



Allergies and Intolerance Policy

Reviewed: March 2026

Review Due: March 2027

1. Aims

This policy aims to:

- Set out Kingshill Infant School's approach to allergy and intolerance 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 (updated March 2026)

Allergy Management and Updated Government Guidance

At Kingshill Infant School, we recognise that allergies, including food allergies and anaphylaxis, are serious medical conditions that require careful management in order to keep pupils safe and fully included in school life. In line with guidance from the Department for Education, the school ensures that appropriate systems are in place to identify, support and safeguard pupils with allergies.

Recent government announcements have strengthened expectations on schools regarding allergy management. Updated guidance from the Department for Education highlights the importance of clear school policies, trained staff, access to emergency medication, and individual healthcare plans for pupils with allergies. Kingshill Infant School is committed to aligning its procedures with this guidance and ensuring that robust systems are in place to protect pupils with medical needs.

To support this, Kingshill Infant School will:

- Maintain a clear whole-school allergy management approach that promotes awareness, prevention and safe responses to allergic reactions.
- Ensure that pupils with diagnosed allergies have an Individual Healthcare Plan (IHP) outlining triggers, symptoms and emergency procedures.
- Ensure staff receive appropriate training so they can recognise the symptoms of an allergic reaction and respond quickly and effectively, including in cases of anaphylaxis.
- Where appropriate and permitted, hold emergency medication such as spare adrenaline auto-injectors (AAIs) for use in emergencies.
- Ensure that parents/carers provide up-to-date medical information and prescribed medication for their child where required.
- Ensure that allergy risks are considered across the school day, including classroom activities, lunch times, food preparation, school trips and extracurricular activities.
- Promote allergy awareness among pupils and staff to reduce risk and support an inclusive environment.

Within Kingshill Infant School, the school office oversees the management of medication baskets used within classrooms. The office team ensures that teachers have the correct medication for pupils and that all medication is within its expiry date.

Jenny Milbourn has oversight of the allergy management systems within the school. She monitors the effectiveness of these procedures and checks that systems are working effectively each half term (approximately every six weeks) to ensure that pupils' medical needs continue to be met safely and consistently.

Kingshill Infant School recognises that allergies are a significant medical need and will make reasonable adjustments so that pupils with allergies can participate fully and safely in all aspects of school life. The school will continue to review its allergy procedures regularly to ensure they remain aligned with national guidance and best practice.

3. Roles and responsibilities

We take a whole-school approach to allergy awareness.

3.1 Allergy lead

The nominated allergy leads are Donna Anderson and Jenny Milbourn

They're responsible for:

- Promoting and maintaining allergy awareness across our school community
- Ensuring the recording and collating of allergy and special dietary information for all relevant pupils is in place, although the allergy lead has ultimate responsibility, the information collection itself is undertaken by 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

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- 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 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

3.3 Administrating AAIs (Adrenaline Anti-Injector Devices)

All staff are trained on a three year basis to administer AAIs. A record of training is available on Scholarpack.

3.4 Parents

Parents 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 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

3.5 Pupils with allergies

Although our children are young, we encourage them to become:

- aware of their allergens and the risks they pose
- Understand when they may need medication

3.6 Pupils without allergies

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers

4. Assessing risk

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The school will conduct a risk assessment for any pupil at risk of anaphylaxis or food intolerance 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

5. Managing risk

5.1 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
- If children bring a snack from home, this is in a named container.

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

- 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
- Children with allergies or intolerances photos are printed and displayed clearly in the kitchen area.

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, the food may be confiscated.

5.4 Insect bites/stings

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

5.6 Support for mental health

Pupils with allergies and intolerances can experience bullying and may also suffer from anxiety and depression relating to their allergy. At Kingshill we will support their mental health and wellbeing, in line with our school's behaviour policy and Anti-Bullying Statement. Staff are aware of the children and if feel that they are affected, can ask the Mental Health Lead for advice.

5.7 Events and school trips

- For events, including ones that take place outside of the school, and school trips, no pupils with allergies or intolerances 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 intolerances 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).
- Children with allergies or intolerances will always be in a group with a member of staff who is aware of the child's allergies or intolerances.

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6. Procedures for handling an allergic reaction

6.1 Register of pupils with AAI's

- The school maintains a register of pupils 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 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 – this is noted on the medical form when providing medicines for their child.
 - A photograph of each pupil to allow a visual check to be made
- A register is kept in the PPA room, main office, dining room and in each classroom. It 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. Posters are in the dining room and in the PPA room.
- Members of staff are trained in the administration of AAI's.
- If a pupil has an allergic reaction, the staff member will follow the pupil's allergy action plan
- If an AAI needs to be administered, a trained member of staff member will use the pupil's own AAI, or if it is not available, a school one. It will only be administered by a designated member of staff trained in this procedure
- If the pupil has no allergy action plan, staff will follow the NHS advice on [treatment of anaphylaxis](#) and Anaphylaxis UK's advice on [what to do in an emergency](#) We only give the spare AAI if instructed by the 999 staff.
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance. If the child has a plan, it will be given to the paramedic.
- If the allergic reaction is mild (e.g., skin rash, itching or sneezing), the pupil will be monitored and the parents informed. We will follow the child's plan.

7. Adrenaline auto-injectors (AAI's)

We Follow the Department of Health and Social Care's Guidance on using [emergency adrenaline auto injectors in schools](#),

7.1 Purchasing of spare AAI's

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

Where the AAI's will be sourced – a letter from the headteacher asking for a spare AAI is taken to Tesco Pharmacy in Ware.

- We have two spare AAI's
- The brand is Mylan
- The dosage required (based on Resuscitation Council UK's age-based criteria, see page 11 of the guidance) - the dosage of our AAI's are: one is for children under 6 and is 150 micrograms. The other one is for children aged 6-12 and is 300 micrograms

(See pages 11 and 12 of the guidance.)

7.2 Storage (of both spare and prescribed AAIs)

The allergy leads 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 kept in classroom cupboards, in a labelled open container. The label will have the child's name on it.
- Spare AAI's are kept in the main office, in an unlocked cabinet out of reach 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)

DONNA ANDERSON is responsible for checking monthly that:

- The 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 in a sharps bin for collection by the local council.

7.5 Use of AAIs off school premises

- As our children are young, **we do not expect** them to administer their own AAIs or carry their own AAI with them on school trips and off-site events
- A member of staff trained to administer AAIs in an emergency should be present on school trips and off-site events. Any child with an AAI will be in a group with a staff member who is trained to administer AAI.
- A spare AAI is taken with the first aid kit and kept with a nominated member of staff. This will be outlined on the trip risk assessment.

7.6 Emergency anaphylaxis kit

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs
- Instructions for the use of AAIs – this is on the box of the AAIs as prescribed by the pharmacy
- Instructions on storage - this on the box of the AAIs as prescribed by the pharmacy
- Manufacturer's information - this on the box of the AAIs as prescribed by the pharmacy
- 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)

- Where AAls are kept on the school site, and how to access them
- The importance of acting quickly in the case of anaphylaxis
- The wellbeing and inclusion implications of allergies
- Training will be carried out on a yearly basis and led by the school nursing team.

It's recommended that all staff are trained at least once a year.

9. Links to other policies

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Food policy
- First Aid Policy