Alderbrook School | Alderbrook Sixth Form

Allergy Policy

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Date	July 2026
Version	1
Approved Date	July 2026
Review Date	July 2027

Contents

Aims

This policy aims to:

1 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.

2 Make clear how our school supports students with allergies to ensure their wellbeing and inclusion

3 Promote and maintain allergy awareness among the school community

4 Highlight the importance of Individual Care Plans and how these can support students in school

Legislation and guidance

5 This policy is based on the Department for Education (DfE)'s guidance on allergies in schools and supporting students 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:

6 The Food Information Regulations 2014

7 The Food Information (Amendment) (England) Regulations 2019

Roles and responsibilities

8 We take a whole-school approach to allergy awareness. From September 2026, we will ensure that all staff receive appropriate allergy awareness and anaphylaxis training in accordance with the Department for Education's *Allergy Safety in Schools* statutory guidance (2026) and the requirements of Benedict's Law. Training will be provided, refreshed annually, and updated whenever guidance or individual student needs change.

Allergy lead/School Nurse

9 The nominated allergy lead is Ama Thandi Senior Leadership Team (SLT)]

10 They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant students (although the allergy lead has ultimate responsibility, the information collection itself will be done by the school nurse)
- Support with the regularly review of the allergy policy

School nurse/medical officer

11 The school nurse is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Ensure adequate stock of AAI's and checking they are all in date
- Ensuring (with support where required):
- All allergy information is up to date and readily available to relevant members of staff

- All students 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

12 Any other appropriate tasks delegated by the allergy lead

13 Identifying students with allergies before admission or as soon as a diagnosis is known and ensuring they have an up-to-date Individual Care plan

14 Sharing essential allergy information with relevant staff on a need-to-know basis while maintaining student confidentiality.

Teaching and support staff

15 All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among students
- 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 students 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 students with allergies
- Risk assessing school trips, residential visits, clubs and off-site activities, ensuring emergency medication and trained staff accompany students with allergies

Parents/carers

16 Parents/carers are responsible for:

- Being aware of our school's allergy policy
- Informing the school nurse of any allergies or changes to allergies
- 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 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
- Updating the school on any changes to their child's condition

Students with allergies

17 These students are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- Ensure they are carrying their adrenaline auto-injector at all times and only using it for its intended purpose

Students without allergies

18 These students are responsible for:

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

Managing risk

19 The school should adopt a whole-school approach to reducing the risk of students coming into contact with known allergens. The aim is to minimise risk while ensuring students with allergies are able to participate fully and safely in school life.

Catering

20 The school is committed to providing safe food options to meet the dietary needs of students with allergies.

- Catering staff receive appropriate training and are able to identify students 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 students
- Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing students 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 will follow food safety and allergen management procedures to minimise cross-contamination, and any changes to recipes or ingredients will be communicated promptly

Food restrictions

21 We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage students and staff that we are allergy aware, and 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

22 If a student 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.

Insect bites/stings

23 When outdoors:

- Shoes should always be worn

Support for mental health

24 The wellbeing of children and young people with allergies is closely linked to how effectively schools identify, manage and respond to allergic conditions.

25 Children and young people with allergies may experience:

- Anxiety about accidental exposure to allergens.
- Fear of severe allergic reactions (anaphylaxis).
- Social isolation due to food restrictions or exclusion from activities.
- Bullying or misunderstanding from peers.
- Reduced confidence and participation in school life.
- Increased absence from school if allergy management is poor.

26 When schools have effective allergy management systems, children are more likely to:

- Feel safe and included.
- Participate fully in learning and extracurricular activities.
- Develop confidence and independence in managing their allergy.
- Experience improved emotional wellbeing and educational outcomes.

27 By having these policies, staff training, emergency preparedness and inclusive practices across schools, these changes aim to protect children from preventable harm while improving their physical, emotional and educational wellbeing. They also strengthen children's rights to learn in a safe environment where their medical needs are understood, respected and appropriately supported.

28 Students with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their form tutor

Events and school trips

- For events, including ones that take place outside of the school, and school trips, no students with allergies will be excluded from taking part
- The school will plan accordingly and complete risk assessments for all events and school trips, and arrange for the staff members involved to be aware of students' 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).
- All students with allergies are identified on EVOLVE

Procedures for handling an allergic reaction

Register of students with AAIs

29 The school maintains a register of students (risk register) 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 student has been prescribed AAI(s) (and if so, what type and dose)

- Where a student 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 student
- A photograph of each student to allow a visual check to be made (this will require parental consent)

30 The register is kept in an easily accessible location (first aid) and is made available on the school shared network, and can be checked quickly by any member of staff as part of initiating an emergency response.

31 A copy of the list of students who have been prescribed an AAI can also be found in the first aid room, staff room and on share point, along with all Individual Care Plans. The Life-Threatening Conditions booklet is also accessible on share point, as well as a copy in First Aid.

32 Allowing all students to keep their AAIs with them will reduce delays and allows for confirmation of consent without the need to check the register.

Allergic reaction procedures

33 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

34 Staff are trained in the administration of AAIs to minimise delays in student's receiving adrenaline in an emergency

35 If a student has an allergic reaction, the staff member will initiate the school's emergency response plan, following the student's allergy action plan

- If an AAI needs to be administered, a member of staff will use the student's own AAI, or if it is not available, a school one

36 If the student 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:

37 **SIGNS OF ANAPHYLAXIS** (a potentially life-threatening allergic reaction)

- **A: Airways**: Swelling in the throat, tongue or upper airways (tightening in the throat, hoarse voice, difficulty swallowing, drooling)
- **B: Breathing**: Sudden onset wheezing, breathing difficulty, persistent cough, noisy breathing
- **C: Circulation**: Dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness

38 Anaphylaxis reactions involve the **A**irway/**B**reathing/**C**irculation ("ABC"). Reactions usually progress quickly and can be life-threatening – so anaphylaxis **always** requires an immediate emergency response.

39 A school AAI device will be used instead of the student's own AAI device if:

- Authorisation has been given by parents (logged on student's profile on Bromcom)
- The student's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)

40 If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany the student to hospital by ambulance

41 If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the student will be monitored and the parents/carers informed

Adrenaline auto-injectors (AAIs)

42 As of **September 2026**, it will be a **statutory requirement for schools to have spare adrenaline auto-injectors (Epi-pens)** under the new allergy safety guidance commonly referred to as **Benedict's Law**.

Purchasing of spare AAIs

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

- The AAI's will be purchased from a local pharmacy or from a medical company, that both will be provided with a letter from the school's headteacher
- Minimum of 2 spare AAI's will be purchased and stored in school
- The school will purchase the correct dose based on the Resuscitation Council UK's age-based criteria, which is 0.3mg (for children over 6 years old)

Storage (of both spare and prescribed AAIs)

44 The allergy lead and school nurse 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 – located in first aid

45 Spare AAIs will be kept separate from any student's own prescribed AAI, and clearly labelled to avoid confusion.

Maintenance (of spare AAIs)

46 Danielle Beasley is responsible for checking monthly that:

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

Disposal

47 AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions, which will be in the sharps bin located in first aid.

Use of AAIs off school premises

48 Students at risk of anaphylaxis who are able to administer their own AAIs should carry their own AAI with them on school trips and off-site events

- Trip leaders will be given a spare AAI to take on any school trips and off-site events.
- Student who have allergies will be identified via EVOLVE

Emergency anaphylaxis kit

49 The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs
- Instructions for the use of AAIs
- Instructions on storage
- Manufacturer's information
- Recording of expiry dates
- A list of students to whom the AAI can be administered
- A record of when AAIs have been administered

Training

50 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 and is part of the induction process

Links to other policies

51 This policy links to the following policies and procedures:

- Department for Education - Supporting students with medical conditions policy
- Department for Education - Allergy Safety in schools (2026)