



Moreton Church of England Primary School



Pupil Allergy Policy

Date: June 2026

Agreed by Governors (Date):

Signed (CoG):



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1. Aims

At Moreton Church of England Primary School the safety and wellbeing of our children is a key priority for all. This policy aims to:

- Set out our school's approach to allergy management through reasonable and proportionate measures, including reducing the risk of exposure and the procedures and/or emergency response in place in case of allergic reaction
- Make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion enabling them to participate in all aspects of school life (curriculum, trips, clubs etc)
- 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](#)
- [Allergy Safety in Schools 2026](#)
- [Section 34 of https://www.legislation.gov.uk/ukpga/2026/21/section/34](https://www.legislation.gov.uk/ukpga/2026/21/section/34) Children's Wellbeing and Schools Act 2026

3. Roles and responsibilities

We take a whole-school approach to allergy awareness. The **governing body** will ensure that Moreton Church of England Primary School has an up-to-date allergy safety policy.

3.1 Allergy lead

The headteacher has overall responsibility for implementation and resource allocation and is the named senior lead under Section 34 of the Children's Wellbeing and Schools Act 2026. The nominated allergy lead is the inclusion lead who has day-to-day operational responsibility. for:

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils including those with an Individual Healthcare Plan
- 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) in conjunction with the office manager/medical officer
- Regularly reviewing and updating the allergy policy



3.2 Office manager/medical officer

The office manager is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAls are in date
- 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
- Maintaining awareness of our allergy policy and procedures, including following IHPs
- 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 Catering staff

Ashlyn's Catering are the contractors to Moreton Church of England Primary School for provision of school meals. Catering staff are responsible for:

- Ensuring allergen information is correct
- Following procedures for meal provision and food handling
- Keeping, displaying and being aware of pupils with allergens
- Attending appropriate allergy training as required

3.5 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



3.6 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

3.7 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to 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

5.1 Identification and record keeping

- On admission and at in-year entry, parents/carers will complete medical information including known allergies and whether prescribed medication (e.g. AAI) is required. Previous records and healthcare plans will be requested from prior settings where possible.
- The school will maintain a secure, central register of all individuals (children, staff, volunteers where appropriate) with known allergies. Records will include:
- Identified allergens, medication carried (dose, expiry), whether an IHP and/or Allergy Action Plan exists, photo, and emergency contact details.
- Where there is an identified allergy within the class the relevant food and food packaging will not be used for cooking or craft activities and/or junk modelling. In all cases and where possible all food packaging will be cleaned beforehand for all classes
- For new staff, temporary staff, supply and regular volunteers the Inclusion Lead will ensure they receive the same information and induction arrangements (see Training).



5.2 Individual Healthcare plans (IHPs) and Allergy/Action plans

- An IHP will be created for any child whose allergy has a functional impact at school, where the child is at risk of harm, or where additional/different arrangements are required.
- The IHP will:
- Record triggers, usual symptoms, usual response, prescribed medication (including dose and location), emergency contact details and consent.
- Attach any Allergy Action Plan or Asthma Plan issued by a healthcare professional.
- Describe practical arrangements in school: storage and access to medication, arrangements for meals, classroom adaptations, PE and trip arrangements and staff with responsibility for administering medication.
- Be developed with parents/carers, the child (when appropriate), and any relevant healthcare professionals.
- IHPs will be reviewed at least annually and whenever the child's healthcare plan changes.

5.3 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

5.4 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
- Where airborne/contact allergens are an issue for a child, the school will put reasonable measures in place (e.g. seating, cleaning, no-sharing policies for certain resources), recorded in the IHP

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



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- 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, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated. The school has a 'Food from home' policy.

5.4 Insect bites/stings

When outdoors:

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

When at forest school:

- Children will wear long sleeves and trousers
- Suitable footwear
- Advised to wear insect repellent at certain times of the year; we ask parents to sign for permission for us to administer this.

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

5.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their class teacher/support staff

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
- Travel time to the nearest emergency services and contingency plans will be included
- For overnight or residential trips the deputy headteacher will coordinate arrangements well in advance and obtain parental consent and copies of IHPs
- 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 AAI

➤ 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 in the case of an emergency
- A photograph of each pupil to allow a visual check to be made (this is kept on Arbor)
- The register is kept on Arbor, in the kitchen and relevant classroom 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 following advice from treatment on [anaphylaxis](#) and what to do in an [emergency](#). These guidelines are available to all staff.
- A school AAI device will be used instead of the pupil's own AAI device if:
 - Medical authorisation and/or 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
- After an incident or near-miss, the inclusion lead will convene a review with identified staff on any amendments or change to procedures that may be required.
- Serious incidents will be reported to governors and, where required, to external bodies in line with safeguarding and health & safety procedures.



7. Adrenaline auto-injectors (AAIs)

7.1 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 : Selles Medical
- We will hold 4 AAIs at a time
- The brand(s) of AAI purchased is: EpiPen as follows:
 - EpiPen (0.3 mg): Typically for adults and children who meet the weight criteria specified in the product literature.
 - EpiPen Jr (0.15 mg): Generally for children who fall within a lower weight range, as indicated by the manufacturer
- We keep two of each dosage

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
- Labelled as emergency anaphylaxis kit with instructions and gloves
- **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. Ours are kept in the office as this is central to all classrooms, play areas and the hall. There is a sharps box for disposal in the office
- Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAIs)

The bursar and office manager are responsible for checking monthly that:

- The AAIs are present and in date
- Replacement AAIs are obtained when the expiry date is near
- Used or expired AAIs will be disposed of safely in the school's medical waste arrangements and replacements ordered promptly

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

- Pupils 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
- One spare AAI for use in emergencies will be taken on any school trip or off-site event (including to forest school)

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. 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 AAIs have been administered

8. Training

The school is committed to training all staff in allergy response. This includes:

- What an allergy is and the types of allergy (food allergy, asthma, eczema, hay fever etc) and the differences to coeliac disease/intolerance
- How to reduce and prevent the risk of allergic reactions (cleaning/cross contamination)
- How to spot the signs of allergic reactions (from mild to severe and anaphylaxis)
- The importance of acting quickly in the case of anaphylaxis: calling 999, contacting parents, administering prescribed and spare AAIs and inhalers and post incident reporting on Arbor
- Where AAIs are kept on the school site, and how to access them
- How to administer AAIs
- How to find and follow allergy action plans
- The wellbeing and inclusion implications of allergies
- Training records will be kept by the bursar

Training will be carried out bi-annually as part of full first aid training and annually as an update by the allergy lead. Volunteers, new staff and supply staff will be given a H/S guidance that includes location of kits and summary of children they are working with who are at risk.



9. Information sharing and data protection

Health information is special category data under UK GDPR. The school has a lawful basis to record and share necessary health information where required to protect the child's health and safety.

- IHPs and relevant allergy information will be shared on a need-to-know basis with staff who have responsibility for the child (class teacher, lunchtime staff, trip leaders). Photos and lists used in food areas will be accessible to staff only.
- Parents/carers will be consulted and involved in decisions about wider awareness or training that involves identifying a child to peers. Unnecessary disclosure that single out a child will be avoided.

13. Awareness, communication and wellbeing

The policy will be published on the school website and hard copies provided on request

- The school will raise allergy awareness with pupils through appropriate curriculum opportunities and assemblies, designed to reduce stigma and bullying and to equip peers with age-appropriate ways to help (for example, how to summon help in an emergency). Any pupil-level awareness will be planned with the child and their parents to protect wellbeing.
- The school will address bullying of children with allergy as part of its behaviour and anti-bullying approaches; any incidents will be taken seriously and managed in line with school policy.
- The Inclusion Lead will keep in regular contact with families of pupils with allergies to ensure arrangements are working, to check medication and to support emotional wellbeing where worries about allergy are identified.

9. Links to other policies

This policy links to the following policies and procedures:

- Safeguarding/Child Protection policies
- Health and Safety policy
- Supporting pupils with medical needs policy
- Medical and First Aid policy
- Food from home policy
- Educational Visits policy
- Data Protection policy