Charlestown Primary School

Pupils with Allergies

September 2026

Written by:	**Sharon Peters (Deputy Head)**	**Date: July 2026**
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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 **SHARON PETERS, DEPUTY HEAD FOR INCLUSION**. She is supported by **HELEN SOUTHWORTH, LEAD FIRST AIDER** and HLTA. **BRIDGET MCKEOWN** is the Link Governor.

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 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 Lead First Aider

The Lead First Aider is responsible for:

- Co-ordinating the paperwork and information from families (including IHPs)
- 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 (using the EVOLVE system) 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

These pupils are responsible for:

● Being age-appropriately aware of their allergens and the risks they pose

● Understanding how their adrenaline auto-injector can help them

3.6 Pupils without allergies

These pupils are responsible for:

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

● Being aware of the allergies of their peers and how to alert in 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 educational visits

● 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.

4.1 Allergy Information and Records

- Parents/Carers are asked to notify school as soon as information is known and complete the Allergies form. The Lead First Aider will make contact and notify appropriate staff.
- Information will be recorded in the child's file on Medical Tracker which can be accessed by staff using the system.
- Information about allergies will be noted on risk assessments for external visits and events where food or the allergens are used.
- All children with a diagnosed allergy will have an Individual Health Care Plan (IHP) written by the Lead First Aider. This will be stored on Medical Tracker.
- For children who require an AAI, their IHP will be kept in the class red bag with their AAIs.
- Records will be reviewed as new information is shared and annually.

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 use their own 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

● The EVOLVE system requires parents/carers to identify allergies which in turn only offers safe choices for the child

● 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.

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.

Children will not be permitted to provide ‘treats’ to celebrate birthdays.

The school will no longer run cake/chocolate sales as a way of fundraising.

5.4 Insect bites/stings

When outdoors:

● Shoes should always be worn

● Where necessary 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:

● First Aiders

● Regular check-ins with their teacher

5.7 Events and Educational Visits

- For events, including ones that take place outside of the school, and educational visits, no pupils with allergies will be excluded from taking part
- The school will plan accordingly for all events and educational visits, 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). One of the three AAIs is designated for off site visits.
- As off-site visits are planned in advance, AAIs will be checked in advance and parents/carers will be contacted in advance in the event of the expiry date being imminent.

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAIs

- 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 in the YELLOW BAG and can be checked quickly by any member of staff as part of initiating an emergency response. Information is also recorded on MEDICAL TRACKER.
    - The AII will be kept in the red bag in the classroom of the child along with their emergency plan.

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

1: Get in position

If the person is conscious, **lie them flat with their legs raised** to assist in blood flow to the heart and vital organs.

If they're having **difficulty breathing**, they can be propped up with legs stretched out straight.

2: Give adrenaline immediately

If you or the person affected has been prescribed adrenaline (such as EpiPen®, Jext® or EURneffy®), **use it straight away** – adrenaline is the first-line treatment for anaphylaxis.

Make a note of the time you give the first dose of adrenaline. If symptoms don't improve after **five minutes**, or symptoms get worse, **give a second dose**.

3: Call 999

Call emergency services immediately after using your first dose of adrenaline and tell the operator it is **"anaphylaxis"** (ana-fil-ax-is).

Give your **exact location**

4:Do not move

Stay in this position until help arrives. **Do not** stand up, walk or run, even if you start to feel better.

Movement can make symptoms worse and cause a sudden drop in blood pressure.

Stay with them until emergency services arrive.

- 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. In the event of the AAI being used, the pupil will automatically be taken to hospital.
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents/carers informed.

ADDITIONAL INFORMATION:

If a child is wheezy, GIVE AAI FIRST and then their inhaler via their spacer. (These will be in the GREEN Asthma Bag in class).

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 Pharmacy – a supporting letter signed by the Headteacher will be provided.
- School will store 6 Epipens.
- School has 3 Epipens - dosage 0.3mg - 2 for across school and 1 for off-site visits.
- School has 3 Epipens - dosage 0.15mg - 2 for across school and 1 for off-site visits.

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 pupil's own prescribed AAI, and clearly labelled to avoid confusion. These will be kept in the YELLOW BAG in the Medical Room.
- A child's prescribed AAI will be kept in a RED BAG in their own classroom.

7.3 Maintenance (of spare AAIs)

Sharon Peters and Helen Southworth 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. Used AAIs will be handed to the Ambulance Service or disposed of in the sharps bin.

7.5 Use of AAIs off school premises

- Pupils at risk of anaphylaxis will take their own AAI and the school off site AAI. These will be carried by a First Aider in the child's group in their RED bag along with other appropriate allergy medication as required.
- The allocated AAI will be not included in the First Aid Kit for off site visits. It will be stored in the YELLOW bag and stay with the First Aider.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs

- Instructions for the use of AAIs
- Instructions on disposal
- A list of pupils to whom the AAI can be 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 Medical Professionals or Lead First Aider/Allergy Lead under the guidance of Medical Professionals using their training materials.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- First Aid Policy