



ALLERGY POLICY

| | |
|--------------------------------|---------------|
| Status | Current |
| Published | December 2025 |
| Review Cycle | Every 3 years |
| Next Review | December 2028 |
| <hr/> <hr/> | |
| Lead Staff | Mary Barber |
| Chair of Governing Body | Alex Krutnik |
| Headteacher | Jane Hatwell |

Vision and Values

Our school vision is to provide an **outstanding, nurturing, learning environment**, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

“Getting it right for every pupil”

At Stone Bay we focus on **Evolving Excellence** in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting **Trust** with all our stakeholders, **Empowering** each other to learn and grow. By adhering to policies and clear processes we ensure **Fairness** and transparency in our decision making and actions, whilst ensuring we are **Collaborating** with others and always looking for ways to help each other to deliver excellence for our pupils.

Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.

Contents

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

1. Aims

Stone Bay School aims to be a Nut-Free school. The school aims to protect children who have allergies to nuts while also helping them as they grow to take responsibility for what foods they can safely eat and to be aware of what foods may put them at risk.

We do not allow nuts or nut products in school, residential flats or for after school clubs or snacks.

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 Mireille Burchenough

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 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 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 The medical officer

The 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 Designated members of staff

In addition to the responsibility of teaching and support staff. 'Designated members of staff' will also be responsible for helping to administer AAIs. These are members of staff who have volunteered and been trained to help pupils with AAIs in an emergency. The designated members of staff are displayed on the Staff Weekly Briefing.

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. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medicine.
- 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 cognition / 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 pupil is not able to do so).

3.7 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers, if appropriate to pupils SEND.

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 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
- School menus are available for parents/carers to view with all allergens 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 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. The most serious risk to allergic children comes from nuts, which can cause severe, life-threatening 'anaphylactic' reactions within seconds of a susceptible child.

Our Nut-Free policy means that the following items should not be brought into school:

- Packs of nuts
- Sandwiches containing peanut butter or chocolate spreads containing nuts
- Fruit & cereal bars that contain nuts
- Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)
- Hummus or houmous as it contains Tahini which is made from sesame
- Pesto which contains nuts
- Cakes made from nuts
- Self-serve pastries covered in almonds
- Any home-cooked meals for packed lunches that are made from nuts
- Any shared food for after school events with nuts or nut oil

Our Suppliers provide the school with nut free products. However, we cannot guarantee complete freedom from trace nuts.

The school requires that parents / carers observe the Nut-Free policy and therefore do not include nuts, or any traces of nuts, in packed lunches.

All product packaging must be checked for warnings directed at nut allergy sufferers and if the following or similar are displayed, the product must not be used in school. Packaging must be checked for:

- Not suitable for nut allergy sufferers
- This product contains nuts
- This product may contain traces of nuts

5.4 Insect bites/stings

When outdoors:

- Shoes should always be worn however we understand the sensory difficulties this may cause and a risk assessment may be carried out for pupils who like to be barefoot.
- Food and drink should be covered

5.5 Animals

- All pupils will always wash hands / sanitize hands after interacting with animals to avoid putting others 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 or residential flat leader

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).

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAIs

Please refer to Supporting pupils with medical conditions policy.

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 will require parental consent)

This info will be held on pupil passports so it 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. Staff may carry these in a bumbag, this bag will go wherever the child goes (around the school and off site).

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 staff are trained in the administration of AAIs - see Section 7.

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 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. It will only be administered by a designated member of staff trained in the procedure.

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 the NHS advice on treatment of anaphylaxis and Anaphylaxis.

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 (eg skin rash, itching or sneezing), the pupil will be monitored and parents informed.

7. Adrenaline auto-injectors (AAIs)

Following the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#), Stone Bay School's procedures for AAIs are as follows:

7.1 Purchasing of spare AAIs

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

The AAIs will be sourced from a local pharmacy.

The quantity of AAIs required will be determined according to the pupil numbers / classes 1 per five classes.

The school will buy a single brand to avoid confusion.

The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of [the guidance](#)) (See pages 11 and 12 of the guidance.)

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 (larger schools will require more than one AAI kit, ideally located near the dining area and playground)

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.)

7.3 Maintenance (of spare AAIs)

Mireille Burchenough are responsible for checking monthly that:

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

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 (for example, in a sharps bin for collection by the local council). (See page 13 of the guidance.)

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

A member of staff trained to administer AAIs in an emergency should be present on school trips and off-site events, if the trip is not local then the trip leader must take the spare AAI with them on the trip.

7.6 Emergency anaphylaxis kit

It's good practice for schools to hold spare AAIs as part of an 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:

- 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 and monitored by the School Business manager

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

Guidance can also be sought from:

Anaphylaxis Uk - The Facts

[Anaphylaxis-2022-V6-mini-review-25.pdf](https://www.anaphylaxisuk.org.uk/wp-content/uploads/2022/06/Anaphylaxis-2022-V6-mini-review-25.pdf)

[Guidance on the use of adrenaline auto-injectors in schools](https://www.gov.uk/government/publications/adrenaline-auto-injectors-in-schools)