

2026

Pupil Allergy Policy



**Woolgrove School,
Special Needs Academy**
Live, Laugh and Learn
Together

Owner: Headteacher

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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

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy leads are Richard Pritchard and Anne Linnell.

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 itself may be delegated to the office administrative staff)

➤ 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 Allergy Governor

The nominated allergy governor is Amy Furman.

They're responsible for:

- Ensuring that the school has a whole school allergy policy and that it is published and kept under review
- Ensuring the school has a named school senior leader(s) responsible for allergy safety who is responsible for overseeing the school's allergy safety policy and ensuring compliance with the [Children's Wellbeing and Schools Act 2026](#).

3.3 Allergy Lead (Family Support Worker)

The Allergy Lead (Family Support Worker) 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

3.4 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils, as appropriate
- 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

3.5 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

3.6 Pupils with allergies

These pupils, wherever possible and as appropriate according to their SEND, 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

3.7 Pupils without allergies

These pupils, wherever possible and as appropriate according to their SEND, 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
- Activities 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 and for the school 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 – Hertfordshire Catering Limited (HCL)

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies. HCL is our catering supplier and their website clearly states their approach to allergies – see the link below to their website for more information.

[Allergies & Nutrition | HCL](#)

- HCL catering staff receive appropriate training and are able to identify pupils with allergies
- HCL has a rigorous process in place to provide a safe meal service to pupils with food allergies or intolerances, which they supply at Woolgrove School.
- For primary school pupils with food allergies or intolerances, parents and guardians can access HCL's Allergy Management System. This system ensures that their child's food medical requirements are managed.
- School menus are available for parents/carers to view with ingredients clearly labelled
- 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)
- 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 and we inform parents and staff that we are a nut free 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 pupil brings these foods into school, they will be removed and sent home.

5.4 Insect bites/stings

When outdoors:

- Pupils should be encouraged to wear shoes as much as possible
- 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 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 (see section 7.5).

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 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 done
- The register is kept in every classroom, the office and staff rooms and can be checked quickly by any member of staff as part of initiating an emergency response

Staff will keep the AAIs of pupils in a waist bag which is within easy reach of the child. When out of the classroom the member of staff who is accompanying the child will take the waist bag with them so that it is accessible at all times.

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 AAI's 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

Follow these steps if you think someone you're with is having an anaphylactic reaction:

1. Use an AAI– instructions are included on the side of the injector.
2. Call 999 for an ambulance and say that you think the person is having an anaphylactic reaction.
3. Lie down – get the person to raise their legs, and if they're struggling to breathe, raise their shoulders or sit up slowly (if you're pregnant, lie on your left side).
4. If they have been stung by an insect, try to remove the sting if it's still in the skin.
5. If their symptoms have not improved after 5 minutes, use a 2nd adrenaline auto-injector.

Do not stand or walk at any time, even if they feel better.

- 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.

- The AAIs will be sourced from a local pharmacy
- The quantity of AAIs required – 4
- We purchase Epi-Pen AAIs (schools are recommended to buy a single brand to avoid confusion)
- We have 5 spare AAIs in school: 2 x AAIs with dosage of 0.30mg and 3 x AAIs with dosage of 0.15mg (this is based on Resuscitation Council UK's age-based criteria, see page 11 of [the guidance](#))

7.2 Storage (of both spare and prescribed AAI)s

The allergy lead will make sure all AAI)s 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. All spare AAI)s are kept centrally in the main school office in the cupboard with the emergency grab bag.

7.3 Maintenance (of spare AAI)s

Richard Pritchard and Anne Linnell are responsible for checking monthly that:

- The AAI)s are present and in date
- Replacement AAI)s are obtained when the expiry date is near

7.4 Disposal

AAI)s 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 AAI)s off school premises

- Staff ensure that they take the pupils' own AAI)s with them on school trips and off-site events
- A spare AAI will be taken for emergency use on school trips and off-site events

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. 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

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

Training will be carried out annually as a minimum and this is online training with a practical element of practising administering an AAI. All new staff complete online allergy training as part of their pre-employment induction.

9. 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