



Leyland St James' CE Primary School and Nursery

Pupil Allergy Policy

Approved by: Chris Howarth **Date:** 29/4/26

Last reviewed on: April 2026

Next review due by: April 2028

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 Nicola Stewart, our Assistant Headteacher and SENDCO.

They are 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 medical officer / the school nurse / 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 School nurse/medical officer

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, support staff and catering 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
- Each classroom will contain an allergy book with pictures of children's faces and their allergies. This will also contain any key information such as Allergy Plans.
- The school cook will have a one-page profile of children and their allergies so they are ready and able to check for allergies in advance of serving.
- 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
- Visitors into school with allergies e.g. work experience

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

These 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
- 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 (inhalers and anti-histamines)
- 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 School Events and Educational Visits

Food tasting activities linked to the curriculum will align with individual allergy plans to ensure all pupils can participate safely, with suitable alternatives provided where necessary.

All activities involving food prepared or served outside the main kitchen will be managed by the school in accordance with established allergy procedures.

Examples of such activities include (but are not limited to):

- Forest School sessions (e.g. hot chocolate, marshmallows)
- Educational visits (e.g. school-provided meals)
- Class parties and school discos (parent-provided food; no sharing permitted)
- Wraparound care meals and snacks (allergy plans shared with relevant staff)
- Breakfast club provision (allergy plans shared with relevant staff)

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 Procedures

The procedure for children with food allergies has been reviewed and risk assessed alongside professionals including:

- The designated safeguarding leads: **Mr Atherton and Mrs Stewart**
- Lancashire Safeguarding Advisor: **Mrs Lewis**
- Caterlink Health and Safety Team: **Mr Wilson**

Prior to updating the policy and procedures, school took time to research safe approaches to protecting children against allergies. We have taken advice from professionals as well as parents who have children with allergies. School currently use **Caterlink** as our catering provider, their website can be accessed here:

<https://caterlinkltd.co.uk/>

Below is a list of procedures all staff follow throughout the school day to ensure we maintain to protect our children from the risk of allergies:

1. Children are informed each morning of the menu available for the forthcoming day, which is bespoke to the child's allergy (check 1)
2. This information is collated by the office ensuring the food choice is suitable and allergy free (check 2)
3. This then passed on to the chef to begin preparing the food. During the handover, the chef confirms these choices are correct and within the allergy guidelines (check 3)
4. At lunchtime, each child has a purple allergy lanyard which states their name and allergy, this is used to highlight allergies and spread awareness to all staff (check 4)
5. Children with allergies are brought to the front of the dinner queue, using a purple tray along with their purple lanyard to ensure the chef serves the correct food (check 5)
6. Additionally, there are photographs of each child in the kitchen with clearly labelled allergies to support the kitchen staff with serving (check 6)
7. It is the chef's responsibility to place food on the purple trays for those children with allergies – no other staff member is permitted to do this. (check 7)

NB: All parents complete an online medical form to school and Caterlink which provides medical evidence of their child's allergy.

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.
- The food matrix book is on site to trace all recipes and foods to identify and quality assurance against allergies.
- 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. 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.

Pop up events such as ice cream selling and enterprise events will not sell nuts.

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.
- The school's therapy dog is a labradoodle and considered hypoallergenic, however, it is risk assessed to be viewed as not 100% allergy-free.

5.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care.
- Regular check-ins with their [class teacher/form tutor/etc.]

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, be in possession of emergency asthma packs and anti-histamines 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 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 (this will require parental consent)
- The register is kept in every classroom and can be checked quickly by any member of staff as part of initiating an emergency response.
- Allowing all pupils to keep their AAIs with them will reduce delays and allows for confirmation of consent without the need to check the register.

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 following the NHS guidelines and procedures <https://www.nhs.uk/conditions/anaphylaxis/>

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

7.0 Storage of medication/Care Plans

- Medicines should be stored in a secure location (Locked cabinet in photocopy room). In KS1. Medicines are kept in a locked cabinet in Reception Class. Medicines that require refrigeration should be stored, clearly labelled in a sealable plastic container in the staff room refrigerator. Children should know where their own medicines are stored.
- In Reception, inhalers are kept in the locked medicine cabinet and in all other classes, inhalers should be kept in classroom cupboards alongside recording sheet of when administered.
- Care plans are kept alongside medicines.

8. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy