



CONWAY PRIMARY SCHOOL

Pupil Allergy Policy

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Steve Piper (Jul 13, 2026 19:28:18 GMT+1)	
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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 leads are Keith Robertson and Kevin Brewster

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 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 Administration Team

The School Operations Manager/school administration staff are 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
- Older pupils 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 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.

5. Managing risk

At Conway Primary School, we recognise that allergies present a significant safeguarding and health risk. Our approach to risk reduction is preventative, responsive and tailored to the needs of individual pupils, underpinned by strong communication, staff training and clear procedures.

➤ Identification and Information Sharing

- All pupil allergies are identified through:
 - Admission forms and medical information from parents/carers
 - Ongoing updates from families and healthcare professionals
- Individual healthcare plans (IHPs) are in place for pupils with severe or complex allergies
- Key information is shared appropriately with:
 - Class teachers and support staff
 - Lunchtime supervisors
 - Office and first aid staff
- Allergy information is clearly recorded and accessible, including photographs where appropriate to support quick identification

➤ Preventative Risk Reduction Measures

Food and Catering Controls

- The school operates clear allergen management procedures in line with food standards guidance
- Kitchen staff are aware of all pupils with food allergies and follow strict preparation controls to avoid cross-contamination
- High-risk allergens (e.g. nuts) are restricted or carefully managed across the school environment
- Parents are informed of restrictions and expectations (e.g. packed lunch guidance)

➤ Classroom and Curriculum Controls

- Staff are aware of allergy risks linked to:
 - Food-based activities
 - Science experiments
 - Sensory play materials
- Alternatives are provided where necessary to ensure inclusion without increasing risk
- Pupils are supported to understand allergies in an age-appropriate way

5.1 Hygiene procedures

➤ Regular handwashing routines are embedded, particularly before and after eating Sharing of food is not allowed

- Hand Sanitiser Stations are available in all classrooms

➤ Pupils have their own named water bottles

- Tables and shared surfaces are cleaned before and after food consumption
- Clear routines are in place to reduce cross-contact between pupils

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 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 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, these items will be confiscated and returned to the parents at the end of the day

5.4 Insect bites/stings

The school reduces the risk of insect bites and stings through proactive site management, pupil education, staff vigilance and clear emergency procedures, ensuring all pupils, particularly those with allergies, are kept safe and supported."

Preventative Measures (Risk Reduction)

➤ Site and Environment Management

- Regular inspection of the school grounds to identify and manage risks such as:
 - Wasp nests, beehives or ant infestations
 - Standing water or waste areas that may attract insects
- Prompt action taken to remove or manage identified hazards through site staff or external contractors
- Outdoor areas kept clean and well-maintained

➤ Supervision and Behaviour Expectations

- Pupils are taught:
 - Not to disturb insects or nests

- To remain calm and move away if insects are present
- Staff provide close supervision during outdoor learning, playtimes and trips, particularly in warmer months

➤ Food and Personal Precautions

- Food and drink are monitored outdoors to reduce attraction of insects
- Rubbish is disposed of promptly and bins are covered
- Staff may advise:
 - Wearing appropriate clothing (e.g. shoes outdoors)
 - Avoiding strongly scented products where there is known risk

➤ Identification of Pupils at Risk

- Pupils with known allergies to insect bites/stings are identified through:
 - Medical information provided by parents
 - Individual Healthcare Plans (IHPs)
- Key staff are made aware of:
 - Pupils at risk of anaphylaxis
 - Required medication (e.g. adrenaline auto-injectors)
- Photographs and key information may be shared (appropriately) to support rapid identification

➤ Immediate Response Procedures

Minor Bites or Stings

- Reassure the pupil and move them away from the area
- Check for and remove any visible stinger (if safe to do so)
- Clean the affected area
- Apply a cold compress to reduce swelling
- Monitor the pupil for any worsening symptoms

➤ Suspected Allergic Reaction

- Act immediately in line with the pupil's Individual Healthcare Plan
- Administer prescribed medication (e.g. antihistamine or adrenaline auto-injector)
- Call emergency services (999) if:
 - Symptoms of anaphylaxis are present
 - There is any uncertainty about severity

➤ Emergency Indicators (Anaphylaxis)

Staff are trained to recognise symptoms such as:

- Difficulty breathing or wheezing

- Swelling of face, lips or throat
- Rapid heartbeat or dizziness
- Collapse or loss of consciousness

Any of the above triggers immediate emergency response.

➤ Recording and Follow-Up

- All incidents are:
 - Recorded in the school's accident/incident log and first aid slips
 - Reported to parents/carers
- Incidents involving allergic reactions are:
 - Reviewed by senior leaders
 - Used to inform risk assessment updates and control measures

➤ Inclusion and Risk Assessment for Activities

- Risk assessments for:
 - Educational visits
 - Forest school/outdoor learning
 - Sports events and trips
explicitly consider insect bite/sting risks
- Additional control measures put in place where needed (e.g. carrying medication, increased supervision)

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
- Should a school visitor require the support of a seeing animal the school will request a risk assessment from the provider and utilise this to create pupil/staff risk assessments linked to any individual allergies.

5.6 Support for mental health

The school promotes a culture of respect and inclusion, ensuring pupils with allergies are supported emotionally and protected from bullying through proactive monitoring, education and early intervention.

- The school has a **zero-tolerance approach** to bullying, including any behaviour linked to a pupil's allergy. All incidents are addressed in line with the Behaviour Policy and recorded appropriately.
- Staff actively promote an inclusive and respectful culture, using assemblies, PSHE and class discussions to build understanding of allergies and empathy towards others.

Pupils with allergies are supported through the school's **wellbeing and inclusion framework**, including:

- Access to trusted adults
- Opportunities to talk about worries or anxieties

- Early identification of emotional needs

Staff remain vigilant for signs of **anxiety, isolation or low mood** linked to a pupil's allergy and respond promptly, involving parents where appropriate.

Where needed, targeted support is provided (e.g. pastoral support, buddy systems, or small group interventions) to help pupils feel safe, confident and included in school life.

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 AAI

- 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 allergy register is accessible in every classroom via Bromcom. In addition, a laminated anaphylaxis action plan for identified pupils is displayed prominently within the classroom, typically on the wall next to the teacher's desk.

This information is shared with the Midday Supervisory (MDS) team, SEND team and kitchen staff, ensuring it can be quickly accessed and checked by any member of staff as part of initiating an emergency response.

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
- 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 first-aid procedures and follow the NHS advice on [treatment of anaphylaxis](#) and Anaphylaxis UK's advice on [what to do in an emergency](#) in response
- 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

7. Adrenaline auto-injectors (AAIs)

Conway Primary School follows the Department of Health and Social Care's Guidance on using [emergency adrenaline auto-injectors in schools](#):

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 Eureka First Aid - <https://www.eurekadirect.co.uk/>
- The school will always hold 2x school auto injectors
 - These will be held within the first aid cabinet in the school office
 - Pupil auto injectors are held in the First Aid boxes in their respective classes
- The dosage required for Primary aged children is defined by the auto injector – this is 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

Spare AAIs will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

7.3 Maintenance (of spare AAIs)

Sultan Soyvural and Kevina Donelley-Martin are responsible for checking monthly that:

- Pupil and School 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 within the schools sharps bin available in the first-aid area (Bumps)

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
- Pupil AAI's will be carried within the schools Red First Aid bags during educational trips or off-site visits and returned to the class first aid boxes

- The class teacher and school administration staff are responsible for ensuring that the AAI is put in the bag and returned after the external trip

7.6 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 via dedicated on-line modules.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Medication Policy

Pupil Allergy Policy 2026

Final Audit Report

2026-07-13

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