



Allergy Policy

Swakeleys School for Girls

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Contents

1. Aims.....	4
2. Legislation and guidance.....	4
3. Roles and responsibilities.....	4
4. Assessing risk.....	6
5. Managing risk.....	6
6. Procedures for handling an allergic reaction	7
7. Adrenaline auto-injectors (AAIs).....	8
8. Training	9
9. Links to other policies	10

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 students 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'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:

- [The Food Information Regulations 2014](#)
- [The Food Information \(Amendment\) \(England\) Regulations 2019](#)

This policy is compliant with the requirements of Benedict's Law and Natasha's Law.

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead is Mrs Gilly Hare, Deputy 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 through the welfare team
- Liaison with the Director of Operations over the storage and checking of medicines
- Liaising with the CPD lead to ensure that all staff receive an appropriate level of allergy training
- Ensuring:
 - 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 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 Welfare Officer

The welfare officer is responsible for:

- Coordinating the paperwork and information from families
- Coordinating 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 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

In addition to the responsibilities of teaching and support staff, 'designated members of staff' will also be responsible for helping to administer AAls. These are members of staff who have been trained and are willing to administer an AAI in an emergency. This will include first aiders within the school and any other trained in an emergency.

3.5 Parents

Parents 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 children 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 Students with allergies

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

- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose (designated members of staff are still expected to help administer the AAI if the student is not able to do so)
- Asking a staff member (e.g. in food technology or the canteen) if they are unsure about any ingredients.

3.7 Students without allergies

These students are responsible for:

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

Older students 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 student 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 student 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

- Students are reminded to wash their hands before and after eating
- Sharing of food is not encouraged
- Students are encouraged to bring their own water bottles to school

5.2 Catering

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 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 and hot food meal allergen information displayed in the canteen on a daily basis, 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 follow hygiene and allergy procedures when preparing food to avoid cross-contamination

5.3 Food restrictions

We acknowledge that it is impractical to enforce a totally allergen-free school and there are no food restrictions placed on students or staff. However no nuts will be served or stored in the canteen and students should not be permitted to bring their own food into the canteen.

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn

5.5 Animals

- All students will always wash hands after interacting with animals to avoid putting students with allergies at risk through later contact
- Students with animal allergies will not interact with animals

5.6 Support for mental health

Students with allergies will have access to additional support through:

- Pastoral care, MHST and Place2Be

5.7 Events and school trips

- The school will plan accordingly 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
- It is expected that parents will ensure that students with allergies have their AAI and/or medication that can be taken on the trip.
- In the event that a student does not have their AAI/medication the school will seek to ensure that a spare is available if a trained and willing staff member is on the trip. In the rare event that this is not the case and medication has not been provided, a student may be placed in an alternative activity.

6. Procedures for handling an allergic reaction

6.1 Register of students with AAI

- The school maintains a register of students 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.
 - A photograph of each student to allow a visual check to be made
- The register is kept in the staff room and can be checked quickly by any member of staff as part of initiating an emergency response. Information is also stored on the staff drive and on the sims information for each student.

Where possible students will keep their AAIs with them will reduce delays without the need to check the register.

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
- Designated members of staff are trained in the administration of AAIs
- 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 designated member of staff member will use the student's own AAI, or if it is not available, a school one. It will only be administered by a member of staff trained in this procedure
- If the student has no allergy action plan, the school will follow training advice and make a decision about whether to administer the spare AAI and will call 999.
- If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the student will be monitored and the parents informed

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 a pharmacy
- The school will hold at least 6 spare AAIs

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

- **Not** located more than 5 minutes away from where they may be needed Spare AAI's will be kept separate from any student's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAI's)

The welfare assistant is responsible for checking monthly that:

- The AAI's are present and in date
- Replacement AAI's are obtained when the expiry date is near

7.4 Disposal

AAI's 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 AAI's off school premises

- Students at risk of anaphylaxis who are able to administer their own AAI's should carry their own AAI with them on school trips and off-site events
- A member of staff trained to administer AAI's in an emergency should be present on school trips and off-site events

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAI's
- Instructions for the use of AAI's
- 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 record of when AAI's have been administered

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)
- Where AAI's are kept on the school site, and how to access them
- The importance of acting quickly in the case of anaphylaxis
- The wellbeing and inclusion implications of allergies
- Include any other relevant training points

Training will be carried out annually.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting students with medical conditions policy
- School food safety policy.

10. Policy Review

This policy will be reviewed every 2 years, unless new regulations are brought in which would impact on this policy. The next review will be Autumn Term 2028.