# Central Co-operative Learning Trust

## Allergy Management Policy

| | | |
|---|---|---|
| Responsibility: | HR / FAR | |
| Last Reviewed: | September 2026 | |
| Approved by: | | Date: |
| Signed on behalf of Trust Board: | | Andrew Bailey<br>Chair of the Board |
| Next review due by: | September 2027 | |

**Policy Amendments:**

May 2025 – Legislation and Guidance - Allergy Safety in School
Procedures and Responsibilities for Allergy Management - Trust
Designated Allergy Lead & School Designated Allergy Lead / Appointed Person(s)
Adrenaline Auto-Injectors (AAIs) - purchasing of Spare AAIs
Allergy & Anaphylaxis Drills

# Table of Content


1. Purpose of Policy 3
2. Definitions 3
3. Aims 4
4. Legislation and Guidance 4
5. Procedures and Responsibilities for Allergy Management 4
5.1. Roles and Responsibilities 4
6. Assessing Risk 6
7. Managing Risk 7
8. Procedures for Handling an Allergic Reaction 9
8.1. Register of Pupils with AAIs 9
8.2. Allergic Reaction Procedures 9
8.3. Anaphylaxis 10
8.4. Procedure (NHS): 10
8.5. Other Allergic Reactions 11
9. Adrenaline Auto-Injectors (AAIs) 11
9.1. Purchasing of Spare AAIs 11
9.2. Storage (both spare and prescribed AAIs) 11
9.3. Maintenance of Spare AAIs 12
9.4. Disposal 12
9.5. Use of AAIs Off School Premises 12
10. Serious Incidents & Near-misses 12
11. Training 12
12. Allergy & Anaphylaxis Drills 12
13. Links to Other Policies 13

## 1. Purpose of Policy

This policy sets out a whole Trust approach to the health, care and management of those members of the school community with allergies and dietary requirements.

The Central Cooperative Learning Trust is aware that children and staff who attend our schools may suffer from food, insect sting, animal, chemical or nut allergies. We believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

The Central Cooperative Learning Trust cannot guarantee a completely allergen free environment in our schools, but aims to set a clear approach to allergy management, including reducing the risk of exposure and having robust procedures in place in case of an allergic reaction.

The Statutory Framework set by the Department for Education (DfE) states that educational providers must obtain information about any dietary requirements/allergies for pupils in their care.

We ask that parents/carers provide details of allergies and dietary requirements in the child's Health Information Form, which is submitted before starting school. We also ask that parents/carers inform us of any changes to this information, as soon as possible.

This policy is reviewed at least annually or when changes occur.

## 2. Definitions

**Allergy**
A damaging immune response by the body to a substance, especially a particular food, pollen, fur, or dust, to which it has become hypersensitive.

**Allergen**
A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

**Anaphylaxis (Anaphylactic Shock)**
A sudden, severe and potentially life-threatening allergic reaction to food, stings, bites or medication. It can lead to breathing difficulties, a drop in blood pressure and loss of consciousness.

**Adrenaline Automatic Injectors (AAIs)**
AAIs are prescribed to people with allergies who are at risk of having severe allergic reactions (anaphylaxis). AAIs are an autoinjector that injects a measured dose of epinephrine into the bloodstream.

**Dietary Requirement**
The specific needs and restrictions individuals have regarding their food intake. These requirements can stem from various factors like allergies, intolerances, health

conditions, religious beliefs, or personal preferences.

**Allergy Action Plan**

A detailed document outlining an individual's allergy, location of medication and emergency procedure.

## 3. Aims

This policy aims to:

- Set out our Trust'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 Trust supports individuals with allergies and dietary requirements to ensure their wellbeing and inclusion.
- Promote and maintain allergy awareness among the school community.

## 4. Legislation and Guidance

This policy is based on the Department for Education (DfE)'s statutory guidance on Allergy Safety in Schools, supporting pupils with medical conditions at school and Benedict's Law. 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.

## 5. Procedures and Responsibilities for Allergy Management

Our schools have a whole-school approach to allergy awareness and management.

### 5.1. Roles and Responsibilities

**Trust Designated Allergy Lead**

Our Trust Designated Allergy Lead is Samantha Laud.

They're responsible for:

- Gathering and providing information on law, guidance and best practice to all schools.
- Providing schools with template documents including healthcare plans and risk assessments that can be tailored to the school and individuals.
- Organise appropriate training across the Trust for School Designated Allergy Leads and Appointed Persons.
- Leading all schools to manage allergies in line with this policy.

**School Designated Allergy Lead/Appointed Person(s)**

They're responsible for:

- Promoting and maintaining allergy awareness across their school community.
- Recording and collating allergy and special dietary information for all relevant pupils. The Allergy Lead has the overall responsibility for this but may delegate

the collection of information to a member of the administrative staff or teaching assistants.

Ensuring:

- All allergy information is up to date and readily available to members of staff.
- All pupils and staff with allergies have an allergy risk assessment, health care plan and an allergy alert poster in their classroom and in the kitchen,
- All staff receive allergy and anaphylaxis awareness training. That all staff know how to administer an AAI.
- 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) and checking they are in date
- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families

Our school Designated Allergy Leads are;

| | |
|---|---|
| Blackwood School, Streetly | Emma Massey, Deputy Headteacher |
| Brownhills West Primary School, Brownhills West | Jon McNamee, Headteacher |
| Burton Fields School, Burton-on-Trent | Sara Webster, Assistant Headteacher |
| Grange School, Burton-on-Trent | Lucy Keay, SENCo |
| Greenfield Primary School, Shelfield | Madeline Burkett, Headteacher |
| John of Rolleston Primary School, Burton-on-Trent | Rachel Youngman, SENCo |
| Outwoods Primary School, Burton-on-Trent | Jaclyn Taylor, Assistant Headteacher & SENCo |
| Redbrook Hayes Primary School, Rugeley | Victoria Edkins, Assistant Headteacher |
| William Shrewsbury Primary School, Burton-on-Trent | Heidi Elsmore, Assistant Headteacher & Inclusion Lead |

**First Aid Appointed Person(s)**

They are responsible for:

- Promoting allergy awareness within our school and supporting the Allergy Lead/Appointed Person(s) to maintain allergy awareness.
- Administering medication as part of a routine or in an emergency.
- Carrying our first aid during emergency situations, taking an individual's allergy needs into account.

Ensuring:

- Allergy medication including automatic adrenaline injectors (AAIs) and antihistamines are in date and available to the individual based on their Allergy Action Plan.
- Communicating any issues with the Allergy Lead/Appointed Person(s), i.e. out of date medication, conversations with parents or carers, changes to routines or medication.

**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

**Parents and Carers**

All parents/carers are responsible for:

- Being aware of our 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 **two** 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

**Pupils with Allergies**

These pupils are responsible for (depending on their age and ability):

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector or when to seek attention from staff
- Communicating their allergies with staff and their friends

**Pupils without Allergies**

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Communicating allergy awareness with their parents or carers
- Informing staff if they have allergen containing foods with them

## 6. Assessing Risk

All pupils and staff with allergies have their own individual Allergy Risk Assessment and Individual Healthcare Plan completed with the relevant people (staff, pupils, parents or

medical professionals). Pupils with allergies should also have an Allergy Action Plan provided by a medical professional. A copy of this plan must be given to school.
The school has conducted their own general allergy risk assessment that sets out appropriate control measures for reducing the risk of allergic reactions in school, so far as reasonably practicable.
The school will conduct a risk assessment for any pupil at risk of anaphylaxis taking part in:

- 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 or support animal.

## 7. Managing Risk

**Hygiene Procedures**

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed and mealtimes are supervised
- Lunch tables are cleaned throughout mealtimes
- Pupils have their own named water bottles (brought from home)
- Dining areas are cleaned after mealtimes, before activities in the areas are undertaken
- Classrooms and toilet areas are cleaned daily
- Classrooms have disinfectant available to clean tables during the day

**Catering Services**

We are committed to working closely with our school catering service, Mellors to provide safe and healthy food options to meet the needs of pupils with allergies.

- Mellors Catering Service ensure their staff receive appropriate training and are able to identify pupils with allergies
- Menus are available for parents/carers on school websites
- Parents/carers will be asked to fill out a form by Mellors Catering Services to communicate their child's needs
- Parents/carers of pupils that have been identified to have a food allergy or dietary requirements are invited to meet with the school's catering manager to discuss their child's dietary needs. If the current menus do not meet the child's dietary requirements, the kitchen manager will work with the family to create a suitable menu for them
- Due to produce suppliers, there may be changes to menus, however they will be communicated as soon as possible. Any changes to individual menus will be communicated with families as soon as possible

- Mellors Catering Services have frequent theme days where the menu may change, this will be communicated and pupils dietary requirements will be met
- Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination

**Food Restrictions**

All schools within the Central Cooperative Learning Trust are Allergy Aware, meaning that we aim to have a safe environment for everyone with allergies.

We acknowledge that it is impractical to enforce an allergen-free school. However, we ask that pupils and staff 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, the food will be politely removed and returned to the person collecting them at the end of the day.

Food offered to pupils in school will not contain;

- Any packaged nuts
- Nut-based foods
- Nut-containing foods
- Sesame seeds or food containing sesame seeds

Should a pupil have any dietary requirements that makes this challenging, parents / carers are encouraged to get into contact with the school for support.

Individual schools may choose to restrict other foods where they have assessed a higher level of risk. For example, restricting egg or diary products where a pupil reacts due to airborne allergens. This is at the discretion of the Headteacher and will be communicated to all families and staff.

**Insects Bites/Stings**

- Shoes must be worn outside unless there is a SEN exception and has been risk assessed
- Outdoor bins and recycling is emptied after breaktimes during hot weather to reduce the attraction of bees and wasps
- Pupils with known insect bite and sting allergies have an individual risk assessment and healthcare plan in place
- Emergency antihistamines are kept in school and permission is sought before administering

**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

**Support for Mental Health**

Pupils with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy.

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their teacher

**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.

# 8. Procedures for Handling an Allergic Reaction

## 8.1. Register of Pupils with AAIs

This links with our Support Pupils with Medical Conditions Policy which can be found in our Health and Medical Policies document.

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 (this requires parental consent)

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

Pupil's AAI are kept in their classroom and travel with them. This may be to the field during PE lessons or on school trips, including movement from one site to another.

## 8.2. Allergic Reaction Procedures

- As part of the whole-trust 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

### 8.3. Anaphylaxis

Symptoms of anaphylaxis happen very quickly. They usually start within minutes of coming into contact with something a person is allergic to, such as a food, medicine or insect sting.

Symptoms include:

- Swelling of the throat and tongue
- Difficulty breathing or breathing very fast
- Difficulty swallowing, tightness in the throat or a hoarse voice
- Wheezing, coughing or noisy breathing
- Feeling tired or confused
- Feeling faint, dizzy or fainting
- Skin that feels cold to the touch
- Blue, grey or pale skin, lips or tongue – on brown or black skin, this may be easier to see on the palms of the hands or soles of the feet
- There may also be a rash that's swollen, raised or itchy.

### 8.4. Procedure (NHS):

1. Use an adrenaline auto-injector (such as an EpiPen) if there is one, instructions are included on the side of the injector.
2. Someone must call 999 for an ambulance and say there is a suspected anaphylactic reaction.
3. Lie them down and if they are struggling to breathe, raise their shoulders or sit up slowly. Pregnant women can only lie on their left side.
4. If they have been stung by an insect, try to remove the sting if it's still in the skin.
5. If their symptoms have not improved after 5 minutes, use a 2nd adrenaline auto-injector.

**Do not allow the person to stand or walk, even if they feel better.**

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

### 8.5. Other Allergic Reactions

Reactions include:

- Sneezing
- Runny nose
- Watery or itchy eyes
- Rash
- Hives
- Slight swelling to the lips
- Tingling mouth
- Vomiting
- Diarrhoea

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

For more serious reactions (swelling to the lips or mouths, tingling mouth, vomiting, diarrhoea), parents/carers must be informed and pupils are to be monitored and collected as soon as possible to seek medical advice. If consent is given, emergency antihistamines are to be given whilst awaiting collection.

## 9. Adrenaline Auto-Injectors (AAIs)

### 9.1. Purchasing of Spare AAIs

The Department for Education expects all schools in the UK are required to stock spare AAIs that can be used in an emergency.

The Trust's Allergy Lead is responsible for buying AAIs and ensuring they are stored in accordance with the guidance.

Purchasing AAIs procedure:

- AAIs are purchased through a local pharmacy or Kitt Medical
- All schools must have the following quantity;
    - Two 150mcg pens for pupils under 30kg
    - Two 300mcg pens for pupils over 30kg and for adults

### 9.2. Storage (both spare and prescribed AAIs)

The school's 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 location which staff have access to at all times, but kept out of reach children
- NOT locked away, but accessible and available for use at all times
- NOT located more than 2 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.

### 9.3.Maintenance of Spare AAIs

First aid trained staff or appointed person(s) are responsible for checking monthly that:

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

### 9.4. Disposal

AAIs can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions. Any used or out of date AAIs are collected by the Trust's Designated Allergy Lead who will dispose of them in a sharps box at the pharmacy.

### 9.5. Use of AAIs Off School Premises

- Pupils at risk of anaphylaxis must have their AAIs brought with them on any off site visits/trips
- Depending on the age and confidence of the pupil their AAI may be carried by them or the member of staff within their group
- AAIs must be checked during trip planning to ensure they are in date and available for use
- School's spare AAIs must not be taken on visits/trips. Schools may choose to purchase additional AAI devices, however this is not a legal requirement.

## 10. Serious Incidents & Near-misses

The Trust is committed to its incident and near-miss reporting procedures. All allergy related incidents and near-misses will be reported using The Staffordshire Health, Safety and Wellbeing Service's online reporting system, My Health and Safety.
Where incidents and near-misses occur, a full investigation will take place to identify root causes and improvements.

## 11. Training

The Trust is committed to training all staff in allergy response under the DfE's Allergy Safety in School Statutory Guidance. 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

## 12. Allergy & Anaphylaxis Drills

All schools are expected to conduct termly allergy and anaphylaxis drills to test procedures and risk assessments. The aim of these drills is to pro-actively improve

our systems and to highlight where additional training is needed. Drills will not be carried out with pupils.

## 13. Links to Other Policies

This policy links to the following policies and procedures:

- Health, Safety and Wellbeing Policy
- Supporting Pupils with Medical Conditions Policy (found in the Health and Medical Policies document)