

Pupil allergy policy

Hallmoor school



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1. Aims

Hallmoor School is part of Forward Education Trust and provides specialist education for pupils aged 4–19 with a range of special educational needs and disabilities.

The school recognises that some pupils, staff and visitors may have allergies which can range from mild reactions to life-threatening anaphylaxis. We are committed to creating a safe, inclusive and supportive environment whilst promoting independence and wellbeing.

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](#)
- This policy also has regard to the Department for Education's Allergy Safety in Schools Statutory Guidance (July 2026), published under section 100 of the Children and Families Act 2014 as amended by the Children's Wellbeing and Schools Act 2026.

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy lead is Richard Grant.

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
- Ensuring:
 - All allergy information is up to date and readily available to relevant members of staff
 - All pupils with allergies have an allergy care 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 School nurse/named first aider (CC)

The school nurse/named first aider is 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 Individual Healthcare Plans

- All pupils with diagnosed allergies requiring medication or emergency intervention will have an Individual Healthcare Plan and/or Allergy Action Plan developed in partnership with parents/carers and healthcare professionals and reviewed annually or whenever needs change.

4. 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.

5. Managing risk

As a specialist SEND school, Hallmoor recognises that some pupils may require additional support to identify, communicate or manage allergic reactions.

Risk assessments, supervision arrangements and healthcare plans will take account of pupils' communication needs, cognitive abilities, medical needs and levels of independence.

Reasonable adjustments will be made to ensure pupils with allergies can safely access the curriculum, enrichment activities and educational visits.

Some pupils may be unable to recognise, communicate or respond appropriately to symptoms of an allergic reaction due to their special educational needs, communication difficulties or cognitive profile. Staff remain vigilant for non-verbal indicators of allergic reactions and anaphylaxis and ensure appropriate levels of supervision and support are in place.

5.1 Hygiene procedures

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

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, staff will assess the risk and take appropriate action to minimise exposure to others.

The school tuck shop will not sell food containing nuts or sesame seeds.

5.4 Insect bites/stings

As a SEND school staff to pupil ratios are higher which means that pupils are closely supervised when outdoors. Children are encouraged to wear shoes outdoors and food and drinks are typically consumed inside. If a pupil has or appears to have an insect bite, first aid procedures would be followed as normal practice.

5.5 Animals

Currently Hallmoor does not have any school animals. When animals are part of the enrichment or school curriculum the school produces individual risk assessments for each activity which includes:

- All pupils will always wash their 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

5.6 Support for mental health

The school recognises that living with a severe allergy may impact a pupil's emotional wellbeing, confidence and participation in school activities. Concerns regarding anxiety, social isolation or bullying related to allergies will be addressed through the school's safeguarding, behaviour and pastoral support processes.

Pupils with allergies will have the opportunities, if needed, to additional support through:

- Pastoral care
- Regular check-ins with their teacher

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).
- Prior to educational visits, staff will review allergy risks and ensure:
- Relevant medical information is available
- Emergency medication accompanies the pupil
- Staff are aware of allergy management procedures
- Emergency contact details are available
- Appropriate food and catering arrangements are considered where required

6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAI

[Supporting children with Medical Needs Policy](#)

- 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 register is kept in the back admin office and can be checked quickly 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
- In an emergency, staff are expected to act in the best interests of the pupil. Delays in treatment can significantly increase risk. Staff should seek immediate medical assistance where anaphylaxis is suspected and administer an AAI without delay in accordance with training and the pupil's Allergy Action Plan.
- 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 procedures If there is any suspicion of anaphylaxis:

An AAI should be administered immediately

Emergency services will be called by dialling 999

A second AAI will be administered after 5 minutes if symptoms persist and another in-date device is available

Parents/carers will be informed as soon as possible

The pupil will be monitored continuously until emergency services arrive

- 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
- Following any allergic reaction, administration of medication or use of an AAI, a written record will be completed as soon as reasonably practicable. Parents/carers will be informed on the same day and records retained in accordance with school procedures.

7. Adrenaline auto-injectors (AAIs)

7.1 Purchasing of spare AAI

The allergy lead is responsible for buying AAI and ensuring they are stored according to the guidance.

- Spare AAI will be obtained from a local pharmacy in accordance with Department of Health guidance.
- The school will maintain an adequate number of spare AAI based on pupil need, school size and location of pupils throughout the school day.
- Where possible, the school will purchase a single brand of AAI to minimise confusion and support effective staff training.
- The dosage and type of spare AAI purchased will reflect the age and needs of pupils attending the school.

7.2 Storage (of both spare and prescribed AAI)

The allergy lead will make sure all AAI 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 – the back reception admin office
- **Not** locked away, but accessible and available for use at all times - the back reception admin office.
- **Not** located more than 5 minutes away from where they may be needed – AAI are available in the back reception admin office, along with the list of pupils.

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

Prescribed allergy medication, including antihistamines and adrenaline auto-injectors, will be stored in accordance with the pupil's Individual Healthcare Plan. Emergency medication will be kept in a secure but readily accessible location (back office) known to relevant staff. Medication requiring refrigeration will be stored in the medical fridge and monitored in accordance with school procedures.

(See pages 12 and 13 of the guidance.)

7.3 Maintenance (of spare AAI)

Richard Grant and Caroline Copper are responsible for checking monthly that:

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

7.4 Disposal

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

(See page 13 of the guidance.)

7.5 Use of AAI's off school premises

- Pupils at risk of anaphylaxis who are able to administer their own AAI's should carry their own AAI with them on school trips and off-site events. However, at Hallmoor, individual AAI's will be carried in labelled yellow bags and always be with the children.
- Prior to educational visits, staff must confirm:
 - Emergency medication is available and in date
 - A copy of the pupil's Health Care Plan accompanies the visit
 - Staff attending understand allergy management procedures
 - Parent/carer emergency contact details are available
 - Appropriate first aid provision is available throughout the visit
 - Where appropriate, a spare school AAI will accompany the visit.

(See page 13 of the guidance.)

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAI's
- Instructions for the use of AAI's
- 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 AAI's have been administered

8. Serious incidents and near misses

- The school will record and review all allergy-related incidents and near misses.
- Where appropriate, investigations will be undertaken to identify lessons learned and reduce future risk.
- Outcomes from incident reviews will be used to inform future risk assessments, staff training and policy development.
- Parents and carers will be informed of relevant incidents involving their child.

9. 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 by the allergy lead.
- New staff will receive allergy awareness information as part of their induction programme.
- Records of allergy training will be maintained by the school.

10. Links to other policies

This policy links to the following policies and procedures found here [School Policies - Hallmoor School](#):

[First aid Policy.pdf](#)

[Medication-and-Associated-Procedures-Policy.pdf](#)

[Safeguarding Policy](#)