

## **Framework for supporting children with allergies**

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This framework sets out our school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction. It aims to make clear how our school supports pupils with allergies to ensure their wellbeing and inclusion and demonstrate how St James promotes and maintains allergy awareness among the school community

This framework 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](#)

### **Our School Responsibility**

We take a whole-school approach to allergy awareness. We promote and maintain allergy awareness across our school community.

The care of children with allergies is split between the following roles:

#### **Office**

- All allergy information is up to date and readily available to relevant members of staff
- All staff receive an appropriate level of allergy training
- All staff are aware of the school's framework and procedures regarding allergies
- All pupils with allergies, who require and AAI or medication have an allergy action plan completed by a medical professional
- Relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Recording and collating allergy and special dietary information for all relevant pupils
- Any other appropriate tasks delegated by the Headteacher

#### **SENCO**

- Regularly reviewing and updating the allergy framework
- If appropriate, an IHCP will be co-created with parents alongside the allergy action plan

#### **All Staff**

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy framework 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

## **What we ask from Parents**

We share our allergy framework with all parents and it is available on our website.

We ask our parents to:

- Provide 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, provide 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 consider the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Follow the school's guidance on food brought in to be shared
- Update the school on any changes to their child's condition

## **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.

## **Managing risk**

### **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

### **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, the catering staff 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

### **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
- Nut-based sauces, such as satay, pesto

If a pupil brings these foods into school, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.

### **Insect bites/stings**

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- Bins emptied regularly to reduce the risk

### **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

### **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

### **Procedures for handling an allergic reaction**

#### **Register of pupils with AAls**

The school maintains a register of pupils who have been prescribed AAls or where a doctor has provided a written plan recommending AAls 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 register is kept in the office and can be checked quickly by any member of staff as part of initiating an emergency response

#### **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 AAls 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 parent consent has been given)
- 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
- 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
- After any incident, the school will do a full investigation, in line with their health and safety processes. Outcome will be monitored by Governors.

### Adrenaline auto-injectors (AAIs)

#### Purchasing of spare AAIs

The First Aid office team is responsible for buying AAIs and ensuring they are stored according to the guidance. These have been purchased from a local pharmacy.

We currently have: 1 EpiPen Jnr – 0.15mn and 1x Epipen 0.3mg

#### Storage (of both spare and prescribed AAIs)

We make sure that 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.

#### Maintenance (of spare AAIs)

The Office team are responsible for checking monthly that:

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

#### 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

#### Use of AAIs off school premises

Pupils at risk of anaphylaxis who are able to administer their own AAIs should have their AAI with them at all time on school trips and off-site events. These will be held by the group leader and will be stored in the yellow medical bag. Where groups are split, the staff member accompanying the child must hold the AAI.

#### 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 AAls have been administered

### 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 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 and is arranged by the SENCO, with support by the School Nursing team.

### Links to other policies

This policy links to the following policies and procedures:

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