



Laurel Lane Primary School Pupil Allergy and Anaphylaxis Policy

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Approval

Signed by Chair of Directors	
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To enable continuous improvement, all readers are encouraged to notify the author of errors, omissions and any other form of feedback.

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1 Aims

This policy aims to:

- Set out Laurel Lane Primary School's approach to allergy management, including reducing the risk of exposure and the procedures in place in the event of an allergic reaction.
- Ensure that pupils with allergies are supported effectively so that they can participate fully and safely in all aspects of school life.
- Promote and maintain allergy awareness across the school community, including pupils, staff, parents and visitors.
- Establish clear roles and responsibilities for staff in managing allergies and responding to allergic reactions.
- Ensure that appropriate training, procedures and emergency medication are in place to protect pupils at risk of an allergic reaction or anaphylaxis.
- Foster effective communication between the school, parents, healthcare professionals and other relevant agencies regarding pupils' allergy needs.
- Create a safe and inclusive environment that minimises risks whilst encouraging pupils to develop independence in managing their allergies, where appropriate.

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

Laurel Lane Primary School adopts a whole-school approach to allergy awareness and management. All members of the school community have a role to play in supporting pupils with allergies and helping to reduce the risk of allergic reactions.

Responsibilities include, but are not limited to, the following:

The Headteacher and Senior Leaders will:

- Ensure appropriate allergy management procedures are in place.
- Ensure that staff receive appropriate training and guidance.
- Promote a culture of awareness, inclusion and safety across the school.
- Ensure that suitable arrangements are in place for educational visits, extracurricular activities and school events.

School Staff will:

- Be aware of pupils who have allergies and understand their individual needs.
- Follow pupils' individual healthcare plans and risk assessments where applicable.

- Take reasonable steps to minimise allergen exposure.
- Respond appropriately in the event of an allergic reaction or emergency.
- Report and record any allergy-related incidents in accordance with school procedures.

Parents and Carers will:

- Inform the school of any allergies or changes to their child's medical needs.
- Provide prescribed medication, including in-date adrenaline auto-injectors where required.
- Work in partnership with the school to review and update healthcare plans.
- Encourage their child, where appropriate, to develop an understanding of their allergy and how to manage it safely.

Pupils will be encouraged to:

- Take age-appropriate responsibility for their allergy management.
- Avoid sharing food, drinks or personal items.
- Report any concerns, symptoms or accidental allergen exposure to a member of staff immediately.
- Support the school's allergy-aware approach and show consideration for the needs of others.

This collaborative approach helps to ensure that pupils with allergies are safe, supported and fully included in all aspects of school life.

3.1 Allergy lead

The nominated **Allergy Lead** is Laura Williams (Welfare Officer)

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 (although the allergy lead has ultimate responsibility, the information collection itself may be delegated to 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/Welfare officer

- Co-ordinating and maintaining allergy-related information and documentation provided by parents/carers and healthcare professionals.
- Ensuring that individual healthcare plans are updated, accessible and shared with relevant staff.
- Co-ordinating the collection, storage and monitoring of prescribed medication, including adrenaline auto-injectors (AAIs).
- Checking that AAIs and other allergy medication are in date and arranging for parents/carers to replace medication before expiry.
- Ensuring spare AAIs are available and stored in accordance with the school's procedures.

- Maintaining accurate records of pupils with allergies and ensuring relevant staff are aware of individual needs.
- Liaising with parents/carers regarding changes to a pupil's allergy management or medication requirements.
- Supporting staff with information relating to pupils' allergies and allergy management procedures.
- Recording and reporting allergy-related incidents in accordance with school procedures.
- Undertaking any other appropriate tasks delegated by the Headteacher.

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
 - Promoting and maintaining allergy awareness among pupils.
 - Recording and reporting allergy-related incidents or concerns in line with school procedures.

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
 - Ensuring emergency contact details are kept up to date.
 - Informing the school promptly of any changes to their child's allergy or any allergic reactions experienced outside school.
 - Working in partnership with the school to support their child's safety, wellbeing and inclusion.

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
 - Informing a member of staff immediately if they think they have been exposed to an allergen or are experiencing symptoms of an allergic reaction.

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3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Following school guidance regarding food and allergens.

- Respecting and supporting the allergy needs of 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

Laurel Lane Primary School recognises that it is not possible to eliminate all risks associated with allergies. However, the school is committed to taking reasonable steps to reduce the risk of allergen exposure and to providing a safe environment for all pupils.

Measures to reduce risk may include:

- Maintaining accurate and up-to-date information about pupils' allergies and medical needs.
- Sharing relevant allergy information with staff on a need-to-know basis.
- Implementing individual healthcare plans and risk assessments where appropriate.
- Ensuring allergy medication is readily available and accessible in an emergency.
- Considering potential allergens when planning lessons, school events, trips and activities.
- Following the school's procedures regarding food brought into school.
- Promoting allergy awareness among pupils, staff and visitors.
- Ensuring appropriate staff training is in place to recognise and respond to allergic reactions and anaphylaxis.

The school will review risk control measures regularly and make reasonable adjustments where necessary to support pupils with allergies.

5.1 Hygiene procedures

These are the measures the school takes to prevent contamination in the school, including:

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
 - Pupils have their own named water bottles
 - Staff and pupils are encouraged not to share eating utensils, cups or straws.
 - Tables and surfaces used for eating are cleaned regularly.
 - Staff supervise meal and snack times appropriately.
 - Food used in lessons, celebrations and activities is carefully risk assessed where necessary.
 - Parents are asked not to send foods containing identified allergens where specific pupils are at risk.
 - Any spillages of food are cleaned up promptly to reduce the risk of contamination.

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 not practical to create a completely allergen-free school environment. However, we encourage pupils, staff and visitors to avoid bringing certain high-risk foods onto the school site where possible to help reduce the risk of allergic reactions. 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 large quantities of sesame

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.

Where a pupil's allergy presents a significant risk, the school may implement additional reasonable control measures following an individual risk assessment and in consultation with parents.

Parents will be informed if additional restrictions are required within a particular class or year group to support the safety of a pupil with a severe allergy.

Food brought into school for celebrations, events or curriculum activities must be approved by the school in advance and take account of known allergies within the group.

The school will never provide food containing nuts or sesame seeds.

Food labels should be retained wherever possible to enable ingredients to be checked.

Staff will consider allergy risks when planning cooking activities, food tasting sessions and school events.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
 - Food and drink should be covered
 - Pupils should avoid disturbing insect nests or swarms
 - Any known wasp, bee or insect nests on the school site should be reported and managed appropriately
 - Staff should be aware of pupils with allergies to insect bites or stings and ensure emergency medication is readily available during outdoor activities and educational visits.

In the event of an insect bite or sting:

- The affected area should be monitored and appropriate first aid provided.
- Any signs of an allergic reaction should be treated in accordance with the pupil's healthcare plan and the school's emergency procedures.

- Emergency services should be contacted immediately if a severe allergic reaction (anaphylaxis) is suspected.

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
 - Staff will be informed of any pupils with known animal allergies before animal visits or activities take place.
 - Risk assessments will be completed before animals are brought onto the school site.
 - Parents will be informed in advance of planned animal visits where appropriate.
 - Areas used by animals will be cleaned appropriately after use.
 - Emergency medication for pupils with animal allergies will be readily accessible during animal-related activities.

5.6 Support for mental health

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. Laurel Lane Primary School has procedures that are put in place to support their mental health and wellbeing, in line with your school's behaviour policy and any other measures you have in place to prevent bullying.

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher and other key members of staff
- Opportunities to discuss any worries or concerns relating to their allergy with a trusted member of staff
- Support to develop confidence and age-appropriate independence in managing their allergy
- Prompt investigation of any incidents of bullying, teasing or discrimination relating to allergies
- Reasonable adjustments, where appropriate, to support participation in all aspects of school life

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 AAIs

This links to the '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 (this will require parental consent)

The register is kept in the main school office, the staff room and 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 a pupil does not have an individual allergy action plan, staff will assess the situation and take appropriate action based on the symptoms presented.

In the event of a suspected allergic reaction:

- A member of staff will remain with the pupil and seek assistance from a qualified first aider
- The pupil's prescribed medication, including antihistamines or an adrenaline auto-injector (AAI), will be administered if available and appropriate
- Emergency services (999) will be called immediately if anaphylaxis is suspected or if the pupil's condition deteriorates
- Parents/carers will be informed as soon as possible
- The pupil will be closely monitored until medical assistance arrives

Signs of anaphylaxis may include:

- Difficulty breathing or wheezing
- Swelling of the lips, tongue or throat
- Difficulty swallowing or speaking
- Dizziness, collapse or loss of consciousness
- Severe rash, hives or widespread redness.

Where anaphylaxis is suspected, treatment with an adrenaline auto-injector should not be delayed. A second dose may be administered if symptoms do not improve and emergency services have not yet arrived, in accordance with medical guidance and training.

All allergy-related incidents will be recorded and reviewed in line with school procedures.

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)

Laurel Lane Primary School will maintain procedures for the safe storage, access and use of adrenaline auto-injectors (AAIs) in accordance with Department for Education and Department of Health guidance.

- Pupils diagnosed as being at risk of anaphylaxis should provide the school with two in-date prescribed AAIs.
- AAIs will be stored in an accessible location known to relevant staff and will be readily available at all times, including during educational visits and off-site activities.
- The school may hold a spare emergency AAI for use in accordance with national guidance and parental consent arrangements.
- Staff will receive appropriate training to recognise the signs of anaphylaxis and administer an AAI when required.
- An AAI should be administered without delay if anaphylaxis is suspected.
- Following the administration of an AAI, emergency services (999) must be called immediately, even if symptoms appear to improve.
- Parents/carers will be informed as soon as practicable after an AAI has been administered.
- A second AAI may be administered if symptoms persist or worsen and medical assistance has not yet arrived, in line with the manufacturer's instructions and staff training.
- The Welfare Officer will monitor expiry dates and notify parents/carers when replacement medication is required.
- Any use of an AAI will be recorded and reviewed in accordance with the school's reporting procedures.

7.1 Purchasing of spare AAIs

The Allergy Lead is responsible for purchasing spare AAIs and ensuring they are stored, monitored and used in accordance with current guidance.

Spare AAIs will be obtained from a local pharmacy on presentation of a signed order from the Headteacher.

The school will hold an appropriate number of spare AAIs based on the number and needs of pupils at risk of anaphylaxis. Wherever possible, the school will purchase a single brand of AAI to reduce the risk of confusion and support effective staff training.

The dosage of spare AAIs will be determined in line with current national guidance and the age profile of pupils attending the school.

All spare AAIs will be:

- Clearly labelled as emergency school medication.
- Stored in a secure but easily accessible location.
- Checked regularly to ensure they are in date and fit for use.
- Replaced promptly before their expiry date.

A record will be maintained of the purchase, storage, expiry dates and use of all spare AAIs held by the school.

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

(See pages 12 and 13 of the guidance.)

7.3 Maintenance (of spare AAI's)

Laura Williams (or a member of the Admin Team in her absence) 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 an 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.

For all educational visits and off-site activities, a member of staff will be responsible for ensuring that any required emergency medication, including prescribed and spare AAI's, is taken and readily accessible throughout the visit.

Risk assessments for educational visits will take account of the needs of pupils with allergies and identify any additional control measures required.

Staff accompanying the visit will be informed of any pupils at risk of anaphylaxis, the location of their medication and the procedures to follow in an emergency.

AAI's must not be left unattended on transport or in locations where they cannot be accessed immediately if required.

In the event that an AAI is administered during an off-site activity, emergency services will be contacted immediately and parents/carers will be informed as soon as practicable.

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 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 are kept on the school site, and how to access them
- How to administer AAI
 - The wellbeing and inclusion implications of allergies

Training will be carried out annually by the school nurse.

It is recommended that all staff are trained at least once a year.

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