

Pupil allergy policy

Norton Primary School



Approved by: Resources and Compliance Committee **Date:** July 2026

Next review due by: July 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 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 lead is Jane Farren/Fionn Higgins

They're responsible for:

- Promoting and maintaining allergy awareness across our school community through training and information posters on our medical bulletin board in the staffroom.
- Overseeing the 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 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 nurse/medical officer (0300 4214671)

The school nurse/medical officer 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
 - Training will be supported by posters reminding staff of training received
- 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

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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

Where appropriate, taking into account the pupil's age, maturity and level of understanding, 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, 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 catering service is provided by an external company, Caterlink. Caterlink have a clear allergy and intolerance form which we share with parents (see Appendix 1), the school follows this to ensure that all pupils with food allergies receive safe and appropriate meals.

Both Caterlink and the school operate a nut-free policy to help minimise the risk of exposure to nuts.

For any pupil with a diagnosed food allergy or dietary requirement, parents/carers must complete Caterlink's online medical diet/allergy form before their child is able to receive a school meal. As soon as the school is informed that a child has a food allergy or medical dietary requirement, the school office will email the parents/carers with the link to the Caterlink online form to ensure it is completed as quickly as possible. This enables Caterlink to assess the child's dietary needs and provide suitable meals safely. Until the online form has been completed and approved, parents/carers are asked to provide their child with a packed lunch from home.

We are assured by Caterlink that:

- Catering staff receive 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, Caterlink ensure that all special diet menus are sent alongside the menu for all other children. These are then emailed to the parents of any children with allergies by the school office.
- 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 serving food on site to avoid cross-contamination. These procedure and staff are regularly checked by Caterlink and GCC by random spot checks throughout the year.

Children with a diagnosed food allergy or intolerance are clearly identified on the school dinner registers. Their dietary requirements are highlighted each morning when school meal orders are taken. In line with Caterlink's procedures, any child requiring a special diet meal is issued with a blue wristband before entering the dining hall. The child hands the wristband to the Caterlink catering staff, who use it as a visual identifier to ensure the correct special diet meal is provided. All staff supervising lunchtime are aware of this procedure and are responsible for ensuring that the wristband is issued to the correct child and handed to the catering staff. A blue wristband is attached to the class dinner register each morning. If a child with a food allergy or intolerance does not order a school meal that day, the wristband remains unattached. This provides a clear visual indication to all staff that the child does not require a catered meal on that occasion.

5.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we are a nut free school and any food containing nuts are not permitted. This includes:

- 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 the food will be confiscated.

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 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 AAls

- The school maintains a register of pupils who have been prescribed AAls or where a doctor has provided a written plan recommending AAls 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 (this will require parental consent)
- The register is kept and can be checked quickly by any member of staff (as part of initiating an emergency response) in the first aid box in every classroom

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 by calling 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)

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 Eureka
- We will have 2 AAIs: one AAI for under 6 year olds (150 micrograms) and one for 6-11 year olds (300 micrograms)

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

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

7.3 Maintenance (of spare AAI's)

Jane Farren/Fionn Higgins 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 a 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

- Pupils at risk of anaphylaxis who are able to administer their own AAI's should carry their own AAI with them 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 AAI's are kept on the school site, and how to access them
- How to administer AAI's
- The wellbeing and inclusion implications of allergies

Training will be carried out annually by the allergy lead.

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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

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Appendix 1



ONLINE FOOD ALLERGEN & INTOLERANCE FORM

At Caterlink the safety of our pupils is our number one priority, and we take catering for customers with food allergies and intolerances very seriously.

The below information details how to complete our online form for pupils who require a special diet menu due to allergens, intolerances or medical conditions.

STEP 1 You can request a special diet menu by completing our online Allergy & Intolerance Form – [CTL – Food Allergy & Intolerance Form V2](#)

This needs to be submitted with supporting medical evidence from an NHS professional (a GP/consultant, registered dietitian, allergy specialist or nurse). This can be a letter, copy of medical notes, an Allergy Action Plan signed by a medical professional or a screenshot from the NHS app. Medical evidence is an industry-wide requirement, recommended by the Lead Association for Catering in Education (LACA).

Please ensure that when you enter the school name that the unit number and postcode listed are correct for your school.

STEP 2 Whilst waiting to see if a special diet menu has been approved any children with food allergies or intolerances can be provided with a 'safe meal' – jacket potato with baked beans, vegetables and fresh fruit salad (if suitable for the pupil's allergies).

If you would like your child to have a 'safe meal' please let your school know.

STEP 3 The Caterlink team will review the request and check that it is safe to cater for using the LACA Special Diet Risk Analysis Process for Caterers where required. The risk analysis looks at the pupil's requirements, the medical evidence, the capability of the kitchen facilities and the school environment to determine if the request is low, medium or high risk.

STEP 4 If deemed safe to cater for by our Caterlink nutrition team, they will then develop the special diet menu, with at least one suitable meal option daily. This can take up to four weeks from receiving all of the information required.

Should your child's allergies or intolerances change, you should request the link from the school and choose 'Updated Request'.

If your child has become allergic or intolerant to additional foods, please ring the school immediately and request a safe meal.

The image shows a sample of the LACA Risk Assessment Process Tool for Caterers form. The form is titled 'LACA Risk Assessment Process Tool for Caterers' and includes a section for 'Purpose' and 'Completing the risk assessment process'. It also features a table for 'Questions' with columns for 'Question', 'Yes', 'No', and 'Comments'. The form is designed to help caterers assess the risk of providing food to pupils with allergies or intolerances.