



Allergy and Anaphylaxis Policy

SUMMER 2026

‘Green Lane - A Big School with a Big Heart’



GREEN LANE PRIMARY ACADEMY



ALLERGY AND ANAPHYLAXIS POLICY AND GUIDELINES

1. Aims

This policy aims to:

- Set out Green Lane'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 Mrs Jane Thackstone, Deputy Head Teacher. She is responsible for:

- promoting and maintaining allergy awareness across Green Lane and has the ultimate responsibility for allergy and anaphylaxis procedures and protocols
- ensuring that all staff receive an appropriate level of allergy training
- regularly reviewing and updating the allergy policy

Mrs Thackstone is supported by Mrs Emily Richardson, Medical Lead. She is responsible for recording and collating allergy and special dietary information for all relevant pupils ensuring that:

- 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 parents
- 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) including checking spare AAIs are in date
- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families

3.2 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

3.3 Parents/Carers

Parents/Carers are responsible for:

- Being aware of our school's Allergy and Anaphylaxis 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

3.4 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

3.5 Pupils without allergies

These pupils are responsible for:

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

4. Assessing risk

Green Lane 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

5. Managing risk

To reduce the risk of allergen exposure, Green Lane will:

5.1 Hygiene procedures

- Remind pupils to wash their hands with soap and water before and after eating
- Ensure staff encourage good hand hygiene throughout the school day
- Prohibit the sharing of food, drinks, utensils, or lunch boxes between pupils
- Require pupils to use their own clearly named water bottles
- Clean and sanitise tables and eating areas before and after meals and snacks
- Encourage pupils to clean their hands and faces after eating where appropriate
- Follow effective cleaning procedures to minimise the risk of cross-contamination.
- Ensure staff are aware of pupils with allergies and follow agreed risk-reduction measures during classroom activities involving food.

5.2 Catering

Green Lane 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

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
- Peanut butter
- 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.

5.4 Insect bites/stings

When outdoors, Green Lane will take reasonable steps to reduce the risk of insect bites and stings by:

- Ensuring pupils wear shoes when outside
- Encouraging food and drinks to be kept covered when eating outdoors
- Promptly clearing away food waste and spillages to avoid attracting insects
- Keeping outdoor eating areas clean and using covered bins
- Encouraging pupils to avoid disturbing bees, wasps, and other insects
- Asking pupils to report any insect nests or swarms to a member of staff immediately
- Supervising pupils with known insect sting allergies closely during outdoor activities where appropriate.

If a pupil is bitten or stung:

- A member of staff will assess the pupil and provide appropriate first aid
- The sting will be removed promptly, where appropriate, following first aid guidance
- The pupil will be monitored for signs of an allergic reaction
- If the pupil has a known allergy, their Individual Healthcare Plan will be followed, including administering an adrenaline auto-injector if required
- Emergency services (999) will be called immediately if anaphylaxis is suspected, and parents/carers will be informed as soon as possible
- The incident will be recorded in line with our reporting procedures.

5.5 Animals

Where animals are present in school or involved in educational activities, Green Lane will take reasonable steps to reduce the risk of allergic reactions by:

- Ensuring all pupils wash their hands with soap and water after handling or interacting with animals
- Preventing pupils with known animal allergies from direct contact with animals unless agreed as part of an individual risk assessment
- Informing parents/carers in advance if animals will be visiting the school or taking part in planned activities where appropriate
- Carrying out a risk assessment before animal visits or activities involving animals
- Keeping animals out of food preparation and eating areas
- Cleaning and disinfecting surfaces after animals have been present in classrooms or other indoor spaces
- Ensuring staff supervising activities involving animals are aware of any pupils with animal allergies and know how to respond if an allergic reaction occurs
- Following the pupil's Individual Healthcare Plan if an allergic reaction occurs, including administering emergency medication where required and contacting emergency services if appropriate.

5.6 Support for mental health

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with their [class teacher and other relevant members of 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.

Green Lane 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 school's 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

Green Lane maintains a register of pupils who have been prescribed AAI or where a doctor has provided a written plan recommending AAI 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)
- The register is kept in the Medical Room and can be checked quickly by any member of staff as part of initiating an emergency response
- AAI's are kept in an unlocked cupboard in the Medical Room

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 recognise the signs of anaphylaxis and are able to respond appropriately
- Staff are trained in the administration of AAI's to minimise delays in pupils 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:

- Treat the situation as a medical emergency if anaphylaxis is suspected
- Dial 999 immediately and state that the pupil is experiencing suspected anaphylaxis
- Administer an adrenaline auto-injector (AAI) without delay if one is available and the pupil is showing signs of anaphylaxis
- Keep the pupil lying flat with their legs raised where possible, or allow them to sit up if they are experiencing breathing difficulties - they should not be allowed to stand or walk
- If there is no improvement after 5 minutes and another AAI is available, administer a second dose
- Ensure a member of staff stays with the pupil at all times until the ambulance arrives
- Contact the pupil's parents/carers as soon as it is safe to do so
- Record the incident in accordance with the school's accident and medical reporting procedures and review the circumstances following the incident.

A school AAI device will be used instead of the pupil's own AAI device if:

- The pupil's own AAI is unavailable

- The pupil's own AAI cannot be located quickly
- The pupil's own AAI is damaged or appears faulty
- The pupil's own AAI has expired and no in-date device is available
- A second dose of adrenaline is required and the pupil's own spare AAI is unavailable

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

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing and Storage of Spare Adrenaline Auto-Injectors (AAIs)

The Allergy Lead and Medical Lead are responsible for purchasing and maintaining the school's supply of spare adrenaline auto-injectors (AAIs). They will ensure that:

- Spare AAIs are purchased from a local community pharmacy on presentation of the school's signed letter of authority in accordance with current legislation
- AAIs are stored securely in line with the manufacturer's instructions (eg: stored at room temperature and protected from direct sunlight) and are readily accessible in an emergency
- They will not be always locked away but accessible and available for use
- AAIs are kept in a safe and suitably central location to which all staff always have access, but are out of the reach and sight of children — stored in an open cupboard in the Medical Room
- 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.
- A system is in place to monitor expiry dates and replace AAIs before they expire
- Regular checks are carried out to ensure devices remain in good condition

7.2 Maintenance (of spare AAIs)

The Allergy Lead and Medical Lead are responsible for checking monthly that:

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

7.3 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 (for example, in a sharps bin for collection by the local council).

7.4 Use of AAls off school premises

- Pupils prescribed AAls and a copy of their Allergy Action Plan will accompany them on all educational visits, sporting events and other activities away from the school site.
- A trained member of staff will be designated to carry the AAls and ensure they remain readily accessible at all times. AAls will not be stored in luggage, on transport, or anywhere they cannot be accessed immediately.

7.5 Emergency anaphylaxis kit

Green Lane holds an emergency anaphylaxis kit. This includes:

- Spare AAls
- Instructions for the use of AAls
- 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 AAls have been administered

8. Training

Green Lane 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 AAls are kept on the school site, and how to access them
- How to administer AAls
- The wellbeing and inclusion implications of allergies

Training will be carried out annually by the Allergy Lead.
It's recommended that all staff are trained at least once a year.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and Safety Policy

- Administration of Medicines Policy