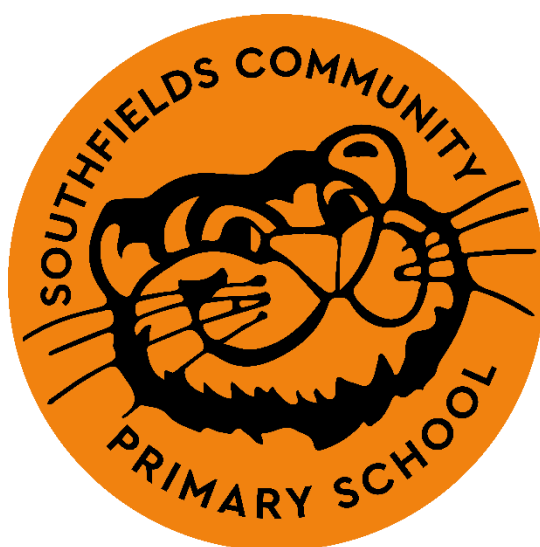




Southfields Community Primary School

Allergy & Anaphylaxis Policy



Approved by:	Governing Board	Date: Summer 2026
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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

Southfields Primary takes a whole-school approach to allergy awareness.

3.1 Allergy Lead

The nominated allergy lead is Lucy Ledbrooke (DSL and Safeguarding Leader)

They are 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 may be delegated to the other staff, for example, the Admin 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)
 - Regularly reviewing and updating the allergy policy

3.2 School Admin Team / Pastoral Team

The Admin Team and Pastoral Team will take responsibility 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)
- 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

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

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named 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 undertake 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
- 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.

Southfields Primary is a 'nut free' school. No products containing nuts are used by the Catering Team; parents are advised not to include products with nuts in their children's lunchbox; staff are asked not to bring nut products into school.

If a pupil brings any foods into school containing nuts, the food will be confiscated.

We do not allow parents to bring cakes or sweets into school to celebrate a child's birthday.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

5.5 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

5.6 Support for mental health

Pupils with allergies will have additional support, if necessary, through:

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

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.

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 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. Having a copy of the register in every classroom minimises the need to take time sourcing the register from a central source and allows management of anaphylaxis as children move from room to room.

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:
- ❖ Assess the situation and identify the symptoms of anaphylaxis
 - ❖ Administer the AAI
 - ❖ If no improvement after 5 minutes, a second AAI should be administered
 - ❖ Call 999 immediately and inform parents / carers
 - ❖ Record the incident and restock the AAI
- 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 Storage (of both spare and prescribed AAIs)

The Allergy Lead will make sure all AAIs are:

- Clearly labelled
- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Expiry dates checked monthly and replacement ordered as needed

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

7.2 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.

7.3 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAls – 1 junior size and 1 adult size
- Instructions for the use of AAls
- Instructions on storage
- Manufacturer's information
- A record of when AAls 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 AAls are kept on the school site, and how to access them
- How to administer AAls
- The wellbeing and inclusion implications of allergies
- Staff will be required to undertake annual training

9. Key Information

An allergy is an overreaction of the immune system to a food or substance that's usually harmless. Symptoms can be mild, but for some people they can be very serious. This is known as anaphylaxis.

- Mild allergy symptoms are treated with antihistamines.
- Anaphylaxis is treated with adrenaline, which is administered via an auto-injector into the outer upper thigh.

Anaphylaxis is a medical emergency and a threat to life.

Top 14 Food Allergens

(However, be aware people can be allergic to anything.)

- Milk
- Celery
- Fish
- Crustaceans
- Eggs
- Wheat / Flour
- Soya
- Lupin
- Cereals
- Tree nuts
- Sesame
- Mustard
- Molluscs
- Peanuts
- Sulphites

Non-Food Allergens (not-exhaustive list)

- Pollen
- Pet hair / dander
- Insect venom
- Medication / drugs

Anaphylaxis Symptoms (ABC)

Airway

Symptoms include:

- Swelling in the throat, tongue, or upper airways
- Tightening of the throat
- Hoarse voice
- Difficulty swallowing

Breathing

Symptoms include:

- Persistent cough
- Sudden onset of wheezing
- Breathing difficulty / Noisy breathing

Circulation

Symptoms include:

- Pale and clammy skin
- Dizziness
- Feeling faint
- Sudden sleepiness
- Tiredness
- Confusion
- Loss of consciousness

In extreme cases of anaphylaxis, there may be a dramatic fall in blood pressure. The patient may become weak and floppy and have a sense that *something terrible is happening*.

Any of the ABC symptoms listed above may lead to collapse and unconsciousness and, on rare occasions, be fatal.

What Adrenaline Does

Adrenaline:

- Reduces swelling
- Opens the patient's airways
- Raises blood pressure

Patients must go to hospital for monitoring, as the reaction could return.

10. 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
- Safeguarding Policy

11. Policy Review

This policy will be reviewed annually or following a incident involving the use of an AAI