe, suitably central location that is accessible to all staff at all times, while remaining out of the reach and sight of children. They are not locked away and are available for immediate use, with no AAI located more than five minutes away from where it may be needed. Spare AAIs are stored separately from pupils' own prescribed AAIs and are clearly labelled to avoid confusion. Spare AAIs are kept in the front office, while prescribed AAIs are stored in the classroom with the child.

### **Maintenance (of spare AAIs)**

The allergy lead is responsible for carrying out monthly checks to ensure that all adrenaline auto-injectors (AAIs) are present and in date, and for arranging replacement AAIs when expiry dates are approaching.

### **Disposal**

Adrenaline auto-injectors (AAIs) are single-use devices. Once an AAI has been used, it will be disposed of in accordance with the manufacturer's instructions, placed in a sharps bin, and collected for safe disposal by PHS, the company contracted by the school for this service.

## **Use of AAI's Off School Premises**

For pupils at risk of anaphylaxis who have prescribed adrenaline auto-injectors (AAIs) in school, these will be carried on school trips and off-site events by the adult responsible for the child, along with the child's allergy action plan or Individual Health Care Plan. Spare AAI's will also be taken on trips and off-site events where a child is known to have an allergy and written parental permission has been provided to allow the school to administer one if required.

## **Emergency Anaphylaxis Kit**

The school holds an emergency anaphylaxis kit in the front office. 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

## **Training**

The school is committed to ensuring that all staff are trained in allergy response. This training includes how to reduce and prevent the risk of allergic reactions, how to recognise the signs of allergic reactions, including anaphylaxis, and the importance of acting quickly in an emergency. Staff are also trained on where adrenaline auto-injectors (AAIs) are kept on the school site and how to access them, how to administer AAI's correctly, and on the wellbeing and inclusion implications of pupils who suffer with allergies.

Training will be carried out annually by the allergy lead alongside AAI training carried out by a professional body.

## **Links to other policies**

This policy links to the following policies and procedures:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- School Food Policy
- Anaphylaxis UK – Allergy Aware and Save a Life
- Administration of Medication Policy