

Allergy Policy



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Contents.

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

1. Aims.

This policy aims to set out Releasing Potential's School approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction including;

- How Releasing Potential school supports students and staff 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'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 Deputy Head of School-Safeguarding who has welfare responsibilities across the whole school.

Responsibilities include:

- Promoting and maintaining allergy awareness across the school community.
- Overseeing the recording and collating of allergy and special dietary information for all relevant students.
- Ensuring all allergy information is up to date and readily available for relevant members of staff/tutors.
- Ensuring all students with allergies have an allergy action plan.
- Ensuring relevant tutors receive an appropriate level of allergy training.
- Ensuring all staff are aware of the school's policy and procedures regarding allergies.
- Regularly reviewing and updating the allergy policy.

3.2 School responsibilities

The Keyworker is responsible for coordinating the medical paperwork and information from families and recording it on CPOMS. Overseen by Deputy Head of School-Safeguarding.

The keyworkers responsible for engaging with the families and coordinating medication being held on their school site and overseeing its safe issue to the student. Overseen by the duty manager.

All tutors are responsible for:

- Promoting and maintaining allergy awareness among students
- Maintaining awareness of Releasing Potential's 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 students 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 students with allergies

3.3 Parents

Parents are responsible for:

- Being aware of the Releasing Potential'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 in-date AAI's and any other medication as prescribed, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner.
- Carefully considering the food they provide to their children 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 Students with allergies

These students are responsible for:

- Being aware of their allergens and the risks they pose.
- Understanding how and when to use their AAI's.
- If age-appropriate, carrying their AAI's on their person as prescribed and only using it for its intended purpose (designated members of staff are still expected to help administer the AAI if the student is not able to do so).

If the activity prevents or makes it difficult for the student to carrying the AAI then the tutor can hold the AAI as long as it is:

- It is not locked away but accessible and available for use at all times.
- No more than 5 minutes away from where they may be needed.
- Stored in line with the Manufacturer's guidance.

3.5 Students without allergies.

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers.
- Older students 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 student at risk of anaphylaxis taking part in:

- Lessons such as food studies.
- Science experiments involving foods.
- Crafts using food packaging.
- Off-site events and school trips.
- Outdoor activities.
- 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. Staff with allergies

Releasing Potential is committed to promoting a safe and supportive environment for all staff members, including those with allergies. Staff are encouraged to inform their line manager and school administration of any medically diagnosed allergies—such as food, insect stings, latex, or medication—so that appropriate precautions and emergency plans can be put in place. The school will take reasonable steps to reduce exposure to known allergens, including through staff practices, cleaning protocols, and allergy-aware policies. All staff are expected to follow these measures and support a culture of awareness, respect, and safety for colleagues with allergies. Where prescribed, staff may carry their own Adrenaline Auto-Injectors (AAI -EpiPen), and are encouraged to inform key colleagues of their location and use.

6. Managing risk

6.1 Hygiene procedures

To reduce risk:

- Students are reminded to wash their hands before and after eating
- Sharing of food is not recommended
- Students have their own named water bottles

7.2 Catering

Releasing Potential School is committed to providing meals to support the students during the school day. Meals are prepared on-site and are stored in freezers until required. Meals will be selected by the student at the start of the day and allowed to defrost during the morning. Once fully defrosted the meal will be re-heated using a microwave. Food that is not eaten will be thrown away and must not be re-frozen.

All pre-packaged food prepared on-site will include a warning that it may contain one or more of the top 14 allergens allowing students and staff to make safe choices.

All food study sessions may include foods that contain allergens and the curriculum lead and food studies lead will consider the risks to any student with allergies or special dietary needs.

Alternative options are provided so the student can make a sandwich with crisps and a snack bar or have soup or beans on toast.

7.3 Food restrictions.

If a student or staff member has a known allergen risk the Head of School will ask staff and students to avoid bringing in certain high-risk foods to reduce the chances of someone experiencing a reaction. These may 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 staff member or pupil brings these foods into school, they may be asked to eat them away from others to minimise the risk.

7.4 Insect bites/stings.

For students who are identified as being allergic to bites and stings a risk assessment must be conducted.

During school or when outdoors, tutors should minimise risk by having the AAI's available when prescribed and simple precautions such as shoes always being worn.

7.5 Animals.

When working with animals or visiting sites with animals the following procedures will be followed:

- Students with animal allergies will not interact with animals
- All students will always wash hands before and after interacting with animals to avoid putting pupils with allergies at risk through later contact
- Adhere to site procedures

6.6 Support for mental health

Students with allergies can experience bullying and may also suffer from anxiety and depression relating to their allergy. If staff observe such behaviour, then CPOMS should be used to report it and additional support through pastoral care and one to one time will be provided.

6.7 Events and school trips.

For events, including ones that take place outside of the school, and school trips, no students 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 students' allergies and to have received adequate training.

7. Procedures for handling an allergic reaction.

7.1 Register of students with an Auto Immune Injector (AAI)

The Deputy Head of School maintains a register of students who have been prescribed AAI's or where a doctor has provided a written plan recommending AAI's to be used in the event of anaphylaxis. The register includes:

- Known allergens and risk factors for anaphylaxis.
- Whether a student has been prescribed AAI(s) and if so, what type and dose.
- Where a student 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 students.

The register is held in the office for each school site. When off-site, the tutor will have access to the register to react quickly and to be able to see who is responsible

Allowing all students to keep their AAI's with them will reduce delays and allows for confirmation of consent without the need to check the register.

7.2 Allergic reaction procedures

As part of the whole-school awareness approach to allergies, Delivery staff complete 12-hour first aid training which includes how to recognise the signs of anaphylaxis and respond appropriately.

If a student has an allergic reaction, the staff member will initiate first aid and follow the student's allergy action plan.

If an AAI needs to be administered and the student is unable, then a member of staff will use the pupil's own AAI. It will only be administered by a first aid trained member of staff.

If the pupil has no allergy action plan, staff will initiate first aid and contact emergency services.

If a student needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the student to hospital by ambulance.

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

8. Disposal of AAI's.

AAI's can only be used once. Once an AAI has been used, it will be disposed of in line with the manufacturer's instructions.

9. Training

All school staff are required to undertake training in the correct administration of Adrenaline Auto-Injectors (AAI's). This training ensures that all members of staff are prepared to respond quickly and effectively in the event of an anaphylactic emergency. Training records are maintained to ensure all staff remain up to date and confident in their ability to support pupils and staff with allergies safely.

10. Links to other policies

This policy links to the following policies and procedures:

[Health and Safety Policy.docx](#)