# St. Luke's CEVA Primary School

## Allergy Policy

**Adopted: By Governors: Summer 2026** **Review date: Summer 2028**

**Aspiring to be just and kind**

**Walking humbly with God**

**Growing with every opportunity**

**At St. Luke's we aim to:**

Develop an active culture of justice and kindness, where everyone (regardless of background) is treated with dignity, respect and warmth. Embed a positive approach to behaviour management, which has restorative justice at its core and focuses on respect, forgiveness, trust and restoration.

Inspire the pupils to make ethical choices and become agents for change both within their own context and further afield.

Provide an environment where everyone can flourish and have a life enhancing encounter with the Christian faith and Jesus Christ.

Instil hearts of compassion which lead to the service of others both within our own context and further afield.

Provide an excellent, broad-based curriculum that inspires enthusiasm, energy and dedication as pupils fully engage with learning.

Provide pupils with a variety of opportunities, including sporting, musical, artistic, technological and cultural activities that facilitate spiritual, moral, social and cultural growth.

Encourage pupils to grow in the 'fruits of the spirit' (love, joy, peace, patience, kindness, goodness, faithfulness, humility and self-control).

Develop a growth mindset, resilience and good mental health and well-being.

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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 & staff 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

We take a whole-school approach to allergy awareness.

### 3.1 Allergy lead

The nominated allergy lead is Ms Koenig (SLT), supported by Miss Phillip our Family Support Worker (FSW).

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.

Ensuring:

- All allergy information is up to date and readily available to relevant members of staff
- All pupils & staff 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 allergy team**

The team is responsible 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 & staff with allergies**

Where possible these pupils and staff 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 Pupils & staff without allergies**

These pupils are responsible for:

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

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 pupils or staff 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 & staff are reminded to wash their hands before and after eating

Sharing of food amongst pupils is not allowed

Pupils have their own water bottles or cups.

**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 through their company and are able to identify pupils with allergies by our use of lanyards

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 for packed lunches., 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)

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 in packed lunches and snacks 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**

**Peanut-based sauces, such as satay**

**Sesame seeds and foods containing sesame seeds**

If a pupil 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.

Our Friday school tuck shop will not sell these items.

**5.4 Insect bites/stings**

When outdoors:

Shoes should always be worn

Insect bites will be treated and monitored for any escalation.

**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

We acknowledge pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Pupils with allergies will have additional support through:

Pastoral care

Regular check-ins with their [class teacher/first aider]

### 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 List of pupils with AAIs

The school maintains a list of pupils who have allergies, intolerances and have been prescribed AAIs or where a doctor has provided a written plan recommending AAIs to be used in the event of anaphylaxis. The detail on the list includes:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed AAI(s)
- 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 overall list is kept on full display in the First Aid room, on the Google Drive and at a class level the relevant children to that class in their room. This can be checked quickly by any member of staff as part of initiating an emergency response

**EYFS** (YN & YR) **& KS1** (Y1 & Y2) pupils have their AAIs kept in their classroom to reduce delays and allows for confirmation of consent without the need to check the register. **KS2** (Y3-Y6) have their AAIs in the First Aid room next to the school dinner hall.

### 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 (Sept 2026 inset) and to recognise the signs of anaphylaxis and respond appropriately

First Aid trained staff have been trained in the administration of AAIs to minimise delays in pupil's receiving adrenaline in an emergency

If a pupil or staff member 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 or staff member'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 **& advice will be sought from 999.**

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)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, the school maintains 2 AAIs of both under 6 and over 6yo dosage in the main school office.

### 7.1 Purchasing of spare AAIs

The allergy lead is responsible for buying AAIs and ensuring they are stored according to the manufacturer's guidance.

The AAIs will be sourced from a local pharmacy

2 AAIs are required as back-up

**AAIs are purchased through KITT Medical**

**The dosage required (based on Resuscitation Council UK's age-based criteria)**

### 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

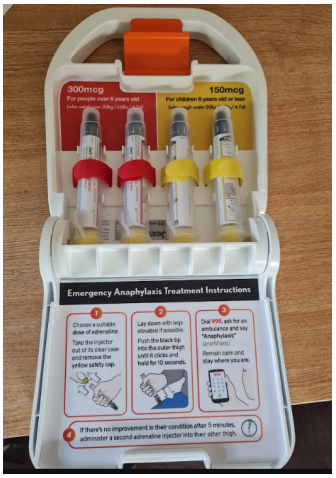
Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children

**Not** locked away, but accessible and available for use at all times

**Not** located more than 2 minutes away from where they may be needed

Spare AAIs will be kept separate from any pupil's own prescribed AAI, in the main school office and clearly labelled to avoid confusion.

### 7.3 Maintenance of spare AAIs housed on wall in main school office




**Miss Koenig (SLT) and Miss Phillip (FSW)** 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

### 7.5 Use of AAIs off school premises

Pupils at risk of anaphylaxis should have their own AAI carried by First Aider on school trips and off-site events

### 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 note of arrangements for replacing injectors

A list of pupils 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 at the September inset by the allergy lead.

**9. Links to other policies**

This policy links to the following policies and procedures:

Health and Safety Policy

Supporting pupils with medical conditions policy

Food Policy

Medical conditions Policy

First Aid Policy