

BLACK COUNTRY FEDERATION

PUPIL ALLERGY POLICY

Brockmoor Primary School • Brierley Hill Primary School



POLICY OWNER	Executive Director: Lana Duffin
APPROVED BY	Governing Body
APPROVAL DATE	July 2026
REVIEW DATE	September 2027 or earlier if guidance changes
REVIEW CYCLE	Annual

Aspiration and opportunity for every child

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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.

The school will consider whether an Individual Healthcare Plan is required for every pupil with a known allergy. An IHP will be produced where the allergy has a functional impact, presents a risk of harm or requires arrangements additional to or different from those ordinarily available.

Where a healthcare professional has issued an Allergy Action Plan, this will be attached to and reflected within the pupil's IHP. The school will not make clinical diagnoses or replace advice that should be provided by an appropriately qualified healthcare professional

Pupils should have an IHP when their allergy:

- has a functional impact in school;
- places them at risk of harm; and
- requires arrangements additional to or different from normal provision.

3.1 Allergy lead

The nominated allergy lead is Lydia Kendall across the Federation and based at Brockmoor Primary with Olivia Conway who will act in her absence, with support from Kerry Dunn (First Aid supervisor) and Samantha Bridgewood (SLT) based at Brierley Hill Primary, these hold operational responsibility and Lana Duffin (SLT) has overall responsibility for allergy safety across the Federation. Lana Duffin (Executive Director) will gain assurance from both schools within the Federation and ensure reporting to all stakeholders and effective communication between agencies.

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.
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - All pupils with allergies may have an allergy action plan that will be developed with 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), The Federation uses a KITT pack
- Regularly reviewing and updating the allergy policy
- The Executive Director (Lana Duffin) has strategic oversight of allergy safety across the Federation. Each school has a named operational allergy lead responsible for implementing this policy, maintaining records, checking medication and ensuring staff understand individual pupil arrangements.

3.2 School nurse:

The school nurse/medical officer is responsible for:

- Support the co-ordinating of the paperwork and information from families
- Support with the co-ordinating of medication with families
- Any other appropriate tasks/support or guidance 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
- 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

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 an 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
- Work with the Federation and the catering team to choose and adapt meals that are suitable for their child/ren
- 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 to themselves and others
- 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
- Raise any concerns with food options, medication or signs or symptoms with appropriate staff as soon as aware.

3.6 Pupils without allergies

Pupils will be taught to seek adult help immediately if they believe another pupil is experiencing an allergic reaction. Pupils will not be given responsibility for delivering medical care.

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Supporting peers
- recognise that a friend needs help;
- alert an adult immediately;
- avoid sharing food;
- understand and respect allergies.

4. Assessing risk

The school will conduct a risk aware document 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

5.1 Hygiene procedures

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed and children are reminded
- Pupils have their own water bottles

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 and parents are supported with adaptations
- 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 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
- Nut based chocolate spreads
- Sesame seeds and foods containing sesame seeds

The Federation does not describe itself as allergen-free. Where a specific allergen presents an identified risk, reasonable and proportionate controls will be introduced following risk assessment. Parents and pupils will be informed clearly of any restrictions. Staff will manage breaches sensitively and will ensure that no pupil is unnecessarily isolated or deprived of an appropriate meal.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn, unless a specific need determines otherwise
- 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
- Staff to be aware of pupils with specific animal allergies and complete a risk management assessment prior to a trip or event taking place

5.6 Support for mental health

Pupils with allergies may experience bullying or isolation from peers and may also suffer from anxiety and depression relating to their allergy. Deliberately exposing, threatening to expose or pretending to expose another pupil to a known allergen will be treated as a serious behaviour and safeguarding concern. The school will respond immediately, assess risk, support the affected pupil and apply the Federation's behaviour and safeguarding procedures.

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with key staff within the Federation

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 Appendix B

5.8 Transition

Allergy arrangements will be reviewed before a pupil starts school, changes class, attends a new club, moves site or transitions to secondary school. The receiving staff or setting will be provided with relevant information in

sufficient time to establish safe arrangements before the pupil attends. Information will be shared with key staff around :

- entry into Nursery or Reception;
- movement between classes;
- transition from Brockmoor or Brierley Hill to secondary school;
- mid-year admissions;
- new diagnoses;
- changes in severity, medication, dose or device brand.

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAls

➤ The school maintains a register of pupils who have been prescribed AAls or where a doctor has provided a written plan recommending AAls 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 on teams, allergy plans are with class teachers and catering staff and emergency contact cards are kept at the front office and can be checked quickly by any member of staff as part of initiating an emergency response. These plans are:

- accurate and current;
- shared only with staff who need it;
- accessible immediately in an emergency;
- available during system or internet failure;
- transferred securely during transition;
- removed or archived securely when no longer required.

Each classroom, office, kitchen and club should know exactly how to identify pupils at risk without creating unnecessary public labelling or stigma.

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 (See appendix A)
- Allocated Staff are trained in the administration of AAls 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, 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 as advised by the NHS [treatment of anaphylaxis](#) and [what to do in an emergency](#)
- A school AAI device will be used instead of the pupil's own AAI device if:

- 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)

Where anaphylaxis is suspected, staff must administer an appropriate adrenaline device immediately and must not delay treatment while checking consent or contacting parents. The pupil's prescribed device should be used first where immediately available. A school spare device may be used where the prescribed device is unavailable, has misfired, is out of date, or where the individual does not have a prescribed device available.

○

- 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)

Following the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#),

7.1 Purchasing of spare AAIs

The Allergy Lead is responsible for purchasing spare adrenaline auto-injectors (AAIs), monitoring expiry dates and ensuring that they are stored and managed in accordance with current guidance.

Spare AAIs are purchased through KITT Medical. Each school maintains its own supply of spare AAIs, which are stored securely in the self-contained emergency anaphylaxis kit provided.

The school will ensure that:

- an appropriate number and strength of AAIs are available, taking account of the age and needs of pupils on roll;
- the strength and intended age or weight range of each AAI is clearly identified;
- staff administering an AAI follow the pupil's individual healthcare plan and emergency instructions where these are available;
- in an emergency, staff follow the manufacturer's instructions for the device being used and current clinical guidance;
- staff are aware that different brands of AAI may operate differently and follow the instructions provided with the specific device;
- where a pupil's own prescribed AAI is available, this should normally be used in preference to the school's spare AAI;
- a school-held spare AAI is only used in accordance with the applicable arrangements and emergency guidance; and
- following use, the AAI is disposed of safely and the school's stock is replenished promptly.

The school's supply, storage and use of spare AAIs will be reviewed regularly to ensure that appropriate devices remain readily available in an emergency.

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
- Adrenaline is brought to the pupil immediately and administered as soon as anaphylaxis is suspected. Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAls)

Lydia Kendall and Kerry Dunn are responsible for checking monthly that:

- The AAls are present and in date
- Replacement AAls are obtained when the expiry date is near
- Reporting to SLT and School Business Manager that the Federation is compliant

7.4 Disposal

AAls can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions.

KITT will be contacted and a new, replacement AAI will be delivered within 48 hours.

7.5 Use of AAls off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAls should carry their own AAI with them on school trips and off-site events
- The event venue will be contacted prior to the trip/activity to plan first aid procedures and awareness of the allergy action plan for the child. This will be noted in the risk assessment on Evolve.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAls
- Instructions for the use of AAls
- 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 AAls have been administered
- A rapid response to replace within 48 hours

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

The statutory guidance expects allergy awareness training for all pupil-facing staff, including permanent and temporary staff, supply teachers, agency workers, regular volunteers, catering staff and staff supervising breakfast or after-school clubs. It also makes clear that first aid training alone is insufficient.

Level 1: whole-staff allergy awareness

- types of allergy;
- common allergens;
- recognising mild and severe reactions;
- anaphylaxis response;
- location of AAls;

- inclusion and allergy-related bullying.

Level 2: practical emergency competence

- hands-on trainer-device practice;
- use of the brands held at school;
- positioning the pupil;
- giving a second dose;
- recording and reporting.

Awareness training will be carried out annually by the allergy lead. Training records will be held inline with Federation Policy and with National College training area. It will also form part of induction training for new staff.

Serious incidents and near misses should be recorded promptly, shared appropriately and reviewed to identify weaknesses in policy, communication, training or individual arrangements. This review will take place with appropriate staff and with advice from health care professionals.

Any near misses will be reviewed and procedure followed below:

- immediate recording in the accident/medical system;
- notification of parents;
- notification to the executive allergy lead;
- review of the IHP and action plan;
- catering investigation where relevant;
- reporting to the governing body;
- lessons learned and resulting actions review
- consideration of external reporting requirements.

To strengthen the practice the Federation will complete an annual **simulated anaphylaxis drill** at each school, with findings reported to all stake holders.

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
- Safeguarding policy