

PUPIL ALLERGENS POLICY

This section should be completed following ratification of the Policy.

Audience	All staff
Ratified	September 2026
Other Related Policies	Health and safety policy Behaviour and Values Policy Anti-bullying Policy Inclusion Policy Attendance Policy First Aid Policy Educational Trips and Visits Policy
Policy Owner	Executive Team
Review Frequency	This policy will be reviewed annually and/or immediately following any serious allergic incident, anaphylaxis, use of emergency medication or significant near miss

Ownership

Preston Hedges Trust is responsible for the production and maintenance of this document. It is issued by the Clerk, clerk@prestonhedges.org to whom any change requests or queries should be directed.

Allergy Safety in Schools” (published 6 July 2026) which implements Benedict’s Law under the Children’s Wellbeing and Schools Act 2026.

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1. Aims

This policy aims to:

Set out our schools' approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction

Make clear how our Trust supports pupils with allergies to enable 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](#), which implements Benedict's Law under the Children's Wellbeing and Schools Act 20026, along with [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-Trust approach to allergy awareness.

3.1 Allergy lead

The Trust Board requires each school to appoint a member of the Senior Leadership Team as Allergy Lead with strategic responsibility for implementation, monitoring and review of allergy safety arrangements. Details of our Nominated Allergy Lead are provided below:

School	Nominated Allergy Lead	Title
Preston Hedges Primary	Tracey Coles	Executive Principal
Pineham Barns Primary	Caroline Stewart	Executive Principal
Buckton Fields Primary	Hannah Rogers	Principal
Parklands Primary	Carmilla Richards	Principal
Holne Chase Primary	David Killick	Principal
Broughton Primary	Steve Rae	Principal

The Nominated Allergy Lead is responsible within their school site for:

1. Promoting and maintaining allergy awareness across our school community
2. Checking:
 - a. All allergy information is up to date and readily available to relevant members of staff
 - b. All pupils with allergies have an Individual Healthcare Plan and Medical Allergy Action Plan which will be reviewed annually or following an incident or near miss
 - c. The school has spare AAI's
 - d. All staff receive an appropriate level of allergy training
 - e. All staff are aware of the Trust's policy and procedures regarding allergies
 - f. Relevant staff are aware of what activities need an allergy risk assessment
3. Regularly reviewing and updating the allergy policy

3.2 Office Managers

Office Managers are responsible for:

1. Recording and collating allergy and special dietary information for all relevant pupils
2. Keeping stock of the school's adrenaline auto-injectors (AAIs)
3. Keeping records in relation to use of AAI's within schools

3.3 Teaching and support staff

All teaching and support staff are responsible for:

1. Promoting and maintaining allergy awareness among pupils
2. Maintaining awareness of our allergy policy and procedures
3. Being able to recognise the signs of severe allergic reactions and anaphylaxis
4. Attending appropriate allergy training as required
5. Being aware of specific pupils with allergies in their care
6. Carefully considering the use of food or other potential allergens in lesson and activity planning
7. Monitoring the wellbeing and inclusion of pupils with allergies

3.4 Trustees

Trustees are responsible for:

1. approval of policy
2. monitoring compliance
3. assurance regarding training and incidents

3.5 Principals

Principals are responsible for:

1. implementation
2. resource allocation
3. enabling staff training
4. operational compliance

3.4 Parents/carers

Parents/carers are responsible for:

1. Being aware of our Trust's allergy policy
2. Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
3. Completing and submitting the Food Allergy & Intolerance Form, available on our website, and supporting medical evidence, to Caterlink, our school lunch provider
4. If required, providing their child with an in-date adrenaline auto-injector and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
5. Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
6. Following the Trust's guidance on food brought in to be shared
7. Updating the school on any changes to their child's condition

3.5 Pupils with allergies

These pupils are encouraged to have:

1. A good awareness of their allergens and the risks they pose
2. A good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.

3.6 Pupils without allergies

These pupils are encouraged to have:

1. An awareness of allergens and the risk they pose to their peers.

4. Inclusion and Equal Access

The Trust is committed to enabling pupils with allergies to participate fully in school life wherever it is safe and reasonable to do so. We recognise the importance of balancing effective allergy management with inclusion and equality of opportunity. Individual risk assessments and reasonable adjustments will be considered to enable participation in educational, recreational and social activities.

The school will not:

- Exclude pupils from educational visits, residential trips or off-site activities solely because they have an allergy.
- Unnecessarily isolate or segregate pupils with allergies during lunch, breaktimes or other school activities.
- Prevent pupils from taking part in clubs, enrichment activities, sporting events or other opportunities where reasonable adjustments can be made to manage risk safely.
- Penalise, disadvantage or discriminate against pupils for absences that are directly related to the management, treatment or impact of a medically diagnosed allergy.

The school will work in partnership with parents/carers, healthcare professionals and pupils, where appropriate, to identify suitable measures that support both the safety and inclusion of children with allergies.

5. Mental Health and Wellbeing

The Trust recognises that living with an allergy can have a significant impact on a pupil's emotional wellbeing, confidence and mental health. Pupils with allergies may experience anxiety about allergic reactions, concerns regarding their safety, exclusion from activities, or bullying related to their medical condition.

To promote a safe, inclusive and supportive environment, the school will:

- Foster a culture of understanding and respect towards pupils with allergies.

- Promote allergy awareness throughout the school community to reduce stigma, misinformation and discriminatory behaviour.
- Enable pupils with allergies to participate fully and safely in all aspects of school life, including lessons, trips, clubs, celebrations and social activities.
- Take all allegations or concerns relating to allergy-related bullying, teasing, harassment or exclusion seriously and respond in accordance with the school's Behaviour and Anti-Bullying Policies.
- Encourage pupils to report any incidents of bullying, intimidation or exclusion linked to their allergies.
- Provide appropriate pastoral support for pupils who may experience anxiety, low mood, reduced confidence or emotional distress related to allergy management.
- Consider the emotional wellbeing of pupils when developing Individual Healthcare Plans and risk assessments.
- Work in partnership with parents/carers and, where appropriate, healthcare professionals to identify and support pupils whose allergies are affecting their mental health or school experience.
- Make staff aware that frequent anxiety about allergic reactions, social withdrawal, avoidance of activities, or excessive worry about food and allergens may indicate a need for additional support.
- Refer pupils to appropriate pastoral, wellbeing or mental health services where concerns are identified.
- Regularly review the experiences of pupils with allergies to check they feel safe, included and supported within the school environment

6. 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 or pupil requires an assistance dog.

7. Managing risk

The Trust is committed to minimising the risk of allergen exposure through a proactive and inclusive approach to allergy management. Staff will be made aware of pupils' allergies and individual

healthcare plans, and appropriate measures will be implemented to reduce the likelihood of exposure to known allergens.

These measures may include:

- careful supervision of eating activities
- consideration of allergen risks when planning curriculum activities
- discouraging the sharing of food, drinks, utensils or personal items
- promoting effective handwashing before and after eating
- checking children have their own named water bottles
- keeping areas clean and free from unnecessary food residues

7.1 Pupils at risk of significant allergic reactions or anaphylaxis

Pupils at risk of significant allergic reactions or anaphylaxis will have:

- an Individual Healthcare Plan
- a medical Allergy Action Plan
- annual review arrangements
- review following any allergic incident

The school maintains a register of pupils who have been prescribed AAI(s) or where a doctor has provided a written plan recommending AAI(s) 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)
- A photograph of each pupil to allow a visual check to be easily made

The register is kept in the school office, with class specific information kept in each classroom so that the information can be checked quickly by any member of staff as part of initiating an emergency response. Further copies of this information will be kept in the kitchen, staff room and medical room.

Pupils AAI(s) are stored in each classroom, clearly labelled with the child's name.

7.2 Catering

The Trust is committed to working in partnership with our supplier, Caterlink, to provide safe food options to meet the dietary needs of pupils with allergies.

1. Allergy information contained on the school records is shared with Catering staff daily on the food orders report
2. Catering staff check the daily food orders against allergy notes to assess suitability. Where a conflict is found or no special menu has been agreed further parental input will be sought and/or the child will be placed on a safe meal option.

3. Once notified of an allergy via parental submission of a Food Allergy & Intolerance Form the Caterlink staff will consult with parents to confirm requirements and, where appropriate, provide a suitable menu to meet dietary needs.
4. Allergy specific menus will be provided to parents where a child has a diagnosed allergy
5. Standard school menus are available for parents/carers to view via the school website
6. Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils.
7. School staff provide purple wristbands to children with known allergies, having a catered school lunch, for them to wear during lunch service. Additionally, these children with known allergies will be positioned at the front of the class dinner queue and identified by name to the catering staff by school staff at point of lunch service
8. All meals for children with known allergies are produced and stored appropriately to avoid cross-contamination, and labelled with the child's name
9. Catering staff receive appropriate training and follow hygiene and allergy procedures when preparing food to avoid cross-contamination

7.3 Food restrictions

We acknowledge that it is impractical to enforce an allergen-free school. However, we will communicate with parents at the beginning of each academic year to encourage the avoidance 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, staff may ask pupils to relocate, safely store food, or make alternative arrangements where necessary to reduce risk.

Where there is a pupil with a known allergy, a more targeted communication will be sent to the relevant year group parents to raise awareness of the allergy and asking for vigilance in items sent into school. Such communications will not name the child involved.

7.4 Insect bites/stings

The school will take reasonable steps to reduce the risk of insect bites and stings on the premises and during off-site activities by:

- Conducting regular site inspections for wasp, bee and hornet nests.
- Arranging prompt professional removal of nests where identified.
- Maintaining outdoor areas, including grass cutting and removal of fallen fruit.
- Covering rubbish bins and emptying them regularly.

- Monitoring outdoor eating areas and promptly clearing food waste
- Encouraging pupils and staff to keep food and sweet drinks covered when outdoors.
- Considering insect activity when planning outdoor lessons, sports days, educational visits and forest school activities.
- Undertaking individual risk assessments for pupils known to have severe reactions to insect stings.

7.5 Animals

The Trust does not routinely keep animals on site; however, from time-to-time educational activities, enrichment events or external providers may involve animal experiences, and visitors may be accompanied by assistance animals. In such circumstance, the school will undertake an individual risk assessment before any planned animal-related activity where there is a potential impact on pupils, staff or visitors with known animal allergies or related medical conditions. Control measures may include advance notification to parents and staff, consideration of alternative arrangements where necessary, supervision of interactions, enhanced hygiene measures, and checking that emergency medication and healthcare plans remain accessible. The school will seek to balance the safety of individuals with allergies with the inclusion of all members of the school community, including those who rely on assistance animals, and will take reasonable steps to minimise allergen exposure while supporting full participation wherever possible.

7.6 Events and school trips

For every educational visit, the visit leader will consider allergy risks as part of the overall risk assessment process and provide appropriate arrangements for pupils who have been identified as being at risk of anaphylaxis. Individual Healthcare Plans (IHPs) and allergy action plans will be reviewed as part of visit planning.

The school will check that:

- Pupils with prescribed AAIs are included in all educational activities wherever reasonably practicable.
- Emergency procedures are understood by all relevant staff before departure.
- Emergency contact details and healthcare information accompany the group.
- Arrangements are in place to summon emergency medical assistance without delay.

School Spare AAIs

For educational visits, the visit leader will determine whether a school spare AAI should accompany the group. As a minimum, a spare AAI will normally accompany visits attended by any pupil known to be at risk of anaphylaxis and may also be taken on other visits where the school judges this to be appropriate following risk assessment.

8. Procedures for handling an allergic reaction

8.1 Allergic reaction procedures

As part of the whole-Trust awareness approach to allergies, all staff are trained in the Trust'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 person, pupil or adult, has an allergic reaction, the staff member will initiate the school's emergency response plan as follows:

The first member of staff identifying the emergency must:

Step 1: Call for Help

- Stay with the person affected (pupil or adult)
- Shout or send for assistance immediately.
- Inform the school office and designated first aider/allergy lead.
- Request the person's prescribed AAI and/or the school's spare AAI.

Step 2: Administer Adrenaline

If anaphylaxis is suspected for a person **with a known allergy**:

- Administer the person's prescribed adrenaline auto-injector immediately, following their allergy plan.
- If the person's prescribed device is unavailable, or the person does not have prescribed AAI, use the school's spare AAI in accordance with training and school procedures.
- Note the time the adrenaline was administered.

NB: A school spare AAI device will be used instead of the person's own AAI device if:

- The person'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 anaphylaxis is suspected for a person who **does not have known allergy**:

- Administer the school's spare AAI in accordance with training and school procedures.
- Note the time the adrenaline was administered.

Step 3: Call 999

A member of staff must call 999 immediately and state:

"This is a suspected anaphylactic reaction. Adrenaline has been administered."

Step 4: Position the Pupil Correctly

If breathing is difficult:

- Keep the person sitting upright.

If feeling faint, dizzy or collapsed:

- Lay the person flat.

- Raise legs if appropriate.

If unconscious:

- Place in the recovery position.

Do not allow the person to stand or walk.

Step 5: While Awaiting the Ambulance

- Continuously monitor airway, breathing and circulation.
- Reassure the person.
- Send a member of staff to meet the ambulance crew.
- Retain the used AAI and send it with the person to hospital.

Step 6: Second Adrenaline Dose (If required)

If:

- Symptoms do not improve, or
- Symptoms worsen after initial improvement,

a second AAI should be administered in accordance with manufacturer guidance and staff training, usually after approximately 5 minutes if symptoms persist.

Step 7: Contacting Parents/Carers

If the person affected is a pupil, as soon as practicable:

- Inform parents/carers that an ambulance has been called
- Advise them which hospital the pupil is being taken to, if known.
- Clarify that the pupil must be medically assessed following the administration of adrenaline.

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.

8.2 Post-Incident Actions

Following the incident, the designated allergy lead will see that the following steps are completed:

Recording

- An incident report is completed
- The timing of symptoms and medication administration is recorded.
- Any use of a spare AAI is documented.

Review

- A debrief is undertaken with involved staff.
- Lessons learned are identified.
- Risk assessments and healthcare plans are reviewed where required.

Replenishment

- Used or expired adrenaline devices are replaced promptly.
- Stock levels of spare AAI's are checked.

Reporting

- Any identified themes are reported to SLT and Trustees
- Annual review of trends is undertaken

9. Adrenaline auto-injectors (AAI's)

The allergy lead is responsible for checking that the school has spare AAI's and that they are stored according to the guidance.

9.1 Purchasing of spare AAI's

Preston Hedges Trust subscribe to a managed service for the supply and monitoring of spare AAI's. Each school has one kit located within the school office and each kit contains:

- Spare 4 x AAI's
 - 2 x 300mcg AAI's
 - 2 x 150mcg AAI's
- Instructions for the use of AAI's
- Instructions on storage
- Manufacturer's information

The AAI's are supplied with a guaranteed 1-year shelf-life, and their replacement is automated and managed by the provider through an online portal.

This service ensures that our AAI's are always within date and a single brand.

Should we need to use any of the AAI's, the supplier is notified and replacements are provided

The school will also hold:

- A list of injectors, identified by batch number and expiry date with monthly checks recorded, via the subscription website.
- A note of arrangements for replacing injectors
- A record of when AAI's have been administered

9.2 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
- Immediately accessible and capable of being retrieved and administered without delay
- Spare AAI's are kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

9.3 Maintenance (of spare AAI's)

Office Managers 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
- Replacement AAI's are ordered via the online portal following an incident

9.4 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.

9.5 Use of AAI's off school premises

Pupils who have been prescribed AAI's must have immediate access to their devices throughout the educational visit.

A designated member of staff will be responsible for carrying the pupil's medication in a clearly identifiable and readily accessible emergency medication bag.

The school expects pupils prescribed AAI's to bring their prescribed devices on all educational visits. Wherever possible, pupils should have access to two prescribed AAI's, in accordance with clinical advice and their Individual Healthcare Plan.

Student's Own AAI's must:

- Remain with the supervising staff at all times.
- Never be stored in luggage, vehicle holds or areas that are not immediately accessible.
- Be protected from extremes of temperature.
- Be checked before departure to confirm they are in date and appear undamaged.

School Spare AAI's

The spare AAI will:

- Be carried by a designated and trained member of staff.
- Be readily accessible throughout the visit.
- Be stored securely but not locked away.
- Be checked before departure to confirm it is in date and suitable for use.

10. Training

The Trust 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 for all staff will be carried out annually through a recommended industry body and records of training undertaken by staff will be maintained

11. Links to other policies

This policy links to the following policies and procedures:

Health and safety policy

Behaviour and Values Policy

Anti-bullying Policy

Inclusion Policy

Attendance Policy

First Aid Policy

Educational Trips and Visits Policy