



Dame Alice Owen's School
The Dame Alice Owen Foundation - 1613

STUDENT ALLERGY POLICY

Agreed by the Governing Body School Community Committee
To be reviewed
(*reviewed every 2 years*)

Summer 2026
Summer 2028

To be monitored by Deputy Head Pastoral, the Pastoral Team and the Senior Leadership Team (SLT)

This Student Allergy Policy has been developed to ensure the safety, wellbeing, and inclusion of all students with allergies while they are in school. Allergic reactions can range from mild symptoms to severe, life-threatening emergencies, and it is therefore essential that clear procedures are in place to reduce risks and support effective responses. This policy outlines the responsibilities of staff, students, parents/carers, and visitors in creating a safe learning environment where students with allergies can participate fully and confidently in all aspects of school life.

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 Lead is Vicki Blackburn (Deputy Headteacher, Pastoral & Designated Safeguarding Lead).

They are responsible for:

1. Promoting and maintaining allergy awareness across our school community
2. Overseeing the recording and collating allergy and special dietary information for all relevant students and ensuring the following:
 - All allergy information is up to date and readily available to relevant members of staff
 - All students 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 School Welfare and First Aid Lead (Matron)

The School Welfare and First Aid Lead (Matron) is responsible for:

- Co-ordinating the paperwork and information from families
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Delivering basic training for staff on dealing with allergic reactions/ use of AAI
- 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 students
- 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 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

3.4 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 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 adrenaline auto-injector
- Carrying their adrenaline auto-injector on their person and only using it for its intended purpose

3.6 Students without allergies

These students are responsible for:

- Being aware of allergens and the risk they pose to their peers
- Alerting a staff member if a student presents unwell or needs support

4. Assessing risk

The school will conduct a risk assessment for any student 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 student 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

Students are reminded of the importance of hygiene in managing risk and promoting good hygiene, such as:

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

5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of students with allergies.

- Catering staff receive appropriate training and are able to identify students 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 students
- 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 students 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 student 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.

5.4 Insect bites/stings

Dame Alice Owen's School has a very large campus that includes wooded and grass areas where there is a risk of being bitten and stung. In order to minimise the risk, students are reminded of basic expectations.

When outdoors:

- Shoes should always be worn
- Food and drink should be covered

If a student is bitten or stung they should seek the support of Matron or a first aider who will take the appropriate action.

5.5 Animals

Although animals are not normally kept or are present on the school site, there may be occasions when animals visit the school as part of educational activities, therapy sessions, special events, or off-site visits. In these circumstances, appropriate precautions will be taken to minimise the risk of allergic reactions and ensure the safety and wellbeing of all pupils. The following procedures apply whenever students may come into contact with animals.

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

5.6 Support for mental health

Students with allergies have the support of the school Welfare and First Aid Lead but are also supported by their Pastoral Director and Pastoral Manager. As in line with the school's Behaviour for Learning and Anti-bullying policy, students can report any concerns to any member of staff and they will always be supported.

Students with allergies will have additional support through:

- Pastoral care through regular check-ins with their Form Tutor
- Contact with the Safeguarding Team as appropriate
- Support of a mentor (if applicable)

5.7 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

Appropriate measures will be taken in line with the school's AAI protocols for off-site events and school trips (see section 7.5).

Where food is provided by the school, staff should read labels for food allergens and be instructed about measures to prevent cross contamination during the handling, preparation and serving of food.

Examples include: preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils.

Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) need to have clear ingredients labelled and may need to be restricted depending on the allergies of particular children and their age.

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAls

As part of our admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools. The school maintains a register of students 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 student has been prescribed AAl(s) (and if so, what type and dose)
- Where a student has been prescribed an AAl, whether parental consent has been given for use of the spare AAl, which may be different to the personal AAl prescribed for the pupil
- A photograph of each student to allow a visual check to be made (with photo consent)

The register is kept in the staff room and is also emailed to staff electronically and can be checked quickly by any member of staff as part of initiating an emergency response. Each student has their allergy and AAl noted on their student page on SIMS and Edulink One page.

Dame Alice Owen's School has chosen to hold an adrenaline auto-injector for emergency use by students who are at risk of anaphylaxis but whose own device is not available or not working.

The protocol for the use of AAl follows the [Department of Health Guidance on the use of adrenaline auto-injectors in schools](#). Parents/carers will be informed if their child has used the emergency AAl. The School Welfare and First Aid Lead is responsible for ensuring that this protocol has been followed.

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 AAls to minimise delays in students receiving adrenaline in an emergency.

If a student has an allergic reaction, the staff member will initiate the school's emergency response plan, following the student's allergy action plan. If an AAI needs to be administered, a member of staff will use the student's own AAI, or if it is not available, a school AAI.

If the student 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.

If someone is experiencing any of the following symptoms, it should be treated as a medical emergency:



AIRWAY- swelling in the throat, tongue or upper airways, hoarse voice, difficulty swallowing



BREATHING- sudden onset wheezing, breathing difficulty, noisy breathing, persistent cough



CIRCULATION- dizziness, feeling faint, sudden sleepiness, confusion, pale clammy skin, loss of consciousness or collapse

- If the person is conscious, **lie them flat with their legs raised** to assist in blood flow to the heart and vital organs.
- If they are having **difficulty breathing**, they can be propped up with legs stretched out straight.

Give adrenaline immediately:

- If you or the person affected has been prescribed adrenaline (such as EpiPen®, Jext® or EURneffy®), **use it straight away** - adrenaline is the first-line treatment for anaphylaxis.
- Make a note of the time you give the first dose of adrenaline. If symptoms do not improve after **five minutes**, or symptoms get worse, **give a second dose**.
- **Call 999 immediately (do not wait 5 minutes) and send for help or use the SLT call out button stating 'urgent medical'**.
- Call emergency services immediately after using your first dose of adrenaline and tell the operator it is "**anaphylaxis**" (ana-fil-ax-is).
- Give your **exact location** (What3Words can help if you are outside).
- **Do not move/ move the patient**. Stay in this position until help arrives. Do not stand up, walk or run, even if you/ they start to feel better.

Movement can make symptoms worse and cause a sudden drop in blood pressure. Stay with them until emergency services arrive.

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

- Medical authorisation and written parental consent have been provided, or
- The student'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 student needs to be taken to hospital, staff will stay with the student until the parent/carer 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/carers informed.

7. Adrenaline auto-injectors (AAIs)

Dame Alice Owen's 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.

Dame Alice Owen's School will order AAIs from the local pharmacy. AAIs can also be purchased from authorised suppliers in the event that the local pharmacy was unable to fulfill the order.

Dame Alice Owen's School will always ensure there are a minimum of six spare AAIs on site. Two are stored in the back office near reception, two are stored in the Food Technology Department and two are stored in the PE Department. Exact details of the location of the AAIs can be found below.

Schools are not required to hold spare AAI(s). Dame Alice Owen's School has chosen to hold an adrenaline auto-injector for emergency use by students who are at risk of anaphylaxis but whose own device is not available or not working. EpiPen® is the AAI we store for these purposes. The dosage stored is as required for our students (based on Resuscitation Council UK's age-based criteria, see page 11 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.

AAIs are stored in the following locations at Dame Alice Owen's School:

- In the back office by main reception above the photocopier
- In the Food Technology Technician's office
- In the Cricket Pavilion (moving to the sports hall once open in Autumn 2026)

AAIs are **not** locked away, but accessible and available for use at all times and these are **not** located more than 5 minutes away from where they may be needed.

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

7.3 Maintenance (of spare AAIs)

The Deputy Head, Pastoral and the Welfare and First Aid Lead are responsible for checking monthly that:

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

Parents/carers are asked to collect all medications/equipment at the end of the school year, and to provide new and in-date medication at the start of each academic year.

7.4 Disposal

Dame Alice Owen's School will dispose of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

7.5 Use of AAIs off school premises

Students 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.

When undertaking trips, including sporting activities, a risk assessment must be undertaken for any student at risk of anaphylaxis taking part in a school trip off the school premises. On all trips there will be a staff member who is trained to administer AAI in an emergency. Staff leading such trips will ensure that the student has two of their own AAIs. In some circumstances, staff may take a spare AAI for emergency use on some trips.

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 students to whom the AAI can be administered
- A record of when AAls 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 AAls are kept on the school site, and how to access them
- how to administer AAls
- the wellbeing and inclusion implications of allergies

Training is carried out annually directed by the Allergy Lead.

9. Links to other policies

This policy links to the following policies and procedures:

- [Health and safety policy](#)
- [Supporting pupils with medical conditions policy](#)