



Lumen Learning Trust
Learning together for a brighter future



Southfield Park
Primary School

Whole-School Allergy Policy

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SIGNED DEPUTY CHIEF EXECUTIVE OFFICER	Sarah Kober 	DATE	24/09/2026
SIGNED CHAIR OF TRUSTEES	Jo Roberts 	DATE	24/09/2026

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Lumen Learning Trust puts the children's needs at the heart of its provision. Our whole school community is committed to enabling the children to become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.

1. Aims

This policy aims to:

- Set out our Trust'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

Each school within the Trust takes a whole-school approach to allergy awareness.

3.1. Allergy lead

The nominated allergy lead is – Mrs. Fran Foley.

They are responsible for:

- Promoting and maintaining allergy awareness across our school community.
- Ensuring the recording and collation of allergy and special dietary information for all relevant pupils (the information collection itself may be delegated to the School Office Team/Welfare Officer).
- 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.
 - Relevant staff are aware of what activities need an allergy risk assessment.
 - Monitoring of the stock of the school's adrenaline auto-injectors (AAIs).

- Regularly reviewing and updating the school's Allergy policy.

3.2. The Trust Central Team

- All staff receive an appropriate level of allergy training.
- All staff are aware of the school's policy and procedures regarding allergies.
- Co-ordinating the biennial review of the Allergy Policy.

3.3. School Office Team/Welfare officer

- Co-ordinating the paperwork and information from families.
- Co-ordinating medication with families.
- Checking spare AAIs are in date.
- Ordering and restocking of AAIs.
- Any other appropriate tasks delegated by the allergy lead.

3.4. Teaching and support staff

- 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.

3.5. Parents/carers

- 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

- 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

- 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 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 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, 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, 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 do restrict certain food types to protect pupils and staff with severe, life-threatening allergies.

We strictly prohibit the following:

- All nuts and nut products including nut-based products, including muesli bars, peanut butter and chocolate spread (e.g. Nutella).
- All sesame based products, including products that contain sesame seed e.g. bread rolls with sesame seeds on top.

If any of these food items are brought into school by a pupil we will remove the item from a child explaining the reasons why. Staff will ensure that the child has enough other items to eat and will return the item to their adult at the end of the day.

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.
- Please see our Trust Animals in the Learning Environment policy for more information.

6. Support for mental health

Pupils with allergies will have additional support through:

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

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 9.5).

8. Procedures for handling an allergic reaction

8.1. Register of pupils with AAIs

The information contained below links with our Trust Supporting Pupils with Medical Conditions Policy.

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 made.
- The register is kept on the staff drive. All emergency medication and a list of the children requiring emergency medication is kept in the medical room cupboard above the sink. The information can be checked quickly by any member of staff as part of initiating an emergency response.

8.2. 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:

- Staff immediately initiate the emergency response plan following the pupil's Allergy Action Plan.
- Administer the pupil's own prescribed AAI.
- If the pupil's AAI is unavailable, expired, misfired, or broken, staff administer the school spare AAI (provided written medical/parental consent is on file).
- If no plan exists, follow standard school emergency procedures alongside NHS and Anaphylaxis UK emergency guidance.
- Call emergency services; a staff member must accompany the pupil to hospital if parents have not yet arrived.

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.

9. Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, the school's procedures for AAIs cover the following areas:

9.1. Purchasing of spare AAIs

The school office team/welfare officer is responsible for buying AAIs and ensuring they are stored according to the guidance.

- AAIs will be sourced via a local pharmacy.
- The school will monitor the number of AAIs required – currently totalling 2.
- The following brands of AAI are purchased- 1 x Epi pen Jr Intra-muscular and 1 x Epi pen 0.3ml Intra-Muscular Self.
- The dosage required (based on Resuscitation Council UK's age-based criteria).
 - For children age under 6 years: a dose of 150 microgram (0.15 milligram) of adrenaline is used (e.g. using an EpiPen Junior (0.15mg), Emerade 150 or Jext 150 microgram device).
 - For children age 6-12 years: a dose of 300 microgram (0.3 milligram) of adrenaline is used (e.g. using an EpiPen (0.3mg), Emerade 300 or Jext 300 microgram device).
 - For teenagers age 12+ years: a dose of 300 or 500 microgram (Emerade 500) can be used.

9.2. 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 pupil's own prescribed AAI, and clearly labelled to avoid confusion.

9.3. Maintenance (of spare AAIs)

The school office team/welfare officer are responsible for checking monthly that:

- The AAIs are present and in date.
- Replacement AAIs are obtained when the expiry date is near.

9.4. 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.

9.5. Use of AAIs off school premises

Pupils at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips and off-site events.

In the event of a school trip, pupils at risk of anaphylaxis will have their own AAI with them and a spare AAI in case of an emergency.

9.6. 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.

10. 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.
- How to administer AAIs.
- The wellbeing and inclusion implications of allergies.
- The Staff Handbook details where on the school site the AAIs are kept, and how to access them.
- Training will be carried out annually via the staff online training portal.

11. 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.
- First Aid Policy.
- Animals in the Learning Environment Policy.