

Brandwood Community Primary School

Allergy Policy

Approved by the Pupil Inclusion & Community Governor Committee: October 2026

Review Date: October 2027

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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 learners with allergies to ensure their wellbeing and inclusion
- ◇ Promote and maintain allergy awareness amongst the school community

2. Legislation and guidance

This policy is based on the Department for Education (DfE) 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 leads are V Lowe (SBM) & S Donnelly (KS2 SENDCo)

They are responsible for:

- ◇ Promoting and maintaining allergy awareness across our school community
- ◇ Oversight of the recording and collating allergy and special dietary information for all relevant children via IHCPs (Individual Health Care Plans) completed with parents or carers and uploaded to medical tracker (our online, secure monitoring and record keeping system) subject to regular, planned reviews

Ensuring:

- ◇ All allergy information is up to date and readily available to relevant members of staff (medical tracker access and reviews)
- ◇ All children with allergies have an allergy action plan completed in consultation with a medical professional/parents and carers
- ◇ 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 communicating to staff where these are located
- ◇ Regularly reviewing and updating the allergy policy

3.2 Teaching & Support Staff

All teaching and support staff are responsible for:

- ◇ Promoting and maintaining allergy awareness among children
- ◇ 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 children 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 children with allergies
- ◇ Liaising with parents and carers and responding rapidly to any queries proactively providing reassurance

3.4 Parents & Carers

Parents and 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 limiting 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 Learners with allergies

These children 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 Learners without allergies

These children are responsible for:

- ◇ Being aware of allergens and the risk they pose to their peers

3.7 Allergy Governor

The allergy Governor is Mrs Nicola McGonagle who will monitor allergy provision and safe practices in consultation with the allergy lead.

4. Assessing risk

The school will conduct a risk assessment for any child 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 child 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

- ◇ Children are reminded to wash their hands before and after eating and at regular points throughout the day
- ◇ Sharing of food is not allowed and this is closely monitored by lunchtime staff
- ◇ All children have their own named water bottles
- ◇ Touch point cleaning takes place daily (bannisters, door handles etc)

5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of children with allergies.

- ◇ Catering staff receive appropriate training and are able to identify children with allergies
- ◇ School menus are available for parents and carers to view with ingredients clearly labelled, learners with specific allergies have their own individualised menus which are shared weekly
- ◇ Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of children
- ◇ Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing children 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
- ◇ Children who are on packed lunches are seated separately to those with school dinners to avoid sharing of foods

5.3 Food restrictions

We are a nut free school and therefore politely request that no items containing nuts are brought into school. 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 child 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, and parents or carers will be contacted.

In addition, we also have restrictions on the items that children now bring in to celebrate their birthdays. We request that all items brought in are not chocolate, are individually wrapped and do not contain nuts, birthday cakes are no longer allowed to be brought in to reduce the risk to children with allergies. A letter is sent out at the beginning of every school year (Appendix 1) containing this information.

5.4 Insect bites or stings

When outdoors:

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

5.5 Animals

- ◇ All children will always wash hands after interacting with animals to avoid putting children with allergies at risk through later contact
- ◇ Children with animal allergies will not interact with animals

5.6 Events & School Trips

- ◇ For events, including ones that take place outside of the school, and school trips, no children with allergies will be excluded from taking part but appropriate liaison will take place with parents and carers to highlight any potential risks so they can be reduced and reassurances provided
- ◇ The school will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of children's 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).
- ◇ All trips are risk assessed and uploaded onto the Evolve Portal, including individual risk assessments for children with allergies where appropriate
- ◇ Where necessary, we ensure beforehand that any external providers are aware of children's allergies and medical conditions before the visit

6. Procedures for handling an allergic reaction

6.1 Register of learners with AAIs

The school maintains a register of children 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 child has been prescribed AAI(s) (and if so, what type and dose)
- ◇ Where a child 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 child
- ◇ A photograph of each child to allow a visual check to be made (with parental consent)

The register is kept in every classroom where a child has an AAI 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 children receiving adrenaline in an emergency
- ◇ If a child has an allergic reaction, the staff member will initiate the school's emergency response plan, following the child's allergy action plan
- ◇ If an AAI needs to be administered, a member of staff will use the child's own AAI, or if it is not available, a school one

If the child 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

A school AAI device will be used instead of the child's own AAI device if:

- ◇ Medical authorisation and written parental consent have been provided, or

- ◇ The child'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 child needs to be taken to hospital, staff will stay with the child until the parent or carer arrives, or accompany the child to hospital by ambulance

If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the child will be monitored and the parents or carers informed

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAIs

The allergy lead is responsible for organising the purchase of AAIs and ensuring they are stored according to the guidance.

Procedures for buying spare AAIs:

- ◇ Where the AAIs will be sourced (i.e. a local pharmacy)
- ◇ The quantity of AAIs required
- ◇ Which brand(s) of AAI are purchased (schools are recommended to buy a single brand to avoid confusion)
- ◇ The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of [the guidance](#))

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 AAIs will be kept separate from any child's own prescribed AAI, and clearly labelled to avoid confusion. They will be located in:

- ◇ The Staff Room
- ◇ The Haven
- ◇ Y6 Intervention Room

7.3 Maintenance (of spare AAIs)

[V Lowe & S Donnelly] 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 an AAI has been used, it will be disposed of in line with the manufacturer's instructions.

7.5 Use of AAIs off school premises

Where a child is at risk of an anaphylaxis shock, the child's group leader will carry all necessary medication and ensure they remain in close proximity to the child at all times.

7.6 Emergency anaphylaxis kit

The school holds emergency anaphylaxis kits. They are located in the staff room, the haven and the Y6 intervention room, these include:

- ◇ 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 note of arrangements for replacing injectors
- ◇ A list of children to whom the 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

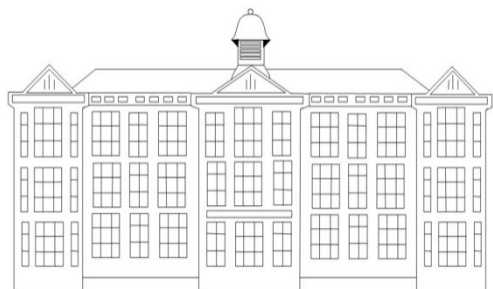
Training will be carried out annually by the School Nurse for those working directly with the children on the allergy register and all staff with complete approved online allergy training.

9. Links to other policies

This policy links to the following policies and procedures:

- ◇ Health and safety policy
- ◇ Medical Conditions policy

Brandwood Community Primary School



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Chair of Governors: Mr M Simpson
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 Deputy Head Teachers: Mrs R Cameron & Mrs C Riley

Dear parents and carers,

I am writing to inform you that there are now a number of children across school who have a **severe nut allergy**. We have been advised by health professionals that if these children were to be exposed to nuts or even nut traces it could **potentially** lead to serious illness or, in the worst circumstance, death. Consequently, there is a detailed risk assessment in place for each child, and the school as a whole, to ensure we make every effort to ensure these children are not exposed to nuts whilst in school. This must be followed at all times to minimise the risk as much as is possible, including when we have school events so that these children are not directly exposed to nuts or nut traces at any time whilst in our care.

A severe nut allergy means that even touching a door that another child has previously touched having just eaten food containing nuts could cause a reaction. There are of course a number of school-based measures in place to reduce these risks, but we will also need your support in this matter so that they are not exposed to this.

As a supportive whole school community, I am sure you will appreciate and understand that we all need to do everything we can to protect the health and safety of these children. **Therefore, we need to make every effort to be a completely nut free school.** Please do not send any food items into school with your child that contain nuts directly. This includes carefully considering the contents of their packed lunch, for example, Nutella sandwiches or chocolate that actually contains nuts e.g. snickers or kinder bueno are not allowed at all.

Please see the following extract from the school allergy policy regarding restricted food.

5.3 Food Restrictions

We are a nut free school and therefore politely request that no items containing nuts are brought into school. 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 child 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, and parents or carers will be contacted.

In this regard, we also have restrictions on the items that children bring in to celebrate their birthdays. We politely request that all items brought in for sharing are individually wrapped and do not contain nuts or nut traces, so sweets and lollipops that are vegetarian are acceptable instead. Birthday cakes are not allowed to be brought in to reduce the risk to children with allergies and to be inclusive and sensitive to their needs.

However, we appreciate that there is a need for a balanced approach so everyday items that are intended to be eaten individually such as chocolate or chocolate biscuits (that do not contain nuts directly) that may carry the warning of 'may contain nut traces' can be included as part of a balanced packed lunch as a treat. This is acceptable as there are procedures in place to ensure those with a nut allergy are not exposed, unlike the sharing of chocolate birthday treats or cake in class where the child would have to be excluded to be kept safe.

During whole school events when chocolate based items without nuts but that carry the labelling 'may contain nut traces' are sometimes available, the staff responsible for the children with a nut allergy will ensure they are not accessible to these individuals and that a safe alternative is available so they do not feel excluded and that the necessary safety precautions are in place e.g. handwashing.

We thank you in advance for your support, understanding and co-operation as do the families of those children concerned.

Yours sincerely,

Mrs Holmes
Head Teacher

