St. John's Gosport C of E Primary School

Allergy Policy and Procedure

Publication Date:	**September 2026**	**Headteacher:** **Chair of Governors:**	**Mrs Carolyn Wilkinson** **Mrs Jean Watson**
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School Vision:

St John's Gosport C of E Primary School endeavours to provide a happy, safe, caring community rooted in Christian values; where everyone is valued and grows to their full potential.

John 10:10 – I came so that they may have life – life in all its fullness

Mission Statement:

At St John's Gosport C of E Primary School we aim to achieve our vision by providing a broad balanced curriculum and learning experiences that develop our children in body, mind and spirit; setting high standards for all, confident that we can achieve success. Thus ensuring that when our children leave us they are independent learners, who are well equipped to be responsible citizens of the future and reach their potential.

Safeguarding at St John's Gosport C of E Primary School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education.

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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.

3.1 Allergy lead

The nominated allergy lead is SENDCO

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 administrative staff)
- Ensuring:
    - All allergy information is up to date and readily available to relevant members of staff, including identification photographs for classroom for children with Epi-Pens.
    - 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)
- Regularly reviewing and updating the allergy policy

3.2 School medical officer is our School Business Manager

- The school medical officer is responsible for:
- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs 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
- 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 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

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

3.6 Pupils without allergies

These pupils are responsible for:

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

The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- Lessons such as cookery
- 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
- Pupils have their own named 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
- Catering staff receive appropriate information from the school regarding children with severe allergies and those children requiring use of AAIs.
- 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

5.3 Food restrictions

We are a nut free school. 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
- 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.

If a child is admitted to the school with a specific allergy (such as 'egg'), then the school will take steps to mitigate this, such as requesting that parents do not provide egg sandwiches or egg based products.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn
- 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

5.6 Support for mental health

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. As St John's we will support their mental health and wellbeing, in line with our school's behaviour policy and any other measures we have in place to prevent bullying but specifically pupils with allergies will have additional support through:

- Pastoral care (FSW, ELSA)
- Regular check-ins with their class teacher

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 section 7.5).
- The school has purchased additional AAI to be taken on school visits with no accessible AAIs, such as field trips. These are stored in the school office.

6. Daily practice for supporting pupils with allergies

To ensure that pupils with allergies are not exposed to their allergens we have a number of steps in place:

- Each class has an 'essential information' document which identifies any pupils with allergies and dietary requirements.
- There is an allergy board in the service area, with photographs of all children, which highlights pupils with allergies and dietary requirements. Those with specific menus are also printed and displayed.

• The service system requires children to select their name so that kitchen staff can 'dish up' their meal. Children with allergies or dietary requirements flash up a different colour on the screen. Kitchen staff then stop service and ONE person serves this child (normally the plate is passed along the serving hatch to each section). They are served on a different orange tray.

In the EYFS there is a two-step process in place, where classroom staff remain at the serving hatch while dinners are being served so that there is no risk of a child selecting an incorrect name.

• Children are monitored throughout the break and lunchtime period and always while eating by lunchtime supervisors to reduce the risk of cross contamination and food sharing.

7. Procedures for handling an allergic reaction

7.1 Register of pupils with AAIs

When appropriate 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
- A photograph of each pupil to allow a visual check to be made.

The register is kept in every classroom and can be checked quickly by any member of staff as part of initiating an emergency response

Allowing all pupils to keep their AAIs 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 (KITT)
- Staff are trained annually in the administration of AAIs to minimise delays in pupil's receiving adrenaline in an emergency
- Children with their own prescribed AAI will carry (or have carried) it with them at all times within school grounds and on school visits. School provide an AAI bag which is clearly labelled.
- 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 they have one.
- 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. (see also 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

8. Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using emergency adrenaline auto-injectors in schools, the school's procedures for AAIs, cover these areas:

8.1 Purchasing of spare AAIs

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

- AAIs for in school use will be sourced from KITT medical
- AAIs for off site use will be sourced from MediSupplies
- The quantity of AAIs required is 2 of each necessary dosage (we have 2 of each dosage strength)
- The brand of AAI purchased is JEXT
- The dosage required is either 150mg (under 6) or 300mg for over 6 years. (based on Resuscitation Council UK's age-based criteria, see page 11 of the guidance)

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 to which all staff have access at all times, but is out of the reach and sight of children. This is in our school office. This is sign posted in multiple locations around school.
- **Not** locked away, but stored securely while also accessible and available for use at all times. (there are 4 security keys in school. 2 located in the office near the pens, and 2 on nominated staff members).
- **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.

(See pages 12 and 13 of the guidance.)

At St John's Gosport C of E Primary School spare AAI are located in the following places: School Office.

8.3 Maintenance (of spare AAIs)

The SENDCO and SBM 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.

8.5 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

- As part of our pre visit risk assessment we will check with the venue to see if they have spare AAI available for emergency use.
- A portable Emergency Anaphylaxis Kit is to be taken off site with staff.

8.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit on site and a portable kit for off site visits.

On site kit

This includes:

- 4 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

Off site kit

This includes:

- 4 AAIs (2 x 150 mcg and 2 x 300 mcg)
- Instructions for emergency Anaphylaxis treatment#
- Details for re-ordering kit

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 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, using the KITT programme online training.

10. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Catering provider (Dolce) allergens policy