Small Schools Network
Allergy Policy

Approved by:	Local Governing Body	Date of Adoption: September 2026
Last reviewed:	Summer 2026	
Next review due by:	Summer 2028	

Whilst each policy is determined at local level, all schools within Lumero Educational Trust must have an Allergy Policy in place

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1. Aims

This policy aims to:

- Set out a common school approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- Make clear how our schools support pupils with allergies to ensure their wellbeing and inclusion
- Promote and maintain allergy awareness among each 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

The Lumero Educational Trust Board has delegated authority to each Headteacher to ensure an effective whole-school approach to allergy awareness in each trust school/setting. Specific roles across the Small Schools Network (Chelsfield Primary School and Pratts Bottom Primary School) are identified and referred to throughout as appropriate. All other references to teachers and or staff in a wider sense apply to all relevant staff across both schools.

3.1 Allergy Lead

The nominated Allergy Lead is the Headteacher.

The Headteachers is responsible for:

- Promoting and maintaining allergy awareness across our school community
- Ensuring that:
    - The schools record and collate allergy and special dietary information for all relevant pupils
    - 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
    - The schools maintain a stock of adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

3.2 First Aid Leader

The designated First Aid Leader is responsible for:

- Ensuring that the paperwork and information provided by families is processed by the schools
- Ensuring that there is clear communication and coordination between the schools and families regarding medication
- Ensuring that spare medication including AAIs are in date
- Ensuring that regular checks are carried out on other non-emergency medication held by the school in relation to the treatment of allergies
- 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
- Being aware of specific pupils with allergies in their care

- Attending/undertaking appropriate allergy training as required/directed
- Maintaining awareness of the school's allergy policy and procedures and acting on these as appropriate
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Carefully considering the use of food or other potential allergens in lessons and when planning/undertaking other activities
- As far as is reasonable and within their control, ensuring that the learning environment is free from allergens known to affect the children in their care
- Ensuring the wellbeing and safe 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, and any history of allergies, reactions and anaphylaxis
- Providing the school with an up-to-date action or care plan relating to their child's allergy and its management in school
- 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

Subject to age, developmental stage and cognitive awareness, pupils are expected to:

- Be aware of their allergens and the risks they pose
- Tell a member of staff immediately if they think they have eaten, touched or come into contact with something to which they are allergic
- Tell a member of staff immediately if they feel unwell or notice any symptoms that could indicate an allergic reaction
- Understand how and when to use their adrenaline auto-injector
- If approved by the school/parents, carry their adrenaline auto-injector or emergency medication on their person and only use it for its intended purpose

3.6 Pupils without allergies

These pupils are expected to:

- Be aware of allergens and the risk they pose to their peers
- Follow instructions given by staff in relation to allergies and allergy safety
- Never share food, drinks, cutlery or other items that may come into contact with food
- Wash their hands thoroughly before and after eating
- Use only their own named water bottle and never share drinks or water bottles with another pupil
- Where appropriate to their age and individual needs, know which foods or substances they must avoid and understand the importance of following their allergy management plan
- Treat other pupils' allergies seriously and respectfully and never deliberately expose another pupil to a known allergen
- Follow school instructions during practical activities, celebrations, trips and other situations where food or potential allergens may be present
- Inform a member of staff immediately if they believe a child is having an allergic reaction

4. Assessing risk

The school will conduct a risk assessment for any pupil at known 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

The school will take the following measures to minimise the risk of pupils with allergies being exposed to allergens. All staff, pupils and visitors are expected to follow the school's procedures for preventing exposure or contamination.

- Pupils are reminded to wash their hands thoroughly with soap and water before and after eating
- Pupils must not share food, drinks, cutlery, plates or other utensils with other pupils
- Pupils must use their own clearly named water bottle and must not share drinks or water bottles
- When appropriate, staff will remind pupils that they must not offer food to other pupils, including food brought from home
- Eating areas, tables and other relevant surfaces will be cleaned regularly and promptly after food is eaten
- Appropriate procedures will be followed for food preparation, storage and serving to minimise cross-contact between allergenic and non-allergenic foods
- Staff will take particular care when handling food brought into school for celebrations, special events or other activities and will follow the school's procedures for managing allergens
- Pupils will be encouraged to keep food contained to designated eating areas and to dispose of food and packaging appropriately
- Where a known allergen has been spilled or contamination has occurred, the affected area will be cleaned promptly and thoroughly
- Staff will remain vigilant for accidental exposure and will follow the individual pupil's allergy action plan and the school's emergency procedures if an allergic reaction is suspected

5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies. In order to achieve this, the following steps will be taken:

- Catering staff receive appropriate training and are able to identify pupils with allergies - where third party caterers are in place, the school will seek assurance that this is the case
- School menus are available for parents/carers to view with ingredients clearly labelled
- Where changes are made to school menus (e.g. special menus), we will make sure these continue to meet any special dietary needs of pupils – where possible, these changes will be communicated to parents and pupils in advance
- 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

The school recognises that it is not possible to guarantee a completely allergen-free environment. However, we are committed to taking all reasonably practicable steps to minimise the risk of accidental exposure to allergens and to protect pupils and staff with known food allergies. This includes implementing appropriate restrictions and controls relating to

identified high-risk foods where these are considered necessary and proportionate to reduce the likelihood of an allergic reaction occurring. These high-risk 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, the item will be removed and disposed of and parents of the pupil in question will be informed in order to reinforce the school's expectations under this policy.

The school will not knowingly sell, nor allow the sale of, food containing nuts or sesame seeds. This includes cake sales, charitable activities, such as baking, etc on school property.

5.4 Insect bites/stings

The school recognises that insect bites and stings, particularly from bees, wasps and other stinging insects, can present a significant risk to individuals with known allergies. Reasonable measures will be taken to reduce the likelihood of bites and stings and to ensure that appropriate action is taken promptly should one occur.

Prevention:

- Staff will remain vigilant for the presence of bees, wasps, nests and other stinging insects, particularly during the summer months and when pupils are spending time outdoors.
- Known nests or significant insect hazards on the school site will be reported promptly and appropriate action taken to have them safely removed.
- Pupils will be encouraged not to disturb insects or nests and to move calmly away from insects rather than swatting at them.
- During outdoor activities, pupils should not remove their shoes and should take reasonable care around flowering plants, food and drinks that may attract insects.
- Staff will be particularly mindful of pupils with known insect venom allergies and ensure that their individual allergy action plans and emergency medication are readily accessible when required.

Response:

- Any pupil who is stung or bitten should inform a member of staff immediately, particularly if they have a known allergy.
- Staff will assess the pupil and follow the individual's allergy action plan where one is in place.
- For pupils with a known insect venom allergy, prescribed emergency medication, including an adrenaline auto-injector where applicable, must be readily accessible in accordance with the pupil's individual healthcare arrangements.
- Where an allergic reaction is suspected, staff will follow the school's emergency allergy procedures and seek emergency medical assistance where required.
- Parents/carers will be informed of any significant bite or sting involving a pupil with a known allergy, in accordance with the school's usual procedures.

The school recognises that insect bites and stings, particularly from bees, wasps and other stinging insects, can present a significant risk to individuals with known allergies. Reasonable measures will be taken to reduce the likelihood of bites and stings and to ensure that appropriate action is taken promptly should one occur.

5.5 Animals

The school recognises that contact with animals, including exposure to animal hair, fur, feathers, dander or other allergens, may cause an allergic reaction in some pupils. Reasonable steps will be taken to minimise the risk of exposure while enabling pupils to participate safely in school activities as follows:

- Staff will be made aware of pupils with known animal allergies and will follow any steps in their Allergy Action Plan as appropriate
- Where possible, pupils with known animal allergies will be given appropriate alternatives or arrangements to avoid direct contact with animals where this may present a risk
- Particular care will be taken during school visits, trips, outdoor learning and activities involving animals
- Pupils will be encouraged to wash their hands thoroughly after handling or being in close contact with animals
- Areas, equipment or resources that have been in contact with animals will be cleaned appropriately to minimise the risk of allergen transfer
- Where an allergic reaction is suspected, staff will follow the pupil's individual allergy action plan and the school's emergency procedures, including the administration of prescribed emergency medication where appropriate

5.6 Events and school trips

Special events, celebrations, school trips and other activities outside the normal school routine may present additional or unexpected allergy risks. The school will take appropriate steps to identify and manage these risks in advance so that children with allergies can be included.

- As part of the risk assessment process, staff organising special events and trips will identify pupils with known allergies and consider any potential allergen exposure associated with the activity
- Relevant allergy information and individual Allergy Action Plans will be shared with staff who need to know, while maintaining appropriate confidentiality
- Parents/carers will be informed where an activity may involve potential allergens and, where necessary, will be asked to provide appropriate information or support
- The school will make reasonable arrangements for pupils with allergies to participate safely and fully in events and activities
- Appropriate emergency medication, including adrenaline auto-injectors where prescribed, will be taken on all relevant trips and activities and kept readily accessible at all times
- Staff accompanying pupils will know which pupils have allergies, where their medication is stored and what action to take in the event of a reaction
- When using external venues, caterers or activity providers, appropriate enquiries will be made regarding allergen management and suitable arrangements agreed in advance
- Staff will ensure that allergy procedures are considered during residential visits, including arrangements for meals, accommodation, activities and access to emergency medication
- Any suspected allergic reaction will be managed promptly in accordance with the pupil's individual allergy action plan and the school's emergency procedures
- 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
- Where prescribed, the type/dose of the prescribed 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 school office and can be checked quickly by any member of staff as part of initiating an emergency response

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 or the NHS advice on treatment of anaphylaxis and Anaphylaxis UK's advice on what to do in an emergency
- 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)

7.1 Purchasing of spare AAIs

The school will purchase and maintain a supply of spare adrenaline auto-injectors (AAIs) for use in an emergency where a pupil or member of staff is experiencing anaphylaxis and their own prescribed AAI is unavailable, not accessible, unusable or has already been administered.

Spare AAIs will be obtained, stored and used in accordance with current Department for Education guidance and the relevant manufacturer's instructions. The school will maintain an appropriate number of spare devices based on the number of pupils known to be at risk of anaphylaxis and the individual circumstances of the school.

7.2 Storage (of both spare and prescribed AAIs)

Spare AAIs will be stored in a clearly identified, readily accessible location known to appropriately trained staff. They will be regularly checked to ensure that they remain in date and in good condition, with replacement arrangements in place before expiry. 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.

The Allergy Lead will ensure that a suitable system is in place for the procurement of spare AAIs at each school.

7.3 Maintenance (of spare AAIs)

A check will be carried out at least once per half-term to ensure 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.

7.5 Use of AAIs off school premises (e.g. educational visits)

For pupils at risk of anaphylaxis, AAIs will be carried by the adult named on the trip risk assessment as being responsible for them.

In specific cases where consent is given by parents/carers and the Headteacher, pupils who are able to administer their own AAIs may carry their own AAI with them.

7.6 Emergency anaphylaxis kit

Each school holds an emergency anaphylaxis kit. This includes:

- Any spare school 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

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 at the start of each academic year and will be delivered through the National College CPD portal, across all Lumero Educational Trust schools. New staff joining any trust school will complete the course as part of their induction.

9. Links to other policies

This policy should be read and implemented in conjunction with other relevant school/Trust policies and procedures, including:

- Lumero Policy for Supporting pupils with Medical Conditions
- Lumero Safeguarding and Child Protection Policy
- Lumero First Aid and Medication Policy
- School food policy

10. Review

This policy will be reviewed at least every two years

11. Appendices

- Anaphylaxis UK *Allergy Aware* poster
- Anaphylaxis UK *What to do in an emergency* poster

anaphylaxis UK

Be Allergy Aware & Save a Life

Anaphylaxis is a serious and life-threatening reaction to allergens such as food, insect stings, medication and latex.

Recognise the ABC symptoms and act quickly - you could save a life.

WHAT TO LOOK FOR

A AIRWAY

- Swelling in throat, tongue or upper airways
- Vocal changes (hoarse voice)
- Difficulty swallowing

B BREATHING

- Sudden onset wheezing
- Breathing difficulty
- Noisy breathing
- Persistent cough

C CIRCULATION

- Dizziness or feeling faint
- Sudden sleepiness, confusion
- Pale clammy skin
- Loss of consciousness or collapse

These severe symptoms may occur alongside milder skin, mucosal or gut symptoms.

Anaphylaxis may occur without skin symptoms (e.g. hives or swelling).

WHAT TO DO

Lay the person flat and raise their legs - do NOT allow them to stand or walk anywhere.

- If unconscious, place them in the recovery position
- If breathing is difficult, allow them to sit up supported

Administer adrenaline without delay (use prescribed AAI or intranasal EURneffy) Refer to device label for instructions.

Phone 999 and tell them the person is suffering from **ana-fil-ax-is**

If symptoms don't improve after five minutes, or symptoms get worse, a second dose of adrenaline can be given

Medical observation in hospital is recommended after anaphylaxis.

anaphylaxis UK

Be Allergy Aware & Save a Life

Anaphylaxis is a serious and life-threatening reaction to allergens such as food, insect stings, medication and latex.

In the event of a serious allergic reaction, time is critical.

What to do in an emergency

Get in position



Lay the person flat and raise their legs - do NOT allow them to stand or walk.

- If unconscious, place them in the recovery position
- If breathing is difficult, they can be propped up with legs stretched out straight

Give adrenaline immediately



Administer adrenaline without delay (use prescribed AAI or intranasal EURneffy) Refer to device label for instructions.

- Note the time that the first dose of adrenaline is given
- ALWAYS carry two in-date adrenaline devices, as a second dose may be needed

Call 999

Call emergency services immediately and tell the operator it is "anaphylaxis"

(ana-fil-ax-is)

Give your exact location (What3Words can help if you are outside). Stay with the person until emergency services arrive.

Do not move

Stay lying flat or propped up 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.

Give second dose of adrenaline

5 min

If symptoms don't improve after five minutes, or symptoms get worse, a second dose of adrenaline can be given.