

Keresley Grange Primary School

Allergy Safety Policy

September 2026

Policy last reviewed: September 2026

Reviewed by: John Astley, September 2026

Frequency of review: Annually

Date of next review: September 2027

1. Purpose

The Futures Trust and Keresley Grange is committed to providing a safe, inclusive environment for all pupils, including those with allergies.

This policy sets out a whole-school approach to:

- Preventing exposure to allergens
- Managing risks effectively
- Responding to allergic reactions, including anaphylaxis

This policy is a standalone Allergy Safety Policy and should be read alongside the Trust's Supporting Pupils with Medical Conditions Policy.

In line with current and emerging Department for Education expectations, the Trust ensures that allergy management is addressed through a distinct, published policy with clear governance, training and emergency arrangement.

2. Legal and Regulatory Framework

This policy is based on:

- Children and Families Act 2014 (Section 100 duty to support pupils with medical conditions)
- Equality Act 2010
- Supporting Pupils with Medical Conditions (DfE statutory guidance)
- *Draft DfE guidance: Supporting Children and Young People with Medical Conditions and Allergy (2026)*
- Food Information Regulations 2014 and 2019 amendments
- Department of Health guidance on emergency adrenaline auto-injectors

Schools must make arrangements to support pupils with medical conditions, including allergies, and ensure their safety and inclusion.

3. Scope

This policy applies to:

- All pupils with known or suspected allergies
- All staff, governors, volunteers and contractors
- All activities, including trips, clubs and off-site provision

4. Roles and Responsibilities

4.1 Allergy Lead

Each school will appoint a nominated allergy lead. At Keresley Grange, it is Lynn Solloway, Assistant Headteacher.

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 the medical officer / the school nurse / administrative staff)
- Collating, recording and reporting on incidents and near-misses

- Organising and coordinating anaphylaxis drills
- 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 pupils with allergies have a purple lanyard that they wear at lunchtime
 - All staff receive an appropriate level of allergy training (alongside the school Business and Operations Coordinator)
 - 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

4.2 Operational Lead

The Operational Lead for allergy management is Trudi Scholes. They work closely alongside the Allergy Lead in ensuring day-to-day management of the policy through the school.

They're responsible for:

- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Supporting the Allergy Lead with review of the Allergy Safety policy
- Co-ordinating the paperwork and information from families
- Ensuring that all pupils with allergies have a purple lanyard and wear it every lunchtime
- Working alongside family members to create Individual Healthcare Plans
- Co-ordinating medication with families
- Supporting all staff with the day-to-day management of people with allergies within school
- Checking spare AAIs are in date
- Keeping staff display boards of photos of children with Allergies up to date (and provide these for catering staff)

4.3 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
- Ensuring that all children with allergies wear a purple lanyard at lunchtime

4.4 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

4.5 Pupils with allergies

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Being aware that they need to wear a purple lanyard at lunchtime to make sure all staff are aware of their allergy

4.6 Pupils without allergies

These pupils are responsible for:

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

4.7 Trust Board/Local Governing Committee

A named governor (Carol Blair) will be assigned responsibility for oversight of allergy safety.

They will:

- Provide strategic oversight of this policy and its implementation
- Seek assurance that appropriate systems are in place to manage allergy risks
- Monitor incident reporting and trends
- Ensure the policy is reviewed at least annually
- Act as a link between the governing body and school leaders on allergy safety

The named governor will work alongside the designated senior leader responsible for allergy management.

The named governor will receive periodic updates on:

- Allergy-related incidents and near misses
- Staff training compliance
- Any significant changes to procedures

This supports effective governance oversight and accountability.

5. 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.

6. Managing risk

6.1 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

6.2 Catering

The school is committed to ensuring, so far as is reasonably practicable, that all pupils with food allergies are able to access safe and suitable food provision. Taylor Shaw currently run the school catering. The Headteacher delegates responsibility for day-to-day management of catering for allergy needs and safety to Taylor Shaw.

- Catering staff receive appropriate and regular training in food safety, allergen awareness, and the management of pupils with medical dietary needs.
- Robust systems are in place to ensure that pupils with known allergies are clearly identified through wearing a purple lanyard and that relevant information is accessible to catering staff at the point of service. This must have a photo of the child on.
- Parents of any children with allergies are required to fill out a form online which Taylor Shaw will use to produce specific menus for the child which takes into account their dietary needs. Only this menu will be served to this child. For any child with allergies whose parents have not completed the form, they will only be able to be served a jacket potato in exceptional circumstances.
- Menus are published and made available to parents/carers in advance, with clear and accurate ingredient and allergen information provided to support informed decision-making.
- Any changes to menus are subject to appropriate checks to ensure that the dietary needs of pupils with allergies or intolerances continue to be met.
- All food provided complies with UK food information regulations, including the clear identification of the 'top 14' allergens, in line with Food Standards Agency (FSA) guidance.
- Catering staff follow strict food preparation, storage, and handling procedures to minimise the risk of cross-contamination, supported by documented controls and supervision.

In line with best practice and emerging expectations under Benedict's Law, the school adopts a proactive and preventative approach to allergen management, ensuring that systems, training, and communication reduce the likelihood of accidental exposure.

6.3 Food Restrictions

The school recognises that it is not reasonably practicable to guarantee an allergen-free environment. However, in accordance with its duty of care and safeguarding responsibilities, the school takes proportionate steps to reduce the risk of exposure to high-risk allergens.

To support this, pupils, staff, and visitors are strongly discouraged from bringing the following items onto the school site:

- Packaged nuts
- Cereal, granola, or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based products or sauces (e.g. satay)
- Sesame seeds and food products containing sesame

This approach supports a *risk reduction culture*, rather than reliance on individual avoidance alone.

Where such items are brought into school, a risk-based and proportionate response will be applied.

This may include:

- Requiring the food to be consumed in a designated area away from others
- Supervised consumption where appropriate
- Restricting or removing the item where there is a clear and immediate risk to another pupil

These measures are intended to minimise the risk of accidental exposure, while promoting shared responsibility across the school community.

6.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

6.5 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

6.6 Support for mental health

Pupils with allergies will have additional support through:

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

6.7 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

7. Procedures for handling an allergic reaction

7.1 Register of pupils with AAls

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)
- 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 an easily accessible location and can be checked quickly by any member of staff as part of initiating an emergency response

Allowing all pupils to keep their AAI's with them will reduce delays and allows for confirmation of consent without the need to check the register.

7.2 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 AAI's 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:
 - Parents will be informed as soon as practically possible
 - Use an AAI – instructions are included on the side of the injector.
 - Call 999 for an ambulance and say that you think there is someone having an anaphylactic reaction.
 - Lie them down – raise legs, and if they're struggling to breathe, raise their shoulders or sit up slowly (if pregnant, lie on the left side).
 - If they have been stung by an insect, try to remove the sting if it's still in the skin.
 - If the symptoms have not improved after 5 minutes, use a 2nd adrenaline auto-injector.
 - Do not stand or walk at any time, even if you feel better.
- 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 and may be asked to bring antihistamines to school to treat the child

8. Adrenaline auto-injectors (AAIs)

The school maintains spare AAIs as part of its emergency preparedness arrangements, in line with national expectations for allergy safety.

8.1 Purchasing of spare AAIs

The allergy lead is responsible for buying AAIs and ensuring they are stored according to the guidance.

- AAIs will be sourced from a reputable supplier of First Aid equipment to schools (eg Eureka! Direct)
- The school will have 2 x 150mcg and 2 x 300mcg EpiPen AAIs at any one time
- In line with the Resuscitation Council (UK) guidance, children under the age of 6 years should receive a 150mcg dose and children and 300mcg dose for children 6 and older

8.2 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 (Pastoral Room) 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 Emergency Anaphylaxis Kit will be held in the school office.

8.3 Maintenance (of spare AAIs)

Trudi Scholes and a member of the Admin Team are responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near

8.4 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 (for example, in a sharps bin for collection by the local council).

8.5 Use of AAIs off school premises

- AAIs will be taken on any offsite visits or events for children with known allergies
- These will be kept by the adult leading the group that the child is in
- Staff attending the trip will be trained in administering the AAI
- An emergency AAI will be taken from the Emergency Anaphylaxis Kit on trips or offsite events

8.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit in the school office. This includes:

- Spare 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 AAI have been administered

9. 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 provided to all staff at induction and refreshed at least annually.
- Additional, role-specific training will be provided to staff supporting pupils with allergies.

10. Incident Reporting and Review

All allergic reactions and near misses will be recorded in line with school procedures.

Serious incidents will be reviewed by senior leaders to:

- Identify causes and contributing factors
- Evaluate the effectiveness of control measures
- Implement improvements where required

The LGC will receive updates on incidents and trends to support effective oversight.

11. Links to other policies

This policy links to the following policies and procedures:

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